## ARKANSAS DEPARTMENT OF HUMAN SERVICES PERFORMANCE BASED CONTRACTING Psychological Services/CHDC

Pursuant to Ark. Code Ann. 19-11-267 et. seq., the selected contractor **shall** comply with performance-based standards. The following are the performance-based standards that will be a part of the contract and with which the contractor must comply for acceptable performance to occur under the contract.

- I. The contractor must comply with all statutes, regulations, codes, ordinances, and licensure or certification requirements applicable to the contractor or to the contractor's agents and employees and to the subject matter of the contract. Failure to comply **shall** be deemed unacceptable performance.
- II. Except as otherwise required by law, the contractor agrees to hold the contracting Division/Office harmless and to indemnify the contracting Division/Office for any additional costs of alternatively accomplishing the goals of the contract, as well as any liability, including liability for costs or fees, which the contracting Division/Office may sustain as a result of the contractor's performance or lack of performance.
- III. During the term of the contract, the division/office will complete sufficient performance evaluation(s) to determine if the contractor's performance is acceptable. The damages set forth below are not exclusive and shall in no way exclude or limit any remedies available at law or in equity.
- IV. The State shall have the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards and may include the input of the vendor so as to establish standards that are reasonably achievable.
- V. The contract program deliverables and performance indicators to be performed by the contractor are:

Service	e Criteria <sup>i</sup>	Acceptable	Damages for
		Performance	Insufficient Performance <sup>ii</sup>
Psycho	logical Examiner	Acceptable	1st Incident: A
a. b.	Interview clients, prepare report indicating medical problems, educational levels, special needs, residential plans, and further assessment needs. Administer, score, interpret, and evaluate psychological tests and determine individualized behavioral management/treatment program.	performance is defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the	Corrective Action Plan (CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the request. 2nd incident: A five percent (5%) penalty will be assessed in the
d.	Provide psychological counseling as needed. Monitor, document, and modify progress reports on each client as needed.	contract term as determined by DHS.	following months' payment to the provider for each thirty (30) day period the Vendor is not in full
f.	Attend staff/professional meetings and workshops as scheduled Upon request, conduct in-service training		compliance with all requirements of the
g.	as needed. Upon request, supervise professional	assessments as referred by CHDC.	contract. The five percent (5%) penalty
	staff by interviewing, recommending for hire, assigning and reviewing work, training, and evaluating performance Visit each client weekly and provide monthly summary. Provide monthly summary of all visits.		will be calculated from the total payment for the identified month in which the deficiency took place.
i.	Perform other related duties as assigned by Psychologist and adhere to the chain of supervision.		In addition to the above penalties, DHS reserves the right to
j.	Conduct assessments as referred by CHDC.		impose additional penalties including without limitation, monetary damages, withholding payment on future invoices until Vendor is in full compliance, maintaining a below standard Vendor Performance Report (VPR) in the vendor file and contract termination.
School	Psychology Specialist	Acceptable performance is	1st Incident: A Corrective Action Plan
a.	Interview <b>cl</b> ients, prepare report indicating medical problems, educational levels, special needs, residential plans, and further assessment needs.	defined as one hundred percent (100%) compliance with	(CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the
b.	Work with IDT to determine an individualized behavioral management/treatment program.	all service criteria and standards for acceptable	request. 2nd incident: A five
c.	Monitors behavior management and treatment programs, documents progress or regression, modifies programs, as	performance throughout the contract term as	percent (5%) penalty will be assessed in the following months'

Service	Criteria <sup>i</sup>	Acceptable Performance	Damages for Insufficient
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d. ( d. ( f. ( f. ( g. ( f. ( f. ( f. ( f. ( f. ( f. ( f. ( f	necessary, and prepares and maintains progress reports on each client for special education. Conduct all required school-related psychological assessments and write a comprehensive Psychoeducational report for special education. Attend staff/professional meetings and workshops. Conduct in-service training for direct care and special education staff as needed. Conduct assessments as referred by CHDC for special education. Provide behavior modification/management recommendations for special education. Visit each client weekly and provide a monthly summary.	determined by DHS.	payment to the provider for each thirty (30) day period the Vendor is not in full compliance with all requirements of the contract. The five percent (5%) penalty will be calculated from the total payment for the identified month in which the deficiency took place. In addition to the above penalties, DHS reserves the right to impose additional penalties including without limitation, monetary damages, withholding payment on future invoices until Vendor is in full compliance, maintaining a below standard Vendor Performance Report (VPR) in the vendor file and contract termination.
Psychol	logist	Acceptable performance is	1st Incident: A Corrective Action Plan
ł	<ul> <li>a. Provide clinical supervision/support as needed for other licensed psychological staff.</li> <li>b. Provide needed supervision for student interns and practicum students.</li> <li>c. Plan and direct, as needed, the establishment of</li> </ul>	defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable	<ul><li>(CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the request.</li><li>2nd incident: A five</li></ul>
	treatment/behavioral/psychotherapeutic programming for clients and assists with monitoring and evaluating the outcomes.	performance throughout the contract term as determined by	percent (5%) penalty will be assessed in the following months' payment to the
	<ul> <li>Conduct psychological evaluations as needed.</li> </ul>	DHS.	provider for each thirty (30) day period the
	e. Serve on CHDC executive staff.		Vendor is not in full
	<ul> <li>f. Provide input for CHDC strategic plans.</li> <li>g. Serve as a functioning member of the IDT, as part of the Special Education Department when needed, including being available to parents or guardians.</li> </ul>		compliance with all requirements of the contract. The five percent (5%) penalty will be calculated from
ł	h. Provide assistance to Special Education as needed.		the total payment for the identified month in which the deficiency

Service Criteria <sup>i</sup>	Acceptable Performance	Damages for Insufficient Performance <sup>ii</sup>
<ul> <li>i. Conduct monthly meetings with behavioral health staff.</li> <li>j. Conduct peer reviews as needed.</li> <li>k. Prepare reports as needed</li> </ul>		took place. In addition to the above penalties, DHS reserves the right to impose additional penalties including without limitation, monetary damages, withholding payment on future invoices until Vendor is in full compliance, maintaining a below standard Vendor Performance Report (VPR) in the vendor file and contract termination.
Compliance Compliance with all requirements of Intermediate Care Facilities for Individuals with Developmental Disabilities. Compliance with all best practice standards for services for individuals with developmental disabilities. Compliance with all identification, security, and access requirements.	Acceptable performance is defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the contract term as determined by DHS.	1st Incident: A Corrective Action Plan (CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the request.2nd incident: A five percent (5%) penalty will be assessed in the following months' payment to the provider for each thirty (30) day period the Vendor is not in full compliance with all requirements of the contract. The five percent (5%) penalty will be calculated from the total payment for the identified month in which the deficiency took place. In addition to the above penalties, DHS reserves the right to impose additional penalties including without limitation, monetary damages, withholding payment

Service Criteria <sup>i</sup>	Acceptable	Damages for
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Licensure & Certification Maintain current, valid licensure and certification. Contractor shall immediately notify CHDC administrator of any changes in licensure.	Acceptable performance is defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the contract term as determined by DHS.	
		termination.
Schedule	Acceptable	1st Incident: A

Service Criteria <sup>i</sup>	Acceptable	Damages for
	Performance	Insufficient Performance <sup>ii</sup>
Available onsite during normal business hours and as agreed upon. The Contractor shall give the CHDC immediate notification of any anticipated delays that will affect the service delivery requirement.	performance is defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the contract term as determined by DHS.	Corrective Action Plan (CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the request. 2nd incident: A five percent (5%) penalty will be assessed in the following months' payment to the provider for each thirty (30) day period the Vendor is not in full compliance with all requirements of the contract. The five percent (5%) penalty will be calculated from the total payment for the identified month in which the deficiency took place. In addition to the above penalties, DHS reserves the right to impose additional penalties including without limitation, monetary damages, withholding payment on future invoices until Vendor is in full compliance, maintaining a below standard Vendor Performance Report (VPR) in the vendor file and contract termination.
Court and Other Testimony	Acceptable performance is	1st Incident: A Corrective Action
Provide professional testimony as requested by CHDC.	defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the	Plan (CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the request. 2nd incident: A five percent (5%) penalty
	contract term as determined by	will be assessed in the following months'

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	DHS.	payment to the provider for each thirty (30) day period the Vendor is not in 
		file and contract termination.
Incident Reporting Immediately report incidents in accordance with DHS Policy 1090 and other applicable federal and state laws and regulations.	Acceptable performance is defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the contract term as determined by DHS.	1st Incident: ACorrective ActionPlan (CAP)acceptable to DHSshall be due to DHSwithin ten (10)business days of therequest.2nd incident: A fivepercent (5%) penaltywill be assessed inthe following months'payment to theprovider for eachthirty (30) day periodthe Vendor is not infull compliance withall requirements ofthe contract. The fivepercent (5%) penaltywill be calculatedfrom the total

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		Performance <sup>ii</sup>
Criminal Background Check Contractor shall comply with A.C.A. §§ 17-97-312 and 17-3-102, or any amendments thereto, which requires all licensed psychologists to have a criminal history check. The contractor must have both an Arkansas child maltreatment central registry check and an Arkansas adult maltreatment central registry check. Should an applicant or employee be found to have been named as an offender or perpetrator in a rue, substantiated, or founded report from the Child Maltreatment Central Registry or the Adult Abuse Central Registry, the applicant/employee shall be immediately disqualified.	Acceptable performance is defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the contract term as determined by DHS.	payment for the identified month in which the deficiency took place. In addition to the above penalties, DHS reserves the right to impose additional penalties including without limitation, monetary damages, withholding payment on future invoices until Vendor is in full compliance, maintaining a below standard Vendor Performance Report (VPR) in the vendor file and contract termination. 1st Incident: A Corrective Action Plan (CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the request. 2nd incident: A five percent (5%) penalty will be assessed in the following months' payment to the provider for each thirty (30) day period the Vendor is not in full compliance with all requirements of the contract. The five percent (5%) penalty will be calculated from the total payment for the identified month in which the deficiency took place. In addition to the above penalties, DHS reserves the right to impose additional penalties including without limitation, monetary damages,

Service Criteria <sup>i</sup>	Acceptable	Damages for
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<ul> <li>Privacy and Security</li> <li>A. The Contractor shall ensure and maintain compliance with the most current version of Health Insurance Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health (HITECH), The Privacy Act of 1974, Arkansas Personal Information Protection Act (A.C.A. § 4-110-104), and other Federal and State privacy and security standards</li> <li>B. The Contractor shall disclose any breaches of privacy or security by contacting the DHS Information Technology Security Office within one (1) business day of the breach at DHS.IT.Security.Team@dhs.arkansas.gov.</li> <li>C. Use protected health information and/or other confidential information only in a manner necessary to provide services required.</li> <li>D. Safeguard the use and disclosure of, and restrict access to, protected health information and/or other confidential information.</li> <li>E. Maintain confidentiality and meet any applicable Privacy Act of 1974, Health Insurance Portability and Accountability Act (HIPAA), and Health (HITECH) Act requirements.</li> </ul>	Acceptable performance is defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the contract term as determined by DHS.	Performance"withholding payment on future invoices until Vendor is in full compliance, maintaining a below standard Vendor Performance Report (VPR) in the vendor file and contract termination.1st Incident: A Corrective Action Plan (CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the request.2nd incident: A five percent (5%) penalty will be assessed in the following months' payment to the provider for each thirty (30) day period the Vendor is not in full compliance with all requirements of the contract. The five percent (5%) penalty will be calculated from the total payment for the identified month in which the deficiency took place.In addition to the above penalties, DHS reserves the right to impose additional penalties including without limitation, monetary damages, withholding payment on future invoices until Vendor is in full compliance, maintaining a below 
Insurance Requirement	Acceptable	1st Incident: A
•	performance is	Corrective Action

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Maintain required insurance coverage(s) throughout the life of the contract.	defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance throughout the contract term as determined by DHS.	Plan (CAP) acceptable to DHS shall be due to DHS within ten (10) business days of the request. 2nd incident: A five percent (5%) penalty will be assessed in the following months' payment to the provider for each thirty (30) day period the Vendor is not in full compliance with all requirements of the contract. The five percent (5%) penalty will be calculated from the total payment for the identified month in which the deficiency took place. In addition to the above penalties, DHS reserves the right to impose additional penalties
Mandated Reporting	Acceptable	including without limitation, monetary damages, withholding payment on future invoices until Vendor is in full compliance, maintaining a below standard Vendor Performance Report (VPR) in the vendor file and contract termination. For each failure to
Pursuant to Ark. Code Ann. §12-18-402 (b)(10) and Ark. Code Ann. §§ 12-12-1708(a)(1)(AA), Contractor and all of its employees, agents, and all Subcontractors and Subcontractor's employees and agents shall immediately make a report to the Child Abuse Hotline or the Adult Maltreatment Hotline (based on type of maltreatment) if Contractor or any of its employees, agents, or Subcontractors' employees and agents, while performing duties	performance is defined as one hundred percent (100%) compliance with all service criteria and standards for acceptable performance	report, DHS may impose: 1. A ten percent (10%) penalty, assessed in the following months' payment for each failure to report. The penalty will be calculated

Service Criteria <sup>i</sup>	Acceptable Performance	Damages for Insufficient
<ul> <li>under this contract, have reasonable cause to suspect that: <ul> <li>a. A child has been subjected to child maltreatment;</li> <li>b. A child died as a result of child maltreatment;</li> <li>c. A child died suddenly and unexpectedly; or</li> <li>d. Observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment.</li> <li>or</li> <li>e. An endangered person or an impaired person has been subjected to conditions or circumstances that constitute adult maltreatment or long-term care facility resident maltreatment.</li> </ul> </li> <li>A privilege or contract shall not prevent a person from reporting maltreatment when he or she is a mandated reporter and required to report under this section.</li> <li>An employer or supervisor of a mandated reporter shall not prohibit an employee or a volunteer from directly reporting maltreatment to the Hotline.</li> <li>An employer or supervisor of a mandated reporter shall not require an employee or a volunteer to obtain permission or notify any person, including an employee or a supervisor, before reporting maltreatment to the Hotline.</li> <li>Pursuant to Act 531 of 2019, Ark. Code Ann. §12-18-402 (b)(10) and Ark. Code Ann. §§ 12-12-1708(a)(1)(AA), Contractor and all of its employees, agents, and all Subcontractors and Subcontractor's employees and agents are mandated reporters.</li> </ul>	throughout the contract term as determined by DHS.	Performance <sup>ii</sup> from the total payment for the identified month in which the deficiency took place; or 2. A one percent (1%) penalty, assessed in the next payment for each failure to report. The penalty will be calculated from the projected total yearly contract amount for the contract, as determined by DHS. DHS may elect to calculate penalties/damages differently per occurrence. In addition to the above penalties, DHS reserves the right to impose additional penalties including without limitation, requiring a Corrective Action Plan (CAP), withholding payment on future invoices until Vendor is in full compliance, maintaining a below standard Vendor Performance Report (VPR) in the vendor file and contract termination.
<b>Conflict of Interest Mitigation</b> During the term of this contract, the Vendor shall comply with the terms of the DHS Organizational or Personal Conflict of Interest provisions. The Vendor shall disclose all actual, apparent, or potential conflicts of interest to the Department of Human Services (DHS) within five (5) days of having knowledge of them. The Vendor shall develop a mitigation plan as requested by DHS which must be approved and accepted by DHS. Any changes to the approved mitigation plan must be approved in advance by DHS.	The Vendor must maintain one hundred percent (100%) compliance with this item at all times throughout the term of the contract.	The Vendor will be fined one thousand dollars (\$1,000) per day for each day past five (5) days for each actual, apparent, or potential conflict of interest it fails to disclose. The Vendor shall be fined ten thousand dollars (\$10,000) for the first failure to comply with the mitigation plan

Service Criteria <sup>i</sup>	Acceptable	Damages for
	Performance	Insufficient
		Performance <sup>ii</sup>
Transition Planning         1) Sixty (60) calendar days prior to the contract end date, the Contractor shall submit for DHS approval, a detailed plan for transitioning all	The Vendor must maintain one hundred percent (100%)	developed by the Vendor and approved by DHS. Each subsequent violation of the mitigation plan shall be twice the amount of the immediately preceding violation fine. If the Vendor fails to meet the acceptable performance standard, DHS may issue a below
<ul> <li>contracted services to DHS, or to another contracted services to DHS to provide the contracted services. The plan must include, but is not limited to, the following:</li> <li>a) Contractor's proposed approach to the transition,</li> <li>b) Complete and updated system and user documentation,</li> <li>c) List of Contractor's tasks, subtasks, and schedule for all transition activities,</li> <li>d) Contractor's organizational chart and staffing matrix, for all staff responsible for transition activities including title, telephone number, and email address,</li> <li>e) Operational tasks and procedures necessary to support ongoing operations during transition, and</li> <li>f) A detailed description of the services required by the new Contractor to complete the transition.</li> <li>2) The transition plan shall include provisions for the</li> </ul>	compliance with this item at all times throughout the term of the contract.	standard Vendor Performance Report (VPR) maintained in the vendor file. Final payment may be withheld from the vendor until all elements of the transition are satisfied as determined by DHS.
<ul> <li>2) The transition plan shall include provisions for the delivery of all proprietary data collected and/or created during the life of the contract to DHS thirty (30) calendar days prior to the contract end date. DHS must pre-approve the format and delivery method of all proprietary data. All proprietary data collected and/or created during the final thirty (30) business days of the contract, or any proprietary data not captured in the initial delivery, shall be delivered to DHS no more than fifteen (15) business days following the contract end date. DHS reserves the right to request resubmission of any proprietary information deemed unacceptable after the Contractor's initial transfer. All transition activity is included in the contract price.</li> <li>3) The Contractor shall not implement the plan until it has received DHS's written approval of the plan. The Contractor shall take all reasonable action to provide a minimally disruptive turnover.</li> </ul>		

Service Criteria <sup>i</sup>	Acceptable Performance	Damages for Insufficient
	Ferrormance	Performance <sup>ii</sup>
<ul> <li>4) The Contractor shall consult with DHS to determine, at the discretion of DHS, whether training for DHS staff shall be provided each contract year.</li> <li>5) Deliverable Acceptance Process: If DHS rejects a deliverable, DHS will give the Contractor a written description of the changes that must be made to the deliverable. This cycle of submission, review, rejection, revision, and resubmission shall be repeated until DHS accepts the deliverable. The Contractor shall be liable for all costs associated with additional work related to deliverables rejected by DHS.</li> <li>6) Ten (10) business days after the completed transition, Contractor must provide DHS with a Transition Results Report documenting the results of each step of the Transition Plan. The transition shall not be considered complete until this document is approved by DHS.</li> <li>Arkansas Freedom of Information Act (Ark. Code Ann. §25-19-101 et seq.): <ol> <li>Contractor shall timely provide all documents that DHS requests for information Act (FOIA) request.</li> <li>Contractor shall timely provide all documents in its possession or control to DHS that match the request made by DHS.</li> <li>Contractor shall timely and accurately respond to FOIA requests made directly to Contractor. See Ark. Code Ann. §25-19-101 et seq. for specific requirements. For all FOIA request at DHS. FOIA@arkansas FOIA</li> </ol></li></ul>	Contractor shall respond to FOIA requests timely and accurately one hundred percent (100%) of the time. Contractor shall provide information and documents to DHS upon request in the timeframe specified in the request one hundred percent (100%) of the time. DHS shall have sole determination as to the sufficiency of Contractor's response and provision of documents.	<ol> <li>For each failure to meet performance standard, DHS may impose:</li> <li>A ten percent (10%) penalty, assessed in the following months' payment for each failure to report. The penalty will be calculated from the total payment for the identified month in which the deficiency took place; or</li> <li>A one percent (1%) penalty, assessed in the next payment for each failure to report. The penalty will be calculated from the total payment for the identified month in which the deficiency took place; or</li> <li>A one percent (1%) penalty, assessed in the next payment for each failure to report. The penalty will be calculated from the projected total yearly contract amount for the contract, as determined by</li> </ol>

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		DHS.
		DHS may elect to calculate
		penalties/damages differently per
		occurrence.
		occurrence.
		In addition to the
		above, Contractor
		shall be responsible
		for any penalties, fees,
		and costs imposed on
		DHS associated with
		vendor's failure to
		timely and accurately
		provide the requested
		information and
		documents.
		In addition to the above
		penalties, DHS reserves
		the right to impose
		additional penalties
		including without
		limitation, requiring a
		Corrective Action Plan
		(CAP), withholding
		payment on future
		invoices until Vendor is
		in full compliance,
		maintaining a below
		standard Vendor
		Performance Report
		(VPR) in the vendor file
		and contract
		termination.

Failure to meet the minimum Performance Standards as specified **may** result in the assessment of damages.

In the event a Performance Standard is not met, the vendor will have the opportunity to defend or respond to, or cure to the satisfaction of the State, the insufficiency. The State **may** waive damages if it determines there were extenuating factors beyond the control of the vendor that hindered the performance of services of it is in the best interest of the State. In these instances, the State **shall** have final determination of the performance acceptability.

Should any compensation be owed to the agency due to the assessment of damages, vendor **shall** follow the direction of the agency regarding the required compensation process.

<sup>&</sup>lt;sup>i</sup> Nothing in this table is intended to set forth all obligations of the Contractor under the contract. These obligations are in addition to any others imposed by the contract and applicable law.

<sup>&</sup>lt;sup>ii</sup> The damages set forth are not exclusive and shall in no way exclude or limit any remedies available at law or in equity.