

POGS PROGRAM START-UP CHECK-LIST: (Add information specific to your program so that this form becomes a useful tracking tool. Some language references may change depending on OSB or RFP.)

Work with DOC Procurement Manager to provide proper notification of termination to current contractor and coordinate a smooth transition for offenders. Invite the Procurement Manager to the roll-out meeting.

Here is a list of things to prepare for the meeting:

1. Review the old bid/proposal and the new bid/proposal to point out the differences in the mandatory requirement during the meeting. Of course concentrating on the new services and especially the proposers response if the competition is a Proposal. You need to become familiar with the proposal or the bid response so you can understand the delivery of the services and you can clarify any questions during the roll-out meeting.
2. Inquire from the Unit Supervisor or Liaison contact what times and days the groups are at right now and which times and days are needed to be changed or to be added to the new contract.
3. Review the services and referrals with the current supervisors and find out how many cycles are needed of each service that is listed as available in the Bid/Proposal response. If you don't need all of the services listed in the Bid/Proposal, you will do the Purchase Order for only the services that are needed at this time.
4. Discuss the referral process with the supervisor and prepare the lay out for the provider. Who is the contact for the referrals? Where are they sent? Who will contact offenders? Who keeps the wait list?

Establish a single point of contact with new contractor so there is no confusion of contract requirements for either party. A face to face meeting is recommended with the DCC Contract Administrator, Program Liaison, and key contract staff (management, program director, program supervisor, etc).

You may add items to this list as you progress through start-up plan:

Physical Space Plan -

- Obtain hard copy of site location(s) to ensure compliance with bid/rfp specifications. Contractor must provide you will all documentation that site meets location ordinances and zoning requirements. Be sure that location allows room to move around for max number of offenders plus staff to attend groups. Verify that security issues are addressed prior to program start.
- Follow-up with personal inspection of site(s) prior to actual start of programming to be sure proper furniture is in place.
-
-
-
-

Staff Credentials -

- Remind contractor that staff must be approved by you prior to starting facilitation and notification of any staff changes require notification, directly to you, within 24 hours. Immediate notification needed for staff approvals.
- Obtain a list of actual staff who will provide services under this program (Adm., Fiscal, Supervisors, Individual and all Direct Service). Have a hard copy of each education degree, training, and certification required per bid. I suggest keeping this along w/bid documentation of staff experience.
- If same staff person facilitating multiple program groups (i.e. CBT and AODA) be sure qualifications AND daily schedule allows time for this.
- If DIFFERENT staff providing service than those listed in the original bid response, be sure to obtain full history, experience, and qualifications for all.
-
-
-

Groups/Bed Days/Program Week -

- Obtain an accurate weekly/monthly schedule. Be sure groups and staff matches up with bid requirements especially if you are intending to add more groups/locations than originally bid. All must remain in accordance with bid specifications.
- Referrals must be ready to go so that offenders are ready to start groups on day one. Discuss with contractor the procedure for when fewer than minimum offenders show up.
- Discuss duty to warn, reporting on lapses, violations, monitoring risk, case management, and all program requirements listed in section 4 of the bid so that contractor fully understands our expectations.
- Develop and put into place all referral/intake procedures and discharge/termination procedures in accordance with the bid requirements.
- Discuss individual, program and evaluation reports so that there are no misunderstanding of what and when reports are due.

Billing Procedures -

- Discuss billing requirements and how contract must reflect the collection of offender fees on each monthly invoice per section 6.0 of the bid.

Terms and Conditions -

- Review those items in section 9.0 of the bid to be sure contractor understands requirements of compliance. Be sure they understand that they need your approval if they want to sub-contract, that DOC Procurement staff will be requiring an Affirmative Action Plan (DOA-3054, #19), that DCC may assess damages if they don't comply to all the requirements of the bid, that they can not hire/retain offenders for our programs, etc.
- Obtain a copy of their fraternization policy (9.7 of bid usually). Agency policy should mirror DOC policy, but not refer or say DOC anywhere on their form.
- Remind them of the audit requirements and know when you will receive the first report (9.8 of bid usually).
- Be sure they understand how/when to use the Faith-based waiver form (9.9 of bid)

- Remind them of the required notification of structural changes in the company and this is a good time to ask them for regular updates for staffing changes, too.
- Obtain a copy of their insurance responsibilities (DOA-3054, #23) for your files.
-

Notify agents and support staff so that they are aware of the change and effective dates. POGS Support Staff will need a copy of the bid analysis (from DOC Procurement), specific group/bed days/program week information for the purchase order. The program liaison should have knowledge of all bid document details. Also note if program requires the tracking of ATR's, OWI or BY participants.

Make sure everything is in place before you start the program. Take the extra time, if needed, so that we eliminate as many problems up front and have a good start to the program. It will save you and contractor(s) a lot of headaches to do this properly.