



State of Georgia

State Entity: Georgia Department of Human Services

Request for Information

Event Name: Commercial Sexual Exploitation Recovery Center Request for Information

RFI (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Procurement

This Request for Information (“RFI”) is being issued to solicit information from interested suppliers with respect to the Commercial Sexual Exploitation Recovery Center (CSERC) for the Georgia Department of Human Services (hereinafter, “the State Entity” or “DHS”) as further described in this RFI. The State Entity will use the information generated by this RFI in conjunction with other information available to the State Entity to determine the solution that it is in the best interests of the State Entity to fulfill this need.

The State of Georgia through the Department of Human Services has identified the need for a facility dedicated to rehabilitate and accommodate child, youth and adult victims of sex trafficking. This Request For Information (RFI) is for an entity to manage and operate a “turnkey” 26 bed facility as a Commercial Sexual Exploitation Recovery Center for children, youth and adults in Gwinnett County, Georgia, in compliance with all applicable federal and state constitutional requirements and laws. The facility is currently under construction and will be available for lease at a nominal rate (token) in the Summer of 2022.

Entities interested in filling this need for the State of Georgia are requested to submit a response describing how the entity would address each of the needs described in this RFI. Please see section 3 of the RFI for further description of information requested.

1.2. Overview of the RFI Process

The objective of the RFI is to gather information to assist the State Entity in its consideration of available resources/methods to fulfill the need/goal identified above. The RFI method is not a competitive solicitation method and, as a result, does not satisfy the requirement for competitive bidding. The RFI method is no more than an information gathering tool and such information gathered may or may not be used by the State Entity to develop a competitive solicitation or to enter into a contract without competitive bidding. Suppliers are not required to respond to an RFI and a supplier's failure to respond to an RFI will not prohibit the supplier's participation in any competitive solicitation that may result from the RFI. However, suppliers are

strongly encouraged to respond to this RFI to ensure the State Entity is aware of the suppliers' available goods and services, and because the State Entity has the authority under O.C.G.A. § 50-5-69(f) to award contracts for placements for children in the care or custody of the Department without competitive bidding.

1.3. Schedule of Events

The schedule of events set out herein represents the State Entity's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFI will be publicly posted prior to the closing date of this RFI. After the close of the RFI, the State Entity reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice.

Description	Date	Time
Release of RFI	On or about May 19, 2022	TBD
Submission of Questions	On or before June 21, 2022	5:00 p.m. ET
Informational Conference – Virtual through Microsoft Teams. Link will be available on the events page of the DHS website – https://dhs.georgia.gov/events	June 23, 2022	3:00 p.m. ET
Responses to Questions by State Entity	On or before June 30, 2022	5:00 p.m. ET
RFI Close Date – Responses Due	July 7, 2022	5:00 p.m. ET

1.4. Official Issuing Officer (Buyer)

Sakina Strozier

Sakina.Strozier@dhs.ga.gov

1.5. Definition of Terms

Please review the following terms:

Supplier(s) – companies desiring to do business with the State of Georgia.

State Entity – the governmental entity identified in Section 1.1 “Purpose of Solicitation” of this RFI.

See also Attachment A, Definitions, to the attached CSERC-Gwinnett Requirements.

2. Instructions to Offerors

By submitting a response to the RFI, the Offeror is acknowledging that the Offeror:

1. Has read the information and instructions.
2. Agrees to comply with the information and instructions contained herein.

2.1. General Information and Instructions

2.1.1. Team Georgia Marketplace™ Registration System

The Department of Administrative Services (“DOAS”) requires all companies and/or individuals interested in conducting business with the State of Georgia to register in the State’s web-based registration system, through Team Georgia Marketplace™.

Registration is free and enables the registering company to gain access to certain information, services and/or materials maintained in Team Georgia Marketplace™ at no charge to the registering company. All registering companies must agree to be bound by the applicable terms and conditions governing the supplier’s use of Team Georgia Marketplace™. In the event DOAS elects to offer certain optional or premium services to registered companies on a fee basis, the registered company will be given the opportunity to either accept or reject the service before incurring any costs and still maintain its registration. Companies may register at

https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&

2.1.2. Submitting Questions

All questions concerning this RFI must be submitted in writing via email to the Issuing Officer identified in Section 1.4 “Issuing Officer” of this RFI. Do not use the comments section within the sourcing tool to submit questions to the issuing officer.

2.1.3. State’s Right to Amend and/or Cancel the RFI

The State Entity reserves the right to amend this RFI. Any revisions must be made in writing prior to the RFI closing date and time. By submitting a response, the supplier shall be deemed to have accepted all terms and agreed to all requirements of the RFI (including any revisions/additions made in writing prior to the close of the RFI whether or not such revision occurred prior to the time the supplier submitted its response) unless expressly stated otherwise in the supplier’s response. THEREFORE, EACH SUPPLIER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFI AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE SUPPLIER’S RESPONSE PRIOR TO THE CLOSE OF THE RFI. Suppliers are encouraged to frequently check the RFI for additional information. Finally, the State Entity reserves the right to cancel this RFI at any time.

2.1.4. Costs for Preparing Responses

Each response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in this RFI process is the sole responsibility of the supplier. The State will not provide reimbursement for such costs.

2.1.5. ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Suppliers should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Informational Conference (if any). The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

2.1.6. Public Access to Procurement Records

Solicitation opportunities will be publicly advertised as required by law and the provisions of the Georgia Procurement Manual. The State Entity is allowed to assess a reasonable charge to defray the cost of reproducing documents. A state employee should be present during the time of onsite inspection of documents. PLEASE NOTE: Even though information (financial or other information) submitted by a supplier may be marked as "confidential", "proprietary", etc., the State will make its own determination regarding what information may or may not be withheld from disclosure.

2.1.7. Registered Lobbyists

By submitting a response to this RFI, the supplier hereby certifies that the supplier and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the *Georgia Procurement Manual*.

2.2. Submittal Instructions

Listed below are key action items related to this RFI. The Schedule of Events in Section 1.3 identifies the dates and time for these key action items. This portion of the RFI provides instructions regarding the process for reviewing the RFI, preparing a response to the RFI and submitting a response to the RFI.

2.2.1. RFI Released

The release of this RFI is formally communicated through the posting of this RFI on the Georgia Procurement Registry, which is accessible online as follows:

http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

2.2.2. RFI Review

The RFI consists of the following:

1. This document, entitled "The State Entity RFI Document," and
2. Any and all documents provided by the State Entity as attachments to the RFI or links contained within the RFI or its attached documents.

Please carefully review all information contained in the RFI, including all documents available as attachments or available through links. Any difficulty accessing the RFI or opening provided links or documents should be reported immediately to the Issuing Officer (See Section 1.4).

2.2.3. Preparing a Response

When preparing a response, the supplier must consider the following instructions:

1. Ensure its response is accurate and readily understandable.
2. Clearly label attachments so that the State Entity can easily organize and navigate the supplier's response.

2.2.4. Electronic Copies

1. Use caution in creating electronic files (i.e., make sure files do not contain viruses, etc.).
2. Use commonly accepted software programs to create electronic files. The State Entity has the capability of viewing documents submitted in the following format: Microsoft Word, Microsoft Excel, portable document format file (PDF), and plain text files with the file extension noted in parentheses (.txt).

3. Requested Information

Please see the attached CSERC-Gwinnett Requirements.

Entities interested in filling this need for the State of Georgia are requested to submit a response describing the entity's ability to meet the requirements and how the entity would address each of the needs described in this RFI.

Entities should describe their capability for providing the services herein, both for children in the facility and plans on how the facility may serve a mixed population of children and adults.

Entities may also make further recommendations for programs and services not described in this RFI if the recommended program or service would assist in meeting the rehabilitation and accommodation purposes of the facility.

For the purposes of this RFI, the entity should provide an estimated budget for providing the services described in this RFI.

4. Additional Information

The State Entity may, at its discretion, ask one or more suppliers to provide additional information and/or meet with the State Entity to further discuss the supplier's information.

5. List of RFI Attachments

The following documents make up this RFI. Please see Section 2.2.2 “RFI Review” for instructions about how to access the following documents. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer.

- A. State Entity RFI (this document)
- B. CSERC-Gwinnett Requirements
 - a. Definitions
 - b. Facility description and schematic diagram

CSERC-Gwinnett
Commercial Sexual Exploitation Recovery Center
Requirements

1. SCOPE AND BACKGROUND

The State of Georgia through the Department of Human Services (DHS) has identified the need for a facility dedicated to rehabilitate and accommodate child, youth and adult victims of sex trafficking. This Request For Information (RFI) is for an entity to manage and operate a “turnkey” 26 bed facility as a Commercial Sexual Exploitation Recovery Center (CSERC) for children, youth and adults in Gwinnett County, Georgia, in compliance with all applicable federal and state constitutional requirements and laws. The facility is currently under construction and will be available for lease at a nominal rate (token) in the Summer of 2022. Entities interested in filling this need for the State of Georgia are requested to submit a response describing how the entity would address each of the needs described below. It should be noted whether the vendor expects to address each need itself or whether the need would be addressed by a subcontractor. Entities may also make further recommendations for programs and services not described below if the recommended program or service would assist in meeting the rehabilitation and accommodation purposes of the facility.

2. SERVICES TO BE PROVIDED BY THE CSERC OPERATOR:

- Case management services, including referral coordinators and intake
- Treatment plan to include solidified long-term options for victims
- Health care services including prescriptions
- Housing / transitional living program
- Medical and nursing services
- Trauma informed mental health counseling and treatment
- Trauma informed support groups/group therapy

- Legal services or referrals to available legal services for victims with such needs
- Meals and snacks
- Clothing and items for personal hygiene
- Transportation services, including to and from court hearings and medical appointments, if necessary
- Drug addiction screening and treatment, including risk reduction plans
- Language interpretation and translation services
- English language instruction
- Job training / placement
- Day to day management – janitorial, waste management, internet, phone, cable/wireless services
- Education services (accredited), to include vocational programs
- Forensic interviews on site (as determined by a multi-disciplinary approach towards victim readiness)
- Incident reporting and investigations
- Family support, if appropriate
- Recreation and leisure activities
- Other identified service needs

3. SERVICES TO BE PROVIDED BY DHS:

The Department of Human Services will own and provide maintenance of the facility to include:

- Building envelope
- Interior furniture and amenities such as bed linen (including replacement and repair)
- Interior repairs (excluding vandalism repairs)
- Mechanical, utilities, electrical, plumbing, fire alarm systems
- Electronic security and locking controls

- Door hardware and other fixtures
- CCTV systems and monitoring
- Laundry equipment
- Pest control
- Lawn care services

4. OPERATOR'S QUALIFICATIONS AND EXPERIENCE

- Must be financially solvent/viable.
- Must provide an irrevocable Letter of Credit or similar instrument.
- Experience operating and managing a facility for behavioral crises.
- Experience providing effective person-centered support, assistance and outreach to victims/survivors of human trafficking and/or individuals at-risk of human trafficking.
- Must be registered with the Georgia Secretary of State.
- Must follow the DHS guidelines for Psychotropic Medication Use in Children and Adolescents, and must have and follow their own medication management policy for other prescription and non-prescription medications.
- Medical and Behavioral Health employees / professionals must hold appropriate licenses for providing such services in the State of Georgia.
- Administrators and Teachers must hold a current Georgia Educators certificate issued through the Professional Standards Commission.
- Operator must apply for and receive the food service permit, in their company name, with Gwinnett County Health Department.
- Operator must provide SOP (Standard Operating Procedures) for operating a commercial kitchen and dining hall.
- Experience providing food services for 12 or more clients.
- *Must have a Child Caring Institution License (CCI) through the Department of Human Services Regulatory Child Care Licensing (RCCL) unit.
<http://rules.sos.state.ga.us/gac/290-2-5>
<https://dhs.georgia.gov/organization/about/division-offices/office-inspector-general/residential-child-care-licensing>

***NOTE:** It takes approximately 6-12 months to acquire a CCI License. This must be taken into consideration if entities currently unlicensed are expected to be considered and this requirement is mandatory. The RCCL unit will assign special / dedicated reviewers for licensing for this project.

5. OPERATOR'S STAFFING REQUIREMENTS/PLAN – Describe the Operator's expectations of staffing needs to operate the facility and provide the services described herein, including staff to client ratios during various times of day. Expected staff needs include:

- Medical Doctor
- Psychologist
- Human Service Provider/Professional
- Forensic interviewers
- Sexual assault nurse examiners or forensic examiners
- Community Support Supervisor
- Counselors / Therapists
- Intake personnel
- General administrative staff
- Teachers and educational staff
- Security
- Food services
- Janitorial staff

6. OPERATOR'S EXPECTATIONS FOR REHABILITATION – Describe the Operator's expectations for the following items:

- Collaboration for referral and intake with:
 - Law enforcement
 - Children's Advocacy Centers of Georgia
 - Georgia Department of Human Services
 - Georgia Department of Juvenile Justice
- Time periods for accommodation and rehabilitation services for adults

- Time periods for accommodation and rehabilitation services for older youth
- Time periods for accommodation and rehabilitation services for younger youth and children
- Referrals to post-CSERC placements for further treatment

7. FACILITY DESIGN/LOCATION – See Attachment B

8. FACILITY LEASE/RENTAL – Lease agreement will be provided by the State Property Commission.

9. PROPOSED BUDGET

- Itemized estimated costs to the State for providing the above described services and additional services that would be offered by the Operator.

10. ATTACHMENTS

- A – Definitions
- B – Facility description and schematic diagram

Attachment A

DEFINITIONS

Americans with Disabilities Act (ADA): A civil rights legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life.

Award: Resulting Agreement as a result of a solicitation (also referred as contract).

Care Management Organization (CMO): Entity responsible for the care coordination of all health/ behavioral health services of youth placed in non-secure community residential placements.

Child Caring Institution (CCI): State approved residential group homes.

Child Placement Agency (CPA): State approved agencies that oversee state approved therapeutic foster care homes.

Community Support Supervisor (CSS): The role of the Case Support Supervisor is to plan, provide, arrange, coordinate and document services to children and families. The Case Support Supervisor is a person employed by the agency who is responsible for the supervision of the placement services offered by the agency and for the designation of approval for the prospective adoptive and foster families and for assessing the appropriateness of the placement's Room, Board and Watchful Oversight capacity.

Early and Periodic Screening, Diagnostic, and Treatment (EPSDT): Provides comprehensive and preventive health care services for children under age 21 who are enrolled in Medicaid. EPSDT is key to ensuring that children and adolescents receive appropriate preventive, dental, mental health, and developmental, and specialty services. The EPSDT is a part of the Federal Medicaid Act that defines Georgia's responsibility for all Medicaid eligible children. EPSDT requires states to provide any necessary health care, diagnostic services, treatment and other measures.

Explanation of Benefits (EOB): A statement sent by a health insurance company to cover individuals explaining what medical treatments and/or services were paid for on their behalf.

General Education Development (GED): A program of study which culminates in the taking of four (4) subject area tests, which when passed, certifies that the taker has high school level academic skills.

Generally Accepted Accounting Principles (GAAP): Rules to which accountants adhere when preparing financial statements. GAAP exists to ensure that American accountants are using the same or almost the same standards so that comparison of financial statements between or within a company is easy and accurate.

Georgia Department of Administrative Services (DOAS): A State of Georgia agency that provides regulatory assistance in areas such as State Purchasing, Risk Management, Fleet Management and Surplus Property.

Georgia Department of Community Health (DCH): A State of Georgia agency responsible to provide access to affordable, quality health care to millions of Georgians, including the state's most vulnerable and underserved populations.

Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD): A State of Georgia agency responsible to provide treatment and support to people with mental health challenges, substance abuse disorders, and assists individuals who live with intellectual and developmental disabilities.

Georgia Department of Education (DOE): A State of Georgia agency that oversees public education throughout the state, ensuring that laws and regulations pertaining to education are followed and that state and federal money appropriated for education is properly allocated to local school systems.

Georgia Department Human Services (DHS): A State of Georgia agency responsible to provide Georgians with customer-focused human services, child protection, adult protection, child welfare and stronger families and self-sufficiency.

Georgia Division of Family and Children Services (DFCS): A Division within Department of Human Services responsible for investigations of child abuse, foster and adoption assistance services for abused and neglected children, assistance to low-income families and individuals for Temporary Assistance for Needy Families (TANF), Food Stamps (SNAP), health, human and social services such as Medicaid and wide range of services for families in crisis.

Georgia Families 360°SM Program: Medicaid coverage for all eligible DJJ youth (excluding DJJ youth receiving adoption assistance whom have opted out and DJJ youth receiving SSI age 18 and over) placed in RBWOs/residential programs. Youth with private insurance coverage under their parents will retain their private insurance at their parent's discretion; these youth will receive Medicaid through Georgia Families 360°SM as their secondary form of health insurance coverage, also known as the payer of last resort.

Georgia Procurement Manual (GPM): This manual can be downloaded and viewed on the Internet at the DOAS web page, www.doas.state.ga.us.

Health Insurance Portability and Accountability Act (HIPAA): A 1996 Federal law that restricts access to individuals' private medical information.

Human Services Provider or Professional (HSP): The designated residential program employee, with case management responsibilities for a youth, who shares joint service planning responsibilities with the community case manager. HSPs model life skills (e.g., assertiveness, communication, conflict management, problem solving and decision making) and provide activities for youth to practice life skills and provide appropriate feedback to the youth.

Incident: An event involving youth, employees, and/or programs/facilities/offices (owned, operated, or contracted) that interrupts normal procedure or precipitates a crisis.

Independent Living Program (ILP): Specialized RBWO programs for youth who are at least 18 years of age through 21 years of age. ILP is different from TLP in that youth may live in an alternative living arrangement (i.e., community-based housing) rather than a group home, or other residential type facility. ILP placements shall begin no earlier than a youth's

18th birthday. Youth in ILP will experience "graduated independence" regarding program expectations, skill development and levels or types of supervision provided. The goal of an independent living placement is to prepare youth to become socially, emotionally and personally independent of social services while connecting them to life-long permanency connections and laying the foundation for the pursuit of educational and career opportunities

Medicaid Rehabilitation Options Services: mental and behavioral health services provided to DJJ youth placed in a RBWO setting by approved Medicaid reimbursable providers.

Office of Federal Programs (OFP): The Department of Juvenile Justice unit responsible for managing federal benefits programs, such as Medicaid, Title IV-E, and SSI, for youth under DJJ commitment in RBWOs/residential programs to support compliance with those programs' federal and state requirements.

Psychiatric Residential Treatment Facility (PRTF): A short-term psychiatric facility (non-hospital) with a provider agreement with a State Medicaid Agency to provide the inpatient services benefit to Medicaid-eligible individuals under the age of 21.

Room, Board and Watchful Oversight (RBWO): The level of residential services needed including the need for supervision of the youth by the residential provider. The categories of RBWO are base, additional, and maximum.

Additional RBWO: Median level of Room, Board and Watchful Oversight

Base RBWO: Minimum level of Room, Board and Watchful Oversight

Maximum RBWO: Maximum level of Room, Board and Watchful Oversight

Residential Placement Specialist (RPS): Provide placement and financial oversight to youth placed in a Residential Placement for youth from their assigned Region.

Residential Treatment Services Specialist (RTSS): Provide services and contract compliance oversight to assigned RBWO Residential Placements in their assigned Region.

Regional Youth Detention Center (RYDC): Secure short-term centers for youth awaiting trial or waiting to enter a community program or long-term facility.

School Day: Any day in which school is conducted in accordance with the local school calendar.

Specialty Base Watchful Oversight (SBWO), CPA only: A child served in this specialty program will have low to moderate emotional and/or behavioral management problems that interfere with the child's ability to function in family, school, and community and make it difficult to maintain the safety of the child and others outside of a highly structured and supervised setting.

Specialty Medically Fragile Watchful Oversight (SMFWO), CPA only: A child served in the Specialty with Maximum Oversight Program will have moderate to serious emotional and/or behavioral management problems that interfere with the child's ability to function in the family, school, and/or community outside of a supervised and structured setting.

Specialty Maximum Watchful Oversight (SMWO), CPA only: A child served in the Specialty High Medically Fragile program may have emotional and/or behavioral management problems that interfere with his/her compliance to required medical and/or health procedures. The child requires a highly structured and supervised setting that is highly trained to address medical needs.

Teen Development: A child served in the Transitional Living/ Independent Living Program greatly benefits from life skill training to be more self-sufficient and preparing them for adulthood. The premise of this program designation assignment is not behavioral based as the BWO, AWO and MWO are. Behaviors may be considered in the placement of a child, based on each approved provider admission criteria. This program designation can serve adolescent as young as 16 years.

Transitional Living Programs (TLP): Specialized RBWO programs for youth at least age 16 years. Youth may be older than 18 years old. TLP is designed for youth who are ready to enter a phase of care that will eventually transition them to independent living. Transitional living affords youth an opportunity to practice basic independent living skills in a variety of settings with decreasing degrees of supervision. This specialized RBWO placement provides youth the opportunity to experience increased personal responsibility, so youth can become responsible for their own care when they exit foster care. The goal of a transitional living placement is to prepare youth to become socially, emotionally and personally

independent of social services while connecting them to life-long permanency connections and laying the foundation for the pursuit of educational and career opportunities.

Youth: Child or adolescent between the ages of six (6) and twenty-one (21) years of age.

Attachment B

Gwinnett County Commercial Sexual Exploitation Recovery Center (CSERC)

Address: 650 Hi Hope Lane, Lawrenceville, Georgia



Site Legal Description:

All that tract or parcel of land lying (9.99 acres) and being in Land Lot 13 of the 7th District of Gwinnett County, Lawrenceville, Georgia.

Building Description:

One story steel and masonry frame structure, 25,000 square feet of conditioned space to accommodate 26 beds and provide safe and secure housing, education and services for youth who are victims of sex trafficking.

- 26 beds: 20 girl's rooms, four boys/transgender rooms, and two intake area rooms.
- Each single bedroom consist of tub/shower, closet, bed, dresser, end table, desk and study lamp.
- Living areas include lounges, snack areas, rooms for treatment and counseling and individual laundry areas
- Intake area with the two intake rooms, intake desk, counselor's offices and youth support areas
- Admissions area with space for waiting, youth property storage and forensics interviews
- Medical area with suicide watch rooms, exam and dental treatment
- Full service commercial kitchen and dining room seating for 30.
- Central gathering area for group events and projects.
- Family visiting area.
- Outdoor courtyards for gardening and passive recreation
- Education area with two classrooms, a life skills classroom and a gymnasium for recreation and dance classes.
- Lounge and administrative offices for treatment, program and administrative staff.

MEP Systems: The CSERC building will be a secure building. Access will be granted, once CSERC staff has acknowledged visitors, at the front door. Law enforcement, staff, and client access may also be provided through the vehicular sally port at the intake area. The facility will have the latest technology and connectivity with enhanced systems such as IP-CCTV, locking control, LED lighting, fire alarm and HVAC automatic controls. All systems will be capable of being accessed remotely in the event of an emergency and limited secure access will be identified once facility is online.

