

Response Packet

710-24-094



TECHNICAL RESPONSE PACKET
710-24-094

RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	The Centers		
Address:	1521 Merrill Dr, Ste. E200		
City:	Little Rock	State:	AR Zip Code: 72211
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit		
Minority and Women Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
	AR Certification #: _____ * See Minority and Women-Owned Business Policy		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION	
<i>Provide contact information to be used for solicitation related matters.</i>	
Contact Person:	Rachel Howard Title: Chief Clinical Officer
Phone:	501-827-3845 Alternate Phone: 501-666-8686 ext. 1779
Email:	RHoward@TheCentersAR.com

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Solicitation Terms and Conditions for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and shall not employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and shall not boycott Israel during the term of a contract awarded as a result of this solicitation.
<input checked="" type="checkbox"/> Prospective Contractor does not and shall not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Solicitation* may cause the Prospective Contractor's response to be rejected.

Authorized Signature: Rachel Howard Title: Chief Clinical Officer

Printed/Typed Name: Rachel Howard Date: 2/21/25

SECTIONS 1 – 4: VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature:

Rachel Howard

Printed/Typed Name:

Rachel Howard

Date:

2/21/25

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

☒ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

Contract Number _____
Attachment Number _____
Action Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: SUBCONTRACTOR NAME: _____

☐ Yes ☒ No

IS THIS FOR:

TAXPAYER ID NAME: The Centers

Goods? ☐ Services? ☒ Both? ☐

YOUR LAST NAME: Howard

FIRST NAME Rachel

M.I.: A

ADDRESS: 1321 W Merrill

CITY: LITTLE ROCK

STATE: AR

ZIP CODE: 72211

COUNTRY: U.S

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☐ None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☐ None of the above applies

Contract Number _____
Attachment Number _____
Action Number _____

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Rachel Howard Title CCO Date 3/21/25
Vendor Contact Person Rachel Howard Title CCO Phone No. 5018273845

Agency use only

Agency Number 0710 Agency Name Department of Human Services Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____



CENTERS FOR YOUTH AND FAMILIES

Chapter 3

HRD-21: Equal Opportunity Employment

I. PURPOSE

To affirm The Centers position regarding nondiscrimination in all matters relating to employment.

II. POLICY

The Centers will not discriminate against its employees or applicants for employment because of sex, sexual preference or orientation, race, color, religious opinions or affiliations, national origin, age, disability or veteran status provided they are qualified for employment for existing positions and that with reasonable accommodation can perform the essential functions of the job in question pursuant to Section 504 of the Rehabilitation Act of 1973 or veteran status.

III. PROCEDURE

- A.** All recruitment sources are notified by Human Resources of our equal employment opportunity policy.
- B.** All classified advertising includes the phrase "Equal Opportunity Employer".
- C.** The Centers maintains common facilities such as restrooms (gender excepted), lounges, cafeteria, and drinking fountains on a non-segregated basis.
- D.** Supervisory personnel ensure that the principles of nondiscrimination are implemented in all policies and procedures affecting the employee's status with The Centers to include, but not limited to, recruitment, selection, interviewing, training, promotion, retention, discipline, termination, compensation, benefits, transfer, layoff, recall from layoff, and educational, social or recreational programs.
- E.** Management ensures this policy is communicated on a continuing basis to include, but not limited to employees engaged in employment, placement and training.

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 2

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: February 5, 2025
SUBJECT: 710-24-094 Private Licensed Placement Agencies

The following change(s) to the above referenced RFP have been made as designated below:

- ☐ Change of specification(s)
☐ Additional specifications(s)
☒ Change of bid opening date and time
☐ Cancellation of bid
☒ Other

CHANGE OF BID OPENING DATE AND TIME

- Proposal Submission date and time has been extended to February 28, 2025, 1:00 p.m. CST
- Proposal Bid Opening date and time has been extended to February 28, 2025, 2:00 p.m. CST

OTHER

- Section 1.31 Schedule of Events — Remove and replace with the following:

SOLICITATION SCHEDULE

ACTIVITY	DATE
Public Notice of RFP	January 13, 2025
Deadline for Receipt of Written Questions	January 17, 2025, 4:00 p.m. CST
Response to written Questions, On or About	January 24, 2025
Proposal Due Date and Time	February 28, 2025, 1:00 p.m. CST
Opening Proposal Date and Time	February 28, 2025, 2:00 p.m. CST
Intent to Award Announcement Posted, On or About	April 10, 2025
Contract Start Date (Subject to State Approval)	July 1, 2025

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact:

Ian Cunningham, DHS.OP.Solicitations@dhs.arkansas.gov, (501) 682-0120

Rachael Hayward
Vendor Signature

2/25/25
Date

The Centers
Company

**VOLUNTARY
PRODUCT
ACCESSIBILITY
TEMPLATE
NOT
APPLICABLE**

COUNTIES

- Instructions: Select each county in which services can be provided by the Prospective Contractor. (Refer to Attachment J State Map of Counties).

Arkansas	
Ashley	
Baxter	
Benton	
Boone	
Bradley	
Calhoun	
Carroll	
Chicot	
Clark	
Clay	
Cleburne	
Cleveland	
Columbia	
Conway	
Craighead	
Crawford	
Crittenden	
Cross	
Dallas	
Desha	
Drew	
Faulkner	
Franklin	
Fulton	

Garland	
Grant	
Greene	
Hempstead	
Hot Spring	
Howard	
Independence	
Izard	
Jackson	
Jefferson	X
Johnson	
Lafayette	
Lawrence	
Lee	
Lincoln	
Little River	
Logan	
Lonoke	
Madison	
Marion	
Miller	
Mississippi	
Monroe	
Montgomery	
Nevada	

Newton	
Ouachita	
Perry	
Phillips	
Pike	
Poinsett	
Polk	
Pope	
Prairie	
Pulaski	X
Randolph	
Saline	
Scott	
Searcy	
Sebastian	
Sevier	
Sharp	
St. Francis	
Stone	
Union	
Van Buren	
Washington	
White	
Woodruff	
Yell	

All counties (Statewide)	
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SECTION 2.3 MINIMUM QUALIFICATIONS

Please select one (1) of the following:

☐

Currently licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board.

If the Prospective Contractor is currently licensed, the Prospective Contractor must provide with bid submission a copy of licensure.

☒

NOT currently licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board.

If the Prospective Contractor is not currently licensed, the Prospective Contractor must complete and sign the Statement of Attestation located on page 7 of this response packet.

STATEMENT OF ATTESTATION

The Contractor **must** be licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board by the contract start date of June 1, 2025, as set out in the Minimum Licensing Standards for Child Welfare Agencies. Failure to do so will result in contract termination. Services and payments shall not be provided under any resulting contract without licensure. Any license submitted after the bid opening but before June 1, 2025, **must** be submitted to the Program Manager of the SSU.

By signature below, the Prospective Contractor agrees to and shall fully comply with all requirements as described in this attestation.

Authorized Signature: Rachel Howard

Printed/Typed Name: Rachel Howard Date: 2/25/25

E.1 MINIMUM QUALIFICATIONS

A. Provide information regarding staffing. Identify key personnel that will execute the requirements of this RFP. Include name, status (full time employee or part-time employee), title, role, responsibilities, and credentials. **(attached resumes)**

- **Rachel Howard LCSW Chief Clinical Officer (full time)**
 - **Oversees all children and adolescent programs.**
- **Jeff Gwatney, TFC Program Manager (full time)**
 - **Oversees the TFC Program, recruitment for foster parents, and training.**
- **Julie Rial LPC- S, TFC Clinical Director (full time)**
 - **Oversees clinical aspects of TFC and will oversee any clinical aspects of PLPA homes, as well as training.**

B. Provide an organizational chart displaying the overall business structure. **(attached)**

C. Describe how the Prospective Contractor proposes to maintain sufficient staffing levels to ensure successful implementation of the Scope of Work. **Centers TFC Program will be adding PLPA duties to their program. We have 2 admin staff, 1 clinical director, 1 program manager, 3 therapists, and 4 TFW (QBHPS). The center's team will be able to implement all necessary duties for the PLPA program.**

D. Provide a brief history of the Prospective Contractor's number of years of experience in providing social work or work in a child welfare related field as well as completed training. **The Centers has been providing services to the child welfare system since 1884 when the program was opened as an orphanage. The Centers currently has a therapeutic foster care contract with DCFS and is trained in Presley ridge.**

E.2 APPROACH TO SCOPE OF WORK

A. Describe the Prospective Contractor's ability to provide statewide services include the number of homes available and the city they are located in. **The Centers currently operates TFC homes out of Pulaski and Jefferson County, which is where we are applying to open PLPA homes.**

B. Describe how the Prospective Contractor plans to comply with DCFS policy and procedures. **The Centers will fully comply with all policies and procedures outlines by DCFS. Children will receive direct care from qualified individuals with the correct credentials, creating traceable action and progression plans that align with each youth's needs. The Centers will also establish open relationships with DCFS and PLPA personnel to ensure that everyone is in alignment and up to date on any changes, progressions, or needs. The children will be transported in state registered vehicles**

that are in insurance and regulatory compliance, operated by individuals who are licensed to operate motor vehicles in the state. The Centers will perform background checks annually on any individual who intends to be around any children involved in this program.

C. Describe in detail how the Prospective Contractor plans to execute the Scope of Work independent of DCFS. **The Centers will recruit, train, and ensure foster families meet the mission of centers to be opened as a PLPA home. Once foster homes are opened and trained, the centers will work with DCFS on ensuring foster placements are smooth and successful. The clinical director will ensure all children in PLPA homes are set up for mental health services when needed and any other resources/ services that will help them be successful in their placement.**

D. Describe the Prospective Contractor's admission criteria. **Attached in policies**

E. Describe how the Prospective Contractor will work with DCFS to achieve reunification and permanency for children and youth. **The Centers will maintain open lines of communication with the parties involved to ensure that all efforts of reunification are consistently executed for each youth. This includes scheduling visits, coordinating times and locations, along with transportation.**

F. State the Prospective Contractor's plan for continued placement support and crisis intervention surrounding placement disruption. **The Centers has an emergency service team, TFW in our TFC program, an outpatient clinic, and therapist to provide any crisis intervention to prevent placement disruption.**

G. Describe the Prospective Contractor's referral process. **DCFS will need to submit a 367 to the centers PLPA email box. This is currently being done with TFC. DCFS local staff are allowed to contact the centers directly.**

E.3 ADDITIONAL CONTRACT REQUIREMENTS

A. State how the Prospective Contractor proposes to ensure all employees have the required background checks. **The Centers will comply with the background check process by processing checks through the FBI, Arkansas State Police, child maltreatment as well as adult maltreatment. These checks are conducted annually.**

B. Describe how Prospective Contractor will comply with the reporting and billing requirements stated in this RFP. **The centers currently has a billing and administrative team that does this for TFC program. Centers will comply with the performance standards and submit invoices and billing timely.**

C. Describe the Prospective Contractor's record retention and confidentiality policies.

Attach HR policy



Arkansas Secretary of State Cole Jester

State Capitol Building ♦ Little Rock, Arkansas 72201-1094 ♦ 501-682-3409

Certificate of Good Standing

I, Cole Jester, Secretary of State of the State of Arkansas, and as such, keeper of the records of domestic and foreign corporations, do hereby certify that the records of this office show

CENTERS FOR YOUTH AND FAMILIES, INC.

authorized to transact business in the State of Arkansas as a Non-Profit Corporation, filed Articles of Incorporation in this office April 30, 1970.

Our records reflect that said entity, having complied with all statutory requirements in the State of Arkansas, is qualified to transact business in this State.



In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 27th day of February 2025.

Cole Jester

Cole Jester
Secretary of State

Online Certificate Authorization Code: 12e66fe2233e87c

To verify the Authorization Code, visit sos.arkansas.gov

Rachel A Howard

Licensed Certified Social Worker

(501) 827-3845

ratiffee@gmail.com

113 Corondelet Maumelle, Ark 72113

SKILLS

Therapeutic skills, organizational skills, precise documentation skills, strong work ethic and ability to work with multi-level disciplinary teams by using my social work skills and degree. Excellent motivational interviewing skills, reviewing records, and ability to gather pertinent information. Creating and developing programs and positions.

WORK EXPERIENCE

Department of Human Services, Independence County - Social Work Intern

December 2014-May 2015

- Case Management
- Supervised Visitations for biological families
- Home Visits
- Investigated Allegations of Abuse and Neglect
- Helped connect biological families to resources based upon needs of family
- Conducted monthly foster home visits

Foster Parent Association, White County - Social Work Intern

August 2014-December 2014

- Provided childcare and activities during Foster Parent Association meetings
- Used professional organization skills to conduct monthly meetings for board members of the association.
- Organized "Trash bag to duffle bag" fundraiser for foster children in White County
- Collaborated with local community resources to help involve the community in the "Trash bag to duffle bag" fundraiser

Washington County Juvenile Detention Center - Graduate Social Work Intern

May 2015-August 2015

- Conducted assessments for Washington County Court to present to The Juvenile Court
- Conducted individual sessions for juveniles in Washington County Detention Center
- Conducted family therapy for the juvenile and the families to help facilitate healthy safety plan for returning back to their community and home
- Discharge planning for appropriate placements when needed
- Discharge planning for re-entering community
- Discharge planning- facilitated outpatient appointments and necessary referrals

Rogers Public School District - Graduate Social Work Intern

August 2015-May 2016

- Provided general support to high school students
- Conducted group therapy (teen parenting group, drug relapse group, and attendance group for students struggling with attendance)
- Home visits as needed
- Assisted families in AR Kids/ Medicaid cases with filing Medicaid applications
- Filed "family in need of services" for school district
- Facilitated behavior skills class three times a week for ninth grade students
- Participated in monthly school district social work meetings to collaborate on needs for school district

Families Inc. - Mental Health Therapist

July 2016-July 2019

- Provided individual therapy
- Provided group therapy
- Provided crisis stabilization sessions
- Provided assessments for inpatient hospitalization
- Conducted diagnostic assessments
- Provided school-based therapy services
- Provided trauma focused cognitive behavioral therapy
- Provided individual and family therapy to foster children in White County
- Provided supervised visitation for biological families of foster children
- Provided court testimony as requested by DCFS
- Attended case staffing as requested by DCFS
- Facilitated termination visits as requested by DCFS
- Collaborated with PASSE to facilitate assessments for clients

-
- Collaborated with PASSE Care Coordinator on treatment needs of clients

Unity Health Behavioral Health Unit - *Licensed Certified Social Worker*

March 2018- July 2021

- Facilitate adult and adolescent therapeutic groups
- Provide individual therapy
- Provide family therapy
- Conduct biopsychosocial
- Discharge planning
- Created resource guide with community resources for discharge planning team
- Provide medication education to families during family therapy as ordered by psychiatrist
- Helped to create and facilitate COVID 19 hotline for Unity Health from March 2020-July 2020.
- Educate and train resident psychiatrists on trauma therapy techniques
- Provide recommendations to multidisciplinary treatment team
- Provide LCSW supervision to three master level social workers
- Collaborate with PASSE to facilitate assessments for patients

Catapult Learning, Behavioral School - *Licensed Certified Social Worker*

August 2019- March 2020

- Individual therapy
- Provide education on behaviors to family
- Facilitated IEP meetings
- Developed social and emotional goals and monitored the goals on IEP for school district
- Connected families to community resources
- Crisis management
- Conduct social skills groups
- Facilitated daily classroom/ team meetings
- Facilitated staff meeting as requested by principal
- Provided trauma education training to staff
- Provided behavior management training to staff
- Assisted student and family in transition from behavioral school to general education setting
- Facilitated activities for students to re-engage in community settings
- Supervised direct care staff

Clarity Health and Wellness - *Licensed Certified Social Worker*

August 2020- June 2021

- Provided individual therapy
- Provided family therapy
- Provided trauma focused cognitive behavioral therapy
- Provided trauma therapy for referrals from DCFS and Child Safety Center
- Supervised master level interns

Department of Children and Family Services – *Assistant Director over Mental Health and Treatment Services*

June 2021- November 2022

- Establish and manage the Mental Health Unit
 - Developed 7 positions to fulfill clinical needs in the treatment program and hospital settings for DCFS.
- Oversee Comprehensive Residential Treatment contracts (19 acute/subacute and PRTF contracts)
- Oversee the Qualified Residential Treatment Program Providers (13 programs)
- DCFS lead for all PASSE contracted with Arkansas Medicaid
- Lead Facilitator on crisis placements
- Supervise six clinical staff
- DCFS lead for collaboration with other DHS divisions.
- Clinical consultations for all children 10 and younger who need acute psychiatric care
- Clinical consultations for all complex treatment cases

Acadia Health- *Director of Business Development*

November 2022- current

- Develop clinical programs for Little Creek, Piney Ridge, and Millcreek
- Evaluate current clinical programming at Acadia Psychiatric residential treatment programs.
- Develop relationships with each PASSE (managed care for medicaid)

EDUCATION

Harding University, Searcy, Arkansas - *Bachelors in Social Work*

January 2012 - May 2015

University of Arkansas, Fayetteville, Arkansas - *Masters in Social Work – Advanced Standing Program*

May 2015 - May 2016

License and Certifications

License Masters Social Worker (2016)

Licensed Certified Social Worker 8067-C (2019)

Cognitive Behavioral Therapy Trained

Trauma Focused Cognitive Behavioral Therapy Certified (2017)

Safety Organized Practice (2021)

Dare to Lead Trained (2022)

1708 Foxrun Road
Benton, Arkansas 72019
(501) 517-2355
jsgwatney44@gmail.com

Jeffery S. Gwatney

Objective	Seeking a position in which to utilize my skills, experience, knowledge, and learned abilities to aid an organization in reaching its objectives
Qualifications	<ul style="list-style-type: none">• 10 years Supervisory Experience• Developing, Monitoring, and Adminstrating Organizational Objectives• Training, Motivating, and Evaluating Support Personnel• Analyzing Needs and Making Recommendations• Working with Emotionally and Behaviorally At-Risk Individuals• Collecting Observational Research Data for Psychologists and Therapists
Education	<p>August 1984 – January 1989 <i>University of Arkansas at Little Rock</i> Bachelor of Arts Degree in Sociology</p>
Professional Experience	<p>February 2016 – Present <i>Centers for Youth and Families – Little Rock, Arkansas</i> Coordinator of Partnerships</p> <ul style="list-style-type: none">• Recruitment and training of therapeutic foster families• Completing safe home studies for therapeutic foster families• Monitoring and tracking state compliance for therapeutic foster homes• Notarizing and processing federal, state, and local background checks for therapeutic foster families• Community recruitment and speaking engagements• Ongoing training for therapeutic foster families• On-the-job training of new therapeutic family workers <p>March 1994 – February 2016 <i>Centers for Youth and Families – Little Rock, Arkansas</i> Therapeutic Family Worker Coordinator</p> <ul style="list-style-type: none">• Supervision of case management staff of 53-slot therapeutic foster care program• Direct case management of 13 juvenile sex offenders• Development and monitoring of safety plans and relapse prevention plans for juvenile sex offenders• Implementation, monitoring, and evaluation of behavior modification plans• Coordinate services across judicial, educational, and mental health sectors• Perform staff evaluations• Conduct training of staff and therapeutic foster parents• Maintain client records in an electronic medical records system• Evaluate foster parent training records to ensure compliance with state and federal guidelines• Paraprofessional counseling of emotionally disturbed youth• Training of foster parents and ASAP foster parents since 2004

jm

August 1986 – March 1994 United Parcel Service – Little Rock, Arkansas
Training Supervisor

- Supervision of up to 25 employees in the delivery of parcels
- Training of new hires and completion of 30-day training packets to include safety and performance evaluations
- Scheduling of employees
- Recorded/documented time worked by employees
- Coordinate employee involvement committees
- Document hazardous material specifications to DOT standards

**Professional
Memberships**

Association for the Treatment of Sexual Abusers (ATSA)

References

Lib Carlisle – 404 North Market Street, Benton, AR 72015 • (501) 315-3015
Curtis Ferguson – 623 River Street, Benton, AR 72015 • (501) 315-1924
Mike Hyde – 1904 North Fox Trail, Benton, AR 72019 • (501) 412-9222

Accreditations

- Previously Certified CPI (Crisis Prevention Intervention) Instructor
- Certified CPR/First Aid Instructor
- Certified Handle With Care Instructor
- Previously Certified Mental Health First Aid Instructor
- IBM Continuous Quality Improvement Trainer
- Presenter at 2010 National FFTA Conference - National Harbor, MD
- Certified Pressley Ridge Training Instructor

**Awards
Received**

- 1999 Arkansas Action for Children Private Agency Case Worker of the Year
- 2000 Mental Health Conference - Centers for Youth and Families Practitioner of the Year

Julie Rial, MS/LPC/NCC

2200 Meadowlake RD, Apt. 1302, Conway, AR 72032

Mobile Phone: 601-466-6401, <https://www.linkedin.com/in/julie-rial-a91599124/> julie.rial@gmail.com

EXPERIENCE

- 2022 -
2024 **EMPOWER HEALTHCARE SOLUTIONS** Little Rock, AR and Remote
Director of Clinical Training
I created and provided training content for all new hires and existing clinical staff. I also traveled around the state offering trainings to our community providers. I continued to assist the operations department as needed.
- 2018 -
2022 **EMPOWER HEALTHCARE SOLUTIONS** Little Rock, AR and Remote
Managed Care Coordinator Supervisor
Managed a team of 20 to 25 Care Coordinators. Assisted with patients' needs while ensuring that they received quality healthcare. I served as the project manager for members in the custody of the Department of Child and Family Services from July 2018 until January 2022. I also managed several special projects. Starting in January 2022, I assisted with data analysis, operations management, training, and clinical advisement when needed. Produced an array of data reports using Microsoft Access and Excel. Designed new reports the department continues to use today.
- 2016 -
2018 **BEACON HEALTH OPTIONS** Little Rock, AR and Remote
Clinical Care Manager
Assessed the medical necessity of services requested from state-wide outpatient behavioral/mental health agencies. Collaborated with other licensed mental health professionals and psychiatrists.
- 2010 -
2016 **PREFERRED FAMILY HEALTHCARE** Lamar, AR
Mental Health Therapist
Provided group, family, and individual therapy services within the community including the public school system. Specific client population consisted of children and adults. Worked closely with case managers, psychiatrists, administrative staff, and Department of Human Services staff.
- 2008 -
2010 **G4S** Alexander, AR
Mental Health Therapist
Provided group, family, and individual therapy services to residents of the detention facility. Specific client population consisted of adjudicated juveniles ranging in age from 10 years to 21 years old with sexual assault histories. Worked closely with the Division of Youth Services, case managers, juvenile

court system, and psychiatrists.

2005 -
2008

PINE BELT MENTAL HEALTHCARE RESOURCES
Mental Health Clinician

Hattiesburg, MS

Provided group, family, and individual therapy services to clients deemed juvenile delinquents by the local youth court system. Population was limited to the age range of 12 years to 18 years old. Operated within a network of other professionals including case managers, psychologists, and psychiatrists.

SKILLS

- Multicultural Understanding
- Policy and Procedures Development
- Presentations
- Leadership/Supervision
- Training and Development
- Quality and Productivity Improvement
- Project Coordination

EDUCATION

2005

UNIVERSITY OF SOUTHERN MISSISSIPPI
Counseling Psychology / Corrections • Grade: 3.28
Member of Chi Sigma Iota

Hattiesburg, MS

2003

UNIVERSITY OF ARKANSAS AT MONTICELLO
Psychology / Criminal Justice • Grade: 3.71

Monticello, AR

Member of Alpha Chi Honor Society and Lambda Alpha Epsilon; American Criminal Justice Association

LICENSES AND CERTIFICATIONS

National Certified Counselor, 2005 - Present

NATIONAL BOARD FOR CERTIFIED COUNSELORS

NCC #202736

Licensed Professional Counselor, 2007 - Present

MISSISSIPPI STATE BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS

LPC #1302

Licensed Professional Counselor, 2011 - Present

ARKANSAS STATE BOARD OF EXAMINERS IN COUNSELING

LPC #P1106032

REFERENCES

Available upon request



National Board for Certified Counselors, Inc.
certifies that

Julie Shannon Rial

has successfully met the professional counseling standards established
by the Board and in so doing has earned recognition as a

National Certified Counselor™ (NCC®)

202736

Certificate Number

10/24/2005

Certification Date



Maureen M. McHugh

Chairperson

06/30/2027

Expiration Date

Tiffany Rainey

QBHP

EDUCATION

Fordyce High School

Southern Arkansas University Tech
2 Years: Early Childhood

Heritage College: 14 Months
Medical Assistant

REFERENCES

Available upon request

OBJECTIVE

As an assistant manager, my primary objective is to support the functioning of business operations by managing staff, coordinating operations, and ensuring exceptional customer service.

FUNCTIONAL SKILLS

Project management
Communication
Problem-solving

EXPERIENCE

Behaviorist • Pinnacle Point

Child and Adult Assistant • First Step-Fordyce

The Centers PLPA Policies

Admission Policy: The Centers will only accept children referred by the department of children and family services under the Private License Placement Agency. The homes will serve male and females ages 0-18 years of age. All children admitted into the PLPA must be able to attend a school like setting or daycare. Children and youth who have aggressive behaviors, sexual behaviors or a true finding, fire starter, or dangerous behaviors will not be accepted. The Centers will only accept children they feel their program can safely and adequately serve. Upon admission, DCFS will need to provide proof of current immunizations or a letter of exemptions, or an appointment scheduled within (1) week after admission. The Centers will obtain written authority from the department before placement or within seventy-two hours if it is an emergency placement. The Centers shall also obtain written authority for medical care from the department at the time of placement or within seventy-two hours in an emergency placement. The Centers will also require the following: the child's birth certificate, school records, referral form, all medications, social security card, and insurance card/ PASSE Id. The birth certificate, social security card, and court orders will be required within thirty days.

Intake policy: The Centers will require the intake information to be completed at the time of placement, unless approved through director due to an after-hours emergency placement. The intake form will consist of the following, although not limited to, demographic information on the child and parent(s) including (birth date, gender, race and religious preferences, circumstances requiring placement, social history on child and family, child's current legal status), history of placements, medical history and mental health history. During intake all necessary documents listed in admission requirements should be obtained by The Centers. During intake the DCFS caseworker will also be required to review the case plan, present copy of the court orders, and review any mental health needs, physical or emotional needs for each child being placed with the agency. The Centers will be responsible for developing a "plan of

safe care" for all children with physical limitation, medical conditions, or behaviors that need a plan for safety such as but not limited to, arson, physical aggression, sexual aggression, suicidal behaviors, or other self-harming tendencies. (Exclusion criteria for the agency may prohibit children with these behaviors from being accepted for placement). The safe care plan shall identify the physical limitation, medical condition, or behavior along with a specific safety plan to be implemented. A copy of the plan shall be provided to the department, the foster home, and kept in the child's file.

Behavior management policy:

The centers will provide training to all foster parents to teach them how to establish well defined rules; set expectations and limits consistent with the child's age, and clearly establish there will be consequences for inappropriate behavior; discipline with kindness and understanding; train and teach the child using positive techniques that stress praise and encouragement, rather than using negative techniques.

Crisis management policy:

The centers has an emergency serve program if there was an immediate crisis after hours. Foster parents will have access to a Family Service Worker in their county 24 hours a day, seven days a week. A list of after hours numbers (on-call pager/cell phone numbers) where the local on-call FSW can be reached will be provided. If the after hours call requires a direct contact with the child's FSW, the on-call worker will provide the assigned Family Service Worker's home phone number or will contact the assigned worker and have that worker make contact

Child maltreatment/ mandated reporter policy:

All employees and volunteers through "The Centers" will be trained on mandating reporting and will be required to report any child maltreatment suspension or abuse. The employees and volunteers will not be required to have supervisor permission to make any maltreatment reports to the hotline. The Centers employees and volunteers will be required to complete training prior to their first day.

Child exploitation policy: T

he Centers will ensure all private licensed homes, volunteers, and staff will be following minimum licensing standard around child exploitation. The agency shall not use, allow to be used, any reports, pictures or any other information from which a child can be identified, a. The child and the parent or guardian sign a consent form that describes the purposes for which the identification is being made, b. The signed consent shall say in which publication or broadcast the identification will appear, and c. The parent or guardian and child shall be informed that the consent may be withdrawn. The agency will ensure all volunteers and foster parents sign a confidentiality agreement for each child admitted into the agency. A copy of the signed document will go in the child's file and a copy can be requested by the department if needed.

Visitation policy:

The foster parent plays a very important role in the visitation of the child with parents and siblings. This role includes acceptance of the visits, emotional preparation of the child and supportive follow up with both the child and the child's worker. The foster parent can help the child by preparing the child for changes in the family circumstances or anything that might be unexpected and difficult for the child to accept. The same supportive attitude is needed after the visit. The foster parent's help is vital to the success of the child's visitation with family members. However, a foster parent may find visitation difficult in some situations. For example, a child may be returned upset, with lost clothing, uncombed

hair, etc. These issues may cause the foster parent to question the value of the visits. At such times, it will help to discuss these feelings with the FSW to be reminded of the reasons for visitation. Frequently, with supportive understanding, such problems can be worked out satisfactorily for all concerned.

Emergency, respite care, and disruption policy:

The Centers will work to recruit identified respite homes just as we do in TFC. When foster parents request a child in foster care be removed from their home, excluding an emergency that places the child or a family member at risk of harm, the foster parents must attend a staffing within 48 hours of the request to discuss what services or assistance may be needed to stabilize the placement. This staffing does not impact other required staffing and should only be conducted to help stabilize the placement and /or planning for the child's placement.

If the placement cannot be stabilized because of the staffing, then the foster parents will continue to provide for the child in foster care until an appropriate alternative placement is located, but this shall not be longer than five business days from the day the staffing was held. Written notifications of any placement changes will be provided to all required parties as described below.

Survival of Rights and Obligations

The right and obligations of the Parties under this Contract shall survive and continue after the ending or expiration of the term of this Contract, and shall bind the parties, and their legal representatives, successors, heirs and assigns.

Notices

All demands, notices and communications hereunder shall be in writing and shall be deemed to have been duly given if mailed by first class mail, postage prepaid, to:

1521 Merrill Dr. Ste. E200

(address)

Little Rock, AR 72211

Attention:

Rachel Howard

(Name of contractor contact person or such other name or address as may hereafter be furnished to Department in writing by the Contractor)

Notices to the Department should be mailed to:

DHS Office of Procurement

Attention: Sarah Cunningham, CPO

618 N Main St

Little Rock, AR 72203-1437

Severability of Provisions

If any one or more of the covenants, agreements, provisions or terms of this Contract shall be for any reason whatsoever held invalid, then such covenants, agreements, provisions or terms shall be deemed severable from the remaining covenants, agreements, provisions or terms of this Contract and shall in no way affect the validity or enforceability of the other provisions of this Contract.

Certification Regarding Lobbying:

The Contractor will comply with public law 101-121, section 319 (section 1352 of Title 31 U.S.C.) for an award in excess of \$100,000.00 by certifying that appropriated federal funds have not been or will not be used to pay any person to influence or attempt to influence a federal official/employee in connection with the awarding of any federal contract, grant, loan or cooperative agreement.

If the Contractor has paid or will pay for lobbying using funds other than federal appropriated funds, Standard Form-LLL (Disclosure of Lobbying Activities) shall be completed and included as an attachment to this contract.

Certification Regarding Debarment

The Contractor, as a lower tier recipient of \$25,000.00 or more in federal funds, will comply with Executive Order 12549 (Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions). By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 C.F.R. Part 76, certifies to the best of its knowledge and belief that it and its principals:

- ☐ are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state agency
- ☐ where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions* without modification in all lower tier covered transactions.

Contractor certifies that the Contractor is in compliance with Public Law 101-121 (Certification Regarding Lobbying) and Executive Order 12549 (Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions):

Certification Regarding Employment Practices

Neither the Contractor nor its subcontractors shall discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age (except as provided by law), marital status, political affiliation, or disability. The Contractor must take affirmative action to ensure that employees, as well as applicants for employment, are treated without discrimination because of their race, color, religion, sex, national origin, age (except as provided by law), marital status, political affiliation, or disability. Such action shall include, but not be limited to, the following:

- ☐ Employment;
- ☐ Promotion;
- ☐ Demotion or transfer;
- ☐ Recruitment or recruitment advertising;
- ☐ Layoff or termination;
- ☐ Rates of pay or other forms of compensation; and
- ☐ Selection for training, including apprenticeship.

Contractor certifies that neither the contractor nor its subcontractors shall discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age (except as provided by law) or disability. Contractor must insure that employees, as well as applicants for employment, are treated without discrimination because of their race, color, religion, gender, national origin, age (except as provided by law) or disability. Such action shall include, but not be limited to, employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeships.



Department of Transformation and Shared Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fiskin

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.

A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.

2. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.

No state agency may contract for services with a Contractor who knowingly employs or contracts with an illegal immigrant. The Contractor shall certify that it does not knowingly employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.

3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.

A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.

4. **Scrutinized Company Restriction:** Required with bid or proposal submission.

A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of any resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a subcontractor.

Contract Number: 110 24 094 Description: PLPA

Agency Name: The Centers

Vendor Number: 00000814 Vendor Name: The Centers

Raenel Howard
Vendor Signature

2/25/25
Date



Contract #: 710 24 094

STATE OF ARKANSAS SERVICES CONTRACT

Contract #	<u>710 24 094</u>	Federal ID #	[REDACTED]
Service Type	<u>Private Licensed Placement Agency</u>	Procurement Method	<u>RFP</u>

1. **Contracting Parties.** State of Arkansas is hereinafter referred to as the Department and contractor is herein after referred to as the Contractor.

Department No. & Name	<u>Department of Human Services</u>		
Division	<u>Children and Family Services</u>		
Contractor Name	<u>The Centers</u>		
Contractor Address	<u>1521 West Memul</u>		
Contractor Number		Minority/Women Owned Business	<input type="radio"/> Yes <input checked="" type="radio"/> No

2. **Objectives, Scope, and Performance.** Identify, in reasonable detail, the objectives and scope of the contractual agreement and the methods the Department will use to determine whether the objectives of the contract (Contract) have been achieved. If space below is insufficient it may be supplemented with Attachment 4.

The Centers will open and utilize PLPA homes for DCFS. The Centers will follow all Performance standards.

3. **Term Dates.** The original term (**Original Term**) of the Contract shall commence on July 1 2015 and shall continue until 2032, unless earlier terminated or cancelled in accordance with the Contract or some other writing agreed to and signed by the parties, but in no event may the Original Term exceed a period of four (4) consecutive years from the effective date of the Original Term, unless exempt from Arkansas Code Annotated § 19-11-238(c)(1). By written agreement of the parties, the term of the Contract may be extended or renewed for additional time beyond the Original Term. This allows for a total possible term (**Total Possible Term**) beyond the Contract's Original Term, as defined in the following paragraph.

Contract #: 710 24 094 0

The **Total Possible Term** of the Contract is a period comprised of the Original Term plus any extensions or renewals that may be agreed to by the parties in writing, but in no event longer than a period of seven (7) consecutive years from the effective date of the **Original Term**, unless otherwise provided by law. Subject to applicable law, the terms hereof, and an appropriation of necessary funding, the Total Possible Term of this Contract expires no later than 06/20/2032 (mm/dd/yyyy).

4. **Contractor's Performance Obligations.** Contractor, for the duration of the Contract and as consideration for the Department's payment as set forth below, shall provide the following to the Department:

The Centers will provide invoices and billing entered in PIC for the department, per performance standards.

The parties agree that this paragraph 4 of the Contract, and any incorporated attachment, fully sets forth the Contractor's performance upon which the Department's obligation to pay the Contractor is conditioned. (if the space provided is not enough to fully specify the Contractor's duty to perform and to identify the standards of satisfactory performance, the Contractor's covenant to perform must be set forth in Attachment 5 hereto, Performance Details, the terms of which, if any, are incorporated herein by reference.)

5. **Department's Payment Obligations.** Department, as consideration for the Contractor's satisfactory performance of the Contractor's Performance Obligations, as set forth above, shall pay the Contractor as follows:

\$5.00 per day per foster child for placement in an PLPA home through the centers.

The parties agree that this paragraph 5 of the Contract, and any incorporated attachment, fully sets forth all applicable rates, fees, charges, costs (transportation, per diem, subsistence, out-of-pocket allowances, and

Contract #: 710 24 094 0

any other costs that may apply), and items for which the Contractor is entitled to payment under the Contract as consideration for Contractor's satisfactory performance of its obligations under the Contract.

The Department shall not pay Contractor except as set forth. The parties also agree that the method(s) of determining the amount of payment corresponding to the Contractor's satisfactory performance is/are set forth in this paragraph 5 such that the total payment owed under the Contract can be determined by reference thereto. (If the space provided is not enough to fully set forth the information needed to determine proper compensation owed by the Department for Contractor's satisfactory performance under the Contract, that information must be set forth in Attachment 2, Calculation of Compensation, the terms of which, if any, are incorporated herein by reference.)

Assuming: (a) Contractor's full and satisfactory performance under the Contract for the duration of the **Original Term**, and (b) the corresponding compensation identified in paragraph 5; the maximum number of dollars that the Department may be obligated to pay to the Contractor under the terms of the Contract for the Original Term is: 1,551,250 (**Initial Contract Amount**).

Assuming: (a) Contractor's full and satisfactory performance under the Contract for the duration of its **Total Possible Term**, and (b) the corresponding compensation identified in paragraph 5, the maximum number of dollars that the Department may be obligated to pay to the Contractor under the terms of the Contract for the Total Possible Term is: 1,551,250 (**Total Projected Contract Amount**).

If either the **Total Projected Contract Amount** or the amount the Department may be obligated to pay the Contractor in any given year of the **Original Term**, or the **Total Possible Term** of the Contract meets or exceeds the threshold of Arkansas Code Annotated § 19-11-265, the Contract shall be submitted for legislative review prior to its effective date.

6. **Terms and Conditions of Solicitation Incorporated and Order of Precedence.** The parties agree that the agreement in this Contract memorializes and incorporates by reference any and all written representations, warranties, terms, and conditions, set forth in the underlying solicitation document and the bid or proposal that became the basis of the Contract award, which representations, warranties, terms, and conditions continue in full force and effect unless expressly amended hereby.

Accordingly, the provisions of this memorialization of the Contract should be read as being consistent therewith and supplementary thereto to the extent reasonably possible. However, in the event of a conflict between the provisions of this memorialization and the specific provisions of the bid or proposal that was the basis of award, such conflict shall be resolved by giving priority to the documents in the order listed below, including but not limited to conflicting order of precedence provisions.

- A. This Contract, as may be amended in writing by the parties;
- B. The solicitation 71084074 (Solicitation number) including all Addenda;
- C. Contractor's response to the solicitation.

7. **Termination & Cancellation Clauses.**

- A. **Non-Appropriation Clause Pursuant to §19-11-1012(11).** In the event the State of Arkansas fails to appropriate funds or make monies available for any biennial period covered by the term of this contract for the services to be provided by the Contractor, this Contract shall be terminated on the last day of the last biennial period for which funds were appropriated or monies made available for such purposes.

This provision shall not be construed to abridge any other right of termination the agency may have.

- B. For Convenience.** The Department may terminate this contract for any reason by giving the Contractor written notice of such termination no less than sixty (60) days prior to the date of termination.
- C. For Cause.** The Department may cancel this Contract for cause when the Contractor fails to perform its obligations under it by giving the Contractor written notice of such cancellation at least thirty (30) days prior to the date of proposed cancellation. In any written notice of cancellation for cause, the State will advise the Contractor in writing of the reasons why the State is considering cancelling the Contract and may provide the Contractor with an opportunity to avoid cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. The parties may endeavor to agree to reasonable modifications in the Contract to accommodate the causes of the cancellation for cause and avoid the cancellation, to the extent permitted by law, and at the discretion of each party individually.
- 8. Non-negotiable Governing Law and Venue.**
- A.** This contract shall be governed by and construed in accordance with the Laws of the State of Arkansas. Exclusive venue arising under this Contract is Pulaski County, Arkansas.
- B.** Any legislation that may be enacted subsequent to the date of this Contract, which may cause all or any part of the Contract to be in conflict with the laws of the State of Arkansas, will be given proper consideration if and when this contract is renewed or extended. At such time, the parties agree that the Contract shall be amended to comply with any applicable laws in effect.
- C.** Under Arkansas law, the release of public records is governed by the Arkansas Freedom of Information Act found at Section 25-19-101 et. seq. of the Arkansas Code Annotated.
- 9. Non-negotiable Sovereign Immunity.** Nothing in this Contract shall be construed as a waiver of the State's sovereign immunity. Any claims Contractor wishes to assert against the State in connection with this Contract shall be brought in the Arkansas State Claims Commission.
- 10. Non-negotiable Intergovernmental/Cooperative Use.** In accordance with Arkansas Code Annotated § 19-11-249, any State public procurement unit may participate in this Contract with a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing the contract.
- 11. Non-negotiable Disclosure Required by Executive Order 98-04.** Any contract or amendment to a contract executed by an agency which exceeds \$10,000 shall require the Vendor to disclose information as required under the terms of Executive Order 98-04 and the Regulations pursuant thereto. The Vendor shall also require the subcontractor to disclose the same information. The Contract and Grant Disclosure and Certification Form shall be used for this purpose. Contracts with another government entity such as a state agency, public education institution, federal government entity, or body of a local government are exempt from disclosure requirements.
- The failure of any person or entity to disclose as required under any term of Executive Order 98-04, or the violation of any rule, regulation or policy promulgated by the Department of Finance and Administration pursuant to this Order, shall be considered a material breach of the terms of the contract, lease, purchase agreement, or grant and shall subject the party failing to disclose, or in violation, to all legal remedies available to the Agency under the provisions of existing law.

- 12. Compliance.** The Contractor shall ensure, in cooperation with the Department, that the Contract adheres

OFFICIAL BID PRICE SHEET

710-24-094 Private License Placement Agency

COST PROPOSAL MUST BE SUBMITTED SEALED SEPARATELY FROM THE TECHNICAL PROPOSAL. ANY REFERENCE TO ACTUAL COST(S) INCLUDED WITH THE TECHNICAL PROPOSAL SHALL RESULT IN OFFEROR'S PROPOSAL BEING REJECTED.

The price sheet is to be used as a cost evaluation tool for comparison of bidders' costs. Costs not included in the unit price below are not billable under a contract established from this solicitation. The quantities stated within are estimated for bidding purposes only. Quantities are estimated for bidding purposes only and may increase or decrease.

Instructions: Enter the unit price for the line item. The annual amount will automatically calculate.

ITEM	DESCRIPTION	DAYS PER YEAR	ESTIMATED # OF PLACEMENTS	UNIT PRICE (Daily Rate)	ANNUAL AMOUNT (Days per Year X Estimated # of Placements x Unit Price)
1	Private Licensed Placement Agency (PLPA)	365	50	\$85.00	\$1,551,250.00

AUTHORIZED SIGNATURE:

By my signature below, I certify that the I am authorized by the respondent to submit this bid on his/her behalf.

Vendor Name: The Centers
Signature: Rachel Hayward
Printed Name: Rachel Hayward

Date: 2/27/25
Title: Chief Clinical Officer



CENTERS FOR YOUTH AND FAMILIES

Chapter 3 **HRD-48: Confidentiality**

I. PURPOSE

To provide the confidentiality necessary regarding information, records or material concerning employees, clients or Agency business.

II. POLICY

It is the policy of The Centers to provide a strict confidentiality policy, which protects the property of the employees, clients, or Agency.

III. PROCEDURE

- A. No information, records or material concerning employees, clients or Agency business may be used, released or discussed with anyone outside the Agency or with other Agency employees without written authorization of Administration.
- B. The Agency, as the custodian of the client record, must take care to assure that it is maintained to serve the client, in accordance with legal accrediting, regulatory, and agency requirements.
- C. All client and employee information shall be regarded as confidential and available only to predetermined authorized users.

CENTERS FOR YOUTH AND FAMILIES

Policy/Number	Chapter 5	Documentation Retention and Destruction Policy
Effective Date	January 2024	
Next Review	January 2027	
	This policy is reviewed every 3 years.	
Approval	TITLE	SIGNATURE
	Chief Administrative Services/Financial Officer	
	Chief Executive Officer	

Purpose: To outline a uniform process for the retention and destruction of agency documents.

Policy: Documents must be retained according to the schedule set forth in this plan and destroyed according to the procedure outlined herein.

Procedures:

- I. At least annually, each program and department within The Centers will review the documents on the retention list and destroy stored records as appropriate.
 - A. The Client Records Department will be notified and approve of the stored records/documents to be destroyed for all client-identifiable data.
 - B. The Chief Financial Officer will be notified and approve of the stored records/documents to be destroyed for all non-client data.
 - C. The Foundation Executive Director will be notified and approve of stored records/documents to be destroyed for all donor related data.
- II. Records/Documentation Containing Client-identifiable Data
 - A. All client records and client-identifiable data will be retained according to the attached schedule.
 - B. All client-identifiable data must be destroyed in a manner that makes it impossible to reconstruct and read the information.
 - i. Client information must be disposed of in designated containers.
 - ii. The Centers is serviced by a document destruction company that supplies a certificate of destruction that is signed and includes the date and method of destruction. All programs have access to a designated container.
 - iii. The disposal/destruction of documents on the attached list must be kept on a log by the manager of the program in which the documents are generated (see sample log attached).
 - iv. Official, approved document destruction collection bins can be obtained through the Business Office.
- III. All Other Documents/Records
 - A. Non-client records will be disposed of according to the attached schedule.

- B. The Centers is serviced by a document destruction company that supplies a certificate of destruction that is signed and includes the date of destruction and method of destruction. All programs have access to a designated container.
 - C. The manager of the program or department disposing of documents is required to keep a log of those documents destroyed.
 - D. Official, approved document destruction collection bins can be obtained through the Business Office.
- IV. Storing of Documents Until Destruction
 - A. Generally, all programs and departments keep current data and data from the previous year in active files.
 - B. Documents older than the previous year should be stored in a box that is clearly marked with the specific content listed and the date that the contents may be destroyed.
- V. Disposition of documents not included on this list should be verified by calling the Client Records Coordinator (for client identifiable information) or the Chief Financial Officer (for non-client information).

Centers for Youth and Families, Inc.

Document	Classification	Years
1099's	Accounting	7
Abuse allegations reports	Clinical	Majority + 10
Accident Report/claims (settled cases)	Human Resources	7
Accident Reports and claims (settled cases)	General	7
Accounting of Disclosure Information	Clinical	6
Accounts Payable/Ledgers/Aging/Journals (support)	Accounting	3
Accounts Receivable/Ledgers/Aging/Journals (support)	Accounting	3
Actuarial Reports	Pension	Indefinitely
Agency policies	Corporate	7
Annual Financial Statements	Accounting	Indefinitely
Articles of Incorporation	Corporate	Indefinitely
Audit Reports	Accounting	Indefinitely
Automobile Logs	General	7
Bad Debt Deduction	Accounting	4
Bank Deposit Slips	Accounting	4
Bank Reconciliations	Accounting	4
Bank Statements	Accounting	4
Benefit Plans	Human Resources	Indefinitely
Board Committees and Councils	Corporate	3
Board Minutes	Corporate	Indefinitely
Budgets	Accounting	2
Business Licenses	Corporate	Indefinitely
Bylaws	Corporate	Indefinitely
Cancelled Checks	Accounting	4
Cancelled checks for important payments such as taxes, property	Accounting	Indefinitely
Cancelled Payroll Checks	Payroll	4
Cash Receipts Journal/Ledger	Accounting	4
Chart of Accounts	Accounting	Indefinitely
Check Register	Accounting	3
Client complaint log	Clinical	3
Clinical record	Clinical	Majority + 10
Clinical record (Counseling Services)	Clinical	10 years after discharge
Construction Records	Real Property	Indefinitely
Contracts and Leases (expired)	Accounting	7
Contracts-Major	Corporate	Indefinitely
Contracts-Minor	Corporate	Life + 4
Controlled Substance Book	Clinical	5 years

Corporate Minutes	Corporate	Indefinitely
Correspondence (general)	General	3
Correspondence (legal and important matters only)	Corporate	Indefinitely
Correspondence (routine w/ customers/vendors)	General	2
Daily deposit batches	Foundation	4
Data Backup Disc	IS	7
Daily Nursing Log (Residential)	Clinical	6 months
Deeds, Mortgages & bills of sale	Accounting	Indefinitely
Depreciation Records/Schedules	Accounting	4
Education records	Clinical	Majority + 10
Electronic gift histories	Foundation	Indefinitely
Electronic Payment Records	Accounting	4
Emergency services log	Clinical	1
Employee Medical Records	Human Resources	Term. + 30
Employee payroll records (W-4, annual earnings record, etc.)	Accounting	6
Employee personnel records after termination	Human Resources	7
Employment Applications	Human Resources	3
Employment Contracts	Payroll	7
Fire Inspection Reports	Insurance	6
Foster Parent Record	Clinical	Term. + 7
Garnishments	Payroll	7
General Journals/Ledgers/Vouchers	Accounting	4
Government Reports (quarterly, annual)	Payroll	7
Group Disability Records	Insurance	6
Incident reports	General	Majority + 10
Income eligibility forms	Dietary	Current + 5
Insurance Policies	Insurance	Indefinitely
Inventory Records	Accounting	6
Investigation notes/reports	General	Majority + 10
IRS Determination Letter	Pension	Indefinitely
JC Committee Minutes (PIC, Safety, etc.)	General	3
Lease Payment Records	Real Property	Life + 4
Leasehold Improvements	Real Property	Life + 4
Leases/Mortgages	Corporate	Indefinitely
Legal Correspondence	Corporate	Indefinitely
Licenses and Permits	General	Indefinitely
Loan Payment Schedules	Accounting	7
Loan Records	Bank	7
Major Fixed Asset Purchases	Accounting	Indefinitely
Meeting Minutes	General	3
Monthly Financial Statements	Accounting	3
Monthly Trial Balance	Accounting	3
Notes payable ledgers (computer runs)	Accounting	7
Notes Receivable ledgers (computer runs)	Accounting	7

OSHA Records	Human Resources	Term. + 30
Parent Center participant information - over 18 y.o.	At risk youth	3
Parent Center participant information - under 18 y.o.	At risk youth	5
Patents/Trademarks/Copyrights	Corporate	Indefinitely
Payroll Check Register (monthly, quarterly, annual)	Payroll	7
Payroll journals, records, summaries	Payroll	7
Payroll records and summaries, including payment to pensioners	Payroll	7
Payroll Tax Returns	Payroll	Indefinitely
Pension/profit sharing informational returns (5500)	Accounting	Indefinitely
Pension/Profit Sharing Plans	Payroll	Indefinitely
Point Sheets	Clinical	10 days after discharge
Prescription Pads	Clinical	5
Program Attendance Records	Clinical	Majority + 10
Program Software	IS	7
Property Appraisals by outside appraisers	Accounting	Indefinitely
Property Records (costs, blueprints & plans)	Accounting/Facilities	Indefinitely
Psychological Testing Materials	Clinical	3 years
Real Estate Purchase/Sales Records	Accounting	Indefinitely
Retirement & Pension Records	Accounting	Indefinitely
Safety Records	General	6
Settled Insurance Claims	Insurance	4
Shelter Reports, Books, Logs, etc.	At risk youth	3
Shift Change Document (Nursing/MHT)	Clinical	6 months after discharge
Tax Returns, worksheets, revenue agents' reports and other documents relating to determination of tax liability	Accounting	Indefinitely
Time cards/sheets & daily time reports	Accounting	4
Training Manuals	General	Indefinitely
TSR Participant Files and program records	At risk youth	Majority + 3
W-2	Accounting	Indefinitely
W-4, I-9, application, performance reviews	Human Resources	7
Wage Rate/Grade Tables	Human Resources	2
Workers Compensation Audits	Accounting	7
Year-end detailed G/L	Accounting	Indefinitely
Year-end Trial Balance	Accounting	Indefinitely

DOCUMENT DESTRUCTION LOG

Program or Department: _____

DOCUMENT NAME	RETENTION PERIOD	DATES DESTROYED	PERSON AUTHORIZING DESTRUCTION	DESTROYED BY/WITNESSED BY	DESTRUCTION DATE

Centers for Youth & Families

Organization Chart

