



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 DJS010261

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 JOHN ABBOTT  
 304-558-2544

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 VARIOUS LOCALES AS  
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
09/12/2008				

BID OPENING DATE: 10/21/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		948-76		
PSYCHOLOGISTS/PSYCHOLOGICAL SERVICES  OPEN-END CONTRACT TO PROVIDE PSYCHOLOGICAL SERVICES FOR THE WEST VIRGINIA DIVISION OF JUVENILE SERVICES, PER THE SPECIFICATIONS.  MANDATORY PRE-BID: 9/29/2008; 1:30 PM WV DIV. OF JUVENILE SERVICES 1200 QUARRIER STREET CHARLESTON, WV 25301  EXHIBIT 3  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.  UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.  RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
-----------	-----------	------

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
-------	------	-----------------------------------

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 DJS010261

PAGE  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 JOHN ABBOTT  
 304-558-2544

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

DIVISION OF JUVENILE SERVICES  
 VARIOUS LOCALES AS  
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/12/2008				

BID OPENING DATE: 10/21/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
DJS010261

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT 304-558-2544

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 VARIOUS LOCALES AS INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/12/2008				

BID OPENING DATE: 10/21/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 DJS010261

PAGE  
 4

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 JOHN ABBOTT  
 304-558-2544

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

DIVISION OF JUVENILE SERVICES  
 VARIOUS LOCALES AS  
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/12/2008				

BID OPENING DATE: 10/21/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
------	----------	-----	--------	-------------	------------	--------

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

.....  
SIGNATURE

.....  
COMPANY

.....  
DATE

NOTICE

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 BUILDING 15  
 2019 WASHINGTON STREET, EAST  
 CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
DJS010261

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 VARIOUS LOCALES AS  
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/12/2008				

BID OPENING DATE: 10/21/2008      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID  BUYER: JOHN ABBOTT----- RFQ. NO.: DJS010261----- BID OPENING DATE: 10/21/2008----- BID OPENING TIME: 1:30 PM-----  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----  ***** THIS IS THE END OF RFQ DJS010261 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**WEST VIRGINIA DIVISION OF JUVENILE SERVICES**  
**RFQ SPECIFICATIONS FOR**  
**DJS010261 – PSYCHOLOGICAL SERVICES**

**PERSONNEL SELECTION AND RETENTION REQUIREMENTS.**

- a. The Contractor shall provide adequate qualified staff for the provision of the aforementioned services in compliance with ACA Standards.
- b. The Contractor shall cover periods of absences necessitated by vacations, holidays, and extended sick leave.
- c. The Contractor shall be responsible for providing educational services for staff. The Contractor's contractual relationship with qualified professionals shall provide for support of continuing education activities required for maintenance of licensure either by direct monetary supplementation or providing paid continuing education units.
- d. The Contractor shall be responsible for assuring that all required registrations, licenses, and credentials associated with the operation are active and in good standing. This includes, but is not limited to licenses, as well as registration with appropriate State Boards. The Contractor shall provide the Division with current resumes and licenses, required by statute, on all applicable qualified professional employees as well as those subcontracted professional employees. Licensed individuals, who have license restrictions or mandatory disciplinary stipulations upon their scope of practice, are unacceptable candidates for employment within the facility setting. All professionals shall possess an unrestricted license. Any professional who has been convicted of a felony in accordance with any State or Federal law is unacceptable.
- e. In order to be eligible for employment within a facility under the control of the WV Division of Juvenile Services, all contract and subcontracted employees must pass a background investigation conducted by the Division or its designee prior to providing any services. Such investigation shall be the equivalent of the investigations conducted for all Division applicants.
- f. The Contractor agrees to require all newly hired employees to attend no more than a 40 hour training and orientation program provided by the Division. When such training program is available, the Contractor shall require such employees to be in attendance prior to engaging in the delivery of health care services within the juvenile facility. If training is unavailable, the facility administrator may grant a waiver until the next training class convenes.
- g. The Contractor shall require all employees to be in attendance at annual in-service security training. Training costs will be covered by the Division.
- h. With respect to those employees and subcontractors engaged by the Contractor, the Division, at its sole discretion, reserves the right to request random drug testing and to demand the immediate dismissal or replacement of any individual who fails said drug screening or who has violated the rules and/or regulations of the Division, or who poses a risk or unacceptable threat to security of the facility. The Division shall provide written documentation to substantiate its demand for immediate replacement of the Contractor's employees or sub contractors. The employee will not be formally dismissed until there has at a minimum been discussion between the Division and the Contractor regarding the rationale for the Division's request.
- i. The Division reserves the right to reassign FTEs based on need and site mission. The Division shall reserve the right to deny employment of any staff member without cause.

**The operating environment for this RFQ will be present and future Division of Juvenile Services facilities and programs. Listed below are the current Division of Juvenile Services sites and future planned expansions.**

7 The Central Office of the Division of Juvenile Services is located at 1200 Quarrier Street (2<sup>nd</sup> Floor), Charleston, WV 25301. However, delivery of services will be at the following locations.

The West Virginia Industrial Home for Youth is located at 7 Industrial Blvd., Industrial, (Harrison County) West Virginia 26375. This maximum secured correctional facility is a 210 bed facility.

The Davis Center is located at Blackwater Falls Road, Davis, (Tucker County) West Virginia 26260. This minimum security correctional facility is a 60 bed facility.

The Vicki Douglas Juvenile Center is located at 900 Emmett Rousch Drive, Martinsburg, (Berkley/Jefferson Counties) West Virginia, 25401. This center is a 24 bed facility which serves residents from the eastern part of the state.

The Northern Juvenile Center is located at 1000 Chapline Street, Wheeling (Ohio County) West Virginia, 26003. This center is a 19 bed facility which serves residents from the northern panhandle part of the state.

The Lorrie Yeager Juvenile Center is located at 907 Mission Drive, Parkersburg, (Wood County) West Virginia, 26103. This center is a 24 bed facility which serves residents from the north central part of the state.

The Sam Perdue Juvenile Center is located at 843 Shelter Road, Princeton, (Mercer County) West Virginia, 24740. This center is a 24 bed facility which serves residents from the southern part of the state.

The J.H. "Tiger" Morton Juvenile Facility is located at 60 Manfred Holland Way, Dunbar, (Kanawha County) West Virginia, 25064. This center is a 24 bed facility and serves residents from the south central region of the state.

The Donald R. Kuhn Juvenile Diagnostic and Detention Center is located at One Lory Place, Julian (Boon County) West Virginia, 25529. This is a 48 bed facility which serves residents from all over the state.

The J.M. "Chick" Buckbee Juvenile Center is located at One Jerry Lane, Augusta (Hampshire County) West Virginia, 26704. This center is a 24 bed facility which serves residents from the Potomac Highlands region in West Virginia.

The Gene Spadaro Juvenile Center is located at 106 Martin Drive, Mt. Hope (Fayette County) West Virginia, 25880. This center is a 24 bed facility which serves the residents south eastern region of the state.

The Robert Shell Juvenile Center is located at 2 O'Hanlon Place, Barboursville (Cabell County) West Virginia, 25504. This is a 24 bed facility which serves residents in the central western region of the state.

### **Youth Reporting Center Locations**

The Cabell County Youth Reporting Center is located at 2 O'Hanlon Place, Barboursville West Virginia, 25504. This is a community based program serving juvenile offenders of Cabell County.

The Stars Youth Reporting Center is located at 900 Emmett Rousch Drive Martinsburg WV, 25401. This is a community based program serving juvenile offenders in Berkeley County.

The Kanawha County Youth Reporting Center is located at Central Avenue in Charleston WV, 25301. This is a community based program serving juvenile offenders in Kanawha County.



The Brooke Hancock Youth Reporting Center is located at 3551 ½ Main Street Weirton WV, 26602. This is a community based program serving the juvenile offenders in Brooke and Hancock Counties.

***Locations that are planned for future expansion:***

***Youth Reporting Centers in:***

***Marion County (Fairmont)***

***Putnam County (Winfield)***

***Mercer County***

***Lincoln County***

Following is a list of staff the Division of Juvenile Services wishes to contract for, their required credentials, and the required duties. See Appendix A for the locations and projected FTE that will be required. Appendix B is the format by which to submit your proposal.

**Psychologist**

**Required Credentials**

All candidates must have a Master's in Psychology or PhD degree in psychology from an accredited college or university. All candidates must be currently licensed as a psychologist by the West Virginia Board of Examiner's of Psychologists or license eligible with supervision status. All candidates must have Professional experience which indicates knowledge of psychological testing, mental health counseling, group and individual psychotherapy, diagnosis and treatment of major mental disorders and psychological evaluation techniques.

**Required Duties**

**Northern WV Youth Diagnostic Center @ Salem WV**

The psychologist will be responsible for completion and submission of the psychological component of the comprehensive diagnostic evaluation on each diagnostic resident to include personality, academic and intellectual functioning, sex offender assessment interpretation, if applicable, and shall address criminogenic risk/need, responsivity and addiction severity. This evaluation must be provided in an approved format within allotted time frame. DJS will purchase all testing materials and will provide staff for typing of evaluations unless the psychologists prefer to type them themselves.

The psychologist will be an active member of the treatment team to include mandatory participation in weekly clinical meetings and will also present the psychological report summary at the resident's multi-disciplinary treatment team meeting.

**WV Industrial Home for Youth Wellness Center & Programming Center**

Psychological evaluations will also be provided by the psychologist for residents of the WV Industrial Home for Youth who will be transitioning to/from another placement and is in need of a new or updated psychological evaluation.

**Psychiatric Nurse**

**Required Credentials**

All candidates must be a Registered Nurse who is licensed to practice nursing in the State of West Virginia and possess a minimum of three (3) years experience working in a correctional facility. Candidates must demonstrate professional experience which indicates knowledge of mental health services, diagnosis and treatment of major mental disorders, and mental status techniques.

**Required Duties**

This position will be assigned to the Wellness Center of the WV Industrial Home for Youth in Salem. The main duties will be to monitor psychotropic medications, to assess treatment effectiveness and monitor medication side effects by ensuring all residents on the psychiatric caseload are staffed with the treatment team on a minimum of one time per week.

The psychiatric nurse will participate in weekly clinical meetings held for each resident on the unit. The psychiatric nurse will document information from the clinical team meetings in the resident's individual medical chart for those residents on the psychiatric case load.

The psychiatric nurse will complete the initial individualized psychiatric treatment plan for all new psychiatric intake evaluations for residents placed on the Intensive Behavioral Unit.

The psychiatric nurse will be included in the DJS mental health 24/7 on-call system.

## **Program Director**

### **WV Industrial Home for Youth Wellness Center**

#### **Required Credentials**

The Program Director candidates must have a Master's degree in Psychology, Counseling or Social Work with a minimum of five (5) years direct clinical evaluation, treatment and consultation services with the child and adolescent population. Candidates must have a minimum of three (3) years administrative experience responsible for the organization and implementation of training programs, supervision of program facilitators, program implementation, statistical data collection and data analysis.

#### **Required Duties:**

The Program Director will be responsible for the clinical oversight of the Wellness Center at the WV Industrial Home for Youth. Main duty is to supervise all clinical work of treatment staff of said unit.

The Program Director will meet weekly with the Director of Treatment and Programs at the WV Industrial Home for Youth and will participate in weekly management team meetings held by the Director of Treatment and Programs.

The Program Director is also responsible for providing a statistical report of services as directed by the WV Division of Juvenile Services to include at a minimum intakes and concerns on a monthly basis to the Director of Treatment and Programs at the WV Industrial Home for Youth.

The Program Director will provide in-service training to WV DJS staff on issues related to Adolescent Mental Health and Suicidal Behaviors.

## **Master's Level Therapist**

#### **Required Credentials**

All candidates must have Master's degree in psychology, social work or a related behavioral science field and must hold a current license or be license eligible with temporary or supervision status with their respective licensing board. Candidates must have professional experience which indicates knowledge of mental health counseling, group and individual psychotherapy, diagnosis and treatment of major mental disorders. Candidates must have experience working with children, adolescents and families in a mental health facility or working for a mental health agency. Candidates must have knowledge of behavioral management/modification techniques and experience with development and implementation of individualized treatment plans.

#### **Required Duties**

### **Wellness Center at Salem WV (2)**

The contractor will provide qualified mental health professional in the form of Master's Level Therapist who will be assigned to the unit to meet the individual needs of offenders. The Masters Level Therapist will provide

intensive group therapy weekly, individual therapy every other week at a minimum, crisis intervention, education on mental illness or acting out behaviors and related medication symptoms as needed.

In addition to psychiatric intervention, the Masters Level Therapist will develop and oversee a comprehensive, individualized, multidisciplinary treatment plan that will be maintained for each resident on the intensive behavioral unit. All treatment plans will be developed in a manner that is consistent with reintegration of the resident back into general population.

The Masters Level Therapists will actively participate in weekly clinical meetings held on each resident on the unit and will provide monitoring reports in regards to the resident's level of program participation and progress toward completion of individualized treatment goals.

#### **Adolescent Leadership Development Academy at Salem WV (2)**

Masters level therapist with a knowledge of behavioral modifications techniques to provide group, family and individual counseling, develop and implement comprehensive treatment plans, supervise the therapeutic work of bachelors level and non-degreed treatment staff, provide crisis intervention, serve as team leader of a clinical team who will access and interview potential residents of this program, converse with professionals such as judges, attorneys, probation officers, DHHR workers as well as family members and develop/implement behavioral management plans for each resident of the unit.

Responsible for providing a statistical report of services as directed by the WV Division of Juvenile Services to include at a minimum intakes and concerns on a monthly basis to the Assistant Director of Programs and Treatment.

#### **Program Coordinators at Gene Spadaro JC and Robert Shell JC (2)**

**These positions will be stationed at Mount Hope and Barboursville WV.**

Duties will include, but not be limited to, program development and implementation, supervision of clinical services provided by bachelor's level and non-degreed treatment staff, individual and group counseling, crisis intervention, development and maintenance of treatment plans, including updating goals and objectives, coordination and liaison with professionals such as judges, attorneys, prosecutors, DHHR workers and family members, and training of DJS staff on issues of treatment of juveniles in the juvenile justice system.

#### **Youth Reporting Centers (TBD) Various Locations (2.5)**

The contractor will provide a licensed Master's Level Therapist to work an average 20 hours per week at Youth Reporting Centers operated by the Division of Juvenile Services. These individuals will be responsible for but not limited to the following: providing intensive group and individual therapy to youth, participate in weekly clinical reviews, act as a clinical advisor to treatment staff, participate in the develop of service plans, conduct family therapy as needed, complete initial evaluations as needed (i.e. psychosocial), complete necessary written documentation on the youth in the program.

#### **Master's Level Social Worker**

##### **Required Credentials**

Candidates must have a Master's or Bachelors degree in social work, psychology or a related behavioral science field from an accredited college or university. Candidates must be currently licensed as a social worker with the West Virginia Board of Social Work Examiners.

##### **Required Duties**

#### **Adolescent Leadership Development Academy at Salem WV (2)**

The contractor will provide Master's Level Social Workers to serve as case managers. Case Manager will supervise all case related services to include maintenance of the individualized treatment plan, scheduling and facilitation of multi-disciplinary treatment team meetings, interactions with Judges, Prosecuting Attorneys, Probation Officers, family members, defense counsel as well as DHHR social workers. They will be

responsible for monthly progress reports to the court as well as the gathering of external collateral information needed in the development of a comprehensive plan of treatment for each resident.

**Psychometrician**

**Services will be provided at the Northern WV Youth Diagnostic Center in Salem WV and the Donald R. Kuhn Juvenile Diagnostic and Detention Center in Julian WV. Each facility will require an average of 20 hours per week.**

**Required Credentials**

Must have Bachelor's degree in psychology, social work or a related behavioral science field and shall display professional experience which indicates knowledge of design, administration, and interpretation of quantitative tests for the measurement of psychological variables such as intelligence, aptitude, and personality traits.

**Required Duties**

Will be on site and responsible for psychological testing of residents at Division Facilities. Duties will be assigned by and work will be supervised by a Licensed or Supervised Psychologists at each facility.

**The Division of Juvenile Services plans future expansions of services for our juvenile population. Future expansions include a possible program to provide residential Substance Abuse Treatment and expansions of our Sex Offender Treatment Unit. Additional specialized treatment personnel for these programs will be negotiated at a future date when these expansions are funded.**

## Projected listing of personnel needs by Estimated FTE and location

Program	Psychologist	Psychiatric Nurse	Program Director	Masters Level Therapist	Masters Level Social Worker	Psychometricain	Total
Northern WV Diagnostic Unit	1.5					.5	2.0
WV IHY Wellness Center	1.0	1.0	1.0	2.0			5.0
Donald R. Kuhn Juvenile Diagnostic & Detention Center						.5	.5
Spadaro JC				1.0			1.0
Shell JC				1.0			1.0
Stars DRC				.5			.5
Kanawha Co DRC				.5			.5
Hancock Brooke DRC				.5			.5
FUTURE SITES							
Leadership Academy Salem WV				2.0	2.0		4.0
Marion Co DRC				.5			.5
Putnam Co DRC				.5			.5
<b>Grand Total</b>	<b>2.5</b>	<b>1.0</b>	<b>1.0</b>	<b>8.5</b>	<b>2.0</b>	<b>1.0</b>	<b>15.0</b>

## Appendix B Bid Submission Sheet

<b>Position</b>	<b>Projected FTE</b>	<b>Cost Per Hour</b>	<b>Total Cost</b>
<b>Psychologist MS</b>	<b>1.5</b>		
<b>Psychologist PHD</b>	<b>1.0</b>		
<b>Psychiatric Nurse</b>	<b>1.0</b>		
<b>Program Director</b>	<b>1.0</b>		
<b>Master Level Therapist</b>	<b>8.5</b>		
<b>Masters Level Social Worker</b>	<b>2.0</b>		
<b>Psycometrician</b>	<b>1.0</b>		
<b>Total</b>			

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_