



EXECUTIVE DOCUMENT SUMMARY

State Form 41221 (R10/4-06)

Instructions for completing the EDS and the Contract process.

Received

FEB 10 2011

AG IDOA Contracts

- 1. Please read the guidelines on the back of this form.
2. Please type all information.
3. Check all boxes that apply.
4. For amendments / renewals, attach original contract.
5. Attach additional pages if necessary.

HH RB

1. EDS Number: D12-1-083
2. Date prepared: 2/8/2011

3. CONTRACTS & LEASES

X Professional/Personal Services
Grant
Lease
Attorney
MOU
QPA
Contract for procured Services
Maintenance
License Agreement
Amendment#
Renewal #
Other

FISCAL INFORMATION

4. Account Number: 13450-10000.534010
5. Account Name: LAKESIDE CORRECTIONAL F
6. Total amount this action: \$25,897,663.50
7. New contract total: \$25,897,663.50
8. Revenue generated this action: \$0.00
9. Revenue generated total contract: \$0.00
10. New total amount for each fiscal year:
Year 2011 \$1,102,281.00
Year 2012 \$4,366,746.00
Year 2013 \$6,125,065.00
Year 2014 \$8,021,900.00
Year 2015 \$6,281,671.50

TIME PERIOD COVERED IN THIS EDS

11. From (month, day, year): 3/1/2011
12. To ( month, day, year ): 2/28/2015
13. Method of source selection: X RFP# 10-99

35. Will the attached document involve data processing or telecommunications systems(s)? Yes: IOT or Delegate has signed off on contract

36. Statutory Authority (Cite applicable Indiana or Federal Codes): IC 11-8-2-5

37. Description of work and justification for spending money. (Please give a brief description of the scope of work included in this agreement.)
The Contractor shall operate a Short Term Offender Program at the IDOC facility located at 501 W. Main Street, Plainfield, Indiana, for a maximum of 1,066 eligible offenders. The Contractor shall be responsible for all operations of the facility, except maintenance, food, and medical.

38. Justification of vendor selection and determination of price reasonableness:
The Contractor was selected as a result of its response and cost proposal to RFP 10-99

39. If this contract is submitted late, please explain why: (Required if more than 30 days late.)

RECEIVED

FEB 18 2011

OAG-ADVISORY

40. Agency fiscal officer or representative approval
41. Date Approved: 2/9/11
42. Budget agency approval
43. Date Approved: 2/18/2011
44. Attorney General's Office approval
45. Date Approved: 2/26/11
46. Agency representative receiving from AG
47. Date Approved



# REQUISITION

**Ship To:** Department of Correction  
 Central Office  
 302 W WASHINGTON ST RM E334  
 INDIANAPOLIS IN 46204

**Bill to:** Department of Correction  
 Central Office  
 302 W WASHINGTON ST RM E334  
 INDIANAPOLIS IN 46204

<b>Requisition No.</b>	0000023973	<b>Date</b>	02/09/2011	<b>Required Date</b>	03/01/2011	<b>Page</b>	1 of 1
<b>Fund/Object/Center:</b>	13450/ 534051 / 100000						
<b>Dept Number:</b>	125001						
<b>Project Number:</b>							
<b>Requisition Number:</b>	0000023973						
<b>Requestor:</b>	TLITTLE Little,Tina-615						
<b>Agency Number:</b>	00615 Department of Correction						
<b>Facility:</b>							

**MUST COMPLETE FOR ICPR**  
 Print REQ  
 Streamline Eligible

Line	Item	Description	Quantity	UOM	Unit Price	Ext Amt
The Contractor shall operate a Short Term Offender Program at the IDOC facility located at 501 W. Main St, Plainfield, IN, for a maximum of 1,066 eligible offenders. The Contractor shall be responsible for all operations of the facility, except maintenance, food and medical. The Contractor was selected as a result of its response and cost proposal to RFP 10-99.						
1-1		OPERATION OF SHORT TERM OFFENDER PROGRAM FOR IDOC FY2011	1.0000	EA	1,102,281.0000	1,102,281.00
<< D12-1-083 RFP 10-99 >>						
2-1		OPERATION OF SHORT TERM OFFENDER PROGRAM FOR IDOC FY2012	1.0000	EA	4,366,746.0000	4,366,746.00
3-1		OPERATION OF SHORT TERM OFFENDER PROGRAM FOR IDOC FY 2013	1.0000	EA	6,125,065.0000	6,125,065.00
4-1		OPERATION OF SHORT TERM OFFENDER PROGRAM FOR IDOC FY 2014	1.0000	EA	8,021,900.0000	8,021,900.00
5-1		OPERATION OF SHORT TERM OFFENDER PROGRAM FOR IDOC FY 2015	1.0000	EA	6,281,671.5000	6,281,671.50

Deliveries acceptable only between 9:00 and 3:30 PM, Monday through Friday

The following UN/CEFACT Unit of Measure Common Codes are used in this document:  
 EA Each

**Requisition Total \$ 25,897,663.50**

Requestor Signature	I certify that the item(s) requested is (are) necessary for the operation of this State Agency.	
	Printed Name of Agency Head or Authorized Employee	Authorized Signature

**PROFESSIONAL SERVICES CONTRACT**  
**EDS #D12-1-083**

This Contract ("this Contract"), entered into by and between the Indiana Department of Correction (the "State") and The GEO Group, Inc. (the "Contractor"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

**1. Duties of Contractor**

The Contractor shall provide the following services relative to this Contract:

**1.1 General Requirements**

The Contractor shall operate a Short Term Offender Program (hereinafter "STOP") on the grounds of the former Plainfield Re-entry Educational Facility, located at 501 W. Main Street, Plainfield, Indiana 46168 in Hendricks County for a maximum of 1,066 eligible adult male offenders incarcerated by the Indiana Department of Correction (IDOC), as stipulated in Request for Proposals (RFP) 10-99, attached hereto and incorporated herein as Exhibit A. Contractor shall operate the facility according to its response to RFP 10-99, as set forth in Exhibit B, attached hereto and incorporated herein, unless otherwise agreed upon in this Contract.

Adult male offenders will be eligible for the STOP facility if they are to serve 365 days or less with the IDOC, or adult male offenders assigned by IDOC to serve as offender workers at the facility.

The Contractor shall provide required services, as further set forth in these specifications, including, but not limited to, housing, short-term programming, and re-entry services, and shall be in compliance with all rules, regulations, licenses, of the State of Indiana and Hendricks County.

The IDOC will provide all maintenance staff for the completion of physical plant and grounds maintenance functions. All equipment, materials, and supplies the IDOC determines necessary to maintain the physical plant and grounds will be furnished by the IDOC at no cost to the Contractor. A procedure for reporting of maintenance issues will be established and agreed to by the IDOC and the Contractor prior to the contract transition date.

The Contractor shall file a plan with the IDOC no later than six (6) months after the transition process has begun for achieving accreditation from the American Correctional Association (ACA) within eighteen (18) months after the start of the transition process and shall remain compliant with ACA requirements to maintain accredited status throughout the tenure of the Contract and any extensions.

Transition of the facility shall be defined in this Contract as that date when the first offender is received at the facility.

**1.2 Administration**

The Contractor, as the operator of the STOP facility, shall be a public or private legal entity, or part of a legal entity.

In order to cultivate a positive relationship with the surrounding community, the Contractor shall participate in the Plainfield Correctional Complex's Community Advisory Board.

A single administrative officer shall manage the STOP facility and its operations. This officer shall hold the title of "Superintendent" in addition to whatever other title is held. The Superintendent shall meet with the IDOC Contract Monitor at least quarterly to discuss problems or issues relevant to the operation of the facility. The Superintendent shall be required to meet the same minimum requirements as a Superintendent in a similar correctional facility. The Contractor shall provide the qualifications of the prospective Superintendent prior to official placement at the Facility.

The Contractor shall ensure the facility has an approved Policy and Procedures Manual within thirty (30) days of transition that specifically describes its purpose, as well as linkages to programs and services offered. The policy manual shall be reviewed annually by the governing body or agency administrator and updated when necessary. A copy of the manual along with all revisions to the manual shall be submitted to the IDOC for review and approval prior to implementation.

The Contractor shall provide the IDOC with copies of all active litigation and related documents, i.e. lawsuits, responses, settlements, etc., that relate to the facility within ten (10) days of these documents being received by the facility.

The facility Superintendent shall meet with the IDOC's on-site contract monitor at least once weekly to discuss problems or issues relevant to the operation of the STOP facility. The on-site contract monitor shall have unimpeded access to all areas of the facility and the facility operations and shall have a workstation provided by Contractor on the facility grounds.

The Contractor shall maintain a current organizational chart that accurately reflects the structure of authority, responsibility and accountability within the facility.

Contractor shall meet the staffing, organizational, and Superintendent qualifications set forth in Exhibit B, attached hereto and incorporated herein.

### 1.3 Fiscal Management

The Contractor shall prepare an annual written budget that is approved by the appropriate governing authority. The Contractor shall have written policies that govern establishment and revisions in the annual budget, and shall have a fiscal system that accounts for all income and expenditures on an ongoing basis.

The Contractor shall prepare or cause to be prepared and distribute to its governing authority and appropriate agencies including the IDOC, at a minimum, the following documents: annual budget income and expenditure statements and an annual financial audit report prepared by an independent CPA firm. The annual budget shall be submitted to the IDOC prior to the commencement of the Contractor's fiscal year. The year-end expenditure statement of the STOP facility shall be submitted to the Department within sixty (60) calendar days of close of each fiscal year. Annual independent audit reports of the year-end expenditure statement and all offender cash accounts of the facility shall be submitted to the IDOC within ninety (90) calendar days following the close of each fiscal year. There shall be an annual financial audit of the Contractor by an independent CPA firm in accordance with generally accepted accounting principles that shall include, at a minimum, review of receipts, expenditures and internal controls. The annual financial audit of the Contractor shall be submitted within one hundred twenty (120) calendar days following the close of each fiscal year. All costs associated with the audit(s) shall be borne by the Contractor. For agencies audited by the Indiana State Board of Accounts (ISBA), the State will accept ISBA program audits which will be sent to IDOC sixty (60) days after receipt by the audited agency. The Contractor shall have written fiscal policies and procedures adopted by the governing authority which shall explain, at a minimum, the system of internal controls including appropriate separation of duties; the



procedures for operation of an offender trust fund; bonding requirements for appropriate staff; procedures for maintenance of offender funds and the operation of any other cash accounts maintained for the STOP facility.

The State, through the State Office Building Commission, shall provide insurance coverage for fixed structures and buildings. The Contractor shall be responsible for insurance on equipment as well as personal injury to employees, residents, and third parties. Proof of said insurance shall be submitted to the IDOC a minimum of thirty (30) days after transition and annually thereafter.

The Contractor shall have written policies for inventory control of all property and assets. The Contractor shall have written policies for purchasing and requisitioning supplies and equipment. The Contractor shall use a method that documents and authorizes compensation payment to employees and consultants.

The IDOC's fixed asset listing for the STOP facility, provided with RFP 10-99 and dated September 3, 2010, is detailed in Exhibit C, attached hereto and incorporated herein. The IDOC and the Contractor shall agree upon an updated fixed asset listing of actual assets located at the STOP facility five (5) days before the Contract transition date. All fixed assets identified with the status "available" in Exhibit C that were removed from the facility and are determined by the parties to be necessary for facility operations will be replaced by the IDOC with equivalent assets within thirty (30) days. Beginning on the Contract transition date, the Contractor shall replace at Contractor's own cost any fixed asset needing replaced during the contract term.

#### 1.4 Program and Security Audits

The Contractor shall make available the necessary access to the facility, records, staff and offenders to enable the IDOC the opportunity to conduct periodic program and security audits of the facility to include all functions and programs. As a result of any program or security audit, the Contractor shall agree to implement in a timely manner such recommendations for corrective action as prescribed in writing by the IDOC consistent with the terms of its contract with the IDOC. If the implementation of the recommendation results in a cost not anticipated by the contract, the Contractor shall submit documentation of such cost. The Contractor shall be required to implement the recommendation when both parties agree to an adjustment to compensation.

#### 1.5 Annual Personnel and Compensation Report

The Contractor shall provide an annual report to the IDOC on or before September 1st of each year regarding the pay scale and job classification structure for all employees of the facility. This report shall be provided to the IDOC by the Contractor in an electronic format. This report shall include:

- A listing of all job classifications used at the facility including job title, job description, minimum qualifications and the entry and maximum rate of pay of each;
- A listing of all current employees on the payroll at June 30th by age, job classification, rate of pay, indication of full- or part-time, the length of service in whole months each employee has been employed at the facility and the number of hours required for each in a standard pay period (i.e., eight (8) hours per day, forty (40) hours per week);
- A listing of all contract positions on June 30th by name, position title, rate of pay, indication of full- or part-time and the number of hours worked per day, week, month or annually; and,
- A listing of all current vacancies on June 30th by job classification.
- A salary schedule for each job classification including the minimum and maximum for that classification.

## 1.6 Personnel

The Contractor shall comply with all governmental regulatory requirements related to employment and personnel practices.

The STOP facility shall be staffed twenty-four (24) hours per day, seven (7) days per week according to a staffing level approved in writing by the IDOC. The Contractor's staffing patterns are set forth in Exhibit B. When there is an increase in the offender population above the contracted amount, the staffing pattern shall be adjusted and subject to written approval from the IDOC prior to implementation. The IDOC shall provide a decision on approval of the adjusted staffing pattern within fifteen (15) business days of receipt. Said approval shall not be unreasonably withheld.

The Contractor shall have written personnel policies approved by the governing authority. The policies shall include, at a minimum:

- a. Organizational chart
- b. Employment practices and procedures including in-service training and staff development.
- c. Promotions
- d. Job qualifications and job descriptions
- e. Grievance and appeal procedures
- f. Employee evaluation
- g. Personnel records
- h. Benefits
- i. Holidays
- j. Leave
- k. Hours of work
- l. Salaries and salary increases (or the basis for determining salaries and increases)
- m. Disciplinary procedures
- n. Termination
- o. Resignation

The Contractor shall maintain current written job descriptions and job qualifications for all positions at the facility including: job title, responsibilities of the positions, required minimum experience and education. All Contractor staff shall have not less than the same minimum employment qualifications as staff employed in similar positions in adult correctional facilities operated by the IDOC.

The Contractor shall maintain a current, accurate and confidential personnel record on each employee. The Contractor shall have written policies and procedures requiring an annual performance evaluation of all employees. This evaluation shall be reviewed and discussed with the employee.

The Contractor shall provide all security personnel with uniforms as approved by the IDOC. This shall include climatically suitable clothing for all outdoor assignments.

All employees of the STOP facility shall be subject to a thorough background investigation to include drug testing and criminal and employment history. The method by which criminal history is determined shall require the approval of the IDOC. The IDOC may periodically require updated criminal history checks. All employees of the facility shall be at least twenty-one (21) years of age. The Contractor shall advise all applicants during the initial pre-employment interview that if they have ever been convicted of a felony or of trafficking in narcotics, dangerous drugs or controlled substances, they shall not be considered for employment in any offender supervisory position or position having access to offender records or any position which requires the need to carry a firearm or perform offender transportation

duties. All costs related to investigation and testing of Contractor's employees shall be borne by the Contractor.

All personnel positions at the facility shall be filled at all times consistent with this Contract, and subsequent contract amendments, if any. The Contractor shall notify the IDOC via electronic mail of all vacancies and hires within five (5) business days from the date the vacancy or hiring occurred. Vacancies shall be attempted to be filled immediately but shall be filled within a reasonable period of time not to exceed sixty (60) calendar days. In the event that the Contractor deems staffing level adjustments necessary, prior written approval shall be obtained from the IDOC prior to implementation.

#### 1.7 Training

The Contractor shall provide new employee orientation, on-the-job, and in-service training programs for all its employees, volunteers and subcontracted employees in accordance with ACA standards and IDOC Policy and Procedure 01-05-101, "Staff Development and Training." The Contractor may utilize training provided by the IDOC's Division of Staff Development and Training for pre-service training of applicable staff. If the Contractor chooses to utilize the IDOC's Training facility the Contractor's monthly invoice shall be reduced One Hundred Dollars (\$100.00) per staff member attending the pre-service training and Thirty-Five Dollars (\$35.00) per week if attending less than a full pre-service training during the month of invoice coverage.

The Contractor shall provide all training curriculum, lesson plans, and related materials to the IDOC for approval prior to use. The IDOC shall have a minimum of thirty (30) days to review the training materials. The Contractor will implement any additional training course requested by the IDOC to be added to its training.

STOP facility staff shall be required to participate in the IDOC's specialized training programs (i.e. offender records, classification, offender discipline). There shall be no cost to the Contractor for this specialized training.

The IDOC shall be permitted to audit training classes at any time.

#### 1.8 Physical Plant

On the service commencement date of this Contract, for the term of this Contract the IDOC shall grant to the Contractor exclusive use, possession, and control of the land and property comprising the STOP Facility, and its grounds within the perimeter, subject to the IDOC's rights to enter, maintain, and inspect the facility and grounds.

The Contractor will be able to provide input into the design and installation of the Less Than Lethal Stun Fence, as well as with any internal slow-down fences within the facility.

The IDOC will provide access to an unloading warehouse dock area at an adjacent IDOC Plainfield Complex facility.

The IDOC shall retain all responsibility for maintenance and utilities associated with the facility.

The facility is located on approximately sixty-two (62) acres. The square footage and former function for each physical structure within the perimeter is as follows: one (1) chapel built in 1923 at 5,381 square feet; one (1) school built in 1923 at 15,786 square feet; one (1) school built in 1966 at 10,400 square feet; one (1) activities building built in 1975 at 25,870 square feet; one (1) vocational building built in 1951 at

39,680 square feet; one (1) laundry/body shop built in 1935 at 6,143 square feet; one (1) garage built in 1967 at 3,000 square feet; one (1) commissary building built in 1965 at 1,151 square feet; one (1) dining hall built in 1970 at 6,840 square feet; one (1) health care unit built in 1997 at 6,221 square feet; one (1) administration building built in 1893 at 8,512 square feet; and twelve (12) cottages for offender housing.

The square footage of the cottages is as follows: cottage 1 & 2, built in 1968, at 15,648 square feet; cottage 3 & 4, built in 1938, at 16,488 square feet; cottage 5, built in 1938, at 11,668 square feet; cottage 6 & 7, built in 1938, at 16,488 square feet; cottage 8 & 9, built in 1939, at 16,488 square feet, cottage 11, built in 1961, at 5,013 square feet; cottage 12, built in 1961, at 5,013 square feet; and cottage 13, built in 1979, at 15,623 square feet.

Contractor shall not misuse or waste utilities and shall use reasonable conservation measures to conserve utilities.

State-owned moveable equipment assigned to the Contractor, such as kitchen appliances and washer/dryers, shall be replaced at the Contractor's expense on an as-needed basis when repair of the item is no longer practical (see Exhibit C, Current Facility Fixed Assets). The Contractor shall have the right to first inspect the moveable equipment and the equipment's preventative maintenance records prior to assignment. Upon inspection, if the parties agree the equipment requires immediate replacement it shall be at the expense of IDOC. Moveable equipment purchased by the Contractor during the term of the contract may be purchased by the IDOC upon termination or expiration of the contract at the Contractor's cost less depreciation using the straight-line method and a useful life consistent with similar IDOC assets. The Contractor shall not construct additional structures, renovate existing structures, or undertake any physical plant changes without express written consent from the IDOC and the Indiana State Office Building Commission. Any approved additional structures, renovations, or physical plant changes shall become the property of the Indiana State Office Building Commission upon termination or expiration of the Contract.

#### 1.9 Accommodations, Sanitation, Hygiene, and Personal Property

The Contractor shall provide bedding and linen to offenders in accordance with ACA standards. The type and quality of the bedding and linen shall be subject to the IDOC's approval.

Personal hygiene articles shall be provided to all offenders in accordance with ACA standards and IDOC Policy and Procedure, 02-01-104, "Offender Grooming, Clothing, and Personal Hygiene." The type and quality of the articles shall be subject to the IDOC's approval.

Provision of offender uniforms, coats, shoes, and underwear shall be the responsibility of the Contractor and shall comply with IDOC Policy and Procedure 02-01-104. The design, color, style, and fabric of the uniforms shall be subject to the IDOC's approval. Clothing, shoes, accessories, and all other property offenders may personally obtain through the offender commissary or other approved means shall comply with limitations imposed by IDOC Policy and Procedure 02-01-101, "Offender Personal Property."

The Contractor shall comply with ACA standards regarding the issue of special, and when appropriate, protective clothing and equipment to offenders assigned to the facility's food service, outside details, community details, and other special work details. Contractor shall provide shoes and aprons to offenders assigned to work in food service.

The Contractor shall provide adequate laundry services.

The Contractor shall keep the facility in compliance with all applicable laws and regulations, and ACA standards, addressing trash and garbage disposal and vermin and pest control. Any deficiencies noted by the IDOC or independent outside sources shall be promptly corrected.

Hair care services shall be available to offenders and shall comply with applicable health requirements and IDOC Policy and Procedure 02-01-104.

The Contractor shall purchase ten (10%) to twenty percent (20%) of products and offender clothing from the IDOC industries known as PEN Products, as further set forth in paragraph 1.21 below.

#### 1.10 Programming

The Contractor shall provide intensive, short-term programming, which focuses on a wrap-around continuum of care, to offenders at the STOP facility. Such programming shall include, but is not limited to substance abuse, Alcoholics Anonymous/Narcotics Anonymous (AA/NA), and standard prerelease programming. Contractor shall provide such programming according to its proposal, detailed in Exhibit B.

#### 1.11 Re-entry and Case Management Services

Contractor shall deliver re-entry and case management services that place an emphasis on community referrals for offenders in STOP.

The STOP facility shall comply with IDOC Policy and Procedure, 01-07-101 "Development and Delivery of Re-entry Services," and shall provide for case management services. The Contractor shall have access to Oracle, web-based software, for the purpose of utilizing the Offender Information System, "OIS." In addition to any other information provided, Contractor should respond to this specification by indicating it understands the specification and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### 1.12 Health and Mental Health Services

Contractor shall use medical and mental health services from IDOC's current medical and mental health provider, Correctional Medical Services (CMS), per the IDOC's agreement with CMS (or other substitute providers at the sole discretion of IDOC.) The IDOC will pay CMS directly for services rendered at the facility.

The Contractor is not responsible for the provision of Health and Mental Health Services.

The Contractor shall not refuse any offender assigned to the STOP facility by the IDOC. The Contractor shall not be assigned offenders who the IDOC would ordinarily house at a designated medical correctional facility, due to the level of medical care needed. Consistent with the Contract provisions offenders in the following Code categories will not be designated to the STOP facility: H Codes (Mental) F Codes, and all Codes with disabilities, except for A Code cases.

The IDOC shall be responsible for the cost of providing all outpatient medical, dental, and medication services through its medical provider. The IDOC shall be responsible for inpatient hospital and surgery charges for the first seventy-two (72) hours an offender is confined in a hospital. The IDOC shall pay inpatient hospital and surgery charges after the initial seventy-two (72) hour period.

The Contractor shall be required to obtain prior IDOC approval of all scheduled inpatient hospitalization and surgery likely to exceed seventy-two (72) hours. Unapproved inpatient hospitalization and surgery costs shall be the responsibility of the Contractor. In the event of emergency hospitalization, the Contractor shall notify the IDOC as soon as possible.

In cases where inpatient care is expected to exceed seventy-two (72) hours, the IDOC may require the Contractor to transfer the offender to the supervision of a State facility.

Any offender's medical expenses resulting from the negligence or willful wrongdoing of the Contractor, its officers, agents, or employees shall be fully paid by the Contractor.

The IDOC shall furnish eyeglasses, prosthetics, and durable medical equipment including, but not limited to, crutches, orthopedic braces and nebulizers through its medical provider. The IDOC shall make provision for offenders to purchase dentures at a cost comparable to State facilities.

State licensing and certification requirements shall apply to health care personnel working in the STOP facility to the same extent as they apply to equivalent personnel in the community.

Any death of an offender assigned to the STOP facility shall be reported immediately to the proper officials. A post-mortem examination shall be conducted on all offenders who die while in the custody of the facility.

#### 1.13 Food Service

The Contractor shall use the IDOC's current food services provider, Aramark Correctional Services (Aramark), per IDOC's agreement with Aramark (or substitute provider at the sole discretion of IDOC), and the IDOC shall be responsible for costs associated with the service.

The Contractor shall ensure food service is provided to the offender population housed at the facility. The IDOC shall be responsible for all costs associated with that service provided by its current vendor, Aramark Correctional Services. The facility shall comply with all sanitation and health codes enacted by State and local authorities and the ACA.

The Contractor shall work with the IDOC regarding the provision of meals with the IDOC maintaining financial responsibility. All menus served shall meet or exceed the current National Recommended Daily Allowances (inclusive of all modifications and updates) for basic nutrition published by the National Academy of Sciences. These allowances should be adjusted for the specific population of the facility.

The IDOC shall review and approve menus at least forty-five (45) days prior to implementation at the facility. Approval shall not be unreasonably withheld.

Contractor shall be responsible for paying offender wages in connection with facility job assignments, including those assignments to the kitchen and food services area.

#### 1.14 Security and Control

The Contractor shall provide offender security and control in accordance with ACA standards and approved by the IDOC at all times. The IDOC Plainfield Complex shall provide perimeter patrol services for the STOP facility. The IDOC shall provide Administrative Segregation, Disciplinary Segregation, and Protective Custody housing at another IDOC facility for offenders transferred from the STOP facility with IDOC approval.

The IDOC shall have the authority to deploy IDOC emergency squads to the facility if deemed necessary or if requested by the facility. The Contractor shall reimburse the IDOC for actual costs of deploying the IDOC's emergency squad(s). The Contractor shall also have the option to deploy emergency personnel from the New Castle Correctional Facility (NCCF) to assist during an emergency situation, with advance approval of the IDOC. There will be no cost to the Contractor when staff from NCCF are utilized.

The STOP facility shall have prior written approval by the IDOC for the inventory of all firearms, firearms ammunition, chemical agents, riot control weapons and equipment, electrical disablers, and any other type of weapon, as governed by IDOC Policy and Procedure, 02-01-109 "The Use of Physical Force."

A drug surveillance/testing program shall be in effect and the Contractor shall arrange for a minimum of 5% of the population to be tested each month. Results of drug testing shall be provided to the IDOC on a monthly basis.

The Contractor shall have written procedures for the detection and reporting of escapes, which includes the notification of neighbors within the surrounding community.

The Contractor shall immediately, or as soon as reasonably possible after the incident, notify the IDOC of all incidents involving an escape, attempted escape, "walk-aways," use of force, serious disturbance, offender death or serious assault on staff, offender or visitor. The Contractor shall aggressively seek prosecution of offender, staff and visitor criminal conduct through coordination and cooperation with local law enforcement agencies and prosecutors. Repeated escapes or "walk aways" from the facility shall be cause to terminate the contract.

The Contractor shall provide the IDOC with a written policy addressing the transportation of offenders. The policy shall have departmental approval prior to implementation. The Contractor shall be responsible for all transportation functions from the facility, including disciplinary, administrative, program progression, and medical transfers. The IDOC shall be responsible for transportation to the facility. The IDOC shall administer transfer of offenders to and from the facility.

#### 1.15 Mail, Visits, Telephones

The Contractor shall comply with IDOC Policy and Procedure, 02-01-103 "Offender Correspondence," in regard to offenders sending and receiving mail.

The Contractor shall have written policies that define the STOP facility's visitation rules and regulations and comply with applicable IDOC Policies and Procedures 02-01-103 and 02-01-102 "Offender Visitation."

At a minimum, offenders shall be permitted the opportunity to visit at least one day per week.

#### 1.16 Offender Rights

The Contractor shall provide for offender rights in accordance with Indiana Code, ACA standards, and IDOC Policy and Procedure. Contractor shall comply with IDOC Policy and Procedure, 00-02-301 "The Offender Grievance Process," governing offender grievances. The Contractor shall apply the IDOC disciplinary code to IDOC offenders, 02-04-101 "The Disciplinary Code for Adult Offenders," unless the IDOC agrees to use of a different policy.

The Contractor shall provide access to religious activities and materials in accordance with ACA standards and IDOC Policy and Procedure, 01-03-101 "The Development and Delivery of Religious Services."

The Contractor shall provide access to recreation activities in accordance with ACA standards and IDOC Policy and Procedure, 01-03-105 "The Development and Delivery of Recreation Services."

Legal services, access to a law library, and access to counsel shall be provided in accordance with ACA standards and IDOC Policy and Procedure, 00-01-102 "Offender Access to the Courts," governing offender access to legal counsel.

#### 1.17 Offender Telephones

The Contractor shall provide for offender access to telephones in accordance with ACA standards. The Contractor shall have the capability to monitor and record offender telephone calls in accordance with IDOC Policy and Procedure, 02-01-105 "Telephone Privileges." All proceeds from the use of offender telephones shall be transferred to the IDOC.

#### 1.18 Offender Classification

The STOP facility shall receive offenders in accordance with the guidelines established in IDOC Policies and Procedures: 01-04-101, "Adult Offender Classification." The Contractor shall receive an agreed upon number of eligible offenders to provide offender work services at the facility. All IDOC offenders placed will meet the minimum requirements as a Level I or Level II offender, serving less than 365 days, and will qualify for placement in the STOP facility. Facility staff responsible for classifying offenders and overseeing offender classification shall attend classification training conducted by the IDOC.

The facility shall abide by IDOC Policy and Procedure 01-04-101, "Adult Offender Classification" in reviewing and recommending offenders for transfer.

#### 1.19 Disciplinary Philosophy, Good Time Loss, Accrual and Restoration

The Contractor should also provide a disciplinary policy and philosophy that emphasizes progressive discipline.

The STOP facility shall have the authority to recommend statutory and meritorious good time from offenders convicted of disciplinary reports in accordance with IDOC Policy and Procedure 02-04-101, "The Disciplinary Code for Adult Offenders".

#### 1.20 Records and Information Technology

The STOP facility shall be required to maintain offender records and reports utilizing forms prescribed by the IDOC. The facility shall be required to incorporate into its operation and interface with any information systems developed for aid in use by the IDOC to report and track offender record information. The offender records file shall remain current and accurate at all times.

The STOP facility shall maintain strict standards of security and confidentiality of records and information systems in accordance with Indiana Code 5-14-3, ACA standards, and IDOC Policy and Procedure, 01-04-104 "The Establishment, Maintenance, and Disposition of Offender Records."



The Contractor shall be required to provide the necessary equipment for access to, input into, and use of the IDOC's offender information systems. One system currently utilized by the IDOC is the Offender Information System (OIS), a State-owned, automated, real-time offender information tracking system. This Statewide network system is hosted by a mainframe computer operated by the IDOC's Technology Services Division (TSD).

The Contractor shall provide at the facility minimum basic hardware necessary to access the IDOC's OIS proportionate to the size of the offender population. There may be ongoing monthly connection and transaction fees associated with these systems for which the Contractor shall be responsible. If fees do occur, the IDOC periodically shall bill the Contractor for the actual cost incurred by the IDOC and the State of Indiana, relating specifically to the STOP facility. Telephone line charges as well as setup and installation costs shall be the responsibility of the Contractor. IDOC shall provide at no charge to the Contractor the necessary and reasonable training and technical assistance associated with Contractor's access to and input into OIS. The Contractor shall be responsible for reimbursement to the IDOC for actual costs if on-site technical assistance is provided beyond the initial implementation. Contractor's personnel responsible for data calculation and input into the systems shall be required to attend periodic on-site and/or off-site training sessions provided by the IDOC. The Contractor shall be responsible for employee expenses associated with this training.

Data calculation and accurate input into OIS shall be the responsibility of the Contractor, as required by the IDOC. Data transactions shall include, but are not limited to:

- a. Statutory good time
- b. Educational good time
- c. Restoration of good time
- d. Additional sentences and changes in sentence
- e. Parole board deferments
- f. Offender transfers
- g. Offender classification actions
- h. Visitation information
- i. Offender money transactions

Selected Contractor employees, approved by the IDOC, shall be given discrete passwords to input data while others shall be permitted data retrieval only. It should be noted that the IDOC may audit all input data.

Offender records shall include, but not be limited to, medical, psychiatric, dental, counseling, case management, and classification records. All records and reports shall be made available to any authorized person appointed by the IDOC or any other State agency having specific authority to inspect such records and reports.

The facility shall have the capability for video-conferencing for the purpose of conducting parole hearings, training, meetings, and other purposes. This system shall be compatible with the IDOC's system. The Contractor shall bear the expenses for the operation, maintenance, and required upgrades, as deemed necessary by the IDOC.

The Contractor shall be required to participate in the IDOC's security threat group tracking program by incorporating this into its operation and interfacing with any information systems developed by the IDOC. The facility shall have the capability for electronic mail and facsimile. The Contractor is strongly encouraged to have electronic mail capability readily accessible for program staff.

The IDOC shall be provided copies of all critical incident reports or comparable reports generated at the STOP facility. The IDOC shall be provided access to all written offender grievances that are processed through the grievance mechanism at the STOP facility. The IDOC shall be provided notification of all legal actions or court rulings that the Contractor is a party to or becomes aware of that involve issues concerning its ability to maintain custody of offenders.

#### 1.21 Offender Commissary

The Contractor shall operate an offender commissary at the STOP facility. All profits from the commissary shall be utilized exclusively for the benefit of the offenders at the facility and to support the operation of the commissary.

The facility shall utilize OIS, or other network as designated by the IDOC, to record and track offender commissary expenditures.

Items available for sale in the commissary shall be determined by the Superintendent of the facility, but shall be consistent with items sold in other IDOC facilities, and no item shall be sold that is not allowed by IDOC Policy and Procedure. A commissary item price list shall be posted in locations clearly visible to offenders. The price mark-up on items sold in the commissary shall be consistent with IDOC facilities. The IDOC Commissioner shall determine the amount each offender shall be permitted to spend per week at the commissary. The spending limit may be exceeded by approval of the Superintendent, for the purchase of special items.

The commissary operations shall be strictly controlled using standard accounting procedures. Commissary funds shall be audited independently following standard accounting procedures and a copy of the annual financial status report shall be provided to the IDOC and made available to the offender population. At the end of this Contract, any remaining commissary profits generated by the commissary shall be returned to the IDOC.

#### 1.22 Performance Monitoring/Compliance Liquidated Damages

The IDOC will be responsible for monitoring the Contractor's performance. The IDOC will assign a Contract Monitor to the facility. The Contractor shall ensure that the Contract Monitor has reasonable access to all areas of the STOP facility and property.

The Contract Monitor or other IDOC employees and their agents shall have the authority to tour and inspect the STOP facility and grounds at any time. All programs, training, committees and operations of the STOP facility are subject to observation and monitoring by the Contract Monitor. Please see Exhibit D, attached hereto and incorporated herein, for specific performance measures.

In the event the Contractor is unable, during the Contract term, to provide services for offenders in the level and manner described in these specifications, the IDOC will set-off against the next monthly payment liquidated damages comprised of \$5,000 per occurrence of non-performance in preceding month in addition to the cost of services not provided, if any, due to the failure of performance in the preceding month.

#### 1.23 Transition and Transfer of Offenders

Transition shall be defined in this Contract as that date when the first offender is placed at the facility. The Contractor shall ensure that the facility reports all transfers of IDOC offenders to and from other IDOC facilities, and offender releases, to the IDOC. For population/census reports and billing purposes,

for late or early transfers, the calendar day IDOC offenders are received, and the calendar day IDOC offenders leave the facility will be determined using current IDOC procedure and policy for determining these days.

#### 1.24 Facility Programming

Contractor shall provide treatment programs as part of its services. Although the Contractor may propose whatever programming it chooses, the IDOC prefers effective and practical cost saving programs, and specifically requires that such programming include substance abuse programming and on-going life-skills and anger management programs. The IDOC requires that a majority of these programs conform with and/or are based upon with Evidence Based Practices (EBP). The Contractor may propose whatever delivery method it chooses for its programming, including having these programs delivered by volunteers. The Contractor will be expected to provide treatment programming during the week-ends.

The Contractor's programming proposal is detailed in Exhibit B.

#### 1.25 Program Design

Contractor shall be responsible for program design and implementation while working in collaboration with the Indiana Department of Correction staff in Central Office and facilities. Contractor will ensure its overall programming meets all applicable statutory requirements for eligible offenders.

#### 1.26 Thinking for a Change Programming

Contractor shall develop an innovative Thinking for a Change (T4C) Academy to provide a facility totally immersed in the T4C program 24 hours a day, 7 days a week, as fully detailed in Exhibit E, attached hereto and incorporated herein. Each offender at the STOP facility shall complete the T4C program. IDOC agrees to provide Certified T4C Program Trainers to supplement the Contractor's training resources for up to six (6) months after the Contract transition date. The IDOC Certified T4C Program Trainers will be available to the Contractor at no cost to Contract until the Contractor has sufficient time to develop and implement a cadre of Certified T4C Program Trainers.

#### 1.27 Purchasing from PEN Products

Contractor shall agree to make ten percent (10%) to twenty percent (20%) of its necessary furniture, clothing, chemical, or other related purchases from the IDOC's Prison Enterprise Network (PEN) Products in its operation of the STOP facility. The Contractor shall give preference to PEN Products purchases when the competitive bids process results favor PEN Products.

## 2. Consideration

The Contractor will be paid at the rate of \$23.00 per offender for performing the duties set forth above. For providing the Thinking for a Change Academy as detailed in Section 1.26, Contractor will be paid an additional \$1.25 per offender.

Because the population at the STOP facility will be increased over time according to a ramp-up schedule, the following shall serve as estimated costs per fiscal year. With a total facility population of 492 offenders, remuneration for the remaining part of the Fiscal Year 2011 shall not exceed \$1,102,281.00. With a total facility population of 492 offenders, remuneration for the Fiscal Year 2012 shall not exceed \$4,366,746.00. With a total facility population of 692 offenders, remuneration for the Fiscal Year 2013 shall not exceed \$6,125,065.00. With a total facility population of 892 offenders, remuneration for the

Fiscal Year 2014 shall not exceed \$8,021,900.00. With a maximum facility population of 1,066 offenders, remuneration for partial of the Fiscal Year 2015 shall not exceed \$6,281,671.50.

Total remuneration under this Contract shall not exceed \$25,897,663.50.

The Contractor's per diem for this Contract must be inclusive of all costs and factor in all requested services, obligations, and budgets. No start-up costs will be paid out of this Contract.

### **3. Term**

This Contract shall be effective for a period of four (4) years. It shall commence on March 1, 2011 and shall remain in effect through February 28, 2015.

### **4. Access to Records**

The Contractor and its subcontractors, if any, shall maintain all books, documents, papers, accounting records, and other evidence pertaining to all costs incurred under this Contract. They shall make such materials available at their respective offices at all reasonable times during this Contract, and for three (3) years from the date of final payment under this Contract, for inspection by the State or its authorized designees. Copies shall be furnished at no cost to the State if requested.

### **5. Assignment; Successors**

The Contractor binds its successors and assignees to all the terms and conditions of this Contract. The Contractor shall not assign or subcontract the whole or any part of this Contract without the State's prior written consent. The Contractor may assign its right to receive payments to such third parties as the Contractor may desire without the prior written consent of the State, provided that the Contractor gives written notice (including evidence of such assignment) to the State thirty (30) days in advance of any payment so assigned. The assignment shall cover all unpaid amounts under this Contract and shall not be made to more than one party.

### **6. Audits**

The Contractor acknowledges that it may be required to submit to an audit of funds paid through this Contract. Any such audit shall be conducted in accordance with IC 5-11-1, *et seq.*, and audit guidelines specified by the State.

### **7. Authority to Bind Contractor**

The signatory for the Contractor represents that he/she has been duly authorized to execute this Contract on behalf of the Contractor and has obtained all necessary or applicable approvals to make this Contract fully binding upon the Contractor when his/her signature is affixed, and accepted by the State.

### **8. Changes in Work**

The Contractor shall not commence any additional work or change the scope of the work until authorized in writing by the State. The Contractor shall make no claim for additional compensation in the absence of a prior written approval and amendment executed by all signatories hereto. This Contract may only be amended, supplemented or modified by a written document executed in the same manner as this Contract.

### **9. Compliance with Laws**

- A. The Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Contract shall be reviewed by the State and the Contractor to determine whether the provisions of this Contract require formal modification.
- B. The Contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC 4-2-6, *et seq.*, IC 4-2-7, *et seq.*, the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <http://www.in.gov/ethics/>. If the Contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44-1-3, and under any other applicable laws.
- C. The Contractor certifies by entering into this Contract that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. The Contractor agrees that any payments currently due to the State of Indiana may be withheld from payments due to the Contractor. Additionally, further work or payments may be withheld, delayed, or denied and/or this Contract suspended until the Contractor is current in its payments and has submitted proof of such payment to the State.
- D. The Contractor warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Contractor agrees that the State may delay, withhold, or deny work under any supplement, amendment, change order or other contractual device issued pursuant to this Contract.
- E. If a valid dispute exists as to the Contractor's liability or guilt in any action initiated by the State or its agencies, and the State decides to delay, withhold, or deny work to the Contractor, the Contractor may request that it be allowed to continue, or receive work, without delay. The Contractor must submit, in writing, a request for review to the Indiana Department of Administration (IDOA) following the procedures for disputes outlined herein. A determination by IDOA shall be binding on the parties. Any payments that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest, except as permitted by IC 5-17-5.
- F. The Contractor warrants that the Contractor and its subcontractors, if any, shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Contract and grounds for immediate termination and denial of further work with the State.
- G. The Contractor affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- H. As required by IC 5-22-3-7:  
(1) The Contractor and any principals of the Contractor certify that:

- (A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of:
    - (i) IC 24-4.7 [Telephone Solicitation Of Consumers];
    - (ii) IC 24-5-12 [Telephone Solicitations]; or
    - (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines];
 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and
  - (B) the Contractor will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.
- (2) The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an affiliate or principal of the Contractor
- (A) except for de minimis and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and
  - (B) will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.

## **10. Condition of Payment**

All services provided by the Contractor under this Contract must be performed to the State's reasonable satisfaction, as determined at the discretion of the undersigned State representative and in accordance with all applicable federal, state, local laws, ordinances, rules and regulations. The State shall not be required to pay for work found to be unsatisfactory, inconsistent with this Contract or performed in violation of and federal, state or local statute, ordinance, rule or regulation.

## **11. Confidentiality of State Information**

The Contractor understands and agrees that data, materials, and information disclosed to the Contractor may contain confidential and protected information. The Contractor covenants that data, material, and information gathered, based upon or disclosed to the Contractor for the purpose of this Contract, will not be disclosed to or discussed with third parties without the prior written consent of the State.

The parties acknowledge that the services to be performed by Contractor for the State under this contract may require or allow access to data, materials, and information containing Social Security numbers maintained by the State in its computer system or other records. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Contractor and the State agree to comply with the provisions of IC 4-1-10 and IC 4-1-11. If any Social Security number(s) is/are disclosed by Contractor, Contractor agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.

## **12. Continuity of Services**

- A. The Contractor recognizes that the service(s) to be performed under this Contract are vital to the State and must be continued without interruption and that, upon Contract expiration, a successor, either the State or another contractor, may continue them. The Contractor agrees to:
  - 1. Furnish phase-in training; and
  - 2. Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.
- B. The Contractor shall, upon the State's written notice:
  - 1. Furnish phase-in, phase-out services for up to sixty (60) days after this Contract expires; and

2. Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required.

The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the State's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this Contract are maintained at the required level of proficiency.

- C. The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this Contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.
- D. The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations).

### **13. Debarment and Suspension**

- A. The Contractor certifies by entering into this Contract that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Contract by any federal agency or by any department, agency or political subdivision of the State of Indiana. The term "principal" for purposes of this Contract means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Contractor.
- B. The Contractor certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under this Contract and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The Contractor shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Contract.

### **14. Default by State**

If the State, sixty (60) days after receipt of written notice, fails to correct or cure any material breach of this Contract, the Contractor may cancel and terminate this Contract and institute the appropriate measures to collect monies due up to and including the date of termination.

### **15. Disputes**

- A. Should any disputes arise with respect to this Contract, the Contractor and the State agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes.
- B. The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under this Contract that are not affected by the dispute. Should the Contractor fail to continue to perform its responsibilities regarding all non-disputed work, without delay, any additional costs incurred by the State or the Contractor as a result of such failure to

proceed shall be borne by the Contractor, and the Contractor shall make no claim against the State for such costs.

- C. If a party to the Contract is not satisfied with the progress toward resolving a dispute, the party must notify in writing the other party of this dissatisfaction. Upon written notice, the parties have ten (10) working days, unless the parties mutually agree to extend this period, following the notification to resolve the dispute. If the dispute is not resolved within ten (10) working days, a dissatisfied party will submit the dispute in writing according to the following procedure:
1. The parties agree to resolve such matters through submission in writing of their dispute to the Commissioner of the Indiana Department of Administration. The Commissioner shall reduce a decision to writing and mail or otherwise furnish a copy thereof to the Contractor and the State within ten (10) working days after presentation of such dispute for action. The presentation may include a period of negotiations, clarifications, and mediation sessions and will not terminate until the Commissioner or one of the parties concludes that the presentation period is over. The Commissioner's decision shall be final and conclusive unless either party mails or otherwise furnishes to the Commissioner, within ten (10) working days after receipt of the Commissioner's decision, a written appeal. Within ten (10) working days of receipt by the Commissioner of a written request for appeal, the decision may be reconsidered. If no reconsideration is provided within ten (10) working days, the parties may mutually agree to submit the dispute to arbitration or mediation for a determination. If a party is not satisfied with the Commissioner's ultimate decision, the dissatisfied party may submit the dispute to an Indiana court of competent jurisdiction.
  2. The State may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the State to the Contractor of one or more invoices not in dispute in accordance with the terms of this Contract will not be cause for the Contractor to terminate this Contract, and the Contractor may bring suit to collect these amounts without following the disputes procedure contained herein.

## **16. Drug-Free Workplace Certification**

The Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor or an employee of the Contractor in the State of Indiana has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the State for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total contract amount set forth in this Contract is in excess of \$25,000.00, the Contractor hereby further agrees that this Contract is expressly subject to the terms, conditions, and representations of the following certification:

This certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana. No award of a contract shall be made, and no contract, purchase order or agreement, the total amount of which exceeds \$25,000.00, shall be valid, unless and until this certification has been fully executed by the Contractor and made a part of the contract or agreement as part of the contract documents.

The Contractor certifies and agrees that it will provide a drug-free workplace by:



- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment, the employee will (1) abide by the terms of the statement; and (2) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- D. Notifying the State in writing within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction;
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

### **17. Employment Option**

If the State determines that it would be in the State's best interest to hire an employee of the Contractor, the Contractor will release the selected employee from any non-compete agreements that may be in effect. This release will be at no cost to the State or the employee.

### **18. Force Majeure**

In the event that either party is unable to perform any of its obligations under this Contract or to enjoy any of its benefits because of natural disaster or decrees of governmental bodies not the fault of the affected party (hereinafter referred to as a "Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Contract shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Contract.

### **19. Funding Cancellation**

When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Contract, this Contract shall be canceled. A determination by the Director of SBA that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

## **20. Governing Laws**

This Contract shall be construed in accordance with and governed by the laws of the State of Indiana, and suit, if any, must be brought in the State of Indiana.

## **21. Indemnification**

The Contractor agrees to indemnify, defend, and hold harmless the State, its agents, officials, and employees from all claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of the Contractor and/or its subcontractors, if any, in the performance of this Contract. The State shall not provide such indemnification to the Contractor.

## **22. Independent Contractor**

Both parties hereto, in the performance of this Contract, shall act in an individual capacity and not as agents, employees, partners, joint venturers or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever. Neither party will assume liability for any injury (including death) to any persons, or damage to any property, arising out of the acts or omissions of the agents, employees or subcontractors of the other party.

The Contractor shall be responsible for providing all necessary unemployment and workers' compensation insurance for the Contractor's employees.

## **23. Information Technology Enterprise Architecture Requirements**

If the Contractor provides any information technology related products or services to the State, the Contractor shall comply with all IOT standards, policies and guidelines, which are online at <http://iot.in.gov/architecture/>. The Contractor specifically agrees that all hardware, software and services provided to or purchased by the State shall be compatible with the principles and goals contained in the electronic and information technology accessibility standards adopted under Section 508 of the Federal Rehabilitation Act of 1973 (29 U.S.C. 794d) and IC 4-13.1-3. Any deviation from these architecture requirements must be approved in writing by IOT in advance. The State may terminate this Contract for default if the Contractor fails to cure a breach of this provision within a reasonable time.

## **24. Insurance – MODIFIED BY AGREEMENT OF THE PARTIES**

- A. The Contractor shall secure and keep in force during the term of this Contract, the following insurance coverage, covering the Contractor for any and all claims of any nature which may in any manner arise out of or result from Contractor's performance under this Contract:
1. Commercial general liability, including contractual coverage, and products or completed operations coverage (if applicable), with minimum liability limits of \$700,000 per person and \$5,000,000 per occurrence unless additional coverage is required by the State. The State is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly under or in connection with this Contract.
  2. Automobile liability with minimum liability limits of \$700,000 per person and \$5,000,000 per occurrence. The State is to be named as an additional insured on a primary, non-contributory basis.
  3. The Contractor shall provide proof of such insurance coverage by tendering to the undersigned State representative a certificate of insurance prior to the commencement of this Contract and proof of Workers compensation coverage meeting all statutory requirements of IC 22-3-2. In addition, proof of an "all states endorsement" covering claims occurring outside the State is required if any of the services provided under this Contract involve work outside of Indiana.
  4. As owner of the structure contemplated for use under this contract, the State shall assume full responsibility for insuring all physical loss or damage without regard to cause or fault. Contractor shall have no responsibility to procure property insurance on these structures.
- B. The Contractor's insurance coverage must meet the following additional requirements:
1. The insurer must have a certificate of authority issued by the Indiana Department of Insurance.
  2. Any deductible or self-insured retention amount or other similar obligation under the insurance policies shall be the sole obligation of the Contractor.
  3. The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this Contract shall not be limited by the insurance required in this Contract.
  4. The insurance required in this Contract, through a policy or endorsement(s), shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days' prior written notice to the undersigned State agency.

Failure to provide insurance as required in this Contract may be deemed a material breach of contract entitling the State to immediately terminate this Contract. The Contractor shall furnish a certificate of insurance and all endorsements to the State before the commencement of this Contract.

## **25. Key Person(s)**

- A. If both parties have designated that certain individual(s) are essential to the services offered, the parties agree that should such individual(s) leave their employment during the term of this Contract

for whatever reason, the State shall have the right to terminate this Contract upon thirty (30) days prior written notice.

- B. In the event that the Contractor is an individual, that individual shall be considered a key person and, as such, essential to this Contract. Substitution of another for the Contractor shall not be permitted without express written consent of the State.
- C. Nothing in sections A and B, above shall be construed to prevent the Contractor from using the services of others to perform tasks ancillary to those tasks which directly require the expertise of the key person. Examples of such ancillary tasks include secretarial, clerical, and common labor duties. The Contractor shall, at all times, remain responsible for the performance of all necessary tasks, whether performed by a key person or others.

Key person(s) to this Contract is/are \_\_\_\_\_ N/A \_\_\_\_\_

**26. Licensing Standards**

The Contractor, its employees and subcontractors shall comply with all applicable licensing standards, certification standards, accrediting standards and any other laws, rules, or regulations governing services to be provided by the Contractor pursuant to this Contract. The State will not pay the Contractor for any services performed when the Contractor, its employees or subcontractors are not in compliance with such applicable standards, laws, rules, or regulations. If any license, certification or accreditation expires or is revoked, or any disciplinary action is taken against an applicable license, certification, or accreditation, the Contractor shall notify the State immediately and the State, at its option, may immediately terminate this Contract.

**27. Merger & Modification**

This Contract constitutes the entire agreement between the parties. No understandings, agreements, or representations, oral or written, not specified within this Contract will be valid provisions of this Contract. This Contract may not be modified, supplemented, or amended, except by written agreement signed by all necessary parties.

**28. Minority and Women’s Business Enterprises Compliance**

The Contractor agrees to comply fully with the provisions of 25 IAC 5 and the Subcontractor Commitment submitted to the State. No changes may be made to the commitment without the written approval of the Minority and Women’s Enterprises Division of IDOA.

The following MBE’s and WBE’s listed on the Minority and Women’s Business Enterprises Division directory of certified firms will be participating in this Contract.

<u>MBE/WBE</u>	<u>PHONE</u>	<u>COMPANY NAME</u>	<u>SCOPE OF PRODUCTS and/or SERVICES</u>	<u>UTILIZATION DATE</u>	<u>AMOUNT</u>
MBE	(317) 923-3930	Midwest Psychological Center, Inc.	Case Management/Counseling, Substance Abuse, Recreation, Chaplaincy, and clerical training.	Contract Start	\$402,280.26 (8%)
WBE	(812) 479-8373	Action Temporary Service, Inc.	Clerical, HR, Accounting, Mailroom, Classification, etc.	Contract Start	\$372,812.25 (8%)

The Contractor agrees to submit a copy of the agreement entered into between the Contractor and each MBE/WBE subcontractor where the State took the selection of the MBE/WBE by the Contractor into

consideration when issuing the procurement award. The copy of the agreement must be submitted to the MWBE Division in IDOA within ninety (90) days of the execution of the contract between the Contractor and the State. The Contractor also agrees to send all amendments, changes, and terminations to these agreements to the MWBE Division in IDOA within ninety (90) days of their execution. Failure to provide a copy of the agreement or subsequent amendment, change, and termination may result in exclusion from future State procurements. If the Contractor is not excluded from future procurements, the actions or inactions of the Contractor with regard to the above will be taken into account in all phases and scoring in future procurements. In addition, the Contractor must obtain the approval of the Division before changing any MBE/WBE participation plan submitted in connection with this Contract.

### **29. Nondiscrimination**

This covenant is enacted pursuant to the Indiana Civil Rights Law, specifically including IC 22-9-1-10, and in keeping with the purposes of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Breach of this covenant may be regarded as a material breach of this Contract, but nothing in this covenant shall be construed to imply or establish an employment relationship between the State and any applicant or employee of the Contractor or any subcontractor.

Pursuant to the Indiana Civil Rights Law, specifically including IC 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Contractor covenants that it shall not discriminate against any employee or applicant for employment relating to this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Contractor certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

### **30. Notice to Parties**

Whenever any notice, statement or other communication is required under this Contract, it shall be sent to the following addresses, unless otherwise specifically advised.

A. Notices to the State shall be sent to:

**Bruce C. Lemmon, Commissioner  
Indiana Department of Correction  
302 W. Washington Street, Room E-334  
Indianapolis, IN 46204**

B. Notices to the Contractor shall be sent to:

**John Bulfin, General Counsel  
The GEO Group, Inc  
621 NW 53rd Street, Suite 700  
Boca Raton, Florida 33487**

C. As required by IC 4-13-2-14.8, payments to the Contractor shall be made via electronic funds transfer in accordance with instructions filed by the Contractor with the Indiana Auditor of State.

### **31. Order of Precedence; Incorporation by Reference**

Any inconsistency or ambiguity in this Contract shall be resolved by giving precedence in the following order: (1) This Contract, (2) attachments prepared by the State, (3) RFP# 10-99, (4) Contractor's response to RFP #10-99, and (5) attachments prepared by the Contractor. All of the foregoing are incorporated fully by reference. All attachments, and all documents referred to in this paragraph are hereby incorporated fully by reference.

### **32. Ownership of Documents and Materials**

All documents, records, programs, data, film, tape, articles, memoranda, and other materials not developed or licensed by the Contractor prior to execution of this Contract, but specifically developed under this Contract shall be considered "work for hire" and the Contractor transfers any ownership claim to the State and all such materials will be the property of the State. Use of these materials, other than related to contract performance by the Contractor, without the prior written consent of the State, is prohibited. During the performance of this Contract, the Contractor shall be responsible for any loss of or damage to these materials developed for or supplied by the State and used to develop or assist in the services provided while the materials are in the possession of the Contractor. Any loss or damage thereto shall be restored at the Contractor's expense. The Contractor shall provide the State full, immediate, and unrestricted access to the work product during the term of this Contract.

### **33. Payments**

All payments shall be made in arrears in conformance with State fiscal policies and procedures and, as required by IC 4-13-2-14.8, by electronic funds transfer to the financial institution designated by the Contractor in writing unless a specific waiver has been obtained from the Indiana Auditor of State. No payments will be made in advance of receipt of the goods or services that are the subject of this Contract except as permitted by IC 4-13-2-20.

### **34. Penalties/Interest/Attorney's Fees**

The State will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest or attorney's fees, except as permitted by Indiana law, in part, IC 5-17-5, IC 34-54-8, and IC 34-13-1.

Notwithstanding the provisions contained in IC 5-17-5, any liability resulting from the State's failure to make prompt payment shall be based solely on the amount of funding originating from the State and shall not be based on funding from federal or other sources.

### **35. Progress Reports**

The Contractor shall submit progress reports to the State upon request. The report shall be oral, unless the State, upon receipt of the oral report, should deem it necessary to have it in written form. The progress reports shall serve the purpose of assuring the State that work is progressing in line with the schedule, and that completion can be reasonably assured on the scheduled date.

### **36. Renewal Option**

This Contract may be renewed under the same terms and conditions, subject to the approval of the Commissioner of the Department of Administration and the State Budget Director in compliance with IC 5-22-17-4. The term of the renewed contract may not be longer than the term of the original contract.

### **37. Security and Privacy of Health Information**

The Contractor agrees to comply with all requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in all activities related to this Contract, to maintain compliance throughout the life of this Contract, to operate any systems used to fulfill the requirements of this Contract in full compliance with HIPAA and to take no action which adversely affects the State's HIPAA compliance.

The parties acknowledge that the Department of Health and Human Services has issued the Final Rule, as amended from time to time, on the Standards for Privacy of Individually Identifiable Health Information, as required by HIPAA. To the extent required by the provisions of HIPAA and regulations promulgated thereunder, the Contractor covenants that it will appropriately safeguard Protected Health Information (PHI), as defined by the regulations, which is made available to or obtained by the Contractor in the course of its work under this Contract. The Contractor agrees to comply with applicable requirements of law relating to PHI with respect to any task or other activity it performs for the State as required by the final regulations.

### **38. Severability**

The invalidity of any section, subsection, clause or provision of this Contract shall not affect the validity of the remaining sections, subsections, clauses or provisions of this Contract.

### **39. Substantial Performance**

This Contract shall be deemed to be substantially performed only when fully performed according to its terms and conditions and any written amendments or supplements.

### **40. Taxes**

The State is exempt from most state and local taxes and many federal taxes. The State will not be responsible for any taxes levied on the Contractor as a result of this Contract.

### **41. Termination for Convenience**

This Contract may be terminated, in whole or in part, by the State, which shall include and is not limited to the Indiana Department of Administration and the State Budget Agency whenever, for any reason, the State determines that such termination is in its best interest. Termination of services shall be effected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The Contractor shall be compensated for services properly rendered prior to the effective date of termination. The State will not be liable for services performed after the effective date of termination. The Contractor shall be compensated for services herein provided but in no case shall total payment made to the Contractor exceed the original contract price or shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date. For the purposes of this paragraph, the parties stipulate and agree that the Indiana Department of Administration shall be deemed

to be a party to this agreement with authority to terminate the same for convenience when such termination is determined by the Commissioner of IDOA to be in the best interests of the State.

#### **42. Termination for Default**

- A. With the provision of thirty (30) days notice to the Contractor, the State may terminate this Contract in whole or in part if the Contractor fails to:
  - 1. Correct or cure any breach of this Contract; the time to correct or cure the breach may be extended beyond thirty (30) days if the State determines progress is being made and the extension is agreed to by the parties;
  - 2. Deliver the supplies or perform the services within the time specified in this Contract or any extension;
  - 3. Make progress so as to endanger performance of this Contract; or
  - 4. Perform any of the other provisions of this Contract.
- B. If the State terminates this Contract in whole or in part, it may acquire, under the terms and in the manner the State considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.
- C. The State shall pay the contract price for completed supplies delivered and services accepted. The Contractor and the State shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the State determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.
- D. The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or equity or under this Contract.

#### **43. Travel**

No expenses for travel will be reimbursed unless specifically permitted under the scope of services or consideration provisions. Expenditures made by the Contractor for travel will be reimbursed at the current rate paid by the State and in accordance with the State Travel Policies and Procedures as specified in the current Financial Management Circular. Out-of-state travel requests must be reviewed by the State for availability of funds and for appropriateness per Circular guidelines.

#### **44. Waiver of Rights**

No right conferred on either party under this Contract shall be deemed waived, and no breach of this Contract excused, unless such waiver is in writing and signed by the party claimed to have waived such right. Neither the State's review, approval or acceptance of, nor payment for, the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Contractor shall be and remain liable to the State in accordance with applicable law for all damages to the State caused by the Contractor's negligent performance of any of the services furnished under this Contract.

#### **45. Work Standards**



The Contractor shall execute its responsibilities by following and applying at all times the highest professional and technical guidelines and standards. If the State becomes dissatisfied with the work product of or the working relationship with those individuals assigned to work on this Contract, the State may request in writing the replacement of any or all such individuals, and the Contractor shall grant such request.

**46. State Boilerplate Affirmation Clause**

I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted the State's Boilerplate contract clauses (as contained in the 2009 OAG/ IDOA *Professional Services Contract Manual*) in any way except for the following clauses which are named below:

24. Insurance – MODIFIED BY AGREEMENT OF THE PARTIES

---

**THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.**


**Non-Collusion and Acceptance**

The undersigned attests, subject to the penalties for perjury, that he/she is the Contractor, or that he/she is the properly authorized representative, agent, member or officer of the Contractor, that he/she has not, nor has any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, to the best of the undersigned's knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Contract other than that which appears upon the face of this Contract.

**In Witness Whereof**, Contractor and the State have, through their duly authorized representatives, entered into this Contract. The parties, having read and understood the foregoing terms of this Contract, do by their respective signatures dated below hereby agree to the terms thereof.

**The GEO Group, Inc.**

(Where applicable)

By:  **AMBER D. MARTIN**  
Printed Name: Vice President, Contracts Administration  
Title: The GEO Group, Inc.  
Date: 2-4-11

Attested By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indiana Department of Correction**

  
Bruce Lemmon, Commissioner

Date: 2-7-11

**Department of Administration**

 (for)  
Robert D. Wynkoop, Commissioner

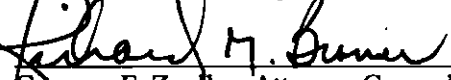
Date: 2/14/2011

**State Budget Agency**

 (for)  
Adam M. Horst, Director

Date: 2/18/11

**APPROVED as to Form and Legality:**  
**Office of the Attorney General**

 (for)  
Gregory F. Zoeller, Attorney General

Date: February 24, 2011



## STATE OF INDIANA

### Request for Proposals 10-99

#### INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf Of

Indiana Department of Corrections

Solicitation For:

### Short Term Offender Program (STOP)

**Response Due Date: August 24, 2010 3:00 PM Eastern Time**

Teresa Deaton-Reese, Strategic Sourcing Analyst  
tdeaton@idoa.in.gov  
Indiana Department of Administration  
Procurement Division  
402 W. Washington St., Room W478  
Indianapolis, Indiana 46204

**RFP #10-99  
SECTION ONE**

**GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES**

**1.1 INTRODUCTION**

In accordance with Indiana statute, including IC 5-22-9, the Indiana Department of Administration (IDOA), acting on behalf of the Indiana Department of Correction (IDOC), requires the management and operation of an adult male Short Term Offender Program (STOP) correctional facility located in Plainfield, Indiana. It is the intent of IDOA to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the IDOA website (<http://www.IN.gov/idoa/2354.htm>) for downloading. A nominal fee will be charged for providing hard copies. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

**1.2 DEFINITIONS AND ABBREVIATIONS**

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

**IAC** The Indiana Administrative Code.

**IC** The Indiana Code.

**Full Time Equivalent (FTE)** The State defines FTE as a measurement of an employee's productivity on a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE.

**Implementation** The successful implementation of the STOP facility, located at 501 W. Main Street, Plainfield, Indiana 46168, as specified in the contract resulting from this RFP.

**Installation** The delivery and physical setup of products or services requested in this RFP.

**Other Governmental Body** An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following:

- (1) The judicial branch.
- (2) The legislative branch.
- (3) A political subdivision (includes towns, cities, local governments, etc.)
- (4) A state educational institution

Products	Tangible goods or manufactured items as specified in this RFP.
Proposal	An offer as defined in IC 5-22-2-17.
Respondent	An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent who will be ultimately responsible for performance of the contract.
Services	Work to be performed as specified in this RFP.
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "state agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government.
Vendor	Any successful Respondent selected as a result of the procurement process to deliver the products or services requested by this RFP.

### 1.3 PURPOSE OF THE RFP

The purpose of this RFP is to solicit proposals from Respondents with experience and expertise in the management and operation of a correctional facility, specializing in a Short Term Offender Program (STOP) facility for adult male offenders serving less than 365 days with the IDOC. The facility is located in Plainfield, in Hendricks County, Indiana and is currently vacant.

### 1.4 SUMMARY SCOPE OF WORK

The IDOC seeks an experienced Respondent to accept the task of operating a Short Term Offender Program (STOP) facility on the grounds of the former Plainfield Re-entry Educational Facility, located at 501 W. Main Street, Plainfield, Indiana 46168 in Hendricks County, for a maximum of 1,500 eligible adult male offenders incarcerated by the IDOC.

Adult male offenders will be eligible for the STOP facility if they are to serve 365 days or less with the IDOC. Respondent shall provide services and programming to offenders spending such little time incarcerated with the IDOC.

**EXHIBIT**  
**PAGE**

Respondent shall provide required services, as further set forth in these specifications, including, but not limited to, housing, food, medical, treatment, educational, short-term programming, and re-entry services, and shall be in compliance with all rules, regulations, licenses, of the State of Indiana and Hendricks County.

Although the Respondent may propose whatever programming it chooses, the IDOC prefers effective and practical cost saving programs, and specifically requires that such programming include substance abuse programming and on-going life-skills and anger management programs. The IDOC requires that a majority of these programs conform with and/or are based upon with Evidence Based Practices (EBP).

**1.5 RFP OUTLINE**

The outline of this RFP document is described below:

Section	Description
Section 1 – General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFP
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Cost Proposal
Section 3 – Proposal Evaluation Criteria	This sections discusses the evaluation criteria to be used to evaluate respodents' proposals
Attachment A	M/WBE Participation Plan Form
Attachment B	Sample Contract
Attachment C	Indiana Economic Impact Form
Attachment D	Performance Measures
Attachment E	Policy and Procedures
Attachment F	Site Visit Schedule

**1.6 QUESTION/INQUIRY PROCESS**

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **3:00 p.m. Eastern Time** on July 28, 2010. Questions/Inquiries may be submitted via fax (317-232-7312) or email [rfp@idoa.IN.gov](mailto:rfp@idoa.IN.gov) and must be received by Procurement Division by the time and date indicated above.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website according to the RFP timetable established in Section 1.23. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the IDOA website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of the Indiana Department of Correction. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the IDOA website. If such addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

#### 1.7 DUE DATE FOR PROPOSALS

All proposals must be received at the address below by the Procurement Division no later than **3:00 p.m. Eastern Time** on August 24, 2010. Each Respondent must submit **one original hard-copy** (marked "Original") and **one original CD-ROM** (marked "Original") and **five (5) complete copies on CD-ROM** of the proposal, including the Transmittal Letter and other related documentation as required in this RFP. The **original CD-ROM** will be considered the official response in evaluating responses for scoring and protest resolution. **The respondent's proposal response on this CD may be posted on the IDOA website, (<http://www.in.gov/idoa/2462.htm>) if recommended for selection.** Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Indiana Department of Administration  
Procurement Division  
402 West Washington Street, Room W478  
Indianapolis, IN 46204  
Attn: Teresa Deaton-Reese, CPPO

**If you hand-deliver solicitation responses:**

To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of **July 21, 2008**, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 302 W. Washington St. (the eastern-most Washington St. entrance). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.

**If you ship or mail solicitation responses:** United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Procurement Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the Procurement Division at the Department of

Administration's reception desk on or before the designated time and date. Late submissions will not be accepted. The Department of Administration, Procurement Division clock is the official time for all solicitation submissions.

All proposal packages must be clearly marked with the RFP number, due date, and time due. Any proposal received by the Department of Administration, Procurement Division after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

**All proposals submitted to the State should be double-sided and printed on 30% post-consumer recycled content paper or tree-free paper. When possible, soy ink should be used.**

#### 1.8 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on July 20, 2010 in the Indiana Government Center Conference Center, Conference Room 17. At this conference, potential respondents may ask questions about the RFP and the RFP process. Respondents are reminded that no answers issued verbally at the conference are binding on the State and any information provided at the conference, unless it is later issued in writing, also is not binding on the State.

#### 1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format described in Section 1.6 and clearly identified as a modification.

The Respondent's authorized representative may withdraw the proposal, in person, prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

#### 1.10 PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date.



Please refer to the Cost Proposal sub-section under Section 2 for a detailed discussion of the proposal pricing format and requirements.

**1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS**

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in Attachment B. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State reserves the right to reject any of these requested changes. It is the State's expectation that any material elements of the contract will be substantially finalized prior to contract award.

**1.12 BEST AND FINAL OFFER**

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous to the State, considering cost and the evaluation criteria in this RFP.

**1.13 REFERENCE SITE VISITS**

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal. Site visits, if required will be discussed in the technical proposal.

**1.14 TYPE AND TERM OF CONTRACT**

The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP.

The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be four (4) one year renewals for a total of four (4) years at the State's option.

**1.15 CONFIDENTIAL INFORMATION**

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the Transmittal Letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. Prices are not confidential information.

**1.16 TAXES**

Proposals should not include any tax from which the State is exempt.

**1.17 PROCUREMENT DIVISION REGISTRATION**

In order to receive an award, you must be registered as a bidder with the Department of Administration, Procurement Division. Therefore, to ensure there is no delay in the award all Respondents are strongly encouraged to register prior to submission of their response. Respondents should go to [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm).

**1.18 SECRETARY OF STATE REGISTRATION**

If awarded the contract, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana  
Corporation Division  
402 West Washington Street, E018

Indianapolis, IN 46204  
(317) 232-6576  
[www.in.gov/sos](http://www.in.gov/sos)

**1.19 COMPLIANCE CERTIFICATION**

Responses to this RFP serve as a representation that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

**1.20 EQUAL OPPORTUNITY COMMITMENT**

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 5, it has been determined that there is a reasonable expectation of minority and woman business enterprises subcontracting opportunities on a contract awarded under this RFP. Therefore a contract goal of 8 % for Minority Business Enterprises and 8 % for Woman Business Enterprises have been established and all respondents will be expected to comply with the regulation set forth in 25 IAC 5.

Failure to meet these requirements will affect the evaluation of your proposal.

**1.21 MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP  
SUBCONTRACTOR COMMITMENT**

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a MWBE Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at <http://www.in.gov/jdoa/2352.htm>. If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

Respondents are encouraged to contact and work with MWBED at 317-232-3061 to design a subcontractor commitment to meet established goals as referenced in this solicitation.

**Prime Contractors must ensure that the proposed subcontractors meet the following criteria:**

- Must be listed on the IDOA Directory of Certified Firms
- Each firm may only serve as once classification – MBE or WBE
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement.
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Corporate Diversity Plans are generally not acceptable

### **MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT**

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project and approximate date the subcontractor will perform work on this contract. The State will deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov).

#### **1.22 AMERICANS WITH DISABILITIES ACT**

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

#### **1.23 SUMMARY OF MILESTONES**

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

**Key RFP Dates:**

<b>Activity</b>	<b>Date</b>
Issue of RFP	June 28, 2010
Deadline to Submit Written Questions	July 28, 2010
Pre-Proposal Conference	July 20, 2010
Response to Written Questions/RFP Amendments	August 3, 2010
Submission of Proposals	August 24, 2010
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	August 25, 2010
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
Contract Award	October 1, 2010

1.24 EVIDENCE OF FINANCIAL RESPONSIBILITY (25 IAC 1.1-1-5)

N/A

## SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

### 2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- The Transmittal Letter must be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.

### 2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

#### 2.2.1 Agreement with Requirement in listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

#### 2.2.2 Summary of Ability and Desire to Supply the Required Products or Services

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this RFP. The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFP including, but not limited to, the State's mandatory contract clauses.

#### 2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.4, must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

**2.2.4 Respondent Notification**

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor addresses.

**2.2.5 Other Information**

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

**2.3 BUSINESS PROPOSAL**

The Business Proposal must address the following topics except those specifically identified as "optional."

**2.3.1 General (optional)**

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the products and/or services requested in this RFP.

**2.3.2 Respondent's Company Structure**

The legal form of the Respondent's business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

**2.3.3 Company Financial Information**

This section must include the Respondent's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent's financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company,

additional financial information should be provided for the entity/organization directly responding to this RFP.

#### 2.3.4 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

The Sarbanes Oxley Act of 2002, H.R. 3763, is NOT directly applicable to this procurement; however, its goals and objectives may be used as a guide in the determination of corporate responsibility for financial reports.

#### 2.3.5 Contract Terms/Clauses

A sample contract that the state expects to execute with the successful Respondent(s) is provided in Attachment B. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the State's expectation that the final contract will be substantially similar to the sample contract provided in Attachment B.

In your Transmittal Letter please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms please include them in this section. To reiterate it's the State's strong desire to not deviate from the contract provided in the attachment and as such the State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Authority to Bind Contractor
- Duties of Contractor, Rate of Pay, and Term of Contract
- Compliance with Laws
- Drug-free Workplace Provision and Certification
- Funding Cancellation
- Indemnification



- Governing Laws
- Non-discrimination clause
- Payments
- Penalties/Interest/Attorney's Fees
- Non-collusion and Acceptance
- Information Technology \*Only mandatory when contract is for IT products or services

Any or all portions of this RFP and any or all portions of the Respondent's response may be incorporated as part of the final contract

#### 2.3.6 References

The Respondent must include a list of at least two (2) clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information.

#### 2.3.7 Registration to do Business

##### Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

##### Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>.

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana. Respondents may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email

EXHIBIT  
PAGE 16 OF 75

notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and location(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder.

Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, [aredding@idoa.in.gov](mailto:aredding@idoa.in.gov), or you may reach her by phone at (317) 234-3542.

### 2.3.8 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

### 2.3.9 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP, and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1. See Section 1.21 and Attachment A for Minority and Women Business information.

#### 2.3.10 Evidence of Financial Responsibility

This section will indicate the ability to provide the mandatory evidence of financial responsibility. See Section 1.24 for details.

Notwithstanding any other provisions relating to the beginning of the term, any contract will not become effective until the evidence of financial responsibility is delivered in the correct form and amount to the address indicated in Section 1.24.

### 2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described below. Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State. See Attachment E for Policies and Administrative Procedures referenced throughout the technical proposal.

#### 2.4.0 General Requirements

The Respondent shall indicate by written response to this specification that it generally has the capacity and will accept the task of operating a Short Term Offender Program (hereinafter "STOP") on the grounds of the former Plainfield Re-entry Educational Facility, located at 501 W. Main Street, Plainfield, Indiana 46168 in Hendricks County for a maximum of 1,500 eligible adult male offenders incarcerated by the Indiana Department of Correction (IDOC).

Adult male offenders will be eligible for the STOP facility if they are to serve 365 days or less with the IDOC. Respondent shall provide, as set forth in these specifications, how

it will provide services and programming to offenders spending such little time incarcerated with the IDOC.

Respondent shall provide required services, as further set forth in these specifications, including, but not limited to, housing, food, medical, treatment, educational, short-term programming, and re-entry services, and shall be in compliance with all rules, regulations, licenses, of the State of Indiana and Hendricks County.

The IDOC will provide all maintenance and maintenance staff for the facility.

The Respondent shall file a plan with the IDOC no later than six (6) months after the transition process has begun for achieving accreditation from the American Correctional Association (ACA) within eighteen (18) months after the start of the transition process and shall remain compliant with ACA requirements to maintain accredited status throughout the tenure of the Contract and any extensions.

Transition of the facility shall be defined in this solicitation as that date when the Superintendent is placed at the facility.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

Alternative or Additional Proposals will be accepted for the following:

In the alternative, Respondent may propose, or as a second, additional proposal, to provide the all the requested services, but to obtain its food and/or medical/mental health services from the IDOC's contracted providers for food and medical/mental health services at the IDOC's rate. For the purposes of evaluation, all cost proposals that exclude the costs of medical/mental health and/or food services will be increased by an amount calculated as follows: The current IDOC rate structure for medical/mental health services and/or food services (food service also x3 meals day) multiplied by 1,500 offenders, then by 365 days.

#### **2.4.1 Administration**

The Respondent shall indicate that, as the operator of the STOP facility, it is a public or private legal entity, or part of a legal entity.

In order to cultivate a positive relationship with the surrounding community, the Respondent shall participate in the Plainfield Correctional Complex's Community Advisory Board.

A single administrative officer shall manage the STOP facility and its operations. This officer shall hold the title of "Superintendent" in addition to whatever other title is held. The Superintendent shall meet with the IDOC Contract Monitor at least quarterly to discuss problems or issues relevant to the operation of the facility. The Superintendent shall be required to meet the same minimum requirements as a Superintendent in a

similar correctional facility. The Respondent shall provide the qualifications of the perspective Superintendent prior to official placement at the Facility.

The Respondent shall ensure the facility has an approved Policy and Procedures Manual within thirty (30) days of transition that specifically describes its purpose, as well as linkages to programs and services offered. The policy manual shall be reviewed annually by the governing body or agency administrator and updated when necessary. A copy of the manual along with all revisions to the manual shall be submitted to the IDOC for review and approval prior to implementation.

If awarded a contract pursuant to this RFP, the Respondent shall provide the IDOC with copies of all active litigation and related documents, i.e. lawsuits, responses, settlements, etc., that relate to the facility within ten (10) days of these documents being received by the facility.

The facility Superintendent shall meet with the IDOC's on-site contract monitor at least once weekly to discuss problems or issues relevant to the operation of the STOP facility.

The Respondent shall maintain a current organizational chart that accurately reflects the structure of authority, responsibility and accountability within the facility.

Respondent shall submit a description of the proposed staffing for the facility, including a proposed organizational chart. The Respondent shall provide a list of the required qualifications for the Superintendent.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.2 Fiscal Management**

The Respondent shall prepare an annual written budget that is approved by the appropriate governing authority. The Respondent shall have written policies that govern establishment and revisions in the annual budget, and shall have a fiscal system that accounts for all income and expenditures on an ongoing basis.

The Respondent shall prepare or cause to be prepared and distribute to its governing authority and appropriate agencies including the IDOC, at a minimum, the following documents: annual budget income and expenditure statements and an annual financial audit report prepared by an independent CPA firm.

The annual budget shall be submitted to the IDOC prior to the commencement of the State's fiscal year. The year-end expenditure statement of the STOP facility shall be submitted to the Department within sixty (60) calendar days of close of each fiscal year. Annual independent audit reports of the year-end expenditure statement and all offender cash accounts of the facility shall be submitted to the IDOC within ninety (90) calendar days following the close of each fiscal year. There shall be an annual financial audit of the Respondent by an independent CPA firm in accordance with generally accepted

accounting principles that shall include, at a minimum, review of receipts, expenditures and internal controls. The annual financial audit of the Respondent shall be submitted within one hundred twenty (120) calendar days following the close of each fiscal year. All costs associated with the audit(s) shall be borne by the Respondent. For agencies audited by the Indiana State Board of Accounts (ISBA), the State will accept ISBA program audits which will be sent to IDOC sixty (60) days after receipt by the audited agency.

The Respondent shall have written fiscal policies and procedures adopted by the governing authority which shall explain, at a minimum, the system of internal controls including appropriate separation of duties; the procedures for operation of an offender trust fund; bonding requirements for appropriate staff; procedures for maintenance of offender funds and the operation of any other cash accounts maintained for the STOP facility.

The State, through the State Office Building Commission, shall provide insurance coverage for fixed structures and buildings. The Respondent shall be responsible for insurance on equipment as well as personal injury to employees, residents, and third parties. Proof of said insurance shall be submitted to the IDOC a minimum of thirty (30) days after transition and annually thereafter.

The Respondent shall have written policies for inventory control of all property and assets. The Respondent shall have written policies for purchasing and requisitioning supplies and equipment. The Respondent shall use a method that documents and authorizes compensation payment to employees and consultants.

For evaluation purposes, the Respondent shall submit the first fiscal year budget, a written policy governing the budget revision process, a brief description of the fiscal system that accounts for income and expenditures, and a statement of ability and willingness to comply with the development and utilization of fiscal policies and procedures. In addition, the Respondent shall submit proof of ability to insure equipment, personal injury to employees, residents, and third parties.

#### **2.4.3 Program and Security Audits**

The Respondent shall make available the necessary access to the facility, records, staff and offenders to enable the IDOC the opportunity to conduct periodic program and security audits of the facility to include all functions and programs. As a result of any program or security audit, the Respondent shall agree to implement in a timely manner such recommendations for corrective action as prescribed in writing by the IDOC consistent with the terms of its contract with the IDOC. If the implementation of the recommendation results in a cost not anticipated by the contract, the Respondent shall submit documentation of such cost. The Respondent shall be required to implement the recommendation when both parties agree to an adjustment to compensation.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the

requirements upon being awarded a contract resulting from this RFP.

#### **2.4.4 Annual Personnel and Compensation Report**

The Respondent shall provide an annual report to the IDOC on or before September 1<sup>st</sup> of each year regarding the pay scale and job classification structure for all employees of the facility. This report shall be provided to the IDOC by the Respondent in an electronic format. This report shall include:

- A listing of all job classifications used at the facility including job title, job description, minimum qualifications and the entry and maximum rate of pay of each;
- A listing of all current employees on the payroll at June 30th by age, job classification, rate of pay, indication of full- or part-time, the length of service in whole months each employee has been employed at the facility and the number of hours required for each in a standard pay period (i.e., eight (8) hours per day, forty (40) hours per week);
- A listing of all contract positions on June 30th by name, position title, rate of pay, indication of full- or part-time and the number of hours worked per day, week, month or annually; and,
- A listing of all current vacancies on June 30th by job classification.
- A salary schedule for each job classification including the minimum and maximum for that classification.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.5 Personnel**

The Respondent shall comply with all governmental regulatory requirements related to employment and personnel practices.

The STOP facility shall be staffed twenty-four (24) hours per day, seven (7) days per week according to a staffing level approved in writing by the IDOC and incorporated in the Contract. When there is an increase in the offender population above the contracted amount, the staffing pattern shall be adjusted and subject to written approval from the IDOC prior to implementation. The IDOC shall provide a decision on approval of the adjusted staffing pattern within fifteen (15) business days of receipt. Said approval shall not be unreasonably withheld.

The Respondent shall have written personnel policies approved by the governing authority. The policies shall include, at a minimum:

- a. Organizational chart
- b. Employment practices and procedures including in-service training and staff development.
- c. Promotions
- d. Job qualifications and job descriptions
- e. Grievance and appeal procedures
- f. Employee evaluation
- g. Personnel records
- h. Benefits
- i. Holidays
- j. Leave
- k. Hours of work
- l. Salaries and salary increases (or the basis for determining salaries and increases)
- m. Disciplinary procedures
- n. Termination
- o. Resignation

The Respondent shall maintain current written job descriptions and job qualifications for all positions at the facility including: job title, responsibilities of the positions, required minimum experience and education. All Respondent staff shall have not less than the same minimum employment qualifications as staff employed in similar positions in adult correctional facilities operated by the IDOC.

The Respondent shall maintain a current, accurate and confidential personnel record on each employee. The Respondent shall have written policies and procedures requiring an annual performance evaluation of all employees. This evaluation shall be reviewed and discussed with the employee.

The Respondent shall provide all security personnel with uniforms as approved by the IDOC. This shall include climatically suitable clothing for all outdoor assignments.

All employees of the STOP facility shall be subject to a thorough background investigation to include criminal and employment history. The method by which criminal history is determined shall require the approval of the IDOC. The IDOC may periodically



require updated criminal history checks. All employees of the facility shall be at least twenty-one (21) years of age. The Respondent shall advise all applicants during the initial pre-employment interview that if they have ever been convicted of a felony or of trafficking in narcotics, dangerous drugs or controlled substances, they shall not be considered for employment in any offender supervisory position or position having access to offender records or any position which requires the need to carry a firearm or perform offender transportation duties.

All personnel positions at the facility shall be filled at all times consistent with the Respondent's original proposal submitted in response to this RFP and resulting contract, and subsequent contract amendments, if any. The Respondent shall notify the IDOC via electronic mail of all vacancies and hires within five (5) business days from the date the vacancy or hiring occurred. Vacancies shall be attempted to be filled immediately but shall be filled within a reasonable period of time not to exceed sixty (60) calendar days. In the event that the Respondent deems staffing level adjustments necessary, prior written approval shall be obtained from the IDOC prior to implementation.

Respondent shall submit a proposed staffing level, to include staff coverage 24 hours per day, 7 days per week, that allows for growth in the offender population. In addition, the Respondent shall submit proposed its policy and procedure for identified requirements in this section.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.6 Training**

The Respondent shall provide new employee orientation, on-the-job, and in-service training programs for all its employees, volunteers and subcontracted employees in accordance with ACA standards and IDOC Policy and Procedure 01-05-101, "Staff Development and Training." At the request of the Respondent and upon mutual agreement of the parties, the IDOC may provide academy training and annual in-service training to the Respondent's personnel. A reasonable fee shall be charged for training provided by the IDOC not to exceed the cost of such training.

The Respondent shall provide all training curriculum, lesson plans, and related materials to the IDOC for approval prior to use. The IDOC shall have a minimum of thirty (30) days to review the training materials. The Respondent will implement any additional training course requested by the IDOC to be added to its training.

STOP facility staff shall be required to participate in the IDOC's specialized training programs (i.e. offender records, classification, offender discipline).

The IDOC shall be permitted to audit training classes at any time.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the

requirements upon being awarded a contract resulting from this RFP.

#### 2.4.7 Physical Plant

On the service commencement date of this Contract, for the term of this Contract the IDOC shall grant to the Respondent exclusive use, possession, and control of the land and property comprising the STOP Facility, and its grounds within the perimeter, subject to the IDOC's rights to enter and inspect the facility and grounds.

The IDOC shall retain all responsibility for maintenance and utilities associated with the facility.

The facility is located on approximately sixty-two (62) acres. The square footage and former function for each physical structure within the perimeter is as follows: one (1) chapel built in 1923 at 5,381 square feet; one (1) school built in 1923 at 15,786 square feet; one (1) school built in 1966 at 10,400 square feet; one (1) activities building built in 1975 at 25,870 square feet; one (1) vocational building built in 1951 at 39,680 square feet; one (1) laundry/body shop built in 1935 at 6,143 square feet; one (1) garage built in 1967 at 3,000 square feet; one (1) commissary building built in 1965 at 1,151 square feet; one (1) dining hall built in 1970 at 6,840 square feet; one (1) health care unit built in 1997 at 6,221 square feet; one (1) administration building built in 1893 at 8,512 square feet; and twelve (12) cottages for offender housing.

The square footage of the cottages is as follows: cottage 1 & 2, built in 1968, at 15,648 square feet; cottage 3 & 4, built in 1938, at 16,488 square feet; cottage 5, built in 1938, at 11,668 square feet; cottage 6 & 7, built in 1938, at 16,488 square feet; cottage 8 & 9, built in 1939, at 16,488 square feet; cottage 11, built in 1961, at 5,013 square feet; cottage 12, built in 1961, at 5,013 square feet; and cottage 13, built in 1979, at 15,623 square feet.

State-owned moveable equipment assigned to the Respondent such as kitchen appliances and washer/dryers shall be replaced at the Respondent's expense on an as-needed basis when repair of the item is no longer practical. Moveable equipment purchased by the Respondent during the term of the contract may be purchased by the IDOC upon termination or expiration of the contract at the Respondent's cost less depreciation using the straight-line method. A current Facility Fixed Assets list will be posted to our website the week of July 7<sup>th</sup>.

The Respondent shall not construct additional structures, renovate existing structures, or undertake any physical plant changes without express written consent from the IDOC and the Indiana State Office Building Commission. Any approved additional structures, renovations, or physical plant changes shall become the property of the Indiana State Office Building Commission upon termination or expiration of the Contract.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

**Mandatory Site Visit – See attachment F**

**2.4.8 Accommodations, Sanitation, Hygiene, and Personal Property**

The Respondent shall provide bedding and linen to offenders in accordance with ACA standards. The type and quality of the bedding and linen shall be subject to the IDOC's approval.

Personal hygiene articles shall be provided to all offenders in accordance with ACA standards and IDOC Policy and Procedure, 02-01-104, "Offender Grooming, Clothing, and Personal Hygiene." The type and quality of the articles shall be subject to the IDOC's approval.

Provision of offender uniforms, coats, shoes, and underwear shall be the responsibility of the Respondent and shall comply with IDOC Policy and Procedure 02-01-104. The design, color, style, and fabric of the uniforms shall be subject to the IDOC's approval. Clothing, shoes, accessories, and all other property offenders may personally obtain through the offender commissary or other approved means shall comply with limitations imposed by IDOC Policy and Procedure 02-01-101, "Offender Personal Property."

The Respondent shall comply with ACA standards regarding the issue of special, and when appropriate, protective clothing and equipment to offenders assigned to the facility's food service, outside details, community details, and other special work details.

The Respondent shall provide adequate laundry services.

The Respondent shall keep the facility in compliance with all applicable laws and regulations, and ACA standards, addressing trash and garbage disposal and vermin and pest control. Any deficiencies noted by the IDOC or independent outside sources shall be promptly corrected.

Hair care services shall be available to offenders and shall comply with applicable health requirements and IDOC Policy and Procedure 02-01-104.

The Respondent shall purchase at least twenty percent (20%) of products and offender clothing from the IDOC industries known as PEN Products, as set forth in a separate specification.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

**2.4.9 Programming**

The Respondent shall provide a proposal for the intensive, short-term programming, which focuses on a wrap-around continuum of care, that will be provided to offenders at the STOP facility. Such programming shall include, but is not limited to, education (adult basic education and GED), substance abuse, Alcoholics Anonymous/Narcotics

Anonymous (AA/NA), and standard prerelease programming. The proposal should indicate how the Respondent will deliver such services in an abbreviated way for the STOP offenders serving 365 days or less.

If the Respondent proposes using the IDOC's provider for educational services, Ivy Tech Community College, it should clearly state that it proposes to do so.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.10 Re-entry and Case Management Services**

Respondent shall provide a proposal for the delivery of re-entry and case management services that place an emphasis on community referrals for offenders in STOP.

The STOP facility shall comply with IDOC Policy and Procedure, 01-07-101, "Development and Delivery of Re-entry Services," and shall provide for case management services. The Respondent shall have access to Oracle, web-based software, for the purpose of utilizing the Offender Information System, "OIS."

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.11 Health and Mental Health Services**

IC 11-10-3 contains statutory responsibilities of the IDOC with respect to the provision of medical services to offenders. Specifically, IC 11-10-3-2(c) indicates that, "A confined person is entitled to:

- (1) medical care, medical personnel, and medical facilities of a quality complying with applicable state licensing requirements;
- (2) first aid or emergency medical treatment on a twenty-four (24) hour basis; and
- (3) mental health care by a psychiatrist, a psychologist, or another mental health professional.

The Respondent shall deliver health and mental health services at the facility to ensure compliance with Indiana Code 11-10-3-2, ACA standards, federal, State, and local law. The Respondent shall provide on-site nursing care, twenty-four (24) hours a day, seven (7) days a week. Respondent shall incorporate all costs associated with the services within their operational per diem.

The Respondent shall not refuse any offender assigned to the STOP facility by the IDOC. The Respondent shall not be assigned offenders who the IDOC would ordinarily house at a designated medical correctional facility, due to the level of medical care needed.

The Respondent shall be responsible for the cost of providing all outpatient medical, dental, and medication services. The Respondent shall be responsible for inpatient

hospital and surgery charges for the first seventy-two (72) hours an offender is confined in a hospital. The IDOC shall pay inpatient hospital and surgery charges after the initial seventy-two (72) hour period. The Respondent shall cause the medical provider's invoice(s) to detail the cost to be paid by the IDOC and the Respondent separately. In the event the medical provider is unwilling to detail these costs, the IDOC and the Respondent shall negotiate an equitable cost allocation.

The Respondent shall be required to obtain prior IDOC approval of all scheduled inpatient hospitalization and surgery likely to exceed seventy-two (72) hours. Unapproved inpatient hospitalization and surgery costs shall be the responsibility of the Respondent. In the event of emergency hospitalization, the Respondent shall notify the IDOC as soon as possible.

In cases where inpatient care is expected to exceed seventy-two (72) hours, the IDOC may require the Respondent to transfer the offender to the supervision of a State facility. If the offender is not transferred to the supervision of a State facility within seventy-two (72) hours, the IDOC shall reimburse the Respondent in the amount agreed upon by the parties, or the IDOC may provide staff to assume supervision of the offender.

Any offender's medical expenses resulting from the negligence or willful wrongdoing of the Respondent, its officers, agents, or employees shall be fully paid by the Respondent.

The Respondent shall furnish eyeglasses, prosthetics, and durable medical equipment including, but not limited to, crutches, orthopedic braces and nebulizers. The Respondent shall make provision for offenders to purchase dentures at a cost comparable to State facilities.

State licensing and certification requirements shall apply to health care personnel working in the STOP facility to the same extent as they apply to equivalent personnel in the community.

Any death of an offender assigned to the STOP facility shall be reported immediately to the proper officials. A post-mortem examination shall be conducted on all offenders who die while in the custody of the facility.

This RFP allows for an alternative proposal with regard to medical/mental health service:

Respondent may, in the alternative, propose to obtain medical and mental health services from IDOC's current medical and mental health provider, Correctional Medical Services (CMS), at the IDOC per capita rate. If such an arrangement is proposed, Respondent will incorporate the CMS medical and mental health services into its facility operations at the IDOC rate.

If Respondent will be providing its own proposal for medical and mental health care, Respondent shall identify the goals, objectives, targeted outcomes and performance measurement method and instrument(s) for the provision of medical and mental health care.

If the Respondent proposes using the IDOC's provider for medical/mental health services, it should clearly state that it proposes to do so.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

Additional Resources: 210 IAC 7-1-9, 210 IAC 7-1-10, 210 IAC 7-2-1, 210 IAC 7-2-2, 210 IAC 7-2-3, 210 IAC 7-2-4, IAC 7-2-5, IAC 7-2-6, and IAC 7-2-7.

#### **2.4.12 Food Service**

The Respondent shall provide food service to the offender population housed at the facility and incorporate all costs associated with that service within their operational per diem. The facility shall comply with all sanitation and health codes enacted by State and local authorities and the ACA.

The Respondent shall submit a detailed plan for the provision of meals with clear identification of financial responsibility. This plan shall include a menu and indicate the frequency of meal served. All menus served shall meet or exceed the current National Recommended Daily Allowances (inclusive of all modifications and updates) for basic nutrition published by the National Academy of Sciences. These allowances should be adjusted for the specific population of the facility.

Each menu and corresponding nutritional analysis shall be forwarded to the IDOC for review and approval at least forty-five (45) days prior to implementation at the facility. Approval shall not be unreasonably withheld.

This RFP allows for an alternative proposal with regard to food service:

Respondent may, in the alternative, propose to use the IDOC's current food services provider, Aramark Correctional Services (Aramark). If such an arrangement is proposed, Respondent will incorporate the Aramark services into its facility operations at the IDOC rate.

If the Respondent proposes using the IDOC's Respondent for Food Services, it should clearly state that it proposes to do so.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.13 Security and Control**

The Respondent shall provide offender security and control in accordance with ACA standards and approved by the IDOC at all times.

The IDOC shall have the authority to deploy IDOC emergency squads to the facility if

deemed necessary or if requested by the facility. The Respondent shall reimburse the IDOC for actual costs of deploying the IDOC's emergency squad(s).

The STOP facility shall have prior written approval by the IDOC for the inventory of all firearms, firearms ammunition, chemical agents, riot control weapons and equipment, electrical disablers, and any other type of weapon, as governed by IDOC Policy and Procedure, 02-01-109 "The Use of Physical Force."

A drug surveillance/testing program shall be in effect and the facility shall arrange for a minimum of 5% of the population to be tested each month. Results of drug testing shall be provided to the IDOC on a monthly basis.

The Respondent shall have written procedures for the detection and reporting of escapes, which includes the notification of neighbors within the surrounding community.

The Respondent shall immediately, or as soon as reasonably possible after the incident, notify the IDOC of all incidents involving an escape, attempted escape, "walk-aways," use of force, serious disturbance, offender death or serious assault on staff, offender or visitor. The Respondent shall aggressively seek prosecution of offender, staff and visitor criminal conduct through coordination and cooperation with local law enforcement agencies and prosecutors. Repeated escapes or "walk aways" from the facility shall be cause to terminate the contract.

The Respondent shall provide the IDOC with a written policy addressing the transportation of offenders. The policy shall have departmental approval prior to implementation. The Respondent shall be responsible for all transportation functions from the facility, including disciplinary, administrative, program progression, and medical transfers. The IDOC shall be responsible for transportation to the facility. The IDOC shall administer transfer of offenders to and from the facility.

Respondent shall submit policies and procedures governing these operational functions.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

**2.4.14 Mail, Visits, Telephones**

The Respondent shall comply with IDOC Policy and Procedure, 02-01-103 "Offender Correspondence," in regard to offenders sending and receiving mail.

The Respondent shall have written policies that define the STOP facility's visitation rules and regulations and comply with applicable IDOC Policies and Procedures 02-01-103 and 02-01-102 "Offender Visitation."

At a minimum, offenders shall be permitted the opportunity to visit at least one day per week.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.15 Offender Rights**

The Respondent shall provide for offender rights in accordance with Indiana Code, ACA standards, and IDOC Policy and Procedure. Respondent shall comply with IDOC Policy and Procedure, 00-02-301 "The Offender Grievance Process," governing offender grievances. The Respondent shall apply the IDOC disciplinary code to IDOC offenders, 02-04-101 "The Disciplinary Code for Adult Offenders," unless the IDOC agrees to use of a different policy.

The Respondent shall provide access to religious activities and materials in accordance with ACA standards and IDOC Policy and Procedure, 01-03-101 "The Development and Delivery of Religious Services."

The Respondent shall provide access to recreation activities in accordance with ACA standards and IDOC Policy and Procedure, 01-03-105 "The Development and Delivery of Recreation Services."

Legal services, access to a law library, and access to counsel shall be provided in accordance with ACA standards and IDOC Policy and Procedure, 00-01-102 "Offender Access to the Courts," governing offender access to legal counsel.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.16 Offender Telephones**

The Respondent shall provide for offender access to telephones in accordance with ACA standards. The Respondent shall have the capability to monitor and record offender telephone calls in accordance with IDOC Policy and Procedure, 02-01-105 "Telephone Privileges." All proceeds from the use of offender telephones shall be transferred to the IDOC.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.17 Offender Classification**

The STOP facility shall receive offenders in accordance with the guidelines established in IDOC Policies and Procedures: 01-04-101, "Adult Offender Classification." All IDOC offenders placed will meet the minimum requirements as a Level I or Level II offender, serving less than 365 days, and will qualify for placement in the STOP facility.



Facility staff responsible for classifying offenders and overseeing offender classification shall attend classification training conducted by the IDOC.

The facility shall abide by IDOC Policy and Procedure 01-04-101, "Adult Offender Classification" in reviewing and recommending offenders for transfer.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.18 Disciplinary Philosophy, Good Time Loss, Accrual and Restoration**

The Respondent should also provide a disciplinary policy and philosophy that emphasizes progressive discipline.

The STOP facility shall have the authority to recommend statutory and meritorious good time from offenders convicted of disciplinary reports in accordance with IDOC Policy and Procedure 02-04-101, "The Disciplinary Code for Adult Offenders".

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.19 Records and Information Technology**

The STOP facility shall be required to maintain offender records and reports utilizing forms prescribed by the IDOC. The facility shall be required to incorporate into its operation and interface with any information systems developed for aid in use by the IDOC to report and track offender record information. The offender records file shall remain current and accurate at all times.

The STOP facility shall maintain strict standards of security and confidentiality of records and information systems in accordance with Indiana Code 5-14-3, ACA standards, and IDOC Policy and Procedure, 01-04-104 "The Establishment, Maintenance, and Disposition of Offender Records."

The Respondent shall be required to provide the necessary equipment for access to, input into, and use of the IDOC's offender information systems. One system currently utilized by the IDOC is the Offender Information System (OIS), a State-owned, automated, real-time offender information tracking system. This Statewide network system is hosted by a mainframe computer operated by the IDOC's Technology Services Division (TSD).

The Respondent shall provide at the facility minimum basic hardware necessary to access the IDOC's OIS proportionate to the size of the offender population. There may be ongoing monthly connection and transaction fees associated with these systems for which the Respondent shall be responsible. If fees do occur, the IDOC periodically shall bill the Respondent for the actual cost incurred by the IDOC and the State of Indiana, relating specifically to the STOP facility. Telephone line charges as well as setup and installation

costs shall be the responsibility of the Respondent. IDOC shall provide at no charge to the Respondent the necessary and reasonable training and technical assistance associated with Respondent's access to and input into OIS. The Respondent shall be responsible for reimbursement to the IDOC for actual costs if on-site technical assistance is provided beyond the initial implementation. Respondent's personnel responsible for data calculation and input into the systems shall be required to attend periodic on-site and/or off-site training sessions provided by the IDOC. The Respondent shall be employee expenses for this training.

Data calculation and accurate input into OIS shall be the responsibility of the Respondent, as required by the IDOC. Data transaction shall include, but are not limited to:

- a. Statutory good time
- b. Educational good time
- c. Restoration of good time
- d. Additional sentences and changes in sentence
- e. Parole board deferments
- f. Offender transfers
- g. Offender classification actions
- h. Visitation information
- i. Offender money transactions

Selected Respondent employees, approved by the IDOC, shall be given discrete passwords to input data while others shall be permitted data retrieval only. It should be noted that the IDOC may audit all input data.

~~Offender records shall include, but not be limited to, medical, psychiatric, dental, counseling, case management, and classification records.~~

All records and reports shall be made available to any authorized person appointed by the IDOC or any other State agency having specific authority to inspect such records and reports.

The facility shall have the capability for video-conferencing for the purpose of conducting parole hearings, training, meetings, and other purposes. This system shall be compatible with the IDOC's system. The Respondent shall bear the expenses for the operation, maintenance, and required upgrades, as deemed necessary by the IDOC.

The Respondent shall be required to participate in the IDOC's security threat group

tracking program by incorporating this into its operation and interfacing with any information systems developed by the IDOC.

The facility shall have the capability for electronic mail and facsimile. The Respondent is strongly encouraged to have electronic mail capability readily accessible for program staff.

The IDOC shall be provided copies of all critical incident reports or comparable reports generated at the STOP facility.

The IDOC shall be provided access to all written offender grievances that are processed through the grievance mechanism at the STOP facility.

The IDOC shall be provided notification of all legal actions or court rulings that the Respondent is a party to or becomes aware of that involve issues concerning its ability to maintain custody of offenders.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.20 Offender Commissary**

The Respondent shall operate an offender commissary at the STOP facility. All profits from the commissary shall be utilized exclusively for the benefit of the offenders at the facility and to support the operation of the commissary.

The facility shall utilize OIS, or other network as designated by the IDOC, to record and track offender commissary expenditures.

Items available for sale in the commissary shall be determined by the Superintendent of the facility, but shall be consistent with items sold in other IDOC facilities, and no item shall be sold that is not allowed by IDOC Policy and Procedure. A commissary item price list shall be posted in locations clearly visible to offenders. The price mark-up on items sold in the commissary shall be consistent with IDOC facilities.

The IDOC Commissioner shall determine the amount each offender shall be permitted to spend per week at the commissary. The spending limit may be exceeded by approval of the Superintendent, for the purchase of special items.

The commissary operations shall be strictly controlled using standard accounting procedures. Commissary funds shall be audited independently following standard accounting procedures and a copy of the annual financial status report shall be provided to the IDOC and made available to the offender population.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.21 Performance Monitoring/Compliance Liquidated Damages**

The IDOC will be responsible for monitoring the Respondent's performance. The IDOC will assign a Contract Monitor to the facility. The Respondent shall ensure that the Contract Monitor has reasonable access to all areas of the STOP facility and property.

The Contract Monitor or other IDOC employees and their agents shall have the authority to tour and inspect the STOP facility and grounds at any time. All programs, training, committees and operations of the STOP facility are subject to observation and monitoring by the Contract Monitor. Please see Attachment D for specific performance measures.

In the event the Respondent is unable, upon beginning the contract, to provide services for offenders in the level and manner described in these specifications, the IDOC will set-off against the next monthly payment liquidated damages comprised of \$5,000 per occurrence of non-performance in preceding month in addition to the cost of services not provided, if any, due to the failure of performance in the preceding month.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.22 Transition and Transfer of Offenders**

Transition shall be defined in this solicitation as that date when the first offender is placed at the facility. The Respondent shall ensure that the facility reports all transfers of IDOC offenders to and from other IDOC facilities, and offender releases, to the IDOC. For population/census reports and billing purposes, for late or early transfers, the calendar day IDOC offenders are received, and the calendar day IDOC offenders leave the facility will be determined using current IDOC procedure and policy for determining these days.

A minimum of one hundred twenty (120) calendar days shall be allowed for IDOC to transfer offenders from the STOP facility upon termination of the Contract by the IDOC, or upon expiration of the Contract.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.23 Facility Programming**

Respondent shall provide educational and treatment programs as part of its services. Although the Respondent may propose whatever programming it chooses, the IDOC prefers effective and practical cost saving programs, and specifically requires that such programming include substance abuse programming and on-going life-skills and anger management programs. The IDOC requires that a majority of these programs conform with and/or are based upon with Evidence Based Practices (EBP). The Respondent may propose whatever delivery method it chooses for its programming, including having these programs delivered by volunteers. The Respondent will be expected to provide

educational and treatment programming during the week-ends.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.24 Program Design**

Respondent shall be responsible for program design and implementation while working in collaboration with the Indiana Department of Correction staff in Central Office and facilities. Respondent will ensure its overall programming meets all applicable statutory requirements for eligible offenders.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.25 Purchasing from PEN Products**

Respondent shall agree to make at least twenty percent (20%) of its necessary furniture, clothing, chemical, or other related purchases from the IDOC's Prison Enterprise Network (PEN) Products in its operation of the STOP facility.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

#### **2.4.26 Laws**

Respondent and its employees and subcontractors shall abide by all laws regulations, policies and standards of the State of Indiana, Indiana Department of Correction, and American Correctional Association.

In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification and is willing to meet the requirements upon being awarded a contract resulting from this RFP.

### **2.5 COST PROPOSAL**

Respondent should provide a single rate for the cost of its proposal. This cost should be stated as a per capita, per man day, or per offender, rate. This rate shall indicate the total amount the Respondent will charge the IDOC to house an offender at the STOP facility for one day, inclusive of all services.

The IDOC will pay for the exact number of days offenders each offender is housed at the facility, depending on the number of offenders housed at the facility for the previous

month. Although, the IDOC has the need for, and is requesting proposals for a facility to house up to 1500 offenders, it will not guarantee a minimum occupancy.

This RFP allows for alternative proposals. If the Respondent proposes using the IDOC's vendor for Health/Mental Health Services, or for Food Services, the Respondent should include a cost proposal that excludes the cost for these services. In such case, Respondent should clearly indicate in its cost proposal that its cost proposal does not include the cost of medical and/or food services. If such a proposal(s) is made, Respondent's Cost Proposal will be evaluated against other cost proposals by adding to Respondent's cost proposal the calculated cost of providing these services to 500 offenders using the IDOC's current contracted rate.

If Respondent proposes using the IDOC's current medical/mental health provider, its cost proposal shall be evaluated using the current rate paid by the IDOC to its medical and mental health provider multiplied by a stated population of 500 offenders multiplied by 365 days. The amount will be added to the Respondent's overall cost proposal for each year of the contract for purposes of evaluating the RFP. The current IDOC rate (stated here for purposes of evaluation only) is \$9.03 per capita.

If Respondent proposes using the IDOC's current food services provider, its cost proposal shall be evaluated using the current rate paid by the IDOC to food services provider multiplied by a stated population of 500 offenders, multiplied by 3 (meals a day), multiplied by 365 days. The amount will be added to the Respondent's overall cost proposal for each year of the contract for purposes of evaluating the RFP. The current IDOC rate (stated here for purposes of evaluation only) is \$1.154 per meal (stated here for evaluation purposes only).

The baseline for this RFP will be as follows:

For the purpose of evaluation a minimum of 500 offenders and a per diem of \$23 will be used for the baseline for a 4 year total of \$16,790,000.00.

Depending on the number of offenders housed at the facility, the IDOC believes the per day rate would decrease as more offenders are housed at the STOP facility, therefore the IDOC requests tiered pricing. See example below.

0-500 offenders	\$23, per offender, per day
500-1000 offenders	\$21.50, per offender, per day
1000-1500 offenders	\$20, per offender, per day

The Respondent may propose a different rate for each year of the contract term. If more than one rate is proposed by a Respondent for each year of the contract, an average of the rate for the housing of 500 offenders per day will be used for all four years of the contract term will be used to evaluate the cost proposal.

For example:

Year 1 – \$23.00 per offender, per day  
Year 2 - \$ 22.00 per offender, per day  
Year 3 –\$ 21.00 per offender, per day  
Year 4 – \$19.00 per offender, per day

Your average cost for evaluation purposes will be \$21.25 for a total cost of \$15,512,500.00.

(Average of all 4 years = \$21.25 x 500 x 365 = Total)

## 2.6 INDIANA ECONOMIC IMPACT

All companies desiring to do business with state agencies must complete an “Indiana Economic Impact” form (Attachment C). The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

## 2.7 BUY INDIANA INITIATIVE/INDIANA COMPANY

It is the Respondent’s responsibility to confirm its Buy Indiana status for this portion of the process. If a Respondent has previously registered its business with IDOA, go to <http://www.in.gov/idoa/2464.htm> and click on the link to update this registration. Click the tab titled Buy Indiana. Select the appropriate category for your business. Respondents may only select one category. Certify this selection by clicking the check box next to the certification paragraph. Once this is complete, save your selection and exit your account.

Respondents that have not previously registered with IDOA must go to <http://www.in.gov/idoa/2464.htm> and click on the link to register. During the registration process, follow the steps outlined in the paragraph above to certify your business’ status. The registration process should be complete at the time of proposal submission.

### **Defining an Indiana Business:**

“Indiana business” refers to any of the following:

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.

Respondents claiming this status must indicate which of the provisions above qualifies them as an Indiana business. They must also fully complete the Indiana Economic

Impact Form (Attachment C) and include it with their response.

The following is the policy concerning items 4 & 5 described below. Appropriate documentation must be provided with your proposal response supporting either claim made below:

- (4) A business that makes significant capital investments in Indiana.
- (5) A business that has a substantial positive economic impact on Indiana.

**Substantial Capital Investment:**

Any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

**Substantial Indiana Economic Impact:**

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); it shall qualify as an Indiana business under category #5. If a Respondent needs assistance in determining if its business qualifies under this criterion, please send an email inquiry to [buyindianainvest@idoa.in.gov](mailto:buyindianainvest@idoa.in.gov) and you will receive a response within forty-eight (48) hours. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.



**SECTION THREE  
PROPOSAL EVALUATION**

**3.1 PROPOSAL EVALUATION PROCEDURE**

The State has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Commissioner of IDOA or his designee will, in the exercise of his sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 If technical proposals are close to equal, greater weight may be given to price.
- 3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by IDOA and IDOC for further action, such as contract negotiations. If, however, IDOA and IDOC decide that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, IDOA may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

**3.2 EVALUATION CRITERIA**

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 105). Negative points may be assigned in the cost score. Additionally, there is an opportunity for a bonus of five points if certain criteria are met.

For further information, please reference Section 3.2.3 below. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

***Summary of Evaluation Criteria:***

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	25 points
3. Cost (Cost Proposal)	-30 to +30 available points (5 bonus points are available if certain criteria is met)
4. Indiana Economic Impact	15
5. Buy Indiana	10
6. Minority (10) and Women Business (10) Subcontractor Commitment	20
<b>Total</b>	<b>100 (105 if bonus awarded)</b>

All proposals will be evaluated using the following approach.

**Step 1**

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

**Step 2**

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 55 points with a potential of 5 bonus points if certain criteria are met. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a "short list". Any proposal not making the "short list" will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions focused on cost and other proposal elements.

**Step 3**

The short-listed proposals will then be evaluated based on all the entire evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions and a BAFO round which lead to changes in either the technical or cost proposal for the short listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

- 3.2.1 Adherence to Requirements – Pass/Fail  
Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

**The following 2 categories can not exceed 55 points.**

- 3.2.2 Management Assessment/Quality - 25 points

- 3.2.3 Price – 30 points available

Price will be measured against the State's baseline cost for this scope of work. The cost that the State is currently paying or its best estimate will constitute the baseline cost. Cost scoring points will be assigned as follows:

- Respondents who meet the State's current baseline cost will receive zero (0) cost points.
- Respondents who propose a decrease to the State's current costs will receive positive points at the same rate as bid increasing cost.
- Respondents who propose an increase to the State's current cost will receive negative points at the same rate as bid lowering cost.
- Respondents who propose a 10% decrease to the State's current baseline cost will receive all of the available cost points.
- If multiple Respondents decrease costs below 10% of the current baseline, an additional 5 points will be added to the Respondent proposing the lowest cost to the State.

- 3.2.4 Indiana Economic Impact (15 points)

See Section 2.6 for additional information.

The total number of full time equivalent (FTE – please see Section 1.2 for a definition of FTE's) Indiana resident employees for the Respondent's proposal (prime contractor and subcontractors) will be used to evaluate the Respondent's Indiana Economic Impact. Points will be awarded based on a graduated scale. The Respondent with the most Indiana FTEs will be awarded 15 points. Points will then be awarded to the remaining Respondents proportionately.

3.2.5 Buy Indiana Initiative – 10 points

Respondents qualifying as an Indiana Company as defined in Section 2.7 will receive 10 points in this category.

3.2.6 Minority (10 points) & Women's Business (10 points) Subcontractor Commitment - (20 points).

The following formula will be used to determine points to be awarded:

The commitment factor for each proposal will be calculated by multiplying the commitment percentage by one hundred. The RFP score ratio will be determined by dividing the maximum allowable points by the highest commitment factor. The proposal with the highest commitment factor will be given the maximum allowable points. The points awarded to the other proposals will be calculated by multiplying the score ratio by the proposed commitment factor.

Commitment percentage \* 100 = commitment factor

Maximum allowable points/highest commitment factor = score ratio

Commitment factor \* score ratio = points awarded

The Commissioner of IDOA or his designee will, in the exercise of his sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.



**STATE OF INDIANA**

**Request for Proposals 10-99  
ADDENDUM 4**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of**

**Indiana Department of Corrections**

**Solicitation For:**

**Short Term Offender Program (STOP)**

**Response Due Date: August 24, 2010 @ 3:00 PM EST**

Teresa Deaton-Reese, Senior Account Manager  
Indiana Department of Administration  
Procurement Division  
402 W. Washington St., Room W478  
Indianapolis, Indiana 46204

The following Sections have been amended below  
Section 2.4.11, 2.4.12, and 2.5

- **Section 2.4.11 is hereby amended as follows (those sections highlighted have been changed or added):**

**2.4.11 Health and Mental Health Services**

- IC 11-10-3 contains statutory responsibilities of the IDOC with respect to the provision of medical services to offenders. Specifically, IC 11-10-3-2(c) indicates that, "A confined person is entitled to:
  - (1) medical care, medical personnel, and medical facilities of a quality complying with applicable state licensing requirements;
  - (2) first aid or emergency medical treatment on a twenty-four (24) hour basis; and
  - (3) mental health care by a psychiatrist, a psychologist, or another mental health professional.
- The Respondent shall ensure health and mental health services are delivered at the facility to ensure compliance with Indiana Code 11-10-3-2, ACA standards, federal, State, and local law. The Respondent shall ensure on-site nursing care is provided twenty-four (24) hours a day, seven (7) days a week. The IDOC will pay for health and mental health services through its current provider, Correctional Medical Services.
- The Respondent shall not refuse any offender assigned to the STOP facility by the IDOC. The Respondent shall not be assigned offenders who the IDOC would ordinarily house at a designated medical correctional facility, due to the level of medical care needed.
- The IDOC shall be responsible for the cost of providing all outpatient medical, dental, and medication services through its medical provider. The IDOC shall be responsible for inpatient hospital and surgery charges for the first seventy-two (72) hours an offender is confined in a hospital. The IDOC shall pay inpatient hospital and surgery charges after the initial seventy-two (72) hour period.
- The Respondent shall be required to obtain prior IDOC approval of all scheduled inpatient hospitalization and surgery likely to exceed seventy-two (72) hours. Unapproved inpatient hospitalization and surgery costs shall be the responsibility of the Respondent. In the event of emergency hospitalization, the Respondent shall notify the IDOC as soon as possible.
- In cases where inpatient care is expected to exceed seventy-two (72) hours, the IDOC may require the Respondent to transfer the offender to the supervision of a State facility. If the offender is not transferred to the supervision of a State facility within seventy-two (72) hours, the IDOC shall reimburse the Respondent in the amount agreed upon by the parties, or the IDOC may provide staff to assume supervision of the offender.
- Any offender's medical expenses resulting from the negligence or willful wrongdoing of the Respondent, its officers, agents, or employees shall be fully paid by the Respondent.

- The IDOC shall furnish eyeglasses, prosthetics, and durable medical equipment including, but not limited to, crutches, orthopedic braces and nebulizers through its medical provider. The IDOC shall make provision for offenders to purchase dentures at a cost comparable to State facilities.
  - State licensing and certification requirements shall apply to health care personnel working in the STOP facility to the same extent as they apply to equivalent personnel in the community.
  - Any death of an offender assigned to the STOP facility shall be reported immediately to the proper officials. A post-mortem examination shall be conducted on all offenders who die while in the custody of the facility.
  - Respondent shall use medical and mental health services from IDOC's current medical and mental health provider, Correctional Medical Services (CMS), at the IDOC's per capita rate. The IDOC will pay CMS directly for services rendered at the facility.
  - In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.
  - Additional Resources: 210 IAC 7-1-9, 210 IAC 7-1-10, 210 IAC 7-2-1, 210 IAC 7-2-2, 210 IAC 7-2-3, 210 IAC 7-2-4, IAC 7-2-5, IAC 7-2-6, and IAC 7-2-7.
- **Section 2.4.12 is hereby amended as follows (those sections highlighted have been changed or added):**
  -
- 2.4.12 Food Service**
- Respondent shall use the IDOC's current food services provider, Aramark Correctional Services (Aramark), and the IDOC shall be responsible for costs associated with the service.
  - The Respondent shall ensure food service is provided to the offender population housed at the facility. The IDOC shall be responsible for all costs associated with that service provided by its current vendor, Aramark Correctional Services. The facility shall comply with all sanitation and health codes enacted by State and local authorities and the ACA.
  - The Respondent shall work with the IDOC regarding the provision of meals with the IDOC maintaining financial responsibility. All menus served shall meet or exceed the current National Recommended Daily Allowances (inclusive of all modifications and updates) for basic nutrition published by the National Academy of Sciences. These allowances should be adjusted for the specific population of the facility.
  - The IDOC shall review and approve menus at least forty-five (45) days prior to implementation at the facility. Approval shall not be unreasonably withheld.
  - In addition to any other information provided, Respondent should respond to this specification by indicating it understands the specification, and is willing to meet the requirements upon being awarded a contract resulting from this RFP.
- **Section 2.5 is hereby amended as follows (those sections highlighted have been changed or added):**

**2.5 COST PROPOSAL**

Respondent should provide a single rate for the cost of its proposal. This cost should be stated as a per capita, per man day, or per offender, rate. This rate shall indicate the total amount the Respondent will charge the IDOC to house an offender at the STOP facility for one day, inclusive of all services except maintenance, food, and medical, which shall be covered by the IDOC.

The IDOC will pay for the exact number of days offenders each offender is housed at the facility, depending on the number of offenders housed at the facility for the previous month. Although, the IDOC has the need for, and is requesting proposals for a facility to house up to 1500 offenders, it will not guarantee a minimum occupancy.

The Respondent shall use the IDOC's vendors for medical and food services, and the IDOC shall be responsible for the costs associated therewith. The Respondent should provide a single rate that does not incorporate medical services, food services, or maintenance services, as all such costs will be borne by the IDOC.

The baseline for this RFP will be as follows:

For purposes of evaluation, a minimum of 500 offenders and a per diem of \$23 will be used for the baseline for a 4 ear total of \$16,790,000.00.

Depending on the number of offenders housed at the facility, the IDOC believes the per day rate could decrease as more offenders are housed at the STOP facility. The baseline for such a sliding scale is:

0-500 offenders	\$23, per offender, per day
500-1000 offenders	\$21.50, per offender, per day
1000-1500 offenders	\$20, per offender, per day

The Respondent may propose a different rate for each year of the contract term. If more than one rate is proposed by a Respondent for each year of the contract, an average of the rate for all four years of the contract term will be used to evaluate the cost proposal.

For example:

- Year 1 - \$23.00 per offender, per day
- Year 2 - \$22.00 per offender, per day
- Year 3 - \$21.00 per offender, per day
- Year 4 - \$19.00 per offender, per day

Your average cost for evaluation purposes will be \$21.25 for a total cost of \$15,512,500.00.  
(Average of all 4 years = \$21.25 x 500 x 365 = Total)



QUESTIONS AND ANSWERS FOR RFP-10-99

**Q1** - Reference Section 1.7, page 5: This section indicates responses shipped by mail through U.S. Postal Express and certified mail are delivered to the Government Center Central Mailroom. How long does it take for the responses to arrive at the Procurement Division from this location once they have been received in the central mailroom. Is this process the same for packages sent through FedEx?

**A1** - FedEx and UPS deliver directly to the IDOA front desk. Central mail tends to be delivered twice daily: by 10 am and again between 1:30 and 2 pm. These times are not guaranteed and the State cannot be held responsible for delays in delivery of responses from Central Mail.

**Q2** - Reference Section 1.15, page 8: Respondents are required to place all confidential material including the requisite number of copies in a sealed envelope marked "Confidential". If the material appears in the middle of the Business or Technical Proposals are respondents required to remove confidential material from the hard-copy original and CD-ROM original and copies for placement in the sealed envelope? If so, how should we notate the location of the material in the Business or Technical Proposals so the reviewer can easily find the missing information?

**A2**- Confidential materials should be clearly marked on the original CD-ROM and copies. Only one paper version of the proposal is to be submitted. If confidential material exists in the business or technical proposals, simply note in those sections that material is confidential and included in the separately marked envelope.

**Q3** - Reference Section 1.20, page 9: This section identifies a contract goal of 8% for Minority Business Enterprises and 8% for Woman Business Enterprises. Please clarify the contract level for each percentage (0-500 offenders, 500-1,000 offenders, 1,000-1,500).

**A3** - The number of offenders really should not have any bearing on the percentage of MWBE participation. The stated goals for MWBE participation are 8% - 8% and are applicable at any offender population level based on the total bid amount.

**Q4** - Reference Section 2.4, page 17: Please provide the IDOC Policies and Administrative Procedures referenced in Attachment E of the RFP.

**A4** - IDOA was provided a CD with all applicable IDOC policies. Vendors may request this CD from IDOA.

**Q5** - Reference Section 2.4.0, page 18: this section states the respondent may provide an alternate proposal using IDOC's vendor for food service and health. Can the respondent propose in the original or base proposal using IDOC's vendor for food service and health? If yes, should the small business goals noted in section 1.20 be calculated on the contract value before IDOC's food service and health are added to the contract?

**A5** - Please see Addendum 4 for the RFP. The IDOC has decided to pay for food and medical services through the current providers, Aramark and CMS. Bidders would just have to accommodate CMS' staff in their work, maintain the health services unit physical plant, and provide transportation to off site appointments.

**Q6** - Reference Section 2.4.7, page 24: Does the IDOC have any restrictions or limitations regarding the practice of triple bunking inmates?

**A6** - No, as long as Fire Code is met.

**Q7** - Reference Section 2.4.9, pages 25-26: Will the IDOC require the successful respondent to submit training curriculum, lesson plans, and related material for approval after contract award?

**A7** - Yes, if not utilizing IDOC Training. No, if utilizing IDOC Training.

**Q8** - Reference Section 2.4.9, pages 25-26: Is there a requirement for the percentage of offenders enrolled in programs on a daily basis?

**A8** - There is not a set percentage but offenders will need to be kept active to ensure idleness does not contribute to facility problems. All offenders are to be actively involved in some type of programming and/or work assignment on a daily basis, unless they are medically unassigned.

**Q9** - Reference Section 2.4.9, pages 25-26: Will offenders in possession of a GED or high school diploma be required to be enrolled in education programs? If so, how many hours per day?

**A9** - If an offender has his GED or High School Diploma, it will not be necessary for him to be enrolled in school. However, there should be other programming and/or work assignments that will benefit the offender and prepare him for re-entry back into the community.

**Q10** - Reference Section 2.4.9, pages 25-26: Does the IDOC have a minimum requirement for the number of hours per day of programming for each offender? If so, please provide the required number of hours.

**A10** - There is no set number of hours but offenders will need to be kept active to ensure idleness does not contribute to facility problems. The number of hours that an offender must be involved in programming should be equivalent to a regular day of work (6.5 Hours) in the community. This too should prepare the offender for re-entry back into the community.

**Q11** - Reference Section 2.4.9, pages 25-26: Is there a requirement for the number of program completions? If so, please provide the expectation for the number of program completers.

**A11** - No, this will be dependant upon the average length of stay of the population which is unpredictable. There is no requirement for the number of program completions, however, due to the number of offenders that may be in need of certain programming based on their needs, there will be a waiting list. So, entry into specific programming should be based on the offender's need and earliest possible release date.

**Q12** - Reference Section 2.4.11, pages 26-28: Will the respondent be required to provide a methadone program? If so, please provide an estimate of the average number of offenders normally included in the program.

**A12** - No methadone program. Due to the majority of offenders that enter into the prison system with substance abuse problems, and the majority of the STOP Offenders will have a history of substance abuse and was probably under the influence of an illegal substance, it would be very beneficial for STOP to offer various substance abuse programs for the offender population. A therapeutic substance abuse community would not be recommended due to the average length of stay for the STOP offenders.

**Q13** - Reference Section 2.4.23, pages 34-35: Please provide additional information regarding the expectation for weekend education and treatment programming.

**A13** - The RFP as written requires education programs to be provided on weekends. This can occur anytime from Friday evening through Sunday evening. If Using Ivy Tech then the scheduling would be determined by the sub contractor, IVTC. The vendor, if they offer education services/programs at any level to any size group, would at that point be required to report using at a minimum ISTAR (academic) and INTERS (vocational) reporting software for IDOE and IDWD. AA/NA meeting should be conducted on the weekends. Other programming such as Inside Out Dads, Celebrate Recovery etc could be provided on the weekend. The vendor needs to specify what type of programming they intend to provide. A needs assessment of the institutional population is used to determine the type and number of programs needed to meet identified needs. Comprehensive education and treatment program may include a need to include weekends along with recreational activities.

**Q14** - Reference Section 2.4.10, page 26: Please provide information indicating the communities in Indiana to which a majority of offenders will be returning.

A 14 - There is the potential for offenders to be released to all parts of the State. Please refer to <http://www.in.gov/idoc/2376.htm> for a complete list of releases by county for CY2005 – CY2009.

Q15 - Reference Section 2.4.19, page 31-33: It appears that fiber optic facilities are available in nearly every building; however, there may not be any spare fiber pair connections available to connect the contractor's private network. Would IDOA verify "dark" fiber pairs are functional to each building, and, if needed would IDOA resolve any fiber connection issues to key facility areas?

A15 – There are currently no fiber pairs available for contractor's private network.

Q16 - Reference Section 2.4.19, page 31-33: In a typical network implementation the contractor will configure a private network for facility operations. Are there any issues with this?

A16 – No.

Q17 - Reference Section 2.4.19, page 31-33: The respondent understands the requirement to connect to state systems for day to day operations of the facility. Could IDOA please provide information regarding IOT and associated costs with the interconnection through either a client VPN connection or LAN-to-LAN network connection to access state systems?

A17 - Please refer to [http://www.in.gov/iot/files/FY2010\\_IOT\\_Services\\_Descriptions\\_and\\_Rates.pdf](http://www.in.gov/iot/files/FY2010_IOT_Services_Descriptions_and_Rates.pdf) for State IT rates that could potentially be charged back to the vendor.

Q18 - Reference Section 2.4.19, page 31-33: Is the PBX system (Telephone System) covered under IDOC maintenance in case any equipment failures resulting in a loss of telephone service? In case of a non-repairable equipment failure, will the state cover the replacement of the phone system?

A18 – Yes.

Q19 - Reference Section 2.5, pages 35-37: This section indicates that if a respondent proposes to use IDOC's vendors for medical mental health services and/or food services the respondent should include a cost proposal that excludes the cost for these services. If the respondent proposes providing these services using their own resources, will they also be required to submit a cost proposal excluding the cost for using the IDOC's vendors?

A19 - Please see Addendum 4 for the RFP. The IDOC has decided to pay for food and medical services through the current providers, Aramark and CMS. Bidders would just have to accommodate CMS' staff in their work, maintain the health services unit physical plant, and provide transportation to off site appointments.

Q20 - Reference Attachment B, Section 24.B.4: This section of the Sample Contract states, "The insurance required in this Contract, through a policy or endorsement(s), shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days' prior written notice to the undersigned State agency." Many insurance companies refuse to include such an endorsement. The commonly accepted cancellation clause included as part of an insurance certificate is, "Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 day written notice to the certificate holder ...". Can the endorsement requirement be eliminated in favor of the common practice language on the proof of insurance?

A20 - The purpose of this clause, is to give the state 30 days notice if the vendor's insurance policy is about to be cancelled. The reason the state wants to know about cancellation is because the state is the beneficiary of the policy. In other words, the vendor is required to carry insurance to protect the state if something goes wrong. However, the state is not a party to the insurance contract between the vendor and his insurance company, so a typical policy may not include the notice provision. This clause can be modified as long as it includes some type of notice provision that will notify the state if the vendor's policy is about to be cancelled.

That notice would allow the state to make alternative arrangements so that there is no lapse I coverage.

**Q21** - Pg. 6, 1.7 Due Date for Proposals, indicates that no more than one proposal per Respondent may be submitted. This conflicts with other provisions of the RFP that permit Respondents to make alternative or additional proposals to obtain food and/or medical/mental health services from IDOC's contracted providers. Please clarify.

**2.** Pg. 8, 1.14 Type and Term of Contract states, "The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP." Please clarify how the Plainfield facility might be operated by more than one respondent.

**A21** - The IDOC only intends to receive one proposal from each respondent, now that Addendum 4 provides the IDOC will pay for food and medical services. For further information, please inquire with IDOA.

**Q22** - Should respondents include information pertaining to RFP Sections 2.6, Indiana Economic Impact (and the corresponding form, Attachment C), and 2.7, Buy Indiana, in their Cost Proposal or Business Proposal?

**A22** - Yes

**Q23** - Pg. 19, 2.4.1 Administration, and pg. 19, 2.4.2 Fiscal Management: Please define the terms "governing body," "governing authority" and "agency administrator" as used in these sections.

**A23** - In 2.4.1, "governing body" and "agency administrator" refer to whom the Respondent shall internally have review, update, and approve policy manuals. In 2.4.2, the term "appropriate governing authority" refers to the Respondent's internal authority who can approve the budget.

**Q24** - Pg. 19, 2.4.2 Fiscal Management states, "Submit a statement of ability and willingness to comply with the development and utilization of fiscal policies and procedures." Is this statement referencing compliance with Indiana fiscal policies and procedures? If so, please provide respondents with the policies and procedures being referenced.

**A24** - No. This refers to the Respondent's willingness to comply with its own development and utilization of its own fiscal policies and procedures.

**Q25** - Pg. 20, 2.4.3 Fiscal Management states, "Respondent shall use a method that documents and authorizes compensation payment to employees and consultants." Is this requirement referencing the method for conducting employee payroll? Please clarify.

**A25** - Yes.

**Q26** - Pg. 35, 2.4.26 Cost Proposal states, "Respondent and its employees and subcontractors shall abide by all laws, regulations, policies and standards of the State of Indiana, Indiana Department of Corrections, and American Correctional Association." While the RFP identifies specific IDOC policies with which the vendor must comply, this statement suggests that all IDOC policies would be applicable to the facility's operation. Please clarify and provide respondents any applicable IDOC policies in addition to those named in RFP Attachment E.

**A26** - Policies were provided to IDOA on a CD for distribution.

**Q27** - Pg. 36, 2.5 Cost Proposal: The IDOC website shows the Department's average cost as being \$54.28 per day. The RFP rates per offender per day are substantially lower. Please explain how these rates were calculated.

**A27** - The IDOC average per diem rate includes all services, such as payroll, maintenance, food, medical, programs, etc. For this RFP, the IDOC will assume maintenance, food, and medical costs. The baseline rate for this RFP was approximated based upon operational costs excluding maintenance, food, and medical costs.

**Q28 - Pg. 36, 2.5 Cost Proposal:** Please clarify that the baseline per diem of \$23.00 does not include health services and food services costs. If the \$23.00 baseline does not include health services and food services costs, then please explain how the total price will be measured against the state's baseline cost for this scope of work as outlined in Section 3.2.3.

**A28 -** Please see Addendum 4. The baseline per diem does not include health and food services.

**Q29 - Pg 39, Section 3.1.3 states;** "If technical proposals are close to equal, greater weight may be given to price." On page 40, Summary of Evaluation Criteria, allocable points for both the technical and costs proposals are clearly delineated. What "greater weight" could be given to the cost proposal beyond the points shown in Section 3.2 Evaluation Criteria?

**A29 -** Per Section 3.1 of the RFP: The Commissioner of IDOA or his designee will, in the exercise of his sole discretion, determine which proposals offer the best means of servicing the interests of the State.

**Q30 - Pg. 37, 2.6 Indiana Economic Impact and Attachment C, Indiana Economic Impact form:** We see that this form was revised in 2006, omitting certain sections that were previously included on the form that, as a result, have raised questions concerning the application of the form to a vendor's economic impact. In item numbers 12-15, the vendor is asked to supply payroll information and employee numbers per *most recently completed* IRS Form W-2 distribution. Section 2.6 states that the form places a strong emphasis on the economic impact a project *will have* on Indiana and its residents regardless of where a business is located. Please clarify whether the figures to be included on the form should be projected numbers anticipated for this RFP project as implied by Section 2.6 OR actual numbers from the most recently completed IRS form W-2 as stated on form itself for any current business activity in Indiana.

**A30 -**

<b>Number of Indiana resident employees per most recently completed IRS Form W-2 distribution:</b>	This is number of Indiana resident only that work in your company, not for this project.
<b>Total number of employees per most recently completed IRS Form W-2 distribution:</b>	This is total number of employees regardless of State, not for this project.
<b>Total amount of payroll paid to Indiana resident employees per most recently completed IRS Form W-2 distribution:</b>	This is total number for Indiana that work in your company, not for this project.
<b>Total amount of payroll paid to all employees per the most recently completed IRS Form W-2 distribution:</b>	This is total regardless of State, not for this project.

EXHIBIT  
PAGE 52 OF 15

Q31 - Pg. 33, 2.4.20 Commissary, requires that the commissary be independently audited annually and that a copy of the annual financial status report be provided to the IDOC and made available to the offender population. May the vendor pay for both the audit and the copies provided to the offender population from commissary profits?

A31- Yes.

Q32 - Pg. 14, 2.3.5 Contract Terms/Clauses, indicates that "Rate of Pay" is a mandatory contract term. The Sample Contract does not include a term that bears this caption. Is Sample Contract paragraph #3, "Consideration" the intended mandatory term?

A32 - YES.

Q33 - Should the vendor choose to use the State's subcontractor for either food services or medical/mental health services, will the vendor obtain these services as part of its contract with IDOC or will the vendor contract directly with the State's subcontractor(s)?

A33 - Please see Addendum 4 to the RFP. The IDOC has decided to pay for food and medical services through its current providers.

Q34 - Pg. 17, 2.3.9, Subcontractors, requires Respondents to identify any subcontractors that are proposed to be used in providing the required services. In addition, Sample Contract, paragraph 5, Assignment, says that the Contract shall not assign or subcontract the whole or any part of the Contract without the State's prior written consent. Please confirm these requirements pertain only to subcontractors performing an entire major area of potential operational management (i.e. food service, medical services, commissary, etc.) and do not include more routine subcontractors subject to perform minor services in the facility (i.e. pest control, waste management services, etc.)?

A34 - Yes.

Q35 - Pg. 34, 2.4.21 Performance Monitoring/Compliance Liquidated Damages, indicates that in the event the Respondent does not provide services as described, the IDOC will set-off against the next monthly payment liquidated damages in the amount of \$5,000 per occurrence in addition to the cost of services not provided. a) Consistent with the cure period that is provided under the Standard Contract, will the IDOC provide notice and a 30-day opportunity for the Contractor to cure any incidents of non-performance before assessing liquidated damages? b) Liquidated damage provisions must be reasonable in light of the actual or anticipated harm caused by the breach and terms fixing unreasonably large damages are unenforceable as a penalty. Because this provision includes a set-off based on actual damages, will the IDOC remove the provision permitting an additional \$5,000 set-off to avoid rendering the clause unenforceable as a penalty?

A35 - For a), the 30 day notice and cure is acceptable. For b), the IDOC will remove the provision in 2.4.21 permitting the \$5,000 set-off and only require payment of services not provided.

Q36 - Some of the Performance Measures are inconsistent with the terms of the RFP. For example, paragraph 3.1 of the performance measures says that the Contractor shall establish a Community Advisory Committee, whereas, page 18, 2.4.1 Administration, requires the Respondent to participate in the existing Advisory Board. Will the Performance Measures be revised to be consistent with the terms of the resulting Contract?

A36 - Yes - the performance measures will be specific to the executed contract.

**Q37** - Pg. 31, 2.4.18 Disciplinary Philosophy, Good Time Loss, Accrual and Restoration states, "The STOP facility shall have the authority to recommend statutory and meritorious good time from offenders convicted of disciplinary reports..." Please clarify that the vendor may only recommend good time and that the actual award of good time will be applied and controlled by IDOC staff.

**A37** - Confirmed. Refer to Administrative Procedure 02-04-101 "The Disciplinary Code for Adult Offenders in the Department of Correction." IDOA should have this CD available.

**Q38** - Pg. 18, 2.4.0 General Requirements and pg. 24, 2.4.7 Physical Plant, both clearly state that IDOC "will provide all maintenance and maintenance staff for the facility" and will "retain all responsibility for maintenance and utilities associated with the facility." Please confirm that IDOC will be responsible for all costs associated with retaining responsibility for and providing all maintenance, including: maintenance staff to perform all maintenance work at the facility, maintenance supplies, parts and equipment as needed.

**A38** - Confirmed.

**Q39** - Will IDOC be providing supplies and the labor for janitorial services at IDOC's expense?

**A39** - No.

**Q40** - Will the IDOC Physical Plant Director report to the facility Superintendent or to IDOC?

**A40** - Physical Plant Director will report directly to Director of Construction Services. However, the PPD will have open communication with the facility Superintendent.

**Q41** - Please describe how maintenance will be performed for this facility, how many staff will IDOC provide for this purpose, and list any maintenance functions that will not be provided. What type of system or program will be implemented to accomplish preventive maintenance in the facility?

**A41** - A Work Order system will be implemented. The Physical Plant Department is comprised of the following staff: 1 Physical Plant Director; 2 Maintenance Supervisors; and 7 Maintenance Foremen.

**Q42** - What is the expected turnaround time on maintenance work orders, especially those submitted for kitchen equipment? Should the vendor's maintenance concerns go unresolved for a specified period of time, how will a determination be made for resolving the concern? What is the procedure when equipment (such as in the kitchen) needs to be replaced?

**A42** - 3 day work order turnaround. Contact Director of Construction Services. There is a Capital Equipment Fund built into the Food Service Contract. Any equipment issues are sent to the Food Services Director, and he makes the final call regarding repair or replacement. If it is to be repaired the Contract Feeder is responsible. If more cost effective to replace than repair, the director approves for purchase out of fund.

**Q43** - Will a maintenance worker be assigned to address routine maintenance concerns in the facility's kitchen?

**A43** - No.

**Q44** - Will IDOC's facility maintenance staff use offenders to assist with maintenance work who are assigned to the STOP facility or other IDOC facilities?

**A44** - STOP Facility offenders.

Q45 - Pg. 24, 2.4.7 Physical Plant, states that the facility has one dining hall built in 1970 at 6,840 square feet. What is the seating capacity of the dining hall? Does this square footage include the kitchen and food prep areas? If not, please describe the kitchen area, i.e. size, available equipment, size and number of refrigerators, ovens, etc.

A45 - Seating capacity is 144. Yes.

Q46 - The following questions pertain to the facility's utilities:

Pg. 24, 2.4.7 Physical Plant, states that all utilities associated with the facility will be the responsibility of IDOC. Please confirm that IDOC will be responsible for all costs associated with the facility's utilities.

Please identify the utilities that will be provided by IDOC at no cost to the vendor (e.g. Steam; Natural Gas; Electricity; Water; Sewer; Telephone; CATV; Refuse; etc.).

Will all utilities at the facility remain in IDOC's name or will these costs be a direct reimbursement to the vendor?

A46 - Yes. IDOC will be responsible for steam, water, sewer, and electric. The utilities will remain in the IDOC's name.

Q47 - Since the facility has been closed for an extended period of time, may respondents be granted an opportunity to bring in professionals to conduct an assessment of the facility's equipment functionality, electrical, mechanical, etc.? If not, please provide respondents with the functionality of the facility and its existing equipment and detail any costs that will be assessed to the successful respondent associated with bringing the facility back on line.

A47 - No. No costs to respondent.

Q48 - For Housing Unit buildings that are not air conditioned, are there any expectations for the vendor to provide a specific temperature operating range through either ventilation or air conditioning? If so, please provide details/specifications.

A48 - IDOC will be providing documentation explaining this policy.

Q49 - Please advise whether the facility has any existing Life Safety Code violations from any jurisdictional authorities. Is the Fire Alarm system operational in all facility buildings?

A49 - No. The Simplex 4010 panel is down in Cottages 6 and 7. The SF/IO board has been removed and taken to Simplex to see if it may be repaired. The board has a fault "positive earth ground" located where the auxiliary power supply connects to the SFIO board. If the board can be repaired then Simplex pulls a board out of stock to be installed. [The following issues will be taken care of before vendor is selected: The 4100 panel in the mail room magnet card does not communicate with the buildings that are hard-wired in. There are several wires that have shorts in them that need to be replaced. The system needs to have the overvoltage protectors installed where the panel wiring comes out of the building and where the panel wiring goes into the building of the main panel. The Hood Ansul R102 system needs to have the cartridge replaced and both kitchen and culinary arts are due for inspection. Fire extinguishers annual inspections were completed during SHM training for Annual Fire Extinguishers Inspections. The next inspections are due September 2010.

Q50 - Are there current occupancy permits for all facility buildings? If not, which ones do not have occupancy permits and what are the discrepancies?

A50 - None.

Q51 - How many buildings are handicap accessible and can accommodate wheelchairs? How many cells are equipped for handicapped offenders?



A51 - 12. None.

Q52 - What is the security key system currently in place at the facility?

A52 - Current key system is primarily of the Best Key System with higher security areas maintained under the Folger/Adams key system. Staff keys are issued by means of a computerized Morse Watchman [electronic key management] system which is maintained by the facility. High level/priority keys are issued through the facility Control Room utilizing a sequence box/log-in system. Details of the key issue are explained in IDOC Administrative Procedure 02-03-106 "Key Control" which is a restricted policy and cannot be released without proper authorization.

Q53 - Will the STOP facility be compatible with other IDOC Level 2 facilities? If not, will IDOC increase the current security infrastructure?

A53 - Yes. STOP will operate with a stun fence upon its installation.

Q54 - What future facility Capital Projects are planned during the RFP contract term?

A54 - None.

Q55 - What is the recommended safe operational capacity for the facility? Does the facility meet ACA Standards at this level? Will IDOC upgrade to meet all ACA Standards or is it acceptable to IDOC that certain non-mandatory ACA Standards will be in non-compliance?

A55 - 1,000-1,200. Some non-mandatory standards may not be met. Standards for a STOP facility of this nature will have to be addressed to ACA by IDOC. Acceptable.

Q56 - Please provide respondents a breakdown of each housing area and the number of beds contained in each.

A56 - Cottage One - 14; Cottage 2 - 46; Cottage 3 - 0; Cottage 4 - 0; Cottage 5 - 0; Cottage 6 - 62; Cottage 7 - 60; Cottage 8 - 58; Cottage 9 - 60; Cottage 11 - 86; Cottage 12 - 84; and Cottage 13 - 70

Q57 - What is the Department's anticipated ramp up schedule for bringing the facility's population from 1-1500?

A57 - The schedule obviously would be driven by intake; however, it is the IDOC's intent to open the facility initially with a population of 200 for a shakedown period of three months.

Q58 - After touring the facility, several physical plant features do not comply with ACA Standards (e.g. toilet/shower ratio and size of some housing units). Will IDOC upgrade these and other areas that are in non-compliance with ACA or exempt the facility from ACA compliance?

A58 - The facility will eventually seek accreditation, but some non-mandatory standards will be waived.

Q59 - If the respondent chooses to propose video visitation, what connectivity will be required to connect to IDOC?

A59 - Video visitation is a stand-alone system; no connectivity to IDOC is needed.

Q60 - Will IDOC provide a workstation at the facility for accessing the IDOC STG system?

A60 - PC's will be provided by IOT and have access to the State network. Any staff member determined to need access to the Internal Affairs Case Management System and STG database will be provided such access.

**Q61** - What is the condition of the facility network infrastructure, phone system, CCTV system, etc.? Will IDOC provide network switches and related electronics? Will the vendor be required to make upgrades to the facility as necessary to fulfill contract requirements?

**A61** - Operational. The facility network infrastructure, etc. is in good working condition with the necessary operational equipment in place. All facility network upgrades related to the State network or facility will be done by the State. Vendor implemented networks or software will not be supported by the State.

**Q62** - Pg. 31, 2.4.19 Records and Information Technology. The fourth paragraph says that there may be ongoing monthly connection and transaction fees associated with the IDOC's offender information systems, for which the Respondent shall be responsible. Please provide an estimate of what these fees would be for the STOP facility.

**A62** - Please refer to [http://www.in.gov/iot/files/FY2010\\_IOT\\_Services\\_Descriptions\\_and\\_Rates.pdf](http://www.in.gov/iot/files/FY2010_IOT_Services_Descriptions_and_Rates.pdf) for State IT rates that could potentially be charged back to the vendor.

**Q63** - Pg. 22, 2.4.5 Personnel states, "All Respondent staff shall have not less than the same minimum employment qualifications as staff employed in similar positions in adult correctional facilities operated by the IDOC." Please provide respondents the minimum qualifications required for facility staff employed in similar positions in adult correctional facilities.

**A63** - Documents will be provided.

**Q64** - Pg. 19, 2.4.1 Administration, 1st paragraph, requires that the Superintendent meet the same minimum requirements as a Superintendent in a similar correctional facility. The 8th paragraph of this section requires respondents to submit a list of the required qualifications for the Superintendent. Please clarify whether the Superintendent should meet IDOC minimum requirements or if respondents should submit their minimum qualifications for the Superintendent.

**A64** - Respondents should submit their minimum qualifications for the Superintendent.

**Q65** - Pg. 18, 2.4.1 Administration, 3rd paragraph, states, "The Superintendent shall meet with the IDOC Contract Monitor at least quarterly to discuss problems or issues relevant to the operation of the facility." The 6th paragraph in the same section states that these meetings between the Superintendent and IDOC's Contract Monitor should take place weekly. Please clarify.

**A65** - Weekly.

**Q66** - Please provide respondents the employee turnover level previously experienced at the facility, as well as the surrounding existing facilities.

**A66** - Per the IDOC's Human Resources division, the Agency overall average monthly turnover rate is 1.3%. Data regarding the Plainfield Re-entry Educational Facility would be misleading and inaccurate as comparative for the proposed STOP facility.

**Q67** - Pg. 23, 2.4.5 Training, requires the vendor to provide new employee orientation, on-the-job, and in-service training programs for all its employees, volunteers and subcontracted employees in accordance with ACA Standards and IDOC Policy and Procedure 01-05-101, "Staff Development and Training." Pg. 21, 2.4.5 Personnel, requires the vendor to submit policies pertaining to the items addressed in the section, which includes in-service training and staff development. Please clarify the submission of vendor's own training policy in conjunction with the required adherence to IDOC's training policy.

**A67** - If the vendor does not use IDOC Training, the vendor must submit all lesson plans and verification of completion of all mandated training to IDOC.

**Q68** - Pg. 23, 2.4.6 Training, requires all STOP facility staff to attend IDOC specialized training (i.e. offender records, classification, offender discipline). Will this training be conducted by IDOC as needed or will the vendor's facility training staff be permitted to conduct the training using IDOC's curriculum?

**A68** - Vendor's facility training staff will be permitted to conduct the training using IDOC's curriculum.

**Q69** - At the pre-proposal conference, it was stated that while respondents may propose their own employee training programs subject to IDOC approval of lesson plans, IDOC preferred that the successful vendor use IDOC's training program for a fee. Please clarify what would be required of the vendor in implementing IDOC's training program, i.e. the fee charged to the vendor; would employees attend an academy outside the facility or would IDOC staff provide training on site; would IDOC be responsible for the entire training program at the facility including staff, providing needed materials and equipment, maintaining training records, all associated costs, etc.

**A69** - Employees would attend DOC Academy with DOC Staff.

**Q70** - Are all security staff required to be weapons certified?

**A70** - No. Just the percentage deemed necessary by the Facility Head to maintain operations.

**Q71** - What is IDOC's expectation if the vendor is unable to fill a staff vacancy within 60 days?

**A71** - The vendor would be required to either refund the actual cost of services and any resulting damages related to the understaffing. Continued inability to comply with the contract terms for an extended period, or to the detriment of accreditation, would result in the contract being reviewed for early termination.

**Q72** - Please define the Level 1 and Level 2 offender classifications, and provide the estimated number or percentages of offenders at each level that are to be assigned to the facility.

**A72** - Refer to "Criteria for Consideration for Security Level Placement" from Administrative Procedure 01-04-101 "Adult Offender Classification," which should be on policy CD available from IDOA. The majority of prospective offenders will be Level 1; IDOC anticipates a small percentage of Level 2's at STOP.

**Q73** - What is the highest security level for an offender who can be placed in the STOP Program? What estimated percentage of the total population will comprise the higher security level offender?

**A73** - Level 2 is the highest level. Percentage should be less than 25%, but could be higher depending on population situation.

**Q74** - Will the population consist of new offenders sentenced to one year or less or presently incarcerated offenders who have one year or less remaining on their sentence? If current offenders, will their final year be based on Earned Credit Time and are they subject to lose that time? Will offenders actually be sentenced to the STOP facility?

**A74** - New offenders sentenced to one year or less. No.

**Q75** - While offenders assigned to the facility will have less than one year remaining on their sentence, what is the expected average length of stay for offenders?

**A75** - Approximately 6-9 months.

Q76 - Will offenders under the age of 18 be assigned to the facility? If not, what is the youngest age of an offender that can be placed in the STOP Program?

A76 - No - offenders will be 18 years of age or older.

Q77 - During the first site visit, the previous facility housing assignments were described. Will the vendor be allowed to determine how and where offenders will be housed at the facility? If not, please provide respondents with the criteria that will be used to determine housing assignments.

A77 - Yes.

Q78 - Please provide respondents a copy of the Aramark menu that would be instituted at the facility should the respondent choose to use the State's subcontractor for operating food services. Will this menu's cost coincide with the per meal IDOC rate (\$1.154 per meal) provided in RFP Section 2.4 Cost Proposal (pg. 35) for evaluation purposes?

A78 - Please see Addendum 4. Cost will coincide IDOC rate. Current menu attached.

Q79 - Is the cost of food service calculated based on offenders served or on the offender midnight census count?

A79 - Midnight census.

Q80 - Does Aramark's menu cycle meet all the requirements to serve the facility population?

A80 - It will.

Q81 - Should the respondent propose to use IDOC's food service subcontractor, who will determine future menu changes, how will they be implemented and how will the impact of related costs be handled?

A81 - Future menu changes will be addressed by the Department's Food Service Administrator. Menu changes will be based on a Fall/Winter and Spring/Summer rotation. Fiscal impact will be addressed annually based on Food Services Contract.

Q82 - Please define the level and scope of service included in \$1.154/meal; is it all inclusive, i.e. includes delivery, serving, therapeutic diets, clean up, etc.? Is the \$1.154/meal fixed for the contract; if not, what is the escalation? Are cleaning supplies and chemicals included in the State's food service \$1.154 price?

A82 - All inclusive with the exception of Ceremonial meals based upon recognized religious events. The recognized event have specific menu that are agreed upon at \$3.00 per participant. While DOC expects the cost per meal to remain the same on July 01, 2011 and on each subsequent anniversary of the effective date, the total cost per meal may be re-determined and adjusted, effective for the next twelve 12 months. The base period for comparison for re-determination shall be an annual average for April to April and shall be based upon the Consumer Price Index, all Urban Consumers (CPI-I), U.S. Average, Food Away from Home Index as published by the U.S. Department of Labor.

Q83 - If using the State's food service subcontractor, how will staff meals be billed?

A83 - Number served.

Q84 - If there is a change in the food service contract with Aramark how will the facility vendor be impacted (i.e. will their contract/services be cancelled, renegotiated, etc.)?

**A84** - The Aramark contract will be utilized at the facility, and any changes would be reflective as in any IDOC facility. If a successor vendor to Aramark is contracted by the IDOC the contractor will be expected to accept the successor vendor under the same terms and conditions as the IDOC.

**Q85** - Who is responsible for the vending machines in the staff dining room?

**A85** - There is no staff dining area but vendor is Sycamore.

**Q86** - Please provide the estimated number or percentage of offenders who will require a higher level of health care. Will there be a limitation in the health care level of offenders assigned to the facility?

**A86** - Approximately 26% of the offender population has at least 1 chronic disease. At the maximum capacity of 1500 offenders, STOP should anticipate as many as 400 offenders with chronic health problems. However, the IDOC will be responsible for the provision of health and mental health services through its current vendor, Correctional Medical Services. Correctional Medical Services will be responsible for providing acute care and chronic disease management. Offenders who require services which are beyond the scope of services offered at this facility will be transferred.

**Q87** - Please provide the estimated number or percentage of offenders who will require HIV and Hep C health care. What is the estimated number of offenders who may require off-site referrals for HIV and Hep C?

**A87** - The IDOC will be responsible for the provision of health and mental health services through its current vendor, Correctional Medical Services. Correctional Medical Services will be responsible for HIV and Hepatitis C disease management.

**Q88** - Pg. 26, 2.4.11 Health and Mental Health Services: Please provide the estimated percentage of the population that will require mental health care services and the type/level of mental health offenders assigned. What level of mental health services will be required?

**A88** - Based on facilities of similar size and scope, approximately 6-7% of the population of STOP will require psychiatric services. The IDOC will be responsible for the provision mental health services through its current vendor, Correctional Medical Services. Correctional Medical Services will be responsible for the management of offenders who require mental health services including psychiatric services.

**Q89** - Pg. 26, 2.4.11 Health and Mental Health Services. Will there be a process for the Contractor to request the removal of offenders for medical/psychiatric reasons?

**A89** - Yes offenders who require health services which exceed the scope of services provided at this facility will be transferred. Requests to transfer offenders for medical reasons must be reviewed and approved by the central office health services staff.

**Q90** - Will the dentist be expected to perform dentures or only routine dental services?

**A90** - Yes, IDOC through its medical vendor, Correctional Medical Services will continue to provide dental services to offenders at this facility. Dental prosthetics, full dentures and partials, should be provided in accordance with the IDOC Dental Services Manual.

**Q91** - Does the Department have a specific prison with a medical mission or a local hospital containing a hospital ward that would be available to the vendor? Should respondents propose to provide health care services, will they be required to use Wishard Hospital?

**A91** - The IDOC will be responsible for the provision of hospital services through its current vendor, Correctional Medical Services.

Q92 - Pg. 35, 2.4.24 Program Design states, "Respondent will ensure its overall programming meets all applicable statutory requirements for eligible offenders." Please provide a list of all applicable statutory requirements for educational programming under this RFP.

A92 - The Individuals with Disabilities Education Act (IDEA), Indiana Article 7: Effective as of February 1, 2010, IC 11-10-5-1; IC 11-8-2-5(a)(5); 11-8-2-5(a)(8); 11-8-2-5(a)(13); 11-10-5-1, et seq.

Q93 - The Department of Corrections currently has a STOP program located at one of its correctional facilities. Please provide, in detail, the assessment instrument currently being used or one that may be used in the future and programs offered to the current offenders in the existing STOP program.

A93 - Offenders are assessed for (security) Risk at RDC / RTC and classified for security there. When the Offender gets to his or her initial facility, a needs assessment is completed in OCMS (Offender Case Management System) that generates the criminogenic needs. Our programming is based upon those needs. The Case Managers refer to programming based on an identified criminogenic need. The Case Managers do a Risk Assessment prior to release. This assessment is also in OCMS. Both of the above assessments (criminogenic needs and risk, not classification) are going to be replaced by the IRAS. (Indiana Risk Assessment System) This assessment will be utilized statewide by courts, community corrections, parole, probation, juvenile system and IDOC. It will be scored into a system called INCITE and will be pulled into OCMS and will generate the referral process to programs. Once an offender gets to the appropriate program director, (i.e. Substance Abuse programming) an extensive assessment is done applicable to that program. Offenders are TABE tested for education. Substance Abuse uses Texas Christian University material and assessments such as the TCUDS (Texas Christian University Drug Screen) as well as the SAI (Substance Abuse Intake). There are also treatment indicators utilized called the CESI (Client Evaluation of Self at Intake) and the CEST (Client Evaluation of Self in Treatment). All are evidence based and tracked. The above systems will be made available to STOP and required. Anything beyond the above would be up to the vendor.

Q94 - Please provide respondents with copies of any current STOP programs that IDOC has in place at public or privately operated facilities; also identify any community services and related activities in place at such facilities.

A94 - Document will be provided.

Q95 - When the offenders arrive at the facility, will they have in their file a current objective assessment that identifies their needs, e.g. educational, social service, substance abuse, etc.?

A95 - Yes, they will have the initial intake that is done at RDC. The Department of Correction has established a classification system for committed adult offenders based on the uniform application of objective standardized information concerning the offender. The appropriate classification of offenders will enhance short-term and long-range planning and development both in the Department as a whole. Such a structured classification system will ensure that offenders are assigned to appropriate groups based on concerns for: Public safety, Safety of staff, Safety of other committed offenders, Educational, health and personal needs and desire of offenders that lead to successful re-entry into the community, and Facility management. The Department shall utilize all available pertinent information concerning the offender throughout the classification process. This information must meet the minimum standards established by the Department and shall include: Economic and social history, educational, medical, risk and special needs, Circumstances surrounding the present commitment, Criminal history, Conduct and progress reports relating to confinement, and Re-entry Accountability Plan. The classification assignment of the offender shall be consistent with statutory provisions and be developed so that placement objectives may be achieved.

Q96 - Will STOP offenders be evaluated for programming needs (i.e. educational deficit, substance abuse) before their transfer to the STOP facility, or will the vendor be required to test/evaluate all offenders before placing them in rehabilitative programs?

**A96** - An initial assessment will be conducted at RDC, but the vendor's case managers and program staff will need to make the final determination about programming based upon need, availability, and length of stay.

**Q97** - How will the STOP facility differ from the existing IDOC re-entry program?

**A97** - It will be designed and focused to serve short term offenders. Re-entry has to do with every facility under the IDOC. The only difference for the STOP facility is that the offenders will enter the facility with approximately a year or less as their earliest possible release date to prepare for re-integration back into the community. The primary focus should be on substance abuse, job readiness, and networking with community resources that will be needed by the offender upon release.

**Q98** - Will offenders at the STOP facility be permitted to have limited/locked-site access to the internet similar to what is available at IDOC's re-entry facility?

**A98** - Yes, they should have limited access to the internet for job search capabilities prior to release, as mandated by IC 11-10-12-6 (Committed offender's use of Internet for employment search; Restrictions). This is limited to 90 days before an offender's release.

**Q99** - What percentage/how many of the STOP offenders will be sex offenders who thus will require the Sex Offender Management and Monitoring Program (SOMM) and/or the SOMM Re-entry Program?

**A99** - Sex Offenders will not be placed in STOP.

**Q100** - Pg. 26, 2.4.10 Re-entry and Case Management Services states, "The STOP facility shall comply with IDOC Policy and Procedure, 01-07-101 "Development and Delivery of Reentry Services," and shall provide for case management services." Will the STOP facility be required to facilitate the Community Transition Program (CTP), or will offenders presence in STOP reflect that they will not be afforded CTP placement?

**A100** - If applicable and eligible, upon approval from the appropriate court, the STOP offenders will be transferred to the county for participation in the CTP program.

**Q101** - Will Code H or E offenders be assigned to the STOP facility? If so, will the vendor be required to conduct the psychiatric or psychological release report as required for offenders no less than 180 days prior to release in IDOC Policy 01-07-101, IX.E.2?

**A101** - Not assigned; if assessed; will be transferred.

**Q102** - IDOC Policy 01-07-101, XI Preparation for Release, requires that "All offenders will be provided the re-entry programming and planning in accordance with Policy 01-106-101, "The Development and Implementation of Pre-Release Re-entry Programming." Please provide respondents a copy of this policy.

**A102** - IDOA has a policy CD available for distribution.

**Q103** - IDOC Policy 01-07-101, XI Offender Releases, requires that "All releases shall be processed in accordance with Policy 01-04-105, "Adult Offender Releases." Please provide respondents a copy of this policy.

**A103** - Same as above.

**Q104** - What percentage of released offenders will require continuing supervision and what will be the form of that supervision? If there is continuing supervision, generally, how long is the post-release connection?

**A104** - Determined by sentencing. An exact percentage would be very hard to determine unless we know before hand exactly who we are transferring or admitting. Offenders may be released to parole or probation supervision or discharged.

**Q105** - The IDOC website says "the Standardized Pre-Release Orientation Program (SPOP) is the basic Pre-Release Re-Entry program provided... in all IDOC Facilities, except for Work Release centers." Will the vendor be required to provide the SPOP? If so, please provide the curriculum so that it can be appropriately integrated with the respondents' proposed programming plan.

**A105** - Yes. SPOP does not have an actual curriculum. IDOC facilities do an overview of the resources that are in the community and have volunteers and do PowerPoint presentations on education, social identification, how to re-instate SSI, job application and interviews, etc.

**Q106** - Due to the length of stay, does the Department foresee providing vocational training programs?

**A106** - Yes. Vocational Programs are always an option within an education program for offenders.

**Q107** - What is the average grade level of offenders to be confined at this facility?

**A107** - Historically, 2 to 5% of the offenders will be college graduates. 60 to 65% will be GED holders. The balance will be marginally illiterate. Historically, 30% will be eligible for special education services but generally only 5% request a continuation of services.

**Q108** - What is the percentage of offenders who will have a GED or high school diploma?

**A108** - See previous question.

**Q109** - Pg. 25, 2.4.9 Programming states, "Such programming shall include, but is not limited to, education (adult basic education and GED), substance abuse, Alcoholics Anonymous/ Narcotics Anonymous (AA/NA), and standard prerelease programming." Is it anticipated that the vendor will offer Special Education services? If yes, please provide the estimated number of offenders assigned to the facility expected to require Special Education services per year?

**A109** - Adult facilities provide Adult Basic Education and GED. Special education services should not be required.

**Q110** - Will IDOC screen offenders to determine which offenders are to be assigned to addictions treatment programming, or will this be the responsibility of the partner agency?

**A110** - An initial assessment will be conducted at RDC, but the vendor's case managers and program staff will need to make the final determination about programming based upon need, availability, and length of stay. Do to the short length of stay it is anticipated many will need referrals for services in the communities upon their release.

**Q111** - Will any of the offenders have specific court ordered programming that the vendor will have to ensure is completed, such as addictions treatment, etc.?

**A111** - No.

**Q112** - What number or percentage of the offender population is expected to be actively participating in addictions programming at any one time?

**A112** - This will be dependant upon the average length of stay of the population which is unpredictable.

**Q113** - Does IDOC have a specific addictions treatment model that they wish to use for this shortterm population?



A113 - We have a standardized curriculum which will be made available to the vendor. Many will have time to participate in the Phase One Guided Self Study Participation in treatment will be dependant upon the average length of stay of the population which is unpredictable.

Q114 - Pg. 20, 2.4.3 Program and Security Audits states, "The Respondent shall make available the necessary access to the facility, records, staff and offenders to enable the IDOC the opportunity to conduct periodic program and security audits of the facility to include all functions and programs." Please provide respondents a copy of the audit instrument (or instruments) intended to be used for programs and security.

A114 - The vendors should purchase from ACA the ACA Standards for Adult Community Residential Facilities. The ACRS Standards are relevant to the STOP Facility.

Q115 - Will the IDOC bring the armory into compliance with Department policy (for example, installation of surveillance cameras)?

A115 - Yes.

Q116 - Will the Department consider an extension of the RFP due date.

A116 - See Addendum 5 - extended to August 31, 2010 3:00 PM EST.

Q117 - Section 1.22 AMERICANS WITH DISABILITIES ACT, states: "The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq. and 47 U.S.C. 225)." Is it anticipated that the successful proposer will be required to make any physical plant changes required to comply with the Americans with Disabilities Act of 1990?

A117 - No.

Q118 - Section 2.4.7 PHYSICAL PLANT states: "State-owned moveable equipment assigned to the Respondent such as kitchen appliances and washer/dryers shall be replaced at the Respondent's expense on an as-needed basis when repair of the item is no longer practical." Can you please further define "movable equipment?" Consistent with the "Fixed Asset List" issued in Addendum 2, Commercial washers/dryers are generally considered fixed equipment, and are included on the Fixed Asset List.

A118 - The State quantifies a Fixed Asset as a piece of equipment, land, or structure that has a purchased or donated value of \$500.00 or more. IDOC does have some internal policies that have exceptions to this rule (i.e. firearms) that we track has a fixed asset regardless of the value. State-owned moveable equipment refers to items that do not meet this criteria however because of the volume of these items in a facility of this size, the cost amounts to a significant investment for the State and are just as vital to operate a facility. The Respondent would be responsible to repair or replace these items as needed over the life of the contract.

Q119 - Insurance - Will warranties for facility equipment held by IDOC be transferred to the contractor?

A119 - No.

Q120 - IDOC inmate smoking policy - Is the facility a smoking or non-smoking facility?

A120 - Non-smoking

Q121 - Natural gas - Is there natural gas available or in the kitchen and/or laundry building?

A121 - No.

Q122- Generators - Which buildings do not have back-up generators? Please identify.

A122 - Vocation, Recreation, Health Care Unit, School and Chapel.

Q123 - Security cameras - Are there security cameras located in some or all buildings? If so, please identify the locations.

A123 - Cottages 6, 7, 8, 9, 11, 12, and 13.

Q124 - Evacuation plans - Please provide evacuation plans for the dining hall, laundry building, vocational building. These were not provided in provided in the previous amendment.

A124 - Documents have been provided and attached to the RFP.

Q125 - Inmate movement within perimeter - Do inmates have to be escorted from cottages to the medical facility in cases of medical need or emergency?

A125 - Routine: No. Medical Emergency: Yes.

Q126 - The RFP states that eligible offenders will be those serving 365 days or less with the IDOC. Will all offenders entering the STOP program have been initially processed through IDOC reception, or will they (or some portion) be sentenced directly from the courts or county facilities, (and may, therefore, be entering the facility directly, without prior medical clearance, assessment, IDOC classification process, etc.)?

A126 - Most STOP offenders will be processed through IDOC Intake - RDC prior to transferring to the STOP facility.

Q127 - At what points during IDOC incarceration would inmates be eligible be referred to STOP, or is eligibility limited to those with sentences of less than 365 days, (vs. 365 days left to serve with IDOC)?

A127 - Eligibility may include those offenders with 12 months or less of incarceration with the Indiana Department of Correction.

Q128 - Will inmates be released to the community from the STOP program directly, or returned to the IDOC prior to release?

A128 - STOP offenders who have completed their time with IDOC will be released to either probation, parole, or discharged.

Q129 - Please identify the "rules, regulations, licenses" specific to Hendricks County, with which the contractor must comply.

A129 - Follow all state and federal laws and local rules and regulations. The IDOC had no specific county rules in mind.

Q130 - Is it anticipated that offenders will perform typical work assignments on site, for example, kitchen worker, janitor, grounds keeping, etc.? If so, will building maintenance tasks be excluded, as the IDOC will "provide all maintenance and maintenance staff" at the facility?

A130 - Offender labor will be utilized by all maintenance foremen.

**Q131** - Will IDOC maintenance staff maintain the grounds or just the physical plant? If the contractor is responsible for maintaining the grounds:

- a) Will inmates be eligible to work as groundskeepers under the contractor's supervision (within the perimeter); and
- b) Is there grounds keeping equipment available to the contractor, or must this be purchased?

**A131** - IDOC staff will maintain the physical plant only. Yes. Yes, equipment will be available.

**Q132** - Insurance - The contractor is required to insure facility equipment. Please provide a list of equipment for which contractor will be responsible for insurance. Also, please indicate which of those items are currently under manufacturer's warranty, and the warranty expiration dates.

**A132** - No equipment is under warranty. The facility is currently being audited and a list is not available yet.

**Q133** - Employee bonding requirements - The RFP requires, "bonding ...for appropriate staff". Please list the categories of staff who must be bonded per IDOC policy.

**A133** - At this time, no IDOC policy/procedure requires any staff to be bonded.

**Q134** - Staffing Levels - The contractor is required to increase staffing when the offender population is "above the contract amount". Does the IDOC require any specific staff-to- offender ratios in any operational area, or will this be subject to negotiation?

**A134** - Contractor should propose the staff to offender ratios it feels will meet the service requirements of the facility being requested under the RFP. If there are any subsequent changes in the ratio's requested by the contractor this will be subject to negotiation.

**Q135** - Security Personnel Uniforms - Is the contractor permitted to provide uniforms to its own specifications? If not, please provide any mandatory IDOC standards on employee uniforms.

**A135** - Contractor should propose the staff to offender ratios it feels will meet the service requirements of the facility being requested under the RFP. If there are any subsequent changes in the ratio's requested by the contractor this will be subject to negotiation.

**Q136** - Background checks - Will the IDOC perform criminal background checks on prospective employees? If so, please provide the cost per background check.

**A136** - No, the vendor must provide the background checks.

**Q137** - Please indicate the cost of IDOC Academy training, (for both initial and annual in-service training per employee). Please indicate the location for IDOC Academy training. Can the training be provided on site at the facility in Plainfield?

**A137** - See attachments for estimated cost. The Preservice Academy is conducted at all five of our regional training locations (New Castle, Putnamville Correctional Facility, Plainfield Correctional Facility, Westville Correctional Facility, and Miami Correctional Facility. Yes, Plainfield Correctional Facility hosts the Central Region Academy.

**Q138** - Paragraph 3: IDOC-required specialized training - Is the required IDOC specialized training program (offender records, classification, offender discipline) provided to the vendor at not charge? How long is the IDOC-required specialized training? Where will the training take place? Can the specialized training take place at the

Plainfield facility? Please state which staff positions or categories will be required to participate in the mandatory specialized training. Please provide an outline of the specialized training topics so that bidders may avoid duplication in the training program to be proposed and budgeted for this purpose.

**A138** - At this time the training is provided to vendors at no cost.

Time frame varies depending on the subject. See attached quarterly training calendar that includes the list of our specialized topics in the back of the calendar.

Location varies depending on the subject, however most of our specialized training events are conducted at our Regional Training Locations. See attached quarterly training calendar that includes the list of our specialized topics in the back of the calendar.

Most of the specialized trainings take place at the Regional Training Locations (including Plainfield).

Targeted audience for specialized trainings varies depending on the subject. See attached quarterly training calendar that includes the list of our specialized topics in the back of the calendar.

See attached quarterly training calendar that includes the list of our specialized topics in the back of the calendar.

**Q139** - Facility physical structure - Does the Department intend that offender movement will replicate the model used at PREF, or is this intended to be a more traditional prison operation model?

**A139** - Traditional prison model with controlled movement.

**Q140** - Facility structures - The RFP requires the contractor to obtain ACA accreditation (ACI standards). The current physical plant designated for this program does not meet ACI requirements, (for example, a double perimeter fence). Will the DOC be responsible for the cost of any necessary upgrades or modifications to comply with ACA? If the IDOC plans to upgrade the facility to meet ACI standards, what is the timeline for completion? Will the IDOC extend the time period for achieving accreditation if it has not completed the necessary physical plant modifications in the necessary time period?

**A140** - IDOC will ensure the facility meets enough standards to be within compliance regarding the physical plant.

**Q141** - Fire Hydrants - Are there fire hydrants on the grounds?

**A141** - Yes.

**Q142** - Fixed Asset List - Can the IDOC confirm that the Fixed Asset list issued for this RFP is an accurate accounting of all FF&E that will be made available to the incoming contractor? If not, when will an amended list be posted? Is it reasonable to assume that all items not listed will need to be purchased by the contractor prior to operations?

**A142** - No, a complete audit is in process and will be made available to the incoming contractor. Anticipated deadline is August 18, 2010. Yes.

**Q143** - Capacity for 1500 inmates - As currently configured, it does not appear that the housing units will accommodate more than approximately 500 offenders, based on ACI standards. Please provide detail on IDOC's plans for accommodating the intended 1500 inmates on site.

**A143** - Please see the answers to questions, 57, 58, and 140. The IDOC does not have a specific plan on the accommodation of the maximum of 1,500 inmates at the site, and the ultimate population of the facility will be driven by intake. The vendor should propose how it intends to house offenders at the facility.

**Q144** - Laundry room - Is there existing laundry equipment in the facility laundry room sufficient to accommodate the needs of 1500 offenders and to meet ACI standards? Please detail the type of laundry equipment and number of machines that will be made available to the contractor.

**A144** - No, currently there is not sufficient equipment to accommodate 1500 offenders and meet ACI standards. There are (2) Milnor 90 pound washers, (1) Milnor 50 pound washer, (2) Hue Bisch 120 pound dryers, and (1) Unimac 170 pound dryer. A 16 hour operation will be needed.

**Q145** - Cottage locking systems - Are the cottage door locks controlled electronically or manually? If locks are electronic, are they "Fail Safe" or "Fail Secure"?

**A145** - There are both electronic and manual doors. All are manual except for Cottages 11 and 12, which are Fail Safe and Cottage 13, which is Fail Secure.

**Q146** - Offender Work Details - what proportion of the offender population is anticipated to be eligible for off-grounds work details, (outside details, community details)? Are any participating offenders expected to be on work release? Is the contractor responsible for transportation and security for off-site offender work details? If so, how many details (and how many per detail) are expected to take place on a daily basis? (This is information is required for budget purposes).

**A146** - The IDOC previously had plans to work with the Plainfield Parks and Recreation cutting grass and assisting with construction. The % of those eligible for outside details is difficult to predict. Yes, contractor would be responsible for transportation and security.

**Q147** - Please detail the program standards intended for this population:

- a) How many hours of programming per week per offender are expected?
- b) Will offenders have been assessed prior to intake (e.g., via the IDOC intake facility)? If not, is it the contractor's responsibility to provide all initial assessments, (education, substance abuse, mental health, etc.)?
- c) Is contractor expected to use standard IDOC assessment instruments? If so, please identify these instruments, and provide copies if possible.
- d) The contractor is required to provide "standard prerelease programming". Does this refer to the Department's 65-hour core curriculum Standardized Pre-Release Orientation Program (SPOP) to all inmates? If so, please provide a copy of the curriculum, or a table of contents/outline. If not, is it expected the contractor will recommend a pre-release program curriculum?

**A147** - This will be dependent upon the specific needs of the offender. However, written policy, procedure, and practice provides that the inmate workday approximates the workday in the community, (6.5) hours. The number and duration of inmate workday interruptions should be minimized as much as possible through rescheduling of staff assignments and inmate activities. (ACA 4-4454). Most STOP offenders will be processed through IDOC Intake - RDC prior to transferring to the STOP facility. Yes. Offenders are assessed for (security) Risk at RDC / RTC and classified for security there. When the Offender gets to his or her initial facility, a needs assessment is completed in OCMS (Offender Case Management System) that generates the criminogenic needs. Our programming is based upon those needs. The Case Managers refer to programming based on an identified criminogenic need. The Case Managers do a Risk Assessment prior to release. This assessment is also in OCMS. Both of the above assessments (criminogenic needs and risk, not classification) are going to be replaced by the IRAS. (Indiana Risk Assessment System) This assessment will be utilized statewide by courts, community corrections, parole, probation, juvenile system and IDOC. It will be scored into a system called INCITE and will be pulled into OCMS and will generate the referral process to programs. Once an offender gets to the appropriate

program director, (i.e. Substance Abuse programming) an extensive assessment is done applicable to that program. Offenders are TABE tested for education. Substance Abuse uses Texas Christian University material and assessments such as the TCUDS (Texas Christian University Drug Screen) as well as the SAI (Substance Abuse Intake). There are also treatment indicators utilized called the CESI (Client Evaluation of Self at Intake) and the CEST (Client Evaluation of Self in Treatment). All are evidence based and tracked. The above systems will be made available to STOP and required. Anything beyond the above would be up to the vendor. 1. Yes. SPOP does not have an actual curriculum. The IDOC does an overview of the resources that are in the community and have volunteers and do PowerPoint presentations on education, social identification, how to re-instate SSI, job application and interviews, etc.

**Q148 - Regarding the "wrap around continuum of care":**

- a) Will offenders be released to all parts of the state? Please indicate the communities of return for the majority of releasees.
- b) Will offender be released to community-based criminal justice supervision, (probation or parole) or will the short term sentence max out while in the facility. If some offenders will max out during STOP, and others will be released to community supervision, please provide data on the expected percentage for each category.

**A148 -** There is the potential for offenders to be released to all parts of the State. Please refer to <http://www.in.gov/idoc/2376.htm> for a complete list of releases by county for CY2005 – CY2009. There is potential for offenders to both max out their time and be released to community supervision. Based on all CY2009 releases approximately 94% of offenders were released to some form of community supervision. Offenders will be released to parole, probation or discharged. We do not have data for each category.

**Q149 -** What is the average anticipated length of stay at the STOP facility, and what is the minimum STOP sentence length? What is the expected bed turnover rate on an annual basis?

**A149 -** STOP offenders will have to meet the criteria of 12 months or less for an average length of stay. The expected turnover rate for offenders at this facility will be a constant and fast entry and exit of the population.

**Q150 -** What classification criteria must the inmate meet for an offender to be referred to STOP? Please provide detail on IDOC classification levels and which medical and mental health classifications will be eligible to attend STOP.

**A150 -** Must be within a maximum of (1) year to their Earliest Possible Release Date (EPRD) at time of consideration and transfer; Must be classified as Security Level 2 or lower; Must be free of ever having been convicted of a sex offense; Must be free from an active felony detainer which extends beyond the Offender's Earliest Possible Release Date; Parole violators may not be considered until after completing parole revocation procedures; Must be free from a criminal conviction or ADP conviction for Escape or Attempted Escape as an adult or juvenile from a correctional facility or court ordered mental health facility (including jails) for 48 months from the time of apprehension to the time of consideration and transfer; and Must have a medical Code of A, G, or F and a Disability Code of A.

**Q151 -** If the vendor must use the IDOC Medication Formulary, please provide the formulary. Alternatively, please state if the vendor may use its own formulary, with IDOC approval.

**A151 -** Formulary provided in attachments.

**Q152** - Please provide detail on the IDOC medical co-pay structure and fees for medical, dental, MH services and prescription medications?

**A152** - From IDOC AP# 01-02-101 "THE DEVELOPMENT AND DELIVERY OF HEALTH CARE SERVICES."  
On policy CD available from IDOA.

**Q153** - How does the IDOC envision continuity of care in regard to mental health care and chronic medical care for STOP offenders?

**A153** - See Addendum 4 to the RFP - IDOC intends to use its medical vendor (CMS) to provide medical and MH care at the facility who will ensure continuity of care via the EMR and appropriate staffing.

**Q154** - Are KOP medications acceptable (with the exception of KOP meds that are typically not allowed to be KOP)?

**A154** - KOP medications are acceptable in accordance with IDOC policy. In general IDOC policy allows all medications except controlled substances, and psychotropics to be KOP.

**Q155** - What types of medical and mental health criteria would exclude an inmate for referral to STOP?

**A155** - In order to generate significant numbers, the IDOC desires 24 hour nursing at the facility. This would allow the IDOC to put offenders with medical conditions that need monitoring (heart, etc) but do not need infirmary care at the facility ( i.e. offenders with serious medical conditions but are able to remain in an open population setting). The offenders could always be moved to the IYC infirmary should their condition worsen.

**Q156** - ACA/ACI standards - Will the facility and site meet ACA Adult Correctional Institution (ACI) physical plant standards for security and control, (e.g., the requirement for a double perimeter fence, etc.) when it is turned over to the contractor for operations? Is the Department responsible for any necessary upgrades to meet ACA requirements?

**A156** - A Stun Fence will be installed by the IDOC no later than March 2011. The IDOC will ensure the facility meets enough standards to be within compliance regarding the physical plant.

**Q157** - Firearms, ammunition, riot control weapons:

- Please list the specific types of arms and security equipment which the contractor will be expected to purchase and maintain.
- Will the contractor be expected to maintain a mutual aid agreement to handle inmate disturbances with (1) local law enforcement; or (2) with the adjacent IDOC state correctional institution?

**A157** - Documents provided. Yes.

**Q158** - Transportation - Please provide a list of facilities to which offenders will be required to be transported for disciplinary and administrative reasons. Please explain the purpose of transports for "program progression".

**A158** - The below list are examples of facilities that offenders may be transferred to for administrative or disciplinary reasons: Indiana State Prison (ISP), Pendleton Correctional Facility (ISR), Westville Control Unit (WCU), New Castle DOC Psychiatric Facility (NCP), Reception/Diagnostic Center (RDC), Wabash Valley Correctional Facility (WVD/WVE), Wabash Valley Correctional Long Term Seg. Fac. (WVS). Offenders may be transported to Level 1 or CTP. No anticipated transports for "program progression."

**Q159** - Escapes and walk-aways - Does the IDOC intend to install a double perimeter fence (per ACI standards) prior to operation of the facility?

**A159** - No, the IDOC will install a stun fence.

**Q160** - Perimeter patrol - The IDOC indicated at the scheduled mandatory site visit that it may conduct perimeter patrol around the facility. Please confirm that this is the Department's intent, or state if this will be the contractor's obligation.

**A160** - The IDOC will conduct perimeter motor patrol around the Plainfield complex.

**Q161** - Motion Detectors:

- a) buildings - Are there motion detectors inside and/or outside the buildings? If so, please indicate the locations of the motion detectors. Where are any motion detectors monitored from?
- b) grounds - Are there any motion detectors on the grounds or on the perimeter? Again, please indicate how many, their locations, and where they are monitored from.

**A161** - No and no.

**Q162** - Sentence computation - Please confirm that the contractor will not be responsible for any sentence computation.

**A162** - Completed by IDOC Central Office classification.

**Q163**- Earned time credit - Will STOP offenders be eligible for credit time off their sentence for participation in education or other programming? If so, please detail the Department's policy on earned time, including the types of programs that are acceptable for time credits.

**A163** - No. It is unlikely the STOP facility will have any time cut programs due to having one year or less to complete.

**Q164** - Interface with IDOC information systems - This section states that the facility must be able to interface with IDOC information systems, "...developed for aid in use by the IDOC to report and track offender record information". Please provide specific technical information on the operating platform for this anticipated technology, and the anticipated hardware and software requirements for bidder budgeting purposes. Will the IDOC expect the contractor to develop custom software to accomplish the interface? If so, please confirm, as this represents a significant expense.

**A164** - No. The vendor will be allowed to access the IDOC platforms. The Offender Information System (OIS) operates on an IBM Cobol Mainframe platform and all other offender databases operate in Oracle.



**Q165 - Access to IDOC mainframe** - This section requires the contractor to, "...provide the necessary equipment for access to, input into, and use of the IDOC's [mainframe] offender information systems". Please provide exact technical specifications for the required equipment.

**A165** - Only PC's will be necessary to connect to OIS. The IDOC will provide connectivity to appropriate vendor personnel through the State's backbone.

**Q166 - Video conferencing** - Is there any video conferencing equipment currently at the facility? If not, please provide technical specifications for the required video conferencing to ensure compatibility with the IDOC's system.

**A166** - There is currently no video conferencing equipment on facility grounds. IDOC facilities currently utilize V-TEL and Polycom Viewstation equipment for videoconferencing.

**Q167 - Electronic mail** - The RFP requires the contractor to establish capability for electronic mail. As the contractor must use a separate network from the IDOC, please provide information on any existing separate cabling and wiring into the facility and between buildings that may be used for this contract. Are any buildings currently set up for internet access? Is there any existing Local Area Network at the site, or must the contractor provide this?

**A167** - Internet access is set up in the current buildings, but there is not separate cabling and wiring for this contract. IOT will need to respond to the Local Area Network question. The Administration Building and certain housing unit offices are set up for internet access. The contractor will be expected to provide an appropriate LAN.

**Q168 - Telephone System** - Will the contractor be responsible for installing a telephone system and data lines? If there is currently a functioning telephone system, is it adequate to meet the needs of a 1500-bed operation, or does it require significant expansion. Please provide details.

**A168** - The facility will utilize the same telephone system and hardware as the other State facilities. All offender phone issues will be handled by the selected offender phone vendor. All wiring and cabling for phone and internet access for staff are already in place.

**Q169 - Data lines** - Are there currently data lines at the site sufficient for the operation of a 1500-bed facility? If not, please provide detailed information. Are data lines needed to connect to the IDOC OIS system, or does the DOC pay for that?

**A169** - Data lines are in place and operational. No additional data lines should be needed to connect to the State system.

**Q170 - Internet** - What type of Internet service is available on site currently (e.g., T1, DSL, Cable)? Is cable TV included in the utilities paid for by the IDOC?

**A170** - There is currently 1 T1 line servicing the facility. No, cable TV is not included in the utilities paid by IDOC. As with all IDOC facilities it would be expected that cable TV bills be paid out of commissary revenue.

**Q171 - Computer networking configuration:** Can the IDOC make current network diagrams available for review by bidders?

**A171** - No.

**Q172 - Data Closets and switches** - Please identify the locations of the data closets. Also, are there other locations on the premises with switches or network equipment? How many switches are currently on site?

**A172** - The switches are in the mechanical rooms of each building, except for the Chapel, which does not have a switch. This was viewable on the facility site survey.

**Q173 - IT connections** - Are there copper or fiber connections between buildings and if so what are they?

**A173 - Fiber**-See previous response.

**Q174 - Network infrastructure** - Does the vendor need to provide network infrastructure, and if so what are the approximate numbers?

**A174** - There should not be a need for the vendor to provide network infrastructure unless the vendor implemented systems require such.

**Q175 - Monthly fees for OIS access** - The RFP states that *"The Respondent shall provide at the facility minimum basic hardware necessary to access the IDOC's OIS proportionate to the size of the offender population. There may be ongoing monthly connection and transaction fees associated with these systems for which the Respondent shall be responsible. If fees do occur, the IDOC periodically shall bill the Respondent for the actual cost incurred by the IDOC and the State of Indiana, relating specifically to the STOP facility."* Can the IDOC provide a monthly estimate of these fees?

**A175** - Please refer to [http://www.in.gov/iot/files/FY2010\\_IOT\\_Services\\_Descriptions\\_and\\_Rates.pdf](http://www.in.gov/iot/files/FY2010_IOT_Services_Descriptions_and_Rates.pdf) for State IT rates that could potentially be charged back to the vendor.

**Q176 - IDOC Connectivity** - Please specify the software requirements for IDOC connectivity.

**A176** - Oracle and Windows

**Q177 - SAMS input** - Will the contractor be required to input any substance abuse treatment case file data into the IDOC SAMS system? If so, please provide specifications on data required and typical staff training requirements

**A177** - Yes, the vendor will be required to enter data into IDOC SAMS-refer to IOT for specification and training.

**Q178 - Commissions** - What are the typical commissary commissions for the anticipated population size?

**A178** - 10% of sales.

**Q179 - IDOC Policy Access** - The RFP requires that the bidder provide staffing and equipment that complies with IDOC procedure. Bidders who do not hold current operations contracts with the IDOC do not have access to these procedures, (for example, 02-01-114: The Establishment, Staffing and Management of Armories). As much of the budget will be affected by staffing and equipment requirements to which bidders do not have access, please confirm that the price may re-negotiated after award if it is found that the winning bidder's security staffing and equipment costs, (for example) do not meet IDOC policy requirements.

**A179** – A comprehensive, all inclusive, cost proposal from the vendor is being sought through this RFP. There will be no re-negotiation of the cost proposal in the resulting contract; however, the IDOC will leave open the right to amend the contract, with the agreement of the vendor, during its term to account for IDOC requested changes, and unknown changes in circumstances. So that the vendor is aware of all the policies that may impact its costs, these policies will be provided upon request to IDOA.

**Q180** - Criminal History Checks - Will the IDOC perform the required criminal history checks? If so, what is the cost for each?

**A180** - The vendor will provide its own background checks on its employees. Background checks can be conducted through the Indiana State Police for a nominal charge.

**Q181** - Ramp Up Schedule - Please provide the proposed inmate ramp up schedule, e.g., the rate at which the facility will be populated, the time period for initial population ramp up, etc.

**A181** - See answer to question 57. Initial start date would be agreed upon in contract.

**Q182** - Start-Up Costs - May vendors propose a start up budget, or should all start up costs, (purchases, staff training, etc.) be factored into the per diem rate for the full term of the contract?

**A182** - The vendor's cost proposal for the RFP must be inclusive of all costs and factor in all requested services, obligations, and budgets.

**Q183** - Program model - To what extent is the STOP program intended to replicate the former PREF (now the Indiana Re-entry Educational Facility, or IREF) program in terms of inmate movement, program intensity and overall model? Is this intended to be primarily a reentry model or a more conventional prison model?

**A183** - STOP will be nothing like IREF. Intended model is that of a conventional prison for offenders serving less than a year.

**Q184** - Conditions of Sentencing - Will any STOP inmates have been sentenced to mandatory substance abuse treatment? If so, please provide the estimated percentage of the population requiring mandated services.

**A184** - Yes, but no data available.

**Q185** - Gateage Payments - Are vendors responsible for paying gateage for indigent offenders on release from the facility in accordance with IDOC policy? If so, please provide the estimated percentage of inmates determined indigent for whom the vendor will be financially responsible for gateage costs.

**A185** - Vendor will pay gateage to indigent offenders. It is estimated that 10% of the offenders at the facility will be indigent. The gateage for each indigent offender is \$25.00.

**Q186** - Dress Out Clothing - Is the vendor responsible for the cost of Dress Out clothing for releasing offenders who are determined indigent?

**A186** - No one is released in a prison uniform. Yes. Contractor will work with the offender to provide civilian clothing from donation pools, Salvation Army, etc.

**Q187 - Equipment** - Please provide a firm definition of "movable" equipment vs. "fixed" equipment, and state for which items the contractor will be financially responsible under those definitions.

**A187** - The State quantifies a Fixed Asset as a piece of equipment, land, or structure that has a purchased or donated value of \$500.00 or more. IDOC does have some internal policies that have exceptions to this rule (i.e. firearms) that we track as a fixed asset regardless of the value. State-owned moveable equipment refers to items that do not meet this criteria however because of the volume of these items in a facility of this size, the cost amounts to a significant investment for the State and are just as vital to operate a facility

**Q188 - Law library** - Please detail the IDOC requirements for law library, including required items and access policies?

**A188** - From IDOC AP# 00-01-102, "OFFENDER ACCESS TO COURTS"- on CD available from IDOA.

**Q189 - Vending** - Is the contractor permitted to do vending on site. If permitted, is it required to be a cashless system or can inmates use cash?

**A189** - Yes, cashless.

**Q190 - Inmate Trust Fund accounting** - Is Inmate Trust Fund account information to be maintained on the IDOC mainframe system, or is the contractor required to supply its own system for this purpose?

**A190** - IDOC mainframe system (OIS)

**Q191 - RFP Response and IDOC Policy** - In several RFP sections, it is stated that "the Respondent" must have policies and procedures that comply with various IDOC policies. Please confirm that the IDOC is not looking for the Respondent to include IDOC-compliant policies and procedures with its response, and that this requirement is referring to the awarded Contractor only.

**A191** - The Contractor need only confirm that it will abide by IDOC policies and procedures in its RFP Response and need not include copies of its procedures. Once the contract is awarded, the contractor will however be expected to implement policies and procedures compliant with IDOC policies and procedures.

**Q192 - Bidder price comparisons** - The RFP requests a range of services. The intensity and range of services to be provided appears to be at the sole discretion of the bidder. In order to conduct an "apples to apples" price comparison between vendors, would it be acceptable for offerors to bid a "base per diem" (24/7 care and custody, medical, food services and basic operations) and a separate module-based cost structure for a variety of programming options?

**A192** - No, the IDOC requests one per diem to compare to the baseline for the RFP. The per diem should be operational and program costs, excluding maintenance, food, and medical, which will be borne by the IDOC. The IDOC desires Respondents to propose programming for the short term offenders based upon their unique status as short term and within the requirements set forth in the RFP.

**Q193 - Evaluation criteria** - If modular pricing is not permitted, what weighting will be used (cost vs. programming) in the evaluation between bidders who have proposed significantly different levels of service and programming?

**A193** - As shown in the RFP, the IDOC evaluates proposals for adherence to mandatory requirements (pass/fail) and for management assessment and quality in the technical proposal (25 points). Then, IDOA evaluates based

upon costs for -30 to +30 points, depending on the circumstances. With those scoring options, both cost and programming will be evaluated in conjunction with the proposals.

**Q194** - The following questions pertain to the facility's perimeter system:

- What does IDOC consider an acceptable level of perimeter security for Level 2 offenders?
- Is the facility's current Perimeter Intrusion Detection System operational?
- Will IDOC upgrade the current perimeter system if it does not meet IDOC's security requirements?
- When will the current repairs of the perimeter fence be completed (i.e. new installation in front of the Administration Building)?
- Other IDOC facilities currently share the STOP facility's perimeter road. Will perimeter security duties be shared when the STOP facility becomes operational or will perimeter security be provided by IDOC staff and, therefore, become the responsibility (including costs) of IDOC? If shared, please describe the method whereby this will be accomplished in order to determine the respondent's proposed staffing levels.

**A194** - • Single or double fence with single razor wire.

- No.
- Yes, a stun fence is scheduled for March 2011.
- September 2010.
- External perimeter security be provided by IDOC staff and, therefore, become the responsibility (including costs) of IDOC.
- Plainfield Correctional Facility will assume the perimeter road motor patrol; the vendor provides all gate and entrance perimeter security.

**Q195** - The following questions pertain to the facility's camera surveillance system:

- What type of camera surveillance system is currently in place at the facility?
- What is the manufacturer's name of the camera system?
- When was the camera system installed?
- Will IDOC make repairs/upgrade the camera system as necessary?
- Are all existing cameras in working order?
- Which buildings/areas do not have camera surveillance?
- How many and which cameras are recorded?
- What type of recording system is used for cameras?
- Does the camera system show any views of the perimeter fence?

**A195** - • Vicon

- Vicon
- 2004-2007
- IDOC will maintain existing system and will consider upgrades if necessary.
- Yes
- Administration, Dining Hall, Health Care, Cottages 1,2,3,4,5, Recreation, School, Chapel, Vocation, and Laundry/Tool Room
- All.
- Digital Video Recording (DVR)
- Yes.

**Q196** - Reference Section 2.4.11, pages 26-28: Is a Keep on Person (KOP) medication program acceptable?

**A196** - KOP medications are acceptable in accordance with IDOC policy. In general IDOC policy allows all medications except controlled substances, and psychotropics to be KOP.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4 General Requirements page 1 of 4

## TECHNICAL PROPOSAL

### 2.4 General Requirements

The GEO Group, Inc. (GEO) has read, understands and shall comply with the requirements for the management and operation of the Short Term Offender Program Facility (Facility) as specified in Section 2.4, General Requirements, of the Request for Proposals No. 10-99.

GEO will provide services and programming including, but not limited to, housing, treatment, educational, short-term programming, and re-entry services to the offenders assigned to the facility in compliance with all rules, regulations, licenses, of the State of Indiana and Hendricks County.

GEO understands that the Indiana Department of Correction (IDOC) will provide all maintenance and maintenance staff for the facility as well as utilities and perimeter security.

#### **Initial Ramp-up and Phased Activation**

GEO has the experience and available resources, financial and personnel, to complete the ramp-up of the Facility to full operation, in incremental phases as described in our proposal.

GEO currently operates the Short Term Offender Program (STOP) at the New Castle Correctional Facility in Henry County, Indiana. If selected to operate the new STOP Facility in Plainfield, Indiana, GEO will utilize the experienced New Castle operations and programs staff to implement the new program in Plainfield. By building on the success of the New Castle program, GEO can ensure that the mission of the STOP Facility will be successful.

GEO proposes activating the new STOP Facility in four distinct phases as outlined below:

**Phase 1 (approximately 300 beds)** – Initial activation of Facility and establishment of the program will be completed by a GEO-team based at the New Castle facility. During Phase 1 the initial activation and operation will be established and maintained by the administrative staff of New Castle with administrative oversight and support services (i.e. training, business office, human resource functions) provided by New Castle.

**Phase 2 (approximately 500 beds)** – Upon mutual agreement with IDOC, GEO will begin the Phase 2 activation. Upon reaching the 492-bed occupancy level, STOP Facility administrative staff and additional support staff will report on-site.

**Phase 3 (approximately 700 beds)** - Upon mutual agreement with IDOC, GEO will begin the Phase 3 activation. Upon reaching the 692-bed occupancy level, the Phase 3 facility staff positions will be filled.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4 General Requirements page 2 of 4

**Phase 4 (approximately 1,066 beds)** - Upon mutual agreement with IDOC, GEO will begin the Phase 4 activation. Upon reaching the 1,066-bed occupancy level, all remaining STOP Facility staff positions will be filled.

GEO is prepared to immediately identify an activation/transition team, thereby providing immediate direction, in order to facilitate the smooth activation of the Facility and implementation of the program. We believe strongly in the team concept. The activation/transition team and the New Castle's Superintendent designee will begin to work with the IDOC and local community leaders to ensure a seamless activation of the program.

In addition to the activation team and the New Castle support team, the GEO Eastern Regional Office, led by the Regional Vice President, and the staff and resources of the GEO corporate office will be available to provide additional resources and technical assistance during the critical activation and ramp-up process.

This team approach creates the synergy needed to coordinate the activation of the Facility within the transition period set by GEO and IDOC, and on budget. Our goal is meet all contractual requirements and obligations. GEO will provide all necessary personnel, equipment, materials, supplies and services necessary for a smooth transition of the New Castle STOP program model to the new STOP-dedicated Facility in Plainfield, Indiana.

GEO's approach to the activation process includes coordination with local, State and Federal governments to ensure the identification, documentation, communication and implementation of all aspects of the transition. GEO has identified critically important issues that must be addressed and achieved. These issues include, but are not necessarily limited to:

- The identification and selection of the necessary staff to effectively manage and operate the Facility. GEO will work with local community leaders and agencies, IDOC officials, and the local employment authorities to identify and select the most qualified individuals to manage and operate the facility.
- Continued use of the local community as a source for new employees. GEO's experience has demonstrated the importance of solid community partnerships in the successful operation of its correctional facilities. We understand the importance of selecting and maintaining good employees from the local communities. We will continue to use local employment resources to attract, identify and recruit the best possible employees from the Hendricks County area.
- Identification of current local supply and service providers. GEO will use as many local suppliers and service providers as possible in order to ensure continuity of services and continued support to the local businesses. Our goal is to be a good business partner in the local community.
- Establishment of mutual aid links and emergency commitments. We will immediately establish mutual aid agreements with local and state criminal justice agencies. We will also establish assistance agreements with local hospitals, fire and rescue organizations, utility companies, and other emergency agencies for the mutual support during any natural disaster or other emergency.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4 General Requirements page 3 of 4

GEO's approach to the successful Facility activation process begins at the Corporation's headquarters in Boca Raton, Florida, under a coalition of management resources headed by the following team members and their respective departments:

- Operations;
- Health Services;
- Business Management;
- Legal;
- Contracts;

These departments lead the project planning and implementation. Department staff are held responsible for the subsequent successful operation of the Facility. We have found that this unique approach promotes individual accountability and a continuity of expertise. There is no incentive to shortchange the planning responsibilities and there is every inclination to do the best job possible by the staff involved. All Facility documentation (policies and procedures, post orders, standard operating procedures, job descriptions, organizational charts, mutual aid agreements, Human Resource documentation such as job applications, "new employee packets", benefits explanation, etc.) is completed well in advance and available for use by the activation teams from the initiation of the contract.

The staff recruitment will begin with a search for key staff that will be responsible for the essential areas of security, food services, health services, educational programs and business management. The balance of the staff will be recruited from current employees of other GEO facilities and from the local/regional area.

#### **ACA Accreditation**

During the start-up period, GEO will actively begin preparation for obtaining accreditation from the American Correctional Association (ACA). GEO shall file a plan with the IDOC no later than six (6) months after the start of the activation process for achieving ACA accreditation within 18 months after the start of the activation process and shall remain compliant with ACA requirements in order to maintain accredited status throughout the tenure of the Contract and any extensions.

GEO is aware that preparation for accreditation does not consist merely of writing policies and procedures. Procedure must be the basis for practice, and documentation must be available to verify this practice. The Facility staff must be enthusiastic proponents of the philosophy behind accreditation and willing participants in the accreditation process. Facility management and operations shall be developed using ACA standards as guidelines. Facility procedures shall be prepared to comply fully with ACA and IDOC standards.

GEO shall appoint an accreditation team, as a part of the start-up process, to manage this effort during and after the activation period. This team will consist of certified ACA auditors currently on GEO staff in the various facilities. As the Facility staff is appointed, an ACA coordinator will be designated to manage the accreditation process leading to accreditation and maintaining accreditation throughout the term of the Contract. This member of the staff shall receive the full support of Facility and corporate administration.





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4 General Requirements page 4 of 4

GEO's philosophy has resulted in the accreditation, and re-accreditation, of 35 facilities within expected time frames, with an average accreditation score of 99.34%. As a result of the numerous accreditation and re-accreditation processes accomplished by the facilities of GEO, we have learned that while ACA accreditation is a complex and comprehensive process for any facility, accreditation promotes and enhances quality control of the facility. It requires the constant evaluation of the operations, integrity and professionalism of the facility and the staff. GEO recognizes accreditation as a measure of the quality operation of a correctional facility. It is that quality of performance that must be achieved. Accreditation is merely recognition of that achievement.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.1 Administration page 1 of 4

## TECHNICAL PROPOSAL

### 2.4.1 Administration

---

The GEO Group, Inc. (GEO) has read, understands, and will comply with the requirements outlined in Section 2.4.1 Administration, upon award of a contract resulting from this RFP No. 10-99.

#### **Legal Entity**

GEO is a publicly traded Corporation listed on the New York Stock Exchange (NYSE) under the symbol "GEO". GEO, formerly known as Wackenhut Corrections Corporation, was incorporated in the State of Florida on April 5, 1988.

***See Articles of Incorporation  
Included in Section 2.3 - Business Proposal, subsection 2.3.2***

#### **Citizens' Advisory Committee**

It is the general practice of GEO to establish a Community Citizens' Advisory Committee to serve in an advisory capacity to Facility management. In order to cultivate a positive relationship with the surrounding community, GEO shall participate in the Plainfield Correctional Complex Community Advisory Board. As a participant in this committee GEO will become an active member of the working group with a positive approach toward serving as a liaison between the Facility and the surrounding community.

#### **Facility Management**

GEO currently operates the Short Term Offender Program (STOP) at the New Castle Correctional Facility in Henry County, Indiana. If selected to operate the new STOP Facility in Plainfield, Indiana, GEO will utilize the experienced New Castle operations and programs staff to implement the new program in Plainfield. By building on the success of the New Castle program, GEO can ensure that the mission of the STOP Facility will be successful.

The new STOP Facility will be activated in four distinct phases as outlined below:

**Phase 1 (approximately 300 beds)** – Initial activation of Facility and establishment of the program will be completed by a GEO-team based at the New Castle facility. During Phase 1 the initial activation and operation will be established and maintained by the administrative staff of New Castle with administrative oversight and support services (i.e. training, business office, human resource functions) provided by New Castle.

**Phase 2 (approximately 500 beds)** – Upon mutual agreement with IDOC, GEO will begin the Phase 2 activation. Upon reaching the 492-bed occupancy level, STOP facility administrative staff and additional support staff will report on-site.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.1 Administration page 2 of 4

**Phase 3 (approximately 700 beds)** - Upon mutual agreement with Indiana Department of Correction (IDOC), GEO will begin the Phase 3 activation. Upon reaching the 692-bed occupancy level, the Phase 3 facility staff positions will be filled.

**Phase 4 (approximately 1,066 beds)** - Upon mutual agreement with IDOC, GEO will begin the Phase 4 activation. Upon reaching the 1,066-bed occupancy level, all remaining STOP facility staff positions will be filled.

#### **Facility Organizational Chart**

The attached organizational chart accurately reflects the structure of authority, responsibility and accountability within the Facility. This chart reveals that GEO has programmed sufficient personnel to safely and efficiently operate the Facility and that all staff are properly supervised. A current organizational chart will be maintained at the Facility. Any proposed changes to the chart will be submitted to the IDOC before implementation.

***See Facility Organizational Chart – attached***

#### **Staffing**

GEO understands the importance of a fully qualified and trained professional staff in appropriate numbers to operate a safe and secure detention facility. Our enclosed staffing plan reflects a well-thought out and efficient strategy for staffing the STOP Facility. This staffing plan provides for supervision of offenders in the housing areas 24 hours per day, 7 days a week.

***See Proposed Facility Staffing Plans (Phase 1 through 4) – attached***

#### **Facility Administration**

A single administrative officer will be responsible for the management and operation of the Short Term Offender Program Facility (STOP Facility). During Phase 1 of the activation, the STOP Facility will be provided direct oversight by the New Castle Correctional Facility Superintendent with substantial support provided by his administrative staff to implement the new program thereby ensuring a successful establishment of the program.

Upon the activation of the 500-bed Phase 2, GEO's President of U.S. Corrections shall appoint a Facility Superintendent subject to the approval of the Indiana Department of Correction. It is the intent of GEO to appoint a Facility Superintendent who has experience in IDOC facility management, specifically in conjunction with a facility currently operating the Short Term Offender Program.

The Superintendent shall be delegated full authority, in conformity with applicable State and Federal law, IDOC and GEO policy, ACA Standards and Judicial decisions to plan, manage and direct the total operations of the Facility. The Superintendent will report and be responsible to the GEO Eastern Region Vice President. The Superintendent will schedule quarterly meetings with the IDOC contract monitor on a quarterly basis to discuss problems or issues relevant to the operation of the Facility.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.1 Administration page 3 of 4

The Facility Superintendent shall meet the same minimum requirements as a Superintendent in a similar Indiana State correctional facility. A position description describing the duties and qualifications of the Superintendent is attached to this section for review.

***See Facility Superintendent Position Description - attached***

Upon selection of a perspective Superintendent, his/her resume including the personal experience and qualifications of the candidate shall be submitted to the IDOC for review and approval prior to official placement at the Facility.

**Policy and Procedures Manual**

The effective management of a facility is ensured only if we train staff and ensure that they understand, and can implement, all policies, procedures, practices and orders in a consistent and knowledgeable manner. Facility employees must be knowledgeable and comfortable with policies, procedures and orders so that their jobs are not confusing and procedural conflicts are minimized.

It is GEO's policy to provide staff with guidance in the operation of the company, its facilities and all other program components through a well-organized body of policy and procedures which are regularly reviewed and updated; to provide outside organizations an opportunity for input into policy and procedure development; and to make available to the offender population those policies relating to offender management.

GEO will establish Facility-specific policies and procedures for the STOP Facility in accordance with applicable statutes, IDOC policy and ACA Standards. At a minimum the developed Policy and Procedures Manual will specifically describe the purpose of the Facility, its programs, procedures, chain of command and services offered. GEO shall submit the develop Policy and Procedures Manual to the IDOC for review and approval no later than 30 days prior to the transition of the Facility.

The attached chart provides a listing of topics and a tentative schedule for the development of a Policy and Procedures Manual.

***See Policy and Procedures Listing - attached***

In compliance with ACA standards, the Policy and Procedures Manual shall be reviewed annually by GEO corporate and Facility management and updated when necessary. All revisions to the Manual shall be submitted to the IDOC for review and approval prior to implementation.

A copy of the Facility's approved Policy and Procedures manual, inclusive of all approved revisions, shall be provided to the IDOC Central Office, and the Department's office located at the Facility.

**Litigation and Legal Actions**

GEO understands, accepts and shall comply with the requirement to provide the IDOC with copies of all litigation and related documents, i.e. lawsuits, responses, settlements, etc. that relate to the Facility, within ten (10) days of being received by the Facility.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.1 Administration page 4 of 4

**On-Site Contract Monitor**

GEO places great importance on routine and regularly scheduled meetings with the On-Site Contracting Monitor. We believe these regular and frequent meetings are extremely helpful in facilitating solid lines of communications between our staff and our client agency.

The Facility Superintendent shall meet with the Department's on-site Contract Monitor at least once weekly at a mutually agreed time to discuss problems or issues relevant to the operation of the STOP Facility.



## JOB DESCRIPTION

<b>Job Title:</b>	Facility Superintendent	<b>Job Code:</b>	M1E90
<b>Exemption Status:</b>	Exempt	<b>Department:</b>	Executive Office
<b>Reports To:</b>	VP, Regional Operations	<b>Division:</b>	Administration
<b>Review Date:</b>	June 2004	<b>Supervises:</b>	Facility Staff
<b>Edited:</b>	April 2007	<b>Facility:</b>	Generic

### Summary

This position is the chief administrator of the facility. Works cooperatively with the regional and local management to develop and attain the goals and objectives of the facility according to the policy direction of the company and within the scope defined by the client agency. Has budgetary responsibility for all facility expenses.

### Primary Duties and Responsibilities

- Plans, and provides leadership, for the administrative, security and treatment programs of the facility. Makes long-range plans and schedules. Sets goals and establishes objectives to achieve such plans.
- Develops and maintains close working relationships with the client departments and their representatives.
- Approves initiates, interprets, revises and enforces policies and directives for efficient administration. Supplements policies with written guidelines and procedures.
- Directs the activities of all facility functions, assigns duties and delegates authority to accomplish them. Delegates authority for the selection, advancement and termination of staff, including ongoing staff training, communications, development and staff disciplinary hearings.
- Directs the work of other employees, including selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Ensures that adequate procedures, methods, and techniques are established in all programs, disciplines, and operations so that functions are executed with maximum efficiency and cost effectiveness. Monitors compliance with established facility methods and systems and seeks improvements in all departmental areas including but not limited to security, business services, food service, medical service, programs, and maintenance.
- Provides adequate facilities, space and equipment for inmates and staff.
- Ensures the ability of the facility staff to respond appropriately to emergencies.
- Provides proper safeguards and conducts regular scheduled physical inspections for health, safety, and welfare of inmates, staff and property of the facility.
- Clears policy matters with the appropriate corporate and/or client officials, whenever necessary, and advises facility management and staff of pertinent matters.
- Remains aware of statutory requirements, and legal decisions, that affect administrative decisions and/or operations of the facility.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Analyzes proposals, financial statements, records, statistical reports, budget estimates and justifications for proposed expenditures.
- Develops and maintains close working relationships with government and private agencies including local, state and federal law enforcement units, and the community.
- Responds on a 24-hour, 7-day basis to significant unusual occurrences.
- Performs other duties and responsibilities as needed to ensure the effective and successful operation of the facility.

#### **Minimum Requirements**

- Bachelor's degree in the behavioral sciences or related field supplemented by courses in business administration and a minimum of ten (10) years of work experience in a correctional or detention facility at the minimum level of associate Facility Administrator or Warden or an equivalent combination of education and work experience required.
- Exceptions may be made concerning supervisory experience if the candidate clearly demonstrates the ability to supervise the proper administration of a correctional/detention facility of a substantial number of inmates.
- Must possess a working knowledge of program objectives, policies, correctional laws, applicable court orders, procedures and requirements for managing a secure correctional facility as demonstrated by having a combination of relevant work, education and research experience.
- Must have strong leadership ability, sound judgment, and effective administrative ability. Possesses a thorough knowledge and understanding of the objectives and principles of career development and advancement programs. Clearly demonstrates the ability to guide, direct and coordinate the efforts of others.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS		X		
11-20 LBS	X			
21-40 LBS	X			
41-60 LBS	X			
61 OR MORE LBS	X			
PUSHING OR PULLING:				
1-40 LBS		X		
41-60 LBS	X			
61 OR MORE LBS	X			
BENDING OR STOOPING		X		
REACHING ABOVE SHOULDER LEVEL		X		
DRIVING AUTOMATIC EQUIP. VEHICLES		X		
WORKING WITH MACHINERY		X		
CLIMBING		X		
WALKING			X	
STANDING		X		
SITTING			X	
WORKING IN EXTREME TEMPERATURES		X		

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



107 48  
TO 30001

EXHIBIT B  
PAGE 12 OF 102

**Executive Office**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Superintendent	1.00				1.00	1.00
Executive Secretary	1.00				1.00	1.00
Human Resource Clerk	1.00				1.00	1.00
Grievance/Litigation Manager	1.00				1.00	1.00
Training Clerk	1.00				1.00	1.00
<b>Sub Total</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>5.00</b>

**Business / Support**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Warehouse Technician	1.00				1.00	1.00
Laundry Worker	1.00				1.00	1.00
Accounting Clerk	1.00				1.00	1.00
Mail Room Clerk	1.00				1.00	1.00
<b>Sub Total</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>4.00</b>

**Programs**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
<b>Academic Programs</b>						
Chaplain	1.00				1.00	1.00
<b>Re-Entry Unit Management</b>						
Re-Entry (Classification) Coordinator	1.00				1.00	1.00
Unit Manager	1.00				1.00	1.00
Case Manager/Counselor	6.00				1.00	6.00
Re-Entry Specialists	2.00				1.00	2.00
TC Facilitator	6.00				1.00	6.00
Recreation Specialist	1.00				1.00	1.00
General Classification Clerks	2.00				1.00	2.00
<b>Sub Total</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>20.00</b>

**Security Supervisors**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Chief of Security - Major	1.00				1.00	1.00
Shift Supervisor - Lieutenant		1.00	1.00		2.50	5.00

Assistant Shift Supervisor - Sergeant	1.00	1.00	2.50	5.00
Investigator/STG Sergeant	1.00		1.00	1.00

<b>Sub-Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>12.00</b>
------------------	-------------	-------------	-------------	-------------	--------------

**Correctional Officers**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
<b>General Population Housing Units</b>						
Housing Unit-10 Officers		2.00	2.00		2.25	9.00
Housing Unit-11 Officers		2.00	2.00		2.25	9.00
Housing Unit-12 Officers		2.00	2.00		2.25	9.00
<b>Support Officers</b>						
Staff/Visitor Entry <sup>1</sup>		1.00			2.25	2.25
Central Control Officer		1.00	1.00		2.25	4.50
Yard/Compound <sup>1</sup>		2.00	2.00		2.25	9.00
Escort/Utility <sup>1</sup>		2.00	1.00		2.25	6.75
Medical <sup>1</sup>		1.00			2.25	2.25
Reception and Discharge <sup>1</sup>		1.00			1.20	1.20
Education Officer <sup>1</sup>		1.00			1.20	1.20
Rounding						0.35
<b>Sub-Total</b>	<b>0.00</b>	<b>15.00</b>	<b>10.00</b>	<b>0.00</b>		<b>54.50</b>

**SUMMARY**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Executive Office	5.00	0.00	0.00	0.00		5.00
Business / Support	4.00	0.00	0.00	0.00		4.00
Programs	20.00	0.00	0.00	0.00		20.00
Security Supervisors	2.00	2.00	2.00	0.00		12.00
Correctional Officers	0.00	15.00	10.00	0.00		54.50
<b>TOTAL STAFF</b>	<b>31.00</b>	<b>17.00</b>	<b>12.00</b>	<b>0.00</b>		<b>85.50</b>

**Executive Office**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Superintendent	1.00				1.00	1.00
Executive Secretary	1.00				1.00	1.00
Human Resource Clerk	1.00				1.00	1.00
Grievance/Litigation Manager	1.00				1.00	1.00
Training Clerk	1.00				1.00	1.00
<b>Sub Total</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>5.00</b>

**Business / Support**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Warehouse Technician	1.00				1.00	1.00
Laundry Worker	1.00				1.00	1.00
Accounting Clerk	1.00				1.00	1.00
Mail Room Clerk	1.00				1.00	1.00
<b>Sub Total</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>4.00</b>

**Programs**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
<b>Academic Programs</b>						
Chaplain	1.00				1.00	1.00
<b>Re-Entry Unit Management</b>						
Re-Entry (Classification) Coordinator	1.00				1.00	1.00
Unit Manager	1.00				1.00	1.00
Case Manager/Counselor	6.00				1.00	6.00
Re-Entry Specialists	2.00				1.00	2.00
TC Facilitator	6.00				1.00	6.00
Recreation Specialist	1.00				1.00	1.00
General Classification Clerks	2.00				1.00	2.00
<b>Sub Total</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>20.00</b>

**Security Supervisors**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Chief of Security - Major	1.00				1.00	1.00
Shift Supervisor - Lieutenant		1.00	1.00		2.50	5.00

**EXHIBIT B**

Assistant Shift Supervisor : Sergeant **1.00**      1.00      2.50      5.00  
 Investigator/STG Sergeant **1.00**      1.00      1.00      1.00

**PAGE 16 OF 102**

**Sub-Total**      2.00      2.00      2.00      0.00      12.00

**Correctional Officers**

NonShift    Shift 1    Shift 2    Shift 3    Relief    FTE

<b>General Population Housing Units</b>						
Housing Unit-10 Officers		2.00	2.00		2.25	9.00
Housing Unit-11 Officers		2.00	2.00		2.25	9.00
Housing Unit-12 Officers		2.00	2.00		2.25	9.00

<b>Support Officers</b>						
Staff/Visitor Entry <sup>1</sup>		1.00			2.25	2.25
Central Control Officer		1.00	1.00		2.25	4.50
Yard/Compound <sup>1</sup>		2.00	2.00		2.25	9.00
Escort/Utility <sup>1</sup>		2.00	1.00		2.25	6.75
Medical <sup>1</sup>		1.00			2.25	2.25
Reception and Discharge <sup>1</sup>		1.00			1.20	1.20
Education Officer <sup>1</sup>		1.00			1.20	1.20
Rounding						0.35

**Sub-Total**      0.00      15.00      10.00      0.00      54.50

**SUMMARY**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Executive Office	5.00	0.00	0.00	0.00		5.00
Business / Support Programs	4.00	0.00	0.00	0.00		4.00
Security Supervisors	20.00	0.00	0.00	0.00		20.00
Correctional Officers	2.00	2.00	2.00	0.00		12.00
	0.00	15.00	10.00	0.00		54.50

**TOTAL STAFF**    31.00    17.00    12.00    0.00    95.50

**Executive Office**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Superintendent	1.00				1.00	1.00
Executive Secretary	1.00				1.00	1.00
Human Resource Clerk	1.00				1.00	1.00
Grievance/Litigation Manager	1.00				1.00	1.00
Training Clerk	1.00				1.00	1.00
Assistant Safety/Risk Manager	1.00				1.00	1.00
<b>Sub Total</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>6.00</b>

**Business / Support**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Business Manager	1.00				1.00	1.00
MIS Manager	1.00				1.00	1.00
Warehouse Technician	1.00				1.00	1.00
Laundry Worker	1.00				1.00	1.00
Accounting Clerk	1.00				1.00	1.00
Mail Room Clerk	1.00				1.00	1.00
<b>Sub Total</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>6.00</b>

**Programs**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
<b>Academic Programs</b>						
Assistant Superintendent - Re-Entry	1.00				1.00	1.00
Re-Entry Clerk	1.00				1.00	1.00
Volunteer Coordinator	1.00				1.00	1.00
Chaplain	1.00				1.00	1.00
Librarian	1.00				1.00	1.00
<b>Re-Entry Unit Management</b>						
Re-Entry (Classification) Coordinator	1.00				1.00	1.00
Unit Manager	2.00				1.00	2.00
Case Manager/Counselor	8.00				1.00	8.00
Re-Entry Specialists	2.00				1.00	2.00
TC Facilitator	8.00				1.00	8.00
Recreation Specialist	1.00				1.00	1.00
General Classification Clerks	2.00				1.00	2.00
<b>Sub Total</b>	<b>29.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>29.00</b>

**Security Supervisors**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Chief of Security - Major	1.00				1.00	1.00
Shift Supervisor - Lieutenant		1.00	1.00		2.50	5.00
Assistant Shift Supervisor - Sergeant		2.00	2.00		2.50	10.00
Investigator/STG Sergeant	1.00				1.00	1.00
Armory/Key Control Sergeant	1.00				1.00	1.00
<b>Sub-Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>		<b>18.00</b>

**Correctional Officers**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
<b>General Population Housing Units</b>						
Housing Unit-10 Officers		2.00	2.00		2.25	9.00
Housing Unit-11 Officers		2.00	2.00		2.25	9.00
Housing Unit-12 Officers		2.00	2.00		2.25	9.00
Housing Unit-17 Officers		2.00	2.00		2.25	9.00
<b>Support Officers</b>						
Count Officers <sup>1</sup>		1.00			2.25	2.25
Staff/Visitor Entry <sup>1</sup>		1.00			2.25	2.25
Central Control Officer		1.00	1.00		2.25	4.50
Yard/Compound <sup>1</sup>		2.00	2.00		2.25	9.00
Escort/Utility <sup>1</sup>		2.00	2.00		2.25	9.00
Medical <sup>1</sup>		1.00			2.25	2.25
Indoor/Outdoor Recreation <sup>1</sup>		1.00			2.25	2.25
Visitation <sup>1</sup>		1.00			1.20	1.20
Property Officer		1.00			1.20	1.20
Reception and Discharge <sup>1</sup>		2.00			1.20	2.40
Education Officer <sup>1</sup>		1.00			1.20	1.20
<b>Sub-Total</b>	<b>0.00</b>	<b>22.00</b>	<b>13.00</b>	<b>0.00</b>		<b>73.50</b>

**SUMMARY**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Executive Office	6.00	0.00	0.00	0.00		6.00
Business / Support Programs	6.00	0.00	0.00	0.00		6.00
Security Supervisors	3.00	3.00	3.00	0.00		18.00
Correctional Officers	0.00	22.00	13.00	0.00		73.50
<b>TOTAL STAFF</b>	<b>44.00</b>	<b>25.00</b>	<b>16.00</b>	<b>0.00</b>		<b>132.50</b>

**Executive Office**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Superintendent	1.00				1.00	1.00
Executive Secretary	1.00				1.00	1.00
Human Resource Manager	1.00				1.00	1.00
Human Resource Clerk	1.00				1.00	1.00
ACA/QCP Compliance Manager	1.00				1.00	1.00
Grievance/Litigation Manager	1.00				1.00	1.00
Training Administrator	1.00				1.00	1.00
Training Clerk	1.00				1.00	1.00
Safety/Risk Manager	1.00				1.00	1.00
<b>Sub Total</b>	<b>9.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>9.00</b>

**Business / Support**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Business Manager	1.00				1.00	1.00
MIS Manager	1.00				1.00	1.00
Warehouse Technician	1.00				1.00	1.00
Laundry Manager	1.00				1.00	1.00
Laundry Worker	1.00				1.00	1.00
Payroll Clerk	1.00				1.00	1.00
Accounting Clerk	1.00				1.00	1.00
Offender Accounts Clerk	2.00				1.00	2.00
Mail Room Supervisor	1.00				1.00	1.00
Mail Room Clerk	1.00				1.00	1.00
Commissary Manager	1.00				1.00	1.00
Commissary Clerk	1.00				1.00	1.00
Administrative Clerk/Reception	1.00				1.00	1.00
<b>Sub Total</b>	<b>14.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>14.00</b>

**Programs**

NonShift Shift 1 Shift 2 Shift 3 Relief FTE

**Academic Programs**

Assistant Superintendent - Re-Entry	1.00				1.00	1.00
Re-Entry Clerk	1.00				1.00	1.00
Volunteer Coordinator	1.00				1.00	1.00
Chaplain	1.00				1.00	1.00
Librarian	1.00				1.00	1.00
Library Aide	1.00				1.00	1.00

**Re-Entry Unit Management**

Re-Entry (Classification) Coordinator	1.00				1.00	1.00
Unit Manager	3.00				1.00	3.00
Case Manager/Counselor	9.00				1.00	9.00



Re-Entry Specialists	2.00				1.00	1.00
TC Facilitator	13.00				1.00	13.00
Recreation Specialist	2.00				1.00	2.00
General Classification Clerks	3.00				1.00	3.00
<b>Sub Total</b>	<b>39.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>39.00</b>

**Security Supervisors**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Security Clerk	1.00				1.00	1.00
Chief of Security - Major	1.00				1.00	1.00
DHO / Administrative - Captain	1.00				1.00	1.00
Shift Supervisor - Lieutenant		1.00	1.00		2.50	5.00
Assistant Shift Supervisor - Sergeant		3.00	3.00		2.33	14.00
Lead Investigator	1.00				1.00	1.00
Security Threat Group Investigator	1.00				1.00	1.00
Segregation/Intake Sergeant	1.00				1.00	1.00
Armory/Key Control Sergeant	1.00				1.00	1.00
<b>Sub-Total</b>	<b>7.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>		<b>26.00</b>

**Correctional Officers**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
<b>General Population Housing Units</b>						
Housing Unit-6 Officers		1.00	1.00		2.25	4.50
Housing Unit-7 Officers		1.00	1.00		2.25	4.50
Housing Unit-10 Officers		2.00	2.00		2.25	9.00
Housing Unit-11 Officers		2.00	2.00		2.25	9.00
Housing Unit-12 Control		1.00	1.00		2.25	4.50
Housing Unit-12 Officers		2.00	2.00		2.25	9.00
Housing Unit-16 Officers		1.00	1.00		2.25	4.50
Housing Unit-17 Officers		2.00	2.00		2.25	9.00
Housing Unit-31 Officers		2.00	2.00		2.25	9.00
<b>Support Officers</b>						
Count Officers <sup>1</sup>		1.00	1.00		2.25	4.50
Staff/Visitor Entry <sup>1</sup>		1.00	1.00		2.25	4.50
Central Control Officer		1.00	1.00		2.25	4.50
Yard/Compound <sup>1</sup>		3.00	3.00		2.25	13.50
Escort/Utility <sup>1</sup>		2.00	2.00		2.25	9.00
Kitchen <sup>1</sup>		1.00			2.25	2.25
Medical <sup>1</sup>		1.00			2.25	2.25
Indoor/Outdoor Recreation <sup>1</sup>		2.00			2.25	4.50
Back Gate		1.00			2.25	2.25
Visitation <sup>1</sup>		2.00			1.20	2.40
Disciplinary (CAB) Screening Officer <sup>1</sup>	1.00				1.20	1.20
Property Officer	1.00				1.20	1.20
Reception and Discharge <sup>1</sup>	2.00				1.20	2.40
Education Officer <sup>1</sup>	2.00				1.20	2.40
Sanitation Officer <sup>1</sup>	1.00				1.20	1.20
Rounding						-0.05
<b>Sub-Total</b>	<b>7.00</b>	<b>29.00</b>	<b>22.00</b>	<b>0.00</b>		<b>121.00</b>

**SUMMARY**

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Executive Office	9.00	0.00	0.00	0.00		9.00
Business / Support Programs	14.00	0.00	0.00	0.00		14.00
Security Supervisors	7.00	4.00	4.00	0.00		25.00
Correctional Officers	7.00	29.00	22.00	0.00		121.00
<b>TOTAL STAFF</b>	<b>76.00</b>	<b>33.00</b>	<b>26.00</b>	<b>0.00</b>		<b>209.00</b>





September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
Attachment to 2.4.2 Fiscal Management page 1 of 2

## TECHNICAL PROPOSAL

### 2.4.2 Fiscal Management

#### GEO POLICY 2.2.2 - BUDGET PROCESS

The GEO Group, Inc. (GEO) has established written policies and procedures for facilities to create an annual operating budget consisting of revenues, labor costs, expenses and capital improvements. GEO Policy 2.2.2 governs the budget revision process and is attached for evaluation purposes.

***See GEO Policy 2.2.2 – Budget Process - Attached***

Budgets are generated at the Facility based on assessed personnel and expenditure needs for the following fiscal year, submitted to GEO's Eastern Regional Office for review, and approved by GEO corporate management. The annual operating budget, as prepared by the Facility and approved by corporate management, will be distributed to the Indiana Department of Correction (IDOC). A budget of the first fiscal year of operation of the Facility is attached for evaluation purposes.

***See Draft of Annual Budget - Attached***

GEO has established a financial and management information system that is implemented at each managed facility and supported by professional fiscal management personnel at GEO's regional and corporate offices. This financial and management information system is comprised of state-of-the-art computer hardware and software to properly manage and record all fiscal and financial transactions, to include all income and expenditures on an ongoing basis. GEO utilizes an accounting system capable of segregating costs consistent with various cost accounting standards and contract provisions. The financial and management information system generates profit and loss statements, inclusive of actual and budgeted performance for each fiscal period reported. GEO shall provide to the IDOC prior to the commencement of the State's fiscal year, annual budget income, expenditure statements, and an annual financial audit report. A year-end statement of income and expenditures will be distributed to the IDOC within 60 calendar days of close of each fiscal year. An independent audit report of the year-end expenditure statement and all offender cash accounts of the STOP Facility will be submitted to the IDOC within 90 days following the close of each fiscal year.

GEO engages independent certified public accounting (CPA) firms to conduct financial audits of each facility in accordance with generally accepted accounting principles that include, at a minimum, review of receipts, expenditures and internal controls. An independent financial audit of the STOP Facility will be conducted annually and will be submitted to the IDOC within 120 calendar days following the close of each fiscal year. The annual independent audit report will include a review of the year-end expenditure statement and all cash accounts, including, offender trust accounts, offender welfare accounts, commissary accounts, and any other offender cash accounts which may exist at the time of the audit.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
Attachment to 2.4.2 Fiscal Management page 2 of 2

GEO has established, and the STOP Facility will implement, written fiscal policies and procedures that explain, at a minimum, the system of internal controls including separation of duties; procedures for operation of offender trust fund; bonding requirements for appropriate staff; procedures for maintenance of resident funds and the operation of any cash accounts maintained by the STOP Facility. Samples of fiscal management policies and procedures currently implemented at other GEO facilities are attached for evaluation purposes. These documents will be used as a basis for the development of site-specific policies and procedures to be implemented at the STOP Facility.

GEO will provide indemnification as required by contract and will maintain adequate insurance for claims arising from or related to the operation of the STOP Facility in accordance with the requirements of RFP No. 10-99, Section 2.4.2 Fiscal Management and Attachment B, Section 24 (*Insurance*) of the Sample Contract. Insurance certificates will be provided to the IDOC upon notice of award and renewed annually thereafter.

***See Insurance Certificate - Attached***

GEO has established, and the Facility will implement, written policies for inventory control of all property and assets. GEO Policy 2.2.3 and 2.3.2 governing inventory control and the safeguarding of assets are attached for evaluation purposes.

***See GEO Policy 2.2.3 – Inventory Control and 2.3.2 – Fixed Assets - Attached***

GEO has established and the Facility will implement written policies for purchasing and requisitioning supplies and equipment. GEO Policy 2.3.6 governing equipment and supplies procurement procedures is attached for evaluation purposes.

***See GEO Policy 2.3.6 – Purchasing - Attached***

GEO has established a human resource management information system which documents timekeeping and calculates compensation payments to all employees. All exempt and non-exempt GEO employees assigned to the Facility will be required to utilize an electronic timekeeping system that automatically downloads timekeeping information to GEO's human resource management information system located at the corporate office for payroll processing. Bi-weekly paychecks are processed at the corporate office and distributed to the Facility within the same workweek. Direct deposit opportunities are available to all employees. Subcontractors and consultants assigned to the Facility who are not GEO employees will be required to submit weekly time and attendance records to the Facility's business office for reimbursement through GEO's accounts payable function located at the corporate office. GEO Policy 3.3.3 governing employee timekeeping and payroll procedures is attached for evaluation purposes.

***See GEO Policy 3.3.3 – Employee Time Records- Attached***

GEO will ensure Facility management possesses the ability and willingness to comply with the development and utilization of fiscal policies and procedures.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/11/2010

**PRODUCER**  
Marsh USA Inc.  
1560 Sawgrass Corporate Pkwy, Suite 300  
Sunrise, FL 33323  
Attn: CSU DEPARTMENT: 954-838-3400 FAX: 954-838-3770  
  
712150-AOS-MAIN-09-10

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**  
THE GEO GROUP, INC.  
621 NW 53rd STREET  
SUITE 700  
BOCA RATON, FL 33487

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: National Union Fire Ins Co Pittsburgh PA	19445
INSURER B: Steadfast Insurance Company	26387
INSURER C: New Hampshire Insurance Co	23841
INSURER D:	
INSURER E:	

**COVERAGES**

5

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR / INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> MEDICAL PROF. GENERAL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	6506373 (AOS)	10/01/2009	10/01/2010	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 25,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	6647287 (AOS)	10/01/2009	10/01/2010	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B	<b>EXCESS / UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	IPR 379227400	10/01/2009	10/01/2010	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	004289218 (AOS)	10/01/2009	10/01/2010	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
B	<b>OTHER</b> MEDICAL PROFESSIONAL CLAIMS MADE	HPC 9262583 02	10/01/2009	10/01/2010	\$10,000,000 Occ. \$10,000,000 Agg.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 CERTIFICATE HOLDER: STATE OF INDIANA; REQUEST FOR PROPOSALS 10-99; SHORT TERM OFFENDER PROGRAM (STOP)

<p><b>CERTIFICATE HOLDER</b> ATL-002152746-01</p> <p>THE GEO GROUP, INC. 621 NW 53rd STREET SUITE 700 BOCA RATON, FL 33487</p>	<p><b>CANCELLATION</b></p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.</p> <p>AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Rosalia A. Croes</p> <p style="text-align: right;"><i>Rosalia A. Croes</i></p>
--	---

**IMPORTANT**

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**DISCLAIMER**

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.3 Program and Security Audits page 1 of 1

## TECHNICAL PROPOSAL

### 2.4.3 Program and Security Audits

---

The GEO Group, Inc. (GEO) has read, understands and shall comply fully with the requirements for the operation of the Short Term Offender Program Facility (Facility) as specified in Section 2.4.3 Program and Security Audits, of the Request for Proposals No. 10-99.

GEO welcomes all communications from the Indiana Department of Correction (IDOC) regarding this contract and the operation of the Facility. A variety of relationships and levels of confidence will be built and amplified as the contract activation and operation advances. Anyone at the corporate level is available at all times for the IDOC to call regarding this contract.

The Superintendent will work to establish a reliable and confidential relationship with the IDOC staff wherein day-to-day communications take place at the Facility level. Compliance inspections and corrective actions should be discussed. The IDOC staff will have full access to Facility operations, offender records, individual offenders and all areas of the Facility. The IDOC and its staff shall have the authority and unimpeded access to tour and inspect the Facility and grounds at any time. All programs, training, committees and operations of the Facility shall be available to the IDOC staff for observation and monitoring.

All written audit reports by IDOC will be received by the Superintendent and forwarded to the Vice President, Contract Administration. Both Facility and Corporate staff will investigate findings of non-compliance and respond with a written statement of corrective actions either taken or planned. For corrective actions that require a period of time to implement, a schedule of action with a timetable for completion will be included. If the implementation of the IDOC's recommended changes results in a change in operating cost GEO will submit documentation to validate cost. GEO will implement the IDOC's recommended changes upon agreement of both parties to an adjusted compensation.





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.4 Annual Personnel and Compensation Report page 1 of 1

## **TECHNICAL PROPOSAL**

### **2.4.4 Annual Personnel and Compensation Report**

---

The GEO Group Inc. (GEO) agrees to provide an annual report to the Indiana Department of Correction (IDOC) on or before September 1<sup>st</sup> of each year. This report will include information on job classifications, pay scales, all current employees and vacancies and salary schedules. Contractor agrees and commits to interview and potentially employ any existing facility personnel for positions with Contractor.

---



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.5. Personnel page 1 of 2

## TECHNICAL PROPOSAL

### 2.4.5 Personnel

The GEO Group Inc. (GEO) understands and agrees to comply with all applicable Federal, state and local rules and regulations relevant to personnel and employment issues at the Short Term Offender Program (STOP) Facility. GEO will establish Facility-specific personnel policies and procedures for the Facility in accordance with applicable statutes, Indiana Department of Correction (IDOC) policy and American Correctional Association (ACA) Standards.

As the current operator of the New Castle Correctional Facility, GEO has developed IDOC-approved Facility policies that we will use as a basis for the development of the STOP Facility policies and procedures. Samples of the following personnel policies and procedures are provided as an attachment at the end of this section.

03.001 Staffing

03.002 Affirmative Action Plan

03.004 Personnel Selection and Retention

03.005 Evaluation of Introductory Employees and Employee Performance Appraisals

03.007 Employee Reimbursement for Expenses Incurred in the Performance of their Duties

03.009 Code of Ethics – Standards of Employee Conduct

03.012 Employee Compliant

03.015 Employee Dress and Grooming Standards

03.016 Correctional Officer Certification

03.017 Fingerprinting of Employees

03.018 Employee Identification Cards

03.021 Employee Resignation, Suspension and Termination

***See Sample Personnel Policies and Procedures – attached***

GEO understands the importance of personnel policies and procedures and shall provide the appropriate policies in accordance with the agreement. The Facility shall have on-site written policies and procedures covering all aspects of the personnel and employee areas. The Facility shall also maintain current written job descriptions and job qualifications comparable to similar positions at IDOC facilities for all positions at the Facility. GEO shall maintain a current, accurate and confidential personnel record on each employee. Written policies and procedures will require each employee to receive an annual performance evaluation, which will be maintained in their employee file. All employees shall be subject to a thorough background investigation pursuant to GEO's policies and the Department's requirements.





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.5. Personnel page 2 of 2

GEO understands the importance of a fully qualified and trained professional staff in appropriate numbers to operate a safe and secure detention facility. Our enclosed staffing plans reflect a well-thought out and efficient strategy for staffing the proposed facility at the various population levels. This staffing plan provides for supervision of offenders in the housing areas 24 hours per day, seven (7) days a week. Shift Supervisors are on duty 24 hours a day to properly supervise on-duty Correctional Officers. Additional Correctional Officers will provide utility and supporting security functions.

GEO will notify the IDOC via electronic mail of any vacancies that occur at the Facility within five (5) business days from the date the vacancy occurred. Every effort will be made to immediately fill vacant positions; vacancies shall not exceed sixty calendar days.

Our corporate and regional offices have developed staffing to conform to the specific needs of the state and this offender population. Proposed staffing plans demonstrating GEO's proposed staffing throughout the ramp up of the facility; 292 beds; and at full capacity; 1,066 beds are provided as attachments to this section. GEO understands that the staffing plan may be adjusted to accommodate an increase in the offender population above the contracted amount, subject to written approval from the Department prior to implementation.

***See Proposed Staffing Plans for 292-bed, 492-bed, 692-bed,  
and 1,066-bed levels - Attached***

At the 292-bed level (Phase 1) Initial activation of Facility and establishment of program will be completed by a GEO-team based at the New Castle facility. During Phase 1 the initial activation and operation will be established and maintained by the administrative staff of New Castle with administrative oversight and support services (i.e. training, business office, human resource functions) provided by New Castle.

Upon mutual agreement with IDOC, GEO will begin the Phase 2 activation. Upon reaching the 492-bed occupancy level, STOP Facility administrative staff and additional support staff will report on-site.

Upon mutual agreement with IDOC, GEO will begin the Phase 3 activation. Upon reaching the 692-bed occupancy level, the Phase 3 Facility staff positions will be filled.

Upon mutual agreement with IDOC, GEO will begin the Phase 4 activation. Upon reaching the 1,066-bed occupancy level, all remaining STOP Facility staff positions will be filled.

GEO will provide all security personnel with climatically suitable uniforms as approved by the IDOC.

TO: [illegible]  
FROM: [illegible]



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.6. Training page 1 of 4

## TECHNICAL PROPOSAL

### 2.4.6 Training

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.4.6 Training in Request for Proposals No. 10-99.

GEO's premier status as a leading provider of private correctional services acknowledges a properly trained staff is essential to operate a successful, safe and effective correctional facility. Staff training is of paramount importance because of the positive impact it has on improving staff performance, increasing retention, and boosting morale; all of which enhances operations and reduces the potential for error. GEO's staff training program is structured to ensure each employee successfully completes training that meets or exceeds ACA, GEO, and Indiana Department of Correction Standards.

It is GEO's policy to provide training to all employees to empower them with the knowledge, skills and working tools necessary to effectively perform their assigned job duties. GEO's operational philosophy is incorporated throughout the training process to ensure compliance with all legal, contractual, professional and ethical standards. GEO recognizes employees perform more effectively when they are properly and adequately trained; which creates a positive work environment where employees realize a greater job performance satisfaction.

GEO shall provide new employee orientation, on-the-job, and in-service training programs for all Facility employees, volunteers, and subcontracted employees in accordance with ACA standards and IDOC Policy and Procedure 01-05-101, Staff Development and Training. GEO will provide the IDOC will all training curriculums, lesson plans, and related materials for approval prior to use. GEO will implement any changes requested by IDOC to be added to the training program.

The Short Term Offender Program Facility's training program will adhere to the following:

- Maintain an on-site staff training operation to provide all required training. A supervisory level staff member, who has successfully completed the Training for Trainers course, will coordinate and perform training functions;
- Maintain full compliance with Indiana Correction Policy 01-05-101;
- All new employees will successfully complete forty (40) hours of orientation training prior to independent assignment on a particular job;
- All new employees will successfully complete their first year training requirements as defined by ACA Standards and IDOC Policy and Procedure upon successful completion of Orientation Training;
- All new volunteers and subcontracted employees will successfully complete training in accordance with ACA Standards and IDOC Policy and Procedure;



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.6. Training page 2 of 4

- In-Service Training will be based on current job related training needs and ACA standards. The Facility Training Director will coordinate the design, development, delivery and evaluation of the In-Service Training program;
- Failure of any employee to successfully complete required training may be sufficient reason to disqualify that employee from duty;
- Adequate space and equipment will be provided to accommodate training functions;
- Funds will be available to reimburse personnel for training or to fund personnel required to relieve regular personnel for training purposes.

The Facility Training Administrator working in conjunction with the Training Advisory Committee will develop a complete training plan each year. The training plan shall include training goals and requirements for different staff components along with a plan to meet the employee's training needs and all applicable requirements. The training plan will be implemented upon the approval of the Superintendent.

#### **Training Requirements for All Personnel**

GEO shall ensure that all new full-time employees receive 40 hours of Orientation Training prior to job assignment. All part-time personnel, approved volunteers and contract personnel receive formal orientation appropriate to their assignments and additional training as needed.

GEO specifies the following training and staff development requirements for all full-time employees. This training shall include at a minimum the following:

- Overview of the agency's purpose, goals, policies and procedures;
- Working conditions and regulations;
- Employee rights, responsibilities and benefits;
- An overview of the criminal justice system;
- OSHA standards regarding blood borne pathogens and immunization schedules;
- Employee rules and regulations;
- Human Resources related policies;
- Program overview;
- Receipt of an employee handbook. A written acknowledgement shall be given upon receipt;
- Professionalism and ethics;
- Facility organization;
- Facility tour;
- Fire and emergency procedures;
- Security procedures;
- Safety procedures;
- Use of force policy;
- Interpersonal relations and communications skills;
- Offender disciplinary procedures.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.6. Training page 3 of 4

#### **Training Requirements for Correctional Officers**

GEO shall ensure at all new correctional officers receive an additional 160 hours of training during their first year of employment and 40 hours of training each subsequent year of employment. At a minimum this training covers the following areas:

- Security procedures and regulations;
- Supervision of offenders;
- Signs of suicide risk;
- Suicide precautions;
- Use of force regulations and tactics;
- Report writing;
- Offender rules and regulations;
- Key control;
- Rights and responsibilities of offenders;
- Emergency plans and procedures;
- Safety procedures;
- Firearms training;
- Key and tool control;
- Interpersonal relations;
- Social/cultural life style of the offender population;
- Communications skills;
- First aid and CPR;
- Counseling techniques;
- Cultural diversity for offenders and personnel;
- Sexual abuse/assault awareness;
- Forty (40) hours of parent agency structured, supervised, and evaluated on-the-job training after completion of formal classroom training.

#### **Training Requirements for Managers and Supervisors**

All managers and supervisors shall successfully complete a minimum of 24 hours of formal supervisory training in addition to 16 hours of training related to the employee's job specialty for a total of 40 hours during the first year of employment. Managers and supervisors will receive 40 hours of In-Service Training each subsequent year.

#### **Training Requirements for Clerical/Support Employees**

GEO shall ensure that clerical/support personnel, with minimal offender contact receive 40 hours of training in addition to orientation training during their first year of employment. Clerical and support personnel receive 16 hours of annual In-Service training pursuant to standards and requirements each subsequent year





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.6. Training page 4 of 4

#### **Training Requirements for Administrative and Managerial Personnel**

All administrative and managerial personnel shall receive 40 hours of training in addition to orientation training during their first year of employment. Administrative and managerial personnel receive 40 hours of annual In-Service training pursuant to standards and requirements each subsequent year.

#### **Specialized Emergency Unit (CERT)**

Correctional officers assigned to a specialized emergency unit (CERT) have at least one year of experience as a correctional officer and 40 hours of specialized training before undertaking their assignments. Officers on emergency units receive 8 hours of training monthly totaling 96 hours annually, at least 16 of which are specifically related to emergency unit assignment.

#### **IDOC Specialized Training**

Facility staff will participate in IDOC specialized training program (i.e. offender records, classification, and offender discipline).

#### **Proficiency Testing**

When each training course is completed, all employees will take a written and/or performance proficiency test. Training participants must achieve a minimum score of 70 percent out of 100 on a written test to achieve successful completion. Performance Test proficiency is determined by the nature of the training or the certifying agency. Should an employee fail to meet minimum standards on the initial proficiency test, he or she shall be given additional training and a second opportunity to take the test. After a second opportunity to meet minimum performance standards, any employee who fails to meet the minimal proficiency requirements may be relieved of duty.

#### **Training Documentation**

A separate training record shall be established for each employee to include the following minimum information:

- a. Employee name;
- b. Assignment category (i.e., Custody, Clerical and Support, Professional Specialist, Administrative/Management, or Part-time);
- c. Entry on duty date;
- d. An up-to-date chronological list of all training the employee has successfully completed.

#### **Training audits**

Internal and External Audits will be performed at least annually. GEO understands the IDOC is authorized to audit training classes at any time.

#### **Certified Trainers**

All employees who routinely conduct specialize training functions (i.e. Firearms, Chemical Agents, First Aid, CPR, etc) will be certified by appropriate, recognized authority.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.7 Physical Plant page 1 of 1

## TECHNICAL PROPOSAL

### 2.4.7 Physical Plant

---

The GEO Group Inc. (GEO) understands and shall comply with Indiana Department of Correction (IDOC) policies and procedures, local, state and federal rules and regulations, as they apply to the Short Term Offender Program Facility (Facility) physical plant in Request for Proposals No. 10-99. GEO understands and agrees that on the effective service commencement date of the contract GEO will maintain exclusive use, possession and control of the land and property comprising the Facility and its grounds, subject to the terms of the contract. IDOC shall maintain the right to enter and inspect the premises and grounds.

We further understand that the maintenance, maintenance staff and utilities relevant to the operation of the Facility shall be the responsibility of IDOC. GEO understands its responsibility to replace, at our expense, state-owned moveable equipment on an as-needed basis, upon agreement of both parties.

#### **Expansion/Renovations**

GEO understands and accepts the provision that GEO shall not have the authority to remodel the Facility or make substitutions, alteration, additions, modifications and improvements to the Facility without prior written approval of IDOC and the Indiana State Office Building Commission. It is further understood that any such modifications shall become part of the Facility and the property of the Indiana State Office Building Commission.





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.8. Accommodations page 1 of 4

## TECHNICAL PROPOSAL

### 2.4.8 Accommodations, Sanitation, Hygiene & Personal Property

The GEO Group, Inc. (GEO) has the ability and will comply fully with the provisions of Section 2.4.8, Accommodations, Sanitation, Hygiene and Personal Property of the Short Term Offender Program Facility (Facility) Request for Proposals No. 10-99 as well as all relevant American Correctional Association (ACA) Standards and Indiana Department of Correction (IDOC) policies and procedures.

GEO will provide offender clothing, as well as sanitation, hygiene, and laundry services in accordance with ACA Standards, Health Department Regulations, commonly accepted correctional practices and IDOC policy and procedures.

Upon admission to the Facility, each offender will receive clean, usable clothing, bed linen, hygiene supplies, washcloths and towels. Offenders will be advised of the procedures for exchange and laundering of these necessities.

#### **Linen and Bedding**

At a minimum, GEO shall provide each offender:

- one (1) pillow;
- one (1) pillow case;
- one (1) mattress;
- two (2) sheets;
- one (1) blanket;
- two (2) towels;
- two (2) washcloths.

The type and quality of the bedding and linen shall be subject to IDOC approval.

Offenders shall have access to freshly laundered replacements of bed linen, towels and washcloths on a one-for-one exchange weekly. Blankets and pillows will be cleaned at least every three months. The Facility will ensure that mattresses, pillows and blankets are disinfected and sterilized before reissue to another offender.

#### **Personal Hygiene**

GEO recognizes our responsibility to provide facilities, equipment and access to accessories to ensure that all offenders can exercise personal hygiene. The Facility shall provide each offender with facilities necessary to perform good hygiene practices (sinks, toilets, showers, etc.) as well as the opportunity to shower on a daily basis. Water for the showers shall be thermostatically controlled to ensure the safety of offenders.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.8. Accommodations page 2 of 4

GEO staff shall ensure that each offender is provided the articles necessary for personal hygiene in accordance with ACA Standards and IDOC Policy and Procedures 02-01-104, "Offender Grooming, Clothing and Personal Hygiene." The type and quality of the articles shall be subject to the department's approval. Sufficient quantities shall be issued to allow each offender to maintain an acceptable level of personal hygiene.

At a minimum, GEO shall provide personal hygiene accessories to include:

- soap;
- comb;
- toothbrush;
- toothpaste or tooth powder;
- unwaxed dental floss;
- toilet paper;
- deodorant;
- shampoo;
- shaving supplies.

All issued personal hygiene items will be replaced as needed.

Offenders shall be allowed to purchase additional and replacement approved personal hygiene items through the Facility commissary. However, no offender, including indigent offenders, shall be required to go without the basic hygiene items due to the lack of funds to purchase these items. Through our existing partnership with PEN Products GEO will coordinate and facilitate a commissary operation that is primarily bagged offsite for delivery to offenders assigned to the facility. An area within the existing facility compound will be designated (Gym or Program space) to process and facilitate delivery to the population.

#### **Offender Clothing**

GEO shall provide offenders with uniforms, coats, shoes and underwear in compliance with IDOC Policy and Procedure 02-01-104, "Offender Grooming, Clothing and Personal Hygiene." The design, color, style and fabric of the uniforms shall be subject to IDOC approval.

It is the practice of GEO to issue each offender three (3) sets of daily clothing (underwear, shirts, trousers, and socks), allowing them to have one (1) set in their locker and one (1) in the laundry process while wearing one (1) set. It is the accepted responsibility of GEO to maintain the offender clothing, and purchase sufficient quantities ensure that offenders, at all times, are provided with clothing that is in good repair, presentable, properly fitted, climatically suitable and appropriate to meet sanitation and safety requirements.

GEO will also purchase and provide appropriate protective clothing for offenders assigned to food service, maintenance shops or other work details. The protective clothing will be suitable for the climate and season, will be properly fitted and presentable and may be exchanged as often as necessary for the assigned work.



The GEO Group, Inc.

All clothing issued to offenders shall be recorded, identified and inventoried. Offenders shall be responsible for lost or stolen issued clothing. Records of clothing issued shall be maintained. Secure storage areas will be provided for clothing held in reserve.

Offenders shall have the opportunity exchange torn or damaged clothing. Whenever possible, damaged clothing will be repaired. Clothing determined to be beyond repair will be used as rags or discarded. A record will be maintained of these items.

Any accessories such as shoes, etc. and all other property offenders personally obtain through the offender commissary or other approved means shall comply with the limitations imposed by IDOC Policy and Procedure 02-01-101, "Offender Personal Property."

#### **Laundry Services**

Maintaining a sufficient supply of clean offender clothing, linens and bedding is essential to the health and welfare of the offender population as well as the orderly operation of the Facility. While existing laundry equipment at the facility may not be adequate to manage a population of up to 1,500 offenders, GEO will work with the IDOC on processes and solutions to ensure appropriate services are provided to the offender population if it exceeds existing equipment capabilities. GEO will work with IDOC to either upgrade and replace the existing equipment if desired or coordinate activity in a manner so offender clothing and linens can be laundered either at an adjacent IDOC facility or at the current GEO operated New Castle Correctional Facility. Qualified offenders, under the supervision of laundry staff, may provide laundry services. Each offender shall have access to a clean uniform daily. Sheets and pillowcases will be exchanged at least weekly. Blankets and pillows will be cleaned at least every three (3) months.

Each offender will be responsible for turning in his soiled clothes, linen, and bedding for exchange. The soiled articles will be collected regularly from each housing unit and transported to the laundry by carts. At the time of collection, soiled items will be exchanged for clean items, on a one-for-one basis.

Separation of soiled and clean articles will be maintained. The layout of equipment and storage areas within the laundry will ensure the separation of soiled and clean goods. Minor repairs required on laundered items, such as loose seams, lost buttons and snaps, small rips, etc., may be mended in the sewing area of the laundry. Offenders assigned to work in the laundry will be processed at the end of the shift to facilitate searches and contraband control.

#### **Trash and Garbage Disposal**

A local collection service, under contract with the Facility, will provide garbage and other waste disposal services. The Facility will comply fully with all applicable laws and regulations and ACA Standards as well as IDOC policy and procedures pertaining to the processing and disposing of refuse.

Trash and garbage collection will occur as often as necessary to maintain good sanitary conditions. The Facility will develop collection methods to avoid creating a menace to health. All trash and garbage will be delivered to the collection point on an established schedule, at least once a day. The collection agency will collect the trash and garbage from the collection point at



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.8. Accommodations page 4 of 4

least twice weekly on a schedule that ensures the prevention of odors and excess accumulation of trash.

All medical waste will be processed in accordance with established disposal procedures.

Any deficiencies noted by the department or independent outside sources shall be promptly corrected.

**Vermin and Pest Control**

The Facility shall remain in compliance with all applicable laws and regulations and ACA Standards as well as IDOC policy and procedures pertaining to vermin and pest control. A dedicated Facility staff member shall be responsible for the establishment of a monthly facility pest control inspection program. The Superintendent shall receive a report of the results of each inspection.

Dedicated staff will conduct minor pest control activities throughout the Facility as necessary. Facility staff will report any observation of insects, rodents or vermin. Upon receipt of this observation report, dedicated Facility staff shall immediately implement corrective action.

The Facility shall have a contract with a licensed pest control firm to provide regularly scheduled major vermin and pest control services and be available on call for unscheduled services while under staff escort.

Any deficiencies noted by the department or independent outside sources shall be promptly corrected.

**Hair Care**

Hair care services shall be available to all offenders in compliance with IDOC policy and procedure 02-01-104, "Offender Grooming, Clothing and Personal Hygiene."

Facilities shall be adequate so that offenders can obtain hair care services as needed. Hair care services shall occur in a space designed for that purpose. In all cases, the area will be located to permit observation by staff. Hair care equipment shall be stored securely when not in use and a current inventory maintained.

All local and state health and safety standards will be observed and enforced in the management and operation of hair care facilities.

**PEN Products**

GEO accepts the encouragement and agrees to purchase 20 percent of products and offender clothing from the Indiana Department of Correction Industries, known as PEN Products.



## TECHNICAL PROPOSAL

### 2.4.9 Programming

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.4.9 Programming in Request for Proposals No. 10-99. GEO has a rich history of providing quality programs to offenders, understanding that evidenced-based services can reduce recidivism and help offenders become productive members of society.

Capitalizing on our current experience of providing effective programming for the short-term offender at the New Castle Correctional Facility, GEO will provide comprehensive programs in accordance with Indiana Department of Correction (IDOC) Policy and Procedures and ACA Standards as they pertain to offender academic programs. GEO agrees that all program costs for materials, lab equipment, tests, test fees, supplies and any other costs associated with the offender education program shall be the responsibility of GEO.

On February 24, 2010, the New Castle Correctional Facility, operated by GEO, accepted its first Indiana offenders for a pilot Short Term Offender (STOP) Unit, a 210-bed unit. GEO will utilize the model at New Castle Correctional Facility for the programming needs of the Short Term Offender Program offered under this solicitation.

The programming matrix will include intensive daily programs run on an approximately six (6) week cycle (including substance abuse, relationship and parenting education, critical thinking training, transition programming, anger management, character-development education). Seminar and/or workshop style programs will be provided to address needs for very short term inmates without enough time to enroll in a lengthier program. Seminar topics include financial literacy and management and Character First topics based off of the Character First organization's literature for prisoners. Programs are presented by programming staff, offender Program Aides and/or community volunteers.

An inmate's typical daily schedule includes a mandatory recreation program, where achievement is not measured; but participation is. In addition, custodial work is done by offenders on the unit as part of the program. All offenders who are substantially compliant with the programming (good faith effort) receive modest state wages. GEO does not assign any participants to work outside of the unit unless part of a "work crew" for special details under the supervision of a unit team staff person.

GEO has found that swift and sure segregation and consequences for rule violations helps set the tone for acceptable behavior. The unit team staff offers re-entry into the program after an interview and signing a 'behavior contract'. For more violent, serious, or repeatedly disruptive behaviors, the disruptor is moved to one of our general population units.

To date, 270 offenders have been released from the STOP Unit at New Castle. Much of the success of the program is due to the Offender Program Aides, embedded into the unit (much like the Program Aides for the Indiana P.L.U.S. units) who have helped to develop a positive,





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.9 Programming page 2 of 3

cooperative culture on the unit. Inmates who arrive on the unit perceive an atmosphere where all are expected to work together toward goals, including the inmate himself. There is no atmosphere of "us" versus "them" and the expectation that participation and engagement as required components of the programming is established from the Superintendent, who addresses each Orientation class, to the assigned security staff who ensure smooth operation of the unit.

GEO intends to duplicate this process as much as possible at the Plainfield Facility and will work to develop more volunteer programs within the community.

Facility educational programs shall include, at a minimum, Adult Basic Education and GED, Substance Abuse, Alcoholics Anonymous / Narcotics Anonymous (AA/NA), and Standard Pre-Release programming. To accommodate the needs of the offender serving 365 days or less, it will be necessary to abbreviate services. GEO will provide educational programs described below to foster an overall program for the offender's re-entry into society while remaining mindful of time constraints presented by the short term offender population:

#### **Substance Abuse**

GEO will embrace the IDOC approved substance abuse curriculum. Substance abuse programming at the STOP Facility will occur on an intense, accelerated basis to accommodate the needs of the short term offender. Using this strategy, each offender will complete the IDOC program hourly requirements (Phase II, 48 hours & Phase III.1, 24 hours) in approximately three (3) weeks. Offenders with extremely short sentences that cannot complete the Substance abuse program, and benefit from statutory-available additional earned credit time while at the STOP Facility, will be referred to the Re-Entry Specialist to establish a treatment referral to a community based resource to be executed upon release. They will also be eligible and encouraged to participate in AA/NA groups at the Facility.

#### **ABE/GED**

TABE testing will be utilized to regulate participation in GED for the short term offender. Offenders arriving at intake without a high school diploma/GED will be referred for assessment. Those scoring "9" or above will be enrolled in the GED program, which may be provided utilizing a tutor (Offender Program Aide) and afforded the opportunity to take the GED test at the next available opportunity. Those offenders scoring below "9" will be enrolled into Adult Basic Education. Individual progress, though provided by an Offender Program Aide Tutor, will be monitored using the Individual Learning Plan model in both instances. Participants in Facility educational programming who have not achieved a GED at the time of release will be referred to the Community Resource specialist for a community-based educational solution to be executed upon release.

D.L. MacKenzie, in What Works In Corrections, presents the results of a meta-analysis of 16 independent samples from 13 educational treatment programs that show conclusively that academic educational programs are effective in reducing recidivism.

#### **AA/NA**

The 12-step help groups, Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), will be integrated to support the substance abuse program and be available to others on request.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.9 Programming page 3 of 3

Volunteers that represent AA and NA will be recruited from the community, trained, and approved to lead 12-step groups for the offender population.

Research confirms the efficacy of twelve step programs, religious activities, and restorative justice initiatives geared toward improving bonds and ties to pro-social community members (C.D. Emrick et. al, *Alcoholics Anonymous: Opportunities and Alternatives*, New Brunswick, Rutgers Center of Alcohol Studies, 1993).

**Pre-Release Programming**

The STOP Facility will embrace the IDOC approved Pre-Release (Transitions) Program curriculum and re-entry strategy that Pre-Release occurs just prior to release. The Program will be delivered by a Re-Entry Specialist. In order to accommodate the needs of the short term offender, a modified pre-release (MPOP) approach maybe used that reflects the expedited release rate of the population. The MPOP program will likely be four (4) weeks in length as opposed to the seven (7) week Standard Pre-Release (SPOP) used at other IDOC facilities. All IDOC required curriculum components for Pre-Release will be delivered in the class.

Research indicates that many successful interventions with extreme populations recruit family members and supportive others in the offender's immediate environment to positively reinforce desired new behaviors (*Implementing Evidence-Based Practice in Community Corrections*, Crime and Justice Institute, p. 6, 2004). As such, GEO will engage community support for inmates as a regular part of case planning. This programming will be provided within a cognitive framework to all inmates prior to their release.

EXHIBIT B  
PAGE 46 OF 102



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.10 Re-Entry and Case Management Services page 1 of 2

## TECHNICAL PROPOSAL

### 2.4.10 Re-Entry & Case Management Services

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.4.10 Re-entry and Case Management Services in Request for Proposals No. 10-99.

To best serve the needs of the short-term offender population, it is crucial to address the individual. Each offender will be given an individual plan of responsibility that includes a modified Re-entry Accountability Plan (RAP), scheduled progress reviews with unit team, community based referrals when appropriate, programmatic/facility overview, and a daily schedule. The daily schedule will include programming that is individualized and further meets the needs of the short-term offender.

The link between receiving communities and the Short Term Offender Program Facility will be wholly developed. The Facility will incorporate a unit team that fully embodies the social work best-practices of continuity of care and resource management. Community contacts will be sought and developed by the assigned unit team in collaboration with the community resource specialist(s) to best support a fluid transition for the short-term offender from the Facility back into the community. The hand-off of offenders to parole or probation by the STOP Unit Team staff will be highlighted and intensified.

An emphasis on community referrals will be a key strategy to meet the re-entry needs of the short term offender. The community link component will focus on facilitating the inmates' re-entry back into their communities via community resources. Therefore, the Community Resource Specialist will be tasked with building strong relationships with community resources, delivering programming designed to facilitate a smooth and informed transition for the offender back into the community, aiding the Unit Team in planning and developing an individual release plan, and encouraging offenders to assume the responsibility for release behaviors and activities. The Community Resource Specialist will also:

- Serves as the liaison between STOP and community resources located in receiving communities;
- Visits and evaluates community resources to assess their value to STOP;
- Schedules regular speaking engagements with volunteer groups;
- Recruits volunteers from local communities to support STOP programming;
- Secures supplementary information on community resource topics including employment, relapse prevention programs, birth certificates, social security, Medicaid/Medicare, and veteran's benefits;
- Act of part of the Unit Team and participates in formulating and developing of release plan with assigned case manager;



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.10 Re-Entry and Case Management Services page 2 of 2

- Aids Unit Team in assessing the offender's individual program needs while incarcerated;
- Communicates with offenders regarding the reality of their pre-release activities and plans, defining terminology, and identifying community resources;
- Assesses offender's individual needs and makes referrals to community resources;
- Provides classroom instruction in the areas of gainful employment, healthy relationships, thinking for a change, life skills, and pre-release (MPOP);
- Trains volunteers to assist in program support;
- Works diligently to retain volunteers by means of volunteer management skills;
- Conducts a periodic review of curriculum and resources available to enhance offender participation in programs and further facilitate the transition back into the community;
- Aids in the development of new STOP program components as needed.

Case Management services at the Facility will adopt the innovative short term offender program framework developed by New Castle Correctional Facility's STOP Unit staff - "STOP Program Referral Guide." This framework is computer-based and assists case managers in adherence to IDOC policy 01-07-101 "Development and Delivery of Re-entry Services," making needs-based program referrals, community resource specialist referrals, and scheduling each offender's programming throughout his incarceration from the initial interview based upon EPRD.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.11 Health Services & Mental Health Services page 1 of 1

## **TECHNICAL PROPOSAL**

### **2.4.11. Health & Mental Health Services**

---

As specified in Amendment 4, The GEO Group, Inc. (GEO) understands that the health and mental health services provided at the Short Term Offender Program Facility will be provided by the Indiana Department of Corrections (IDOC) health services vendor, Correctional Health Services. GEO will cooperate with the Correctional Health Services to facilitate the delivery of medical services for all offenders in compliance with the requirements specified in Section 2.4.11 Health and Mental Health Services, of RFP No.10-99, and applicable amendments.

GEO will provide security and general housekeeping in the medical area of the Facility as well as other support as may be necessary to ensure delivery of medical services to offenders.





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.12 Food Service page 1 of 1

## **TECHNICAL PROPOSAL**

### **2.4.12 Food Service**

---

As specified in Amendment 4, The GEO Group, Inc. (GEO) understands that the food services provided at the Short Term Offender Program Facility will be provided by the Indiana Department of Corrections (IDOC) food services vendor, Aramark Correctional Services. GEO will cooperate with Aramark Correctional services to facilitate the delivery of food services for all offenders in compliance with the requirements specified in Section 2.4.12 Food Services, of RFP #10-99, and applicable amendments.

GEO will provide security and general housekeeping in the food service area of the Facility as well as other support as may be necessary to ensure delivery of food services to offenders.



EXHIBIT B  
PAGE 52 OF 102



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.13 Security and Control page 1 of 3

## TECHNICAL PROPOSAL

### 2.4.13 Security and Control

The GEO Group, Inc. (GEO) understands and accepts the provisions of Section 2.4.13 of the State of Indiana, Department of Administration, and Request for Proposal No. 10-99. GEO has the ability and willingness to comply fully with all requirements of American Correctional Association (ACA) Standards and Indiana Department of Correction (IDOC) policies and procedures.

The Short Term Offender Program Facility is intended for the safe and secure detention of male offenders. GEO will have control measures in place to prevent unauthorized egress and ingress. The Facility will provide 24 hour, seven (7) days per week security coverage of designated security posts. Security and Control will be maintained in accordance with ACA Standards and IDOC Policies and Procedures through the implementation of IDOC-approved Facility Policies and Procedures.

#### **Correctional Emergency Response**

The primary source of security for this Facility, as with most correctional facilities, will be the staff. Personnel for the Facility will be highly trained professionals who maintain order and control to ensure the health and safety of its occupants. Staff will be responsible for direct and indirect supervision of the offenders in their daily activities. Continuous staff and offender interaction shall facilitate a good relationship for a safe and orderly environment. A written Policy and Procedures Manual will be available to each staff member to govern performance. All staff will be properly trained in the implementation of Facility procedures to ensure public safety. Facility personnel will be cross-trained to the greatest extent possible to allow staffing flexibility, job enrichment opportunities as well as promotion preparation for potential supervisory positions.

GEO will, immediately upon implementation of the Short Term Offender Program, provide the support and availability of one (1) Correctional Emergency Response Team (CERT); which is currently established and trained per IDOC policy and procedure, and whose participants are staff members of the New Castle Correctional Facility. As the offender population increases, or before the end of the first calendar year, the Facility will establish two (2) Short Term Offender Emergency squads, who will be specific to the Facility. The squads will prepare and train according to lesson plans approved by the IDOC and the GEO Corporate office. All emergency squads will participate in annual statewide joint training exercises conducted by the IDOC.

***See Example Policy Emergency Response Team, NCCF 08.028 - attached***

GEO understands and accepts the provision that, if deemed necessary, or requested by the Facility, the Department has the authority to deploy emergency response squads to the Facility. Should this need arise, GEO will reimburse the Department for the actual cost of deploying the squads.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.13 Security and Control page 2 of 3

#### **Use of Force**

Use of force will be restricted to instances of justifiable self-defense, protection of others, and protection of property and prevention of escapes. Force will be used only when necessary, only to the degree necessary to control offenders and in accordance with appropriate statutes. All correctional officers will be trained in the use of force and restraint methods. Security training will begin through the completion of the Correctional Training Institute, IDOC pre-service training program that is required by all correctional officers. Any use of force in the Facility will be reported pursuant to Facility regulations and IDOC requirements. Force will be used in accordance with guidelines established by the ACA and the Department. Force will not be used as punishment or discipline.

In accordance with IDOC Policy and Procedure 02-01-009, "The Use of Force," GEO staff shall use only firearms, firearms ammunition, chemical agents, riot control weapons and equipment, electronic disablers and any other type of weapon that has the prior approval of the IDOC. An example use of force policy used at a comparable GEO facility is attached.

***See Example Use of Force Policy NCCF 08.013 - attached***

#### **Drug Surveillance Program**

GEO will establish a drug surveillance program that will require a minimum of five percent (5%) of the offender population to be tested each month. The testing process will be submitted to the department for approval prior to contract inception. Results of offender drug testing will be provided to the Department on a monthly basis. A drug testing policy example is attached.

***See Example Inmate Drug Testing Policy NCCF 08.020 - attached***

#### **Emergency Plans**

GEO shall establish a system of emergency plans to cover all aspects of facility operations. Procedures will be in place for the detection and reporting of escapes that will include notification of the neighbors in the surrounding community.

***See Example Emergency Plan Policy NCCF 09.004 - attached***

GEO will establish procedures to immediately, or as soon as possible, notify the Department of escapes or attempted escapes, the use of deadly force, serious incidents, offender death or serious assault on staff, offenders or visitor.

Through cooperation with local law enforcement and prosecutors, GEO will aggressively seek prosecution of all criminal acts by staff, offenders, or visitors. GEO understands and accepts the condition that repeated escapes or "walk aways" from the facility shall be cause for the contract to be terminated.

#### **Offender Transportation**

GEO, through cooperation with the IDOC, will be responsible for coordinating the transportation of offenders from the Facility. This includes transfers for disciplinary, administrative, program progression and medical transfers. All procedures for transportation of inmates will be governed by policies that have been approved by the Department.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.13 Security and Control page 3 of 3

***See Transportation Policy NCCF 08.012 – attached***

GEO understands that the Department will be responsible for the transportation of offenders to the Facility. Any transfer to and from the facility will be administered by the Department.

EXHIBIT B  
PAGE 30 OF 102



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.14 Mail, Visits page 1 of 5

## TECHNICAL PROPOSAL

### 2.4.14 Mail, Visits

The GEO Group, Inc (GEO) has read, understands, and will comply with the requirements outlined in Section 2.4.14 Mail, Visits and Telephone in Request for Proposals No.10-99.

#### Mail

GEO recognizes that access to family and to the public is an integral part of an offender's adjustment at the Short Term Offender Program Facility (Facility) and to his reintegration into the community after release. In all matters pertaining to sending and receiving mail, the Facility, shall comply with the Indiana Department of Correction (IDOC) Policy and Procedure 02-01-103, "Offender Correspondence."

All offenders, regardless of status, will be allowed mailing privileges. While IDOC Policy and Procedures will govern offender correspondence practices at the Facility, correspondence between offenders and their families, relatives, friends, attorneys, judges and other public officials, and mail programs conducted by agencies and organizations, will be permitted; and encouraged.

With the exception of "restricted correspondence" as defined by IDOC policy, an offender shall be permitted to send and receive, in any language, an unlimited amount of correspondence that is consistent with guidelines provided by IDOC procedures to or from any person as long as such correspondence does not interfere with the security or disrupt the operation of the STOP Facility.

- **Incoming Correspondence:** Facility management shall develop policies and procedures to govern the process of incoming offender mail and packages at the Facility. These policies and procedures shall comply fully with the Indiana Department of Correction (IDOC) Policy and Procedure 02-01-103, "Offender Correspondence." The Facility will submit the developed documents to the IDOC for review and approval prior to implementation. As a part of orientation to the Facility, staff shall advise offenders of Facility and IDOC rules, regulations and processes pertaining to sending and receiving mail and packages.

Delivery of mail to an offender will occur without delay, usually within 24 hours of receipt at the Facility. Staff will open and inspect incoming general correspondence in order to permit removal of funds for crediting to the offender's account; verify and record receipt of property; and determine if contraband is enclosed. Staff shall not read, censor, copy, withhold or otherwise hinder offender correspondence subject to exceptions as defined in IDOC policy. Pursuant to IDOC policy, Facility staff shall record any such action by the completion and appropriate processing of State Form 11984, "Notice and Report of Action Taken on Correspondence."



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.14 Mail, Visits page 2 of 5

If contraband is located in the correspondence, staff shall confiscate the contraband and dispose of it in accordance with IDOC policy. The Facility shall notify the offender regarding the nature of the contraband allowing the offender to suggest a desired disposition. The offender may appeal the decision to remove an item from correspondence pursuant to IDOC procedures regarding Offender Grievances.

- **Outgoing Correspondence** - To permit inspection for contraband, the offender shall not seal outgoing general correspondence.

Offenders shall be responsible for ensuring that all outgoing correspondence contains the following information on the envelope:

- Indiana Department of Correction;
- Name of Facility;
- Address of the Facility;
- Name, identification number and housing assignment of the offender.

Offenders shall not use mail-forwarding services. The absence of the required information on the outgoing envelope, or the attempted use of a mail-forwarding service may result in disciplinary action against the offender.

The Facility mail room staff will stamp the outside of each piece of outgoing mail, package or any other such correspondence with the name and address of the Facility and the appropriate warnings and notifications as prescribed by IDOC policy 02-01-103, Offender Correspondence.

- **Legal Mail** – Offenders shall have free access to courts; attorneys, government officials and other governmental or legal organizations as defined by IDOC policy. While the Facility shall not hinder such correspondence unless a justifiable cause exists, only that mail that is clearly identified as legal mail shall be treated as such. The identity of the sender of legal mail shall be evident on the face of the envelope or mailing container. Outgoing legal mail shall contain clear indication that the address qualifies as a recipient of legal mail.

Facility staff shall open incoming legal correspondence in the presence of the offender addressee. Staff shall remove the letter and inspect the envelope for contraband but shall not read the letter unless the sender is not adequately identified as a legal correspondent. If the letter is read to establish the identity of the sender, the reading of correspondence will cease upon verification that the mail does qualify as legal. Incoming legal mail packages will be inspected for contraband in the same manner as any other item of legal correspondence.

The Facility shall maintain in the offender institutional packet, a verification of receipt of legal correspondence which includes the date and time of delivery to the offender. This shall be accomplished by utilizing State Form 11984.

If the offender is no longer at the Facility, every effort will be made to forward legal mail to the offender's forwarding address. If the offender's forwarding address is unknown and the Facility returns the legal mail to the sender, the returned envelope shall include a notation for the reason for return.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.14 Mail, Visits page 3 of 5

- **Stationery, Envelopes and Postage** – The Facility commissary shall have correspondence supplies, including stationery, envelopes and postage, available for purchase by offenders. The offender shall be responsible for affixing sufficient postage stamps to outgoing mail to cover the costs of mailing the item. There will be no limit to the number of letters an offender may send at his own expense.

At no cost to the offender, the Facility shall provide each offender with stationery, envelopes and postage, equivalent to the current first class postage rate, for transmission of two (2) pieces of correspondence per week. The Facility will provide indigent offenders, as identified and verified pursuant to IDOC procedures, free stationery, envelopes, first-class postage and notary services for bona fide legal correspondence.

- **Certified/Insured Correspondence** – The Facility shall permit offenders to send certified or insured mail. The additional cost for these services shall be the responsibility of the offender.

Offenders shall be permitted to receive certified mail. Facility staff shall sign for the mail and maintain a log containing verification of the receipt and appropriate disposition of certified mail.

Notification of the availability of these services shall be included in the Facility orientation and the Offender Handbook.

- **Forwarding Correspondence** – If the offender has departed the Facility, and a forwarding address is known, Facility staff shall forward incoming correspondence in accordance with IDOC policy.
- **Printed Matter** – It is proposed that offenders shall not receive publications from non-publisher. Magazines, books, religious materials, and the like shall be mailed, prepaid, by publishers or authorized distributors.

Facility staff shall inspect all incoming printed matter addressed to an offender and exclude any identified as contraband or prohibited property as defined by IDOC policy. Mailroom staff shall dispose of excluded materials pursuant to IDOC policy. The offender may file a grievance to appeal the exclusion of printed matter.

#### **Visitation**

GEO understands the importance of visitation for both offender and family morale. Visitation can produce positive attitude changes for offenders, enhancing their program and job participation, and subsequently having an effect on their successful rehabilitation efforts. The Facility shall have written policies that define the STOP Facility's visitation rules and regulations and comply with IDOC Policy and Procedures 02-01-102, "Offender Visitation." The Facility will submit the developed documents to the IDOC for review and approval prior to implementation

The offender visitation program will be designed to provide offenders the opportunity to maintain contact with family members, the community and/or their legal counsel. The Facility policies, procedures and post orders will include the detailed information necessary to allow assigned





The GEO Group, Inc.

EXHIBIT B  
PAGE 60 OF 102

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.14 Mail, Visits, page 4 of 5

staff to properly process visitors and offenders in order to ensure the efficiency of the Facility's visitation program, while ensuring the safety and security of the Facility, visitors, staff and offenders.

GEO staff will make every effort to ensure each offender and visitor has a rewarding and positive visit. The Facility shall provide clean, comfortable and safe visiting areas. In order to ensure the security and safety of the Facility as well as visitors, staff and offenders, staff will supervise the offenders and their visitors at all times. Visitors who become unruly before, during or after their visit may, at the discretion of the Superintendent or designee, be recommended for removal from an offender's visitation list.

All visitation areas, including visitor and offender restroom and waiting areas, will be thoroughly searched for contraband by staff in accordance with accepted correctional practices prior to and at the conclusion of the visitation periods for that day and prior to access by offender cleaning crews or other offenders. All such searches shall be documented.

All offenders permitted visits shall be strip-searched prior to and after the visit to prevent the introduction of contraband. Visitors will not be allowed to deliver packages, letters, or other correspondence, money, checks, other printed materials, or any other items to the offender during visitation. Offenders will not be allowed to give any item to any visitor without the written approval of the Superintendent or designee.

- Visitation Schedule - The Facility's schedule, space, personnel constraints, or other legitimate security or safety reasons will dictate the number of visits an offender may receive, the length of each visit, and the days visits will be scheduled. Visiting shall be scheduled so that the offender work and programming schedules are not interrupted. At a minimum, offenders will be permitted the opportunity to visit at least one (1) day per week.
- Visitation Lists - Only those individuals included on the offender's approved visiting list shall be permitted to visit the offender. Children under the age of 18 shall not visit unless approved and included on the offender's visiting list and accompanied by a parent or legal guardian or by another individual with written parental or guardian approval. Persons exempted from the visitation list, including attorneys, clergy, government officials, law enforcement officials visiting on official business or approved volunteers, may be approved for visits with prior approval of the Superintendent or his designee.

Facility operational procedures shall ensure that additions, revisions or removals to the approved visitation list are processed pursuant to IDOC policy.

- Visitation Rules and Process - The Facility shall develop rules for visitation that comply with the provisions and requirements of IDOC policy and procedures. These rules shall be included in the Facility orientation for newly arrived offenders and in an Offender Handbook. Offenders shall be responsible for ensuring that their approved visitors are aware of the visitation rules. The rules shall also be prominently posted in the offender housing and visiting areas. The rules shall also be available to visitors in the visitor registration area in a printed brochure so that each visitor shall be aware of the rules prior to visiting an offender at the Facility.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.14 Mail, Visits page 5 of 5

The Facility shall ensure that a sign containing information regarding the possession and/or trafficking of controlled substances, as described by IDOC policy, is posted in prominent locations so that both offenders and visitors may read it prior to entering the visitation area.

Additionally, the Facility shall ensure that a sign containing a notice that visitors enter the Facility and visiting area at their own risk and the Department or the Facility assumes no responsibility for any injury or damage to property.

Visitation rules, at a minimum, shall also include:

- The Facility visitation schedule;
- Visitation restrictions, including the number of authorized visits and visitors;
- The requirement for appropriate identification of all visitors ;
- Visitors' dress requirements;
- Items which may be brought into the visiting area by the offender and the visitor and items not permitted in the visiting area;
- Visitors, including their person, personal property and vehicles while on Facility property are subject to search at any time.

Each visitor age 16 years and older shall be required to present proof of identification with a driver's license or government issued photo identification before entering the visiting area. All visitors will enter a visitor registration area to be processed by an officer. This process shall include a review of the approved visitors' list, identification/registration of visitors, and screening of visitors through a metal detector. The visitor will be interviewed and logged in pursuant to IDOC policy. The log shall include the exact time visit begins and visitor/offender relationship to ensure their visitation period is the correct length of time and to alert the supervising officers to the type of relationship of the visitor to the offender. Staff will closely monitor each visitation session to ensure no contraband is exchanged and to ensure all rules of conduct are followed during the visit. This will ensure that all visitors and offenders enjoy a pleasant, positive visitation period. The visitor shall be logged out upon completion of the visit.

Any items carried by a visitor who has been authorized for a contact visit will be subject to inspection by security staff. Individuals who do not wish to have their personal items searched will be advised to lock these items in their vehicles or lockers if available.

- Visitation Records - The Facility shall maintain a record for every offender documenting all visits, including attorney, clergy and government official visits. This log will be maintained in the IDOC computer systems as required as well as printed versions in the offenders' records, as may be necessary.
- Special Visits - Attorney and professional visitations (such as religious advisors, law enforcement officials, etc.) and special visits for people traveling great distances or experiencing other mitigating circumstances may be scheduled in addition to regular visitation hours, if necessary. The Superintendent or his/her designee must approve such visits.

EXHIBIT B  
PAGE 62 OF 102



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.15 Offender Rights page 1 of 5

## **TECHNICAL PROPOSAL**

### **2.4.15 Offender Rights**

---

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.415 Offender rights in Request for Proposals No. 10-99.

GEO recognizes our responsibility to protect the safety and constitutional rights of offenders in accordance with applicable Court Orders and American Correctional Association (ACA) standards. The Short Term Offender Program Facility (Facility) shall have the ability and the willingness to provide for offender rights in accordance with ACA standards and Indiana Department of Correction (IDOC) Policy and Procedures. Offenders confined to the Facility will be treated in an ethical manner and afforded compassion and respect as human beings. The civil and legal rights of all offenders will be respected and protected.

All GEO security staff will receive training related to offender rights, rules, discipline and privileges. Special emphasis will be placed protecting offenders from abuse situations, education regarding discrimination and diversity, and safety practices.

#### **Offender Grievance Procedure**

GEO recognizes the right of the offender to seek a formal review of complaints and grievances. The grievance process should encourage informal resolution between offender and staff. If an offender cannot reach an informal resolution with staff, and wishes to utilize the grievance procedure, the complaint should be processed formally.

The Facility shall have procedures in place that comply with ACA Standards as well as IDOC Policy and Procedures 00-02-301, "The Offender Grievance Process." These procedures will ensure that Facility staff comply fully, and work in harmony, with the IDOC grievance procedures. This will provide consistency to offenders and between the IDOC and GEO in the implementation of the grievance process.

Recommended Facility procedures will provide the Superintendent with the first opportunity to resolve grievances. IDOC's Contract Monitor will review unresolved grievances. The IDOC's appeal procedures will be available to offenders whose grievance is not resolved at the Facility.

GEO currently operates facilities worldwide comprising more than 60,000 beds. GEO has extensive experience in integrating a grievance system managed by a privately operated Facility and system-wide grievance systems in numerous cities, states and nations. Excellent examples of this integration exist at our GEO-operated facilities in Florida, Oklahoma, Mississippi and Texas. In all of these states, the state's grievance system has been adopted with 100% consistency to the grievance programs in the state operated facilities. It has been the GEO's experience that, with appropriate diligence, interpretation, and application by the private operator, very few, if any, problems develop resulting from the privately operated facility following some, but not all, of the government's policies and procedures.

This scarcity of implementation problems experienced by GEO has resulted from the following controlling factors:

- GEO usually emulates the individual client's policies and procedures with little, or no, variation;
- Facility specific procedures are approved, and supported, by the client prior to implementation;
- Offender orientation, conducted upon the offender's arrival at the Facility, clearly describes the relationship of the privately operated facility and the Client Agency. Any variations in procedure are thoroughly explained, including the rationale for these variations. Each offender is advised of his right to request informal and formal reviews of complaints, including the implementation of procedure variations by the privately operated facility.

#### **Offender Disciplinary Process**

Offenders have the right to expect an equitable, impartially administered disciplinary process. GEO shall ensure that a Facility offender disciplinary process is administered in accordance with IDOC policy and procedure 02-04-101, "The Disciplinary Code for Adult Offenders."

The Superintendent shall closely supervise the administration of the disciplinary process to ensure its compliance with both the process and the intent of the guiding policies and procedures. Facility staff shall receive training pertaining to the implementation of the approved disciplinary procedures.

As a part of their orientation to the Facility, offenders shall receive a copy of the Offender Rules and Regulations (or IDOC promulgated "brochure" substituting for same in accordance with procedure) including a description of the disciplinary process to be followed in the event of violation. Any offender found to be in violation of the Offender Rules & Regulations may be subject to disciplinary action depending on the type of violation.

When rule violations require formal or informal resolution, staff members will immediately prepare a disciplinary report pursuant to IDOC policy and forward it to the designated supervisors. Discipline investigations and hearings will be conducted on a timely basis and performed properly, in accordance with policy and procedures.

All disciplinary findings will be documented and processed in accordance with IDOC policy within the allotted time frames.

#### **Religious Activities**

GEO recognizes the right of offenders to practice the religion of their choice. Every reasonable effort will be made by Facility staff to facilitate the free practice of religion, limited only by legitimate security and operational restrictions. The Facility shall provide access to religious activities and materials in accordance with ACA Standards and IDOC Policy and Procedure 01-03-101, "The Development and Delivery of Religious Services" governing religious services.

The Facility Chaplain will coordinate the necessary variety of religious activities suited to the various religious denominations represented among the offender population. A schedule of



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.15 Offender Rights page 3 of 5

religious services, studies and activities will be posted in each offender housing area and all program areas of the Facility. Religious service and activities times will be considered when establishing Facility work and other activity schedules. The Chaplain will ensure that special religious observances and religious holidays are identified and observed in a respectful and appropriate manner, by members of a particular religious group and by non-participants.

All offenders shall have access to the religious resources, services instruction or counseling provided at the Facility on a voluntary basis. At no time will an offender be required to participate in any religious service, observance or activity. Space, equipment, vestments and other items incidental and necessary to the religious program shall be provided. To the degree practical, all faith groups will be granted equal access to the facilities of the Facility for their worship activities.

Under the supervision and direction of the Chaplain, properly screened, interviewed and trained volunteers and contract employees may be used to minister to various faith groups, thereby ensuring that all IDOC-recognized faiths are available to all offenders. All volunteers will be screened and approved by the Superintendent or his/her designee and receive appropriate training before assisting with religious programs. All racial, ethnic and socio-cultural segments of the community will be represented in the volunteer program. Volunteers will be used to enhance and improve the services and programs offered at the Facility. Volunteers will not be used to supplant regular program activities or employees. The use of volunteers permits increased personal contact for the offenders, broadens community resources for the Facility, and increases public awareness of the correctional system.

The Chaplain will maintain ongoing communications with community religious groups for the purpose of ensuring that the Facility's programs are appropriately managed and that when additional resources are needed, they are provided by properly credentialed representatives of that faith group.

When a representative of the faith to which an offender subscribes is not available in the Facility, the offender will be permitted contact with a properly credentialed representative of the faith via visits, telephone or correspondence at the discretion of the Chaplain or higher authority.

#### **Offender Recreation**

Offenders at the Facility shall be provided a recreation and activities program designed to meet their needs and the guidelines of the IDOC. The Facility shall provide access to the recreation activities in accordance with ACA Standards and IDOC Policy and Procedure 01-03-105, "the Development and Delivery of Recreational Services."

GEO will provide offenders a comprehensive recreation program with ample time to engage in any one of the recreational activities that will be available at the Facility. The program will be supervised by qualified Recreation Specialists. Staff will ensure that equipment and facilities are available in proportion to the offender population and that equipment and facilities are maintained in good condition. The recreation program will provide activities throughout the week and on weekends.

Objectives of the recreation programs are to assist the offender to learn how to:



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.15 Offender Rights page 4 of 5

- Teaching socially appropriate behavior;
- Teaching self-control, self-discipline and respect for others;
- Enhancing the offenders successful return to the community;
- Teaching sportsmanship;
- Teaching basic fundamentals of recreation sport skills;
- Understanding the meaning of play;
- Teaching health, safety and physical fitness;
- Developing community awareness of physical and leisure time activities;
- Reducing idleness and relieving tension;
- Developing alternative lifestyle choices;
- Coping with leisure;
- Live with a balanced life style rather than one fraught with excesses;
- Experience enjoyment and accomplishment in constructive ways;
- Accept and deal with "good feeling" experiences;
- Develop positive expectations of leisure opportunities;
- Find and participate in activities that enrich life; and
- Discover quiet time (time to simply reflect and meditate).

Some of the leisure time opportunities for passive and active recreation programs shall be:

- Television in each housing unit;
- Books and magazines;
- Library resources;
- Board games, chess, dominoes, cards, etc. in each day room;
- Provision of sports such as basketball and volleyball; and
- A recreation yard that provides for activities including basketball, volleyball, and limited jogging/walking.

#### **Offender Access to Courts**

The civil and legal rights of all offenders will be respected and protected. Federal and State Courts have handed down numerous decisions affirming the constitutional rights of offenders in correctional facilities. The decisions have consistently held that officials responsible for the facility are civilly liable for any practice that denies or contradicts the rights of offenders in their custody.

GEO recognizes our responsibility to protect the safety and constitutional rights of offenders in accordance with IDOC policy and applicable Court Orders such as the U.S. Supreme Court's decision in Bounds v Smith.

Personnel with detention responsibilities will carry out practices necessary to guarantee the offenders' constitutional rights. In addition to those rights discussed previously, these rights include at a minimum:



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.15 Offender Rights page 5 of 5

- Full access to the IDOC for the purpose of addressing legal, civil and criminal concerns;
- Access to legal representation and courts. Offenders have the right to present issues to the court when they feel that their constitutional or statutory rights are denied or infringed upon;
- Availability of legal supplies with provision of these legal supplies by the Facility to indigent inmates; and
- Access to legal resources and legal reference material.

Legal services, access to a law library and access to counsel shall be provided in accordance with ACA Standards and IDOC Policy and Procedure 00-01-102, "Offender Access to Courts."



EXHIBIT B  
PAGE 68 OF 102



## TECHNICAL PROPOSAL

### 2.4.16 Offender Telephones

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.4.16 Offender Telephones in Request for Proposals No. 10-99.

The Facility shall ensure that an adequate number of telephones are available for offender use as determined by the offender population and availability of telephone service to the Short Term Offender Program Facility. Available telephones will include a sufficient number and type of telephones to meet the needs of disabled offenders. Telephones shall be located where offenders have appropriate access at approved times as well as allowing staff to observe telephone use.

The Facility shall provide offender access to public telephones in compliance with ACA Standards and Indiana Department of Correction (IDOC) Administrative Procedure 02-01-105, "Telephone Privileges." Operating procedures that account for the offender's custody level and security restrictions shall establish the times that offenders may have access to the telephones system to ensure that each offender is permitted reasonable access. Operating procedures will include, but will not necessarily be limited to:

- Eligibility of inmates;
- Inmate access to telephones;
- Scheduling of telephone time(s);
- Limitations on the frequency and duration of calls to ensure equal access (with provision for extended time due to the time delay required by communication with, or by, handicapped individuals);
- Inmate verification;
- Cancellations and terminations of calls;
- Replacement callers;
- Monitoring and recording of calls; and
- Provision for emergency and confidential telephone calls.

Pursuant to IDOC Administrative Procedure 02-01-105, the Facility shall have the capability of monitoring and recording offender telephone calls to reduce the possibility of illegal activities and to ensure the safety and security of the offenders, the public and the Facility. Appropriate notice that calls may be monitored and/or recorded shall be included in the Facility Orientation and prominently posted above telephones used by the offenders.

Offenders shall be permitted to originate unmonitored/unrecorded telephone calls to an approved legal representative subject to appropriate notification requirements. GEO understands and accepts the requirement that all proceeds from the use of the telephones by offenders shall be transferred to the IDOC pursuant to department requirements pertaining to time and method of transfer.

EXHIBIT B  
PAGE 70 OF 102



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.17 Offender Classification page 1 of 2

## TECHNICAL PROPOSAL

### 2.4.17 Offender Classification

The GEO Group, Inc. (GEO) has read, understands, and shall comply with the requirements outlined in Section 2.4.17 Offender Classification in Request for Proposals No: 10-99.

GEO will provide an offender classification program that complies with American Correctional Association (ACA) Standards as well as Indiana Department of Correction (IDOC) Policy and Procedures 01-04-101 "Adult Offender Classification". GEO understands that all offenders placed within the Short Term Offender Program Facility will be either a Level I or Level II offender, serving less than 365 days, and will qualify for placement in the STOP facility. Staff responsible for classifying or overseeing offender classification will attend the required IDOC classification training.

GEO shall ensure that relevant Facility policies are designed to delineate the Facility's Classification Plan as an administrative decision-making process designed to serve public and facility safety objectives. The Classification Plan shall consider the following offender factors: gender; age; criminal sophistication; seriousness of criminal charges; assaultive, non-assaultive or passive tendencies; history of mental illness; evidence of suicidal tendencies; protection issues; and any other relevant criteria made available during initial intake to ensure appropriate offender placement and housing assignment.

Individual offenders shall be assigned to the level of custody that meets the above objectives. Housing and re-classification decisions (except for emergency and medical assignments) shall be made by qualified classification staff pursuant to receiving Department classification training.

The Facility shall ensure that IDOC Policy and Procedure 01-04-101, "Adult Offender Classification" is adhered to regarding classification staff reviewing and recommending offenders for transfer to another facility, jail program and/or community service center.

The Classification Plan shall be designed to provide for the safety and security of the Facility, staff and offenders. It shall not be used to discriminate against any offender due to race, ethnicity or religious preference.

#### **Special Needs Offenders**

The facility will identify special needs offenders defined as follows:

*Special needs offenders include, but are not limited to, drug addicts and drug abusers, alcoholics and alcohol abusers, offenders who are emotionally disturbed or suspected of being mentally ill, the mentally retarded and those who pose high risk or require protective custody.*



**The GEO Group, Inc.**

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
*2.4.17 Offender Classification page 2 of 2*

Identifying special needs offenders will be accomplished by application of the IDOC "Needs Assessment" tool and incorporation of appropriate intervention(s) in the offender's Reentry Accountability Plan.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.18 Disciplinary Philosophy, Good Time Loss, etc. page 1 of 1

## **TECHNICAL PROPOSAL**

### **2.4.18 Disciplinary Philosophy, Good Time Loss, Accrual & Restoration**

---

The GEO Group, Inc. (GEO) has read, understands, and will comply with the requirements outlined in Section 2.4.18, Disciplinary Philosophy, Good Time Loss, Accrual and Restoration in Request for Proposal No. 10-99.

GEO will provide a Good Time Loss, Accrual and Restoration program that is in accordance American Correctional Association (ACA) Standards as well as Indiana Department of Correction (IDOC) Policy and Procedures governing The Disciplinary Code for Adult Offenders and procedure 01-04-101, "Adult Offender Classification" and Section VII, "Credit Time". GEO understands that it shall have authority to recommend statutory and meritorious good time deprivation for offenders convicted of disciplinary reports as directed by IDOC Policy and Procedure 02-04-101, "The Disciplinary Code for Adult Offenders" and restoration of earlier deprivations, as indicated therein

To comport with a "best practices" philosophy, the Short Term Offender Program Facility (Facility) will utilize progressive discipline, taking a holistic approach to individual instances of misconduct. This progression may begin at the "warning" level, where neither an Informal Conduct Report nor a Report of Conduct is required. Sanctions, likewise, will be applied progressively and holistically and shall never be corporal in nature.

In addition, the Facility will pursue and submit additional awards of earned credit time for completion of certified educational programs as described in 35-50-6-3.3.

EXHIBIT  
PAGE 74 OF 102



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.19 Records & Information Technology page 1 of 2

## TECHNICAL PROPOSAL

### 2.4.19 Records & Information Technology

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.4.19 Records and Information Technology in Request for Proposals No. 10-99.

GEO will maintain all offender records and reports as required interfacing and documenting offender operations in compliance with American Correctional Association (ACA) Standards, Indiana Code 5-14-3, and Indiana Department of Correction (IDOC) Policy and Procedure 01-04-104 regarding the requirements governing the establishment, maintenance and disposition of offender records.

Offender records and reports will follow the Department format and form requirements both in hard copy and in electronic reporting maintaining current and accurate information at all times. GEO shall provide the basic hardware and equipment for interfacing with and access to, input into and use of the Department's offender information systems to include Offender Information System (OIS) and Offender Grievance Review and Evaluation System (OGRE). GEO understands that ongoing monthly connection and transaction fees may be incurred from the Department associated with the OIS and OGRE systems. All costs associated with IDOC's OIS system; to include telephone line charges, setup, and installation will be the responsibility of GEO. GEO also agrees to incorporate the Department's security threat group tracking program into its operation by interfacing the program with the Facility's information system as developed by the Department.

To ensure strict adherence to security and confidentiality of records and information systems, the Superintendent will identify, by written policy and procedure, those persons on the GEO staff who will have direct access, versus data retrieval only, to offender records. GEO personnel responsible for data calculation and input into the information system shall attend periodic on-site and/or off-site training provided by the Department, with GEO bearing any employee expenses for this training. The Facility shall be responsible for reimbursement to the Department for actual costs if on-site technical assistance is provided beyond the initial implementation. GEO understands and agrees that all records and reports shall be made available to any authorized person appointed by the Department or any other State agency having specific authority to inspect such offender records and reports. GEO understands that the Department may audit all data input.

The Offender Records Maintenance System will provide for the following:

- Provision of all reports and records necessary for monitoring of any court-ordered compliance;
- Maintenance of individual custody record on each offender that includes, but not limited to, personal data, personal inventory receipts, disciplinary actions, incident reports, release





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.19 Records & Information Technology page 2 of 2

information, case management, classification and counseling records, dental, medical, and psychiatric records.

- Signed release of information forms;
- Commitment papers and/or transfer documentation with legal authority to accept offenders;
- Referrals to other agencies;
- Retention and storage of logs and reports consistent with IDOC Policy and Procedure.

The Facility data calculation and accurate input into OIS and as directed by the Department shall include but not limited to:

- Statutory good time;
- Educational good time;
- Restoration of good time;
- Additional sentences and changes in sentences;
- Parole board deferments;
- Offender transfers;
- Offender classification actions;
- Visitation information; and,
- Offender money transactions.

#### **Confidentiality of Records**

The privacy of all offenders under the jurisdiction of the Facility will be protected in accordance with applicable, IDOC Policy and Procedures as well as State and Federal laws and regulations.

#### **Video-Conferencing**

GEO will utilize video-conferencing equipment to allow communication with the IDOC state officials while operating within the contract requirements for parole hearings, training, meetings and other purposes. The system will be compatible with the Department's system. GEO understands that all associated operation, maintenance and required upgrades as deemed necessary by the Department shall be GEO's responsibility.

#### **Electronic Communication Accessibility**

GEO agrees that the Facility shall have the capability for electronic mail and facsimile in the administration area, offender records, medical area and program area.

#### **Facility Critical Incident Reports and Offender Grievances**

GEO shall ensure that the Department is copied with all critical Incident Reports or comparable reports generated at the Facility as well as allowing the Department access to all written offender grievances that are processed through the grievance mechanism at the Facility.

#### **Notification of Legal Actions and Court Rulings**

GEO shall provide the Department with all legal actions or court rulings that involves GEO as a party to or where GEO becomes aware of issues involving GEO's ability to maintain custody of its offenders.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.20 Offender Commissary page 1 of 2

## **TECHNICAL PROPOSAL**

### **2.4.20 Offender Commissary**

---

The GEO Group, Inc. (GEO) has read, understands, and will comply with the requirements outlined in Section 2.4.20 Offender Commissary in Request for Proposals No. 10-99.

It is proposed that GEO provide commissary for all offenders housed at the Short Term Offender Program Facility providing for offender purchases from the commissary with all commissary expenditures being deducted from the offender's trust account using the Offender Information System (OIS), or other network designated by the Indiana Department of Correction (IDOC). A debit entry will be made in the offender's trust account at the time of purchase, with the offender initialing the delivery receipt. Sales are made against money actually recorded on offender trust account balances, with no advancement of funds permitted.

Through GEO's existing partnership with PEN Products GEO will coordinate and facilitate a commissary operation that is primarily bagged offsite for delivery to offenders assigned to the facility. An area within the existing facility compound will be designated (Gym or Program space) to process and facilitate delivery to the population.

Items available for sale in the offender commissary will be determined by the Facility Superintendent and will be consistent with items sold in state facilities. All items available for sale will be in accordance with IDOC policies and procedures and no item will be sold that is not allowed by IDOC policy and procedure. Commissary item price lists will be posted in housing units and various common areas in order to be clearly visible to all offenders housed at the Facility. Price mark-ups on all items sold in the commissary will be consistent with state facilities and in accordance with IDOC policies and procedures.

As determined by the Commissioner of the Indiana Department of Correction, Facility management will implement site-specific procedures establishing frequency of commissary purchases and spending limits in accordance with IDOC policy and procedure, 02-01-108, "Commissaries." The established spending limit will be exceeded, only with approval of the Facility Superintendent, for the purchase of special items such as appliances. The Business Manager will establish site-specific procedures governing the frequency of offender trust fund transfers to the commissary account where the transfer is not immediate. The total sales amount will be verified prior to the transfer of funds from the offender trust fund accounts.

All profits generated from the offender commissary will be transferred to the Facility's offender welfare account to be utilized exclusively for the benefit of the offenders at the Facility and to support the operations of the commissary.

GEO will engage an independent certified public accounting (CPA) firm to conduct an annual financial audit of the offender commissary in accordance with generally accepted accounting principles that include, at a minimum, review of receipts, expenditures and internal controls. A



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.20 Offender Commissary page 2 of 2

copy of the annual financial status report will be provided to IDOC officials and will also be made available to the offender population.

GEO will ensure facility management possesses the ability and willingness to comply with ACA Standards and IDOC policies and procedures with regard to the operation and management of an offender commissary.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.21 Performance Monitoring, etc. page 1 of 1

## **TECHNICAL PROPOSAL**

### **2.4.21 Performance Monitoring/Compliance Liquidated Damages**

The GEO Group, Inc. (GEO) has read understands and will comply with the requirements outlined in Section 2.4.21 Performance Monitoring/Compliance Liquidated Damages as well as in Attachment D (Performance Measures) in Request for Proposals No. 10-99. GEO fully understands, is willing, and fully able to comply with all pertinent ACA Standards and Indiana Department of Correction (IDOC) Policies and Procedures.

Authority for the detention of citizens is derived solely from the Government and GEO is sensitive to the importance of this issue and places great emphasis on working closely and openly sharing information with the IDOC's on-site contracting monitor.

The Facility administration, as well as GEO corporate officers and administrations shall be available to the State Contract Monitor and to authorized IDOC staff 24-hours daily. The Monitor shall have full access to all areas of the Facility and property. The Monitor and other authorized IDOC employees and their agents shall have the authority to tour and inspect the Facility and grounds at any time. All programs, training, committees and operations of the Facility shall be subject to observation and monitoring by the State Contract Monitor. Facility management will ensure a cooperative environment and a full working partnership, as well adherence to the highest standards of correctional performance.

GEO places great importance on routine and regularly scheduled meetings with the on-site contracting monitor. We believe these regular and frequent meetings are extremely helpful in facilitating solid lines of communications between our staff and our client agency. This ongoing communication allows for the enhancement of policies and procedures, creates an atmosphere open to the discussion of problems, solutions and ideas for the enhancement of the Facility's operations and ensures conformity with, and complete compliance with, all contractual requirements. Our corporation strongly encourages this approach. Our corporate office expects on-site administrators to take these discussions seriously, to be forthright and open and to be genuinely responsive to the needs, ideas and suggestions of the on-site monitor. This approach allows us to establish long-term, creative and satisfactory public/private partnerships.

GEO understands that if services are not provided, as outlined in the contract, the IDOC will issue liquidated damages comprised of \$5,000 per occurrence of nonperformance; in addition to withholding payments for the services not provided.

EXHIBIT B  
PAGE 80 OF 102



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.22 Transition and Transfer of Offenders page 1 of 1

## **TECHNICAL PROPOSAL**

### **2.4.22 Transition and Transfer of Offenders**

---

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.4.22 Transition and Transfer of Offenders under RFP No. 10-99. GEO will cooperate fully with the Indiana Department of Correction (IDOC) upon Contract termination or expiration. GEO pledges to facilitate a smooth transition at Contract conclusion.

GEO shall report all transfers of IDOC offenders to and from other IDOC facilities, and offender releases, to the IDOC.

GEO understands and accepts the requirement that a minimum of 120 calendar days shall be allowed for IDOC to transfer offenders from the STOP Facility upon termination of the Contract by the IDOC, or upon expiration of the Contract.

GEO assures that all Facility paperwork will be in proper order and freely provided to the IDOC, including offender records and offender health records, personnel records as applicable and all maintenance and equipment manuals.





## **TECHNICAL PROPOSAL**

### **2.4.23 Facility Programming**

---

The GEO Group, Inc. (GEO) has read, understands, and will comply with the requirements outlined in Section 2.4.23 Offender Programming in Request for Proposals No. 10-99.

GEO has a rich history of providing quality academic and vocational services to offenders, understanding that educational services can reduce recidivism and help offenders become productive members of society.

GEO will provide comprehensive educational programs in accordance with Indiana Department of Correction (IDOC) Policy and Procedures and ACA Standards as they pertain to offender academic programs for the Short Term Offender Program (STOP) Facility. GEO agrees that all program costs for materials, lab equipment, tests, test fees, supplies and any other costs associated with the offender education program shall be the responsibility of GEO and be consistent with established IDOC practices.

The STOP Facility educational programs shall include, Adult Basic Education and GED, Substance Abuse, Alcoholics Anonymous / Narcotics Anonymous (AA/NA), Anger Management, Life Skills, and Standard Pre-Release programming. To accommodate the needs of the offender serving 365 days or less, it will be necessary to abbreviate services. In addition to the programming outlined in Section 2.4.9, Programming, GEO will provide educational programs to foster an overall program for the offender's re-entry into society while remaining mindful of time constraints presented by the short term offender population. Each of these programs will be provided by qualified facility staff, offender program aides, and/or volunteers. A number of local organizations in the community have expressed interest in offering programming support to the offender population. A letter of interest from Central Christian Church is included at the end of this section.

***See Community Volunteer Programming Letter - attached***

#### **Parenting**

Adult male offenders often need to learn how to be a more involved, responsible, and committed fathers. The InsideOut Dad Program, developed by the National Fatherhood Initiative, or 24/7 Dad, will be utilized as the curriculum for improving parenting for qualifying short term offenders while incarcerated at the Facility. The Parenting program may be presented and/or facilitated utilizing Staff, Volunteers, and/or Offender Program Aides.

#### **Thinking for a Change (Life Skills)**

Each offender may be placed in a "Thinking for a Change" (T4C) class. T4C is an integrated, cognitive behavior change program that includes cognitive restructuring, social skills development, and learning problem solving skills. T4C is designed for delivery to small groups and can be altered to meet the needs of specific participant groups. Offenders often repeat





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.23 Facility Programming page 2 of 2

patterns of harmful behavior because they ignore warning signs and fail to see the relationship between choices and consequences. Cognitive skills are necessary to interrupt harmful thinking patterns and create a framework for positive thought and behavior. This program component will use best-practice literature, *Thinking for a Change*, by Dr. Juliana Taymans. The Life Skills program may be presented and/or facilitated utilizing Staff, Volunteers, and/or Offender Program Aides

**Financial Management**

Topics include budgeting, financial planning, debt management, bankruptcy, and healthy monetary decision making. Finance literature and visual aids developed by Dave Ramsey, a financial counselor, will be utilized as the curriculum. Financial Management programming and/or seminars may be presented and/or facilitated utilizing Staff, Volunteers, and/or Offender Program Aides.

**Anger Management**

Offenders will have the opportunity to learn techniques and exercises to reduce the triggers, degrees, and effects of an angered emotional state. The class curriculum has been developed by Dr. Henry Cloud and Dr. J. Townsend.

# Central Christian Church

1242 West 136th Street ~ Carmel, IN 46032 ~ (317) 846-1230 ~ FAX (317) 581-9641  
www.ccccarmel.org

## Elders

John Anderson  
Richard Clark  
Greg Filson  
Jerry McColgin  
Jason Richmond  
Jim Wyant

## Ministry Staff

Senior Minister  
Richard Clark

Executive Minister  
Graham Richards

## Associate Ministers/Directors

CJ Backer  
Paul Backer  
Lisa Gross  
Pete Howard  
Jason Patchett  
Angela Richards  
Paul Steiner

## Support Staff

Martha Kreegar  
Rachel Richardson  
Lisa Russell  
Sabrina Wooldridge

August 18, 2010

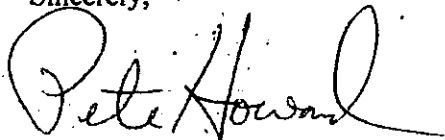
Gary Templeton, VP Programs  
The GEO Group, Inc.  
621 NW 53<sup>rd</sup> Street  
Boca Raton, FL 33487

Dear Gary,

It was a pleasure talking to you last week about the new program being proposed for the Old Indiana Boys School. Central Christian Church is eager to discuss with you the possibility of providing volunteer programs should The GEO Group be awarded the contract. As you know, Central had an on-going Bible Study program at the Boys School for several years. There are many in our congregation who have a deep passion for ministering to offenders. We have a significant number from the church who serve in prisons on a regular basis through Kairos. I think it is quite possible that many of our members would get involved in ministering to those offenders in some way should you all be awarded the Short-Term Offender Program.

Thanks for letting us know about this opportunity and please keep us informed as to your progress.

Sincerely,



Pete Howard  
Associate Minister





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.24 Program Design page 1 of 3

## TECHNICAL PROPOSAL

### 2.4.24 Program Design

The GEO Group, Inc. (GEO) has read, understands, and will comply with the requirements outlined in section 2.4.24 Program Design in Request for Proposals No. 10-99.

GEO has a rich history of providing quality academic and vocational services to offenders, understanding that educational services can reduce recidivism and help offenders become productive members of society.

GEO will provide comprehensive educational programs in accordance with Indiana Department of Correction (IDOC) Policy and Procedures and ACA Standards as they pertain to offender academic programs. GEO agrees that all program costs for materials, lab equipment, tests, test fees, supplies and any other costs associated with the offender education program shall be the responsibility of GEO.

Facility educational programs shall include, at a minimum, Adult Basic Education and GED, Substance Abuse, Alcoholics Anonymous / Narcotics Anonymous (AA/NA) Anger Management, and Standard Pre-Release programming. To accommodate the needs of the offender serving 365 days or less, it will be necessary to abbreviate services. GEO will provide educational programs described below to foster an overall program for the offender's re-entry into society while remaining mindful of time constraints presented by the short term offender population.

The Short Term Offender Program Facility will be designed to maximize efficiency of professional assessment (Needs Assessment). It will also emphasize establishment of relationships with community providers to foster links with the community prior to release from incarceration. The program will incorporate incentives by utilizing the IDOC procedure regarding "Work Assignment and Pay Schedules" to compensate offenders for program participation following the model outlined in Policy 01-03-104, "Faith & Character Based Housing Program." In this model, offenders will be assigned to program and/or work assignments, based on their assessed needs, and paid as "program participants." In order to receive the incentive state pay, the offender must cooperate and participate in all recommended programs and required work assignments. Failure to do so will result in "no pay" for the day. Continued refusal/non-compliance may result in "program failure," reassignment to "idle without pay" and a request for a transfer to an alternate IDOC facility, as appropriate.

In addition, the program will have at its core an emphasis on volunteer and community resources for the provision of programming and will seek to utilize the Offender Program Aide wherever possible; not prohibited by procedure or best practices. Programming may also be presented in video format and/or supplemented with computer-based programming, though no live access to the internet will be permitted unless specifically authorized by IDOC procedure.



September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.24 Program Design page 2 of 3

Offenders who arrive at the Facility close to their release date may be limited to the type and variety of programming and will be referred to the Re-Entry Specialist immediately, as indicated by needs assessment.

GEO's New Castle Correctional Facility (NCCF) currently operates Indiana's only Short Term Offender Program in the State. For this reason, key NCCF staff will provide operations and program support throughout the activation and initial phase of the proposed facility.

Organizationally, administration will consist of:

- Superintendent;
- Unit Manager;
- Assistant Superintendent, Re-entry;
- Case Managers;
- Re-Entry (Classification) Coordinator;
- Re-Entry Specialist;
- Executive Secretary;
- General Classification Clerk.

All of the above will function in a five/day capacity in non-mandatory posts.

- All weekend programming and educational classes will be provided by volunteers and Offender Program Aides.
- The facility, with the approval of IDOC, will operate with the use of Offender Program Aides, amounting to up to 10% of the total population. These aides will primarily be utilized to tutor offender learners and facilitate self-help groups (i.e., InsideOut Dads, Thinking for a Change, etc.).
- During the day, security staff will be utilized to manage the compound and perform a variety of tasks, including laundry, warehouse, dining hall, visitation, and recreation, among others. The evening team, staff will manage the compound and perform other duties as assigned (drug interdiction program, grievance investigations, etc.).
- The Unit Manager will function as the key driver for volunteer recruitment and training, especially in the start-up phase. The Unit Manager will also complete the monthly safety/sanitation inspection for the Facility, with weekly inspections conducted by security staff. Appropriately trained and certified NCCF staff or Regional/Corporate staff will provide consultation, as needed. The Unit Manager may also serve in the capacity of Duty Officer, as needed, and oversee the Disciplinary Hearing Board and functions. The morning shift Security Staff will be responsible to deliver/screen alleged violators.
- Duties/responsibilities for case management functions will be divided between the case managers, with one functioning as the intake specialist and the other as the release specialist. Intake will include orientation, assessments, visiting lists, evaluations, placement issues, and referral to relevant programming. The release case manager will deliver pre-



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.24 Program Design page 3 of 3

release transition programming, prepare progress reports, ensure appropriate release authority was obtained from the IDOC Central Office prior to an offender's release, and make post-release appointments in the community.

- GEO's Supervisor of Education at NCCF, or designated/qualified staff, will provide the Adult Basic Education (TABE) Test at least quarterly for offenders referred for educational programming. An individual learning plan will be developed and resource materials provided by the New Castle team. An Offender Program Aide will serve as the tutor to work with the offender student regarding the assigned materials until the next TABE cycle. An Offender Program Aide will provide basic Thinking for a Change classes. Offenders preparing to take the GED exam after their release will be referred to the community resource closest to their releasing address.
- An Assistant Superintendent - Re-Entry will guide volunteers in the provision of religious services, facilitation of organized recreational activities, ensure appropriate evaluation for substance abuse programming was administered by the intake Case Manager, ensure timely TABE testing for offenders eligible for educational services, and provide oversight of Case Managers in the delivery of Orientation (intake Case Manager) and Reentry Programming (release Case Manager). Volunteers or Offender Program Aides will provide Anger Management programming, life-skills (e.g., Thinking for a Change, Financial Literacy, etc.) under the direction of the Assistant Superintendent - Re-Entry. Alcoholics Anonymous/Narcotics Anonymous will be provided by volunteers.
- The Re-Entry (Classification) Coordinator will ensure intake of offenders includes an intake packet review, to determine the appropriateness of facility assignment and identify any time-sensitive concerns (PREA issues, victim notifiers, separatees, etc.) were addressed immediately. The Re-Entry (Classification) Coordinator will also be responsible to develop and oversee the offender work assignment program.
- Legal research materials will be available through provision of the LexisNexis service.
- The structure labeled "12" on the map and identified as "Cottage 13" will have a minimal number of cells reserved for offenders with serious behavioral problems. The facility will, in consultation with the IDOC Central Office Classification Division, execute facility transfers for continuing non-compliant offenders to a more suitable facility and provide transportation for same, as needed.

In addition, if desired by the IDOC, GEO may provide office space at the STOP Facility for use by IDOC's Diagnostic Unit staff to facilitate the completion of eligible offenders' initial intake processing into the state system. By identifying and transferring eligible inmates directly to the STOP Facility, the IDOC will allow more time for these offenders to participate in the pre-release programs at the Facility thereby increasing the potential benefits of the program for these offenders.





The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.25 Purchasing from PEN Products page 1 of 1

## **BUSINESS PROPOSAL**

### **2.4.25 Purchasing from PEN Products**

---

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.4.25 in Request for Proposals No. 10-99 regarding the purchasing of PEN products. GEO will purchase at least twenty percent (20%) of its necessary furniture, clothing, chemical, or other related purchases from the Indiana Department of Correction's Prison Enterprise Network (PEN).







September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.4.26 Laws page 1 of 1

## **BUSINESS PROPOSAL**

### **2.4.26 Laws**

---

The GEO Group, Inc. (GEO) has read, understands and will comply with the requirements outlined in Section 2.4.26 Laws in Request for Proposals No. 10-99. GEO will ensure that all employees, subcontractors, and volunteers abide by all laws, regulations, policies and standards of the State of Indiana, Indiana Department of Correction, and the American Correctional Association.

EXHIBIT B  
PAGE 94 OF 102

## **COST PROPOSAL**

### **2.5 Pricing**

---

The GEO Group, Inc. (GEO) has thoroughly reviewed the requirements regarding the management and operation of the Short Term Offender Program (STOP) Facility for the Indiana Department of Correction (IDOC) as provided in RFP No. 10-99.

If selected to operate the new STOP Facility in Plainfield, Indiana, GEO will utilize the experienced New Castle operations and programs staff to implement the new program in Plainfield. By building on the success of the New Castle program, GEO can ensure that the mission of the STOP Facility will be successful.

The current New Castle STOP program benefits from economies of scale provided by operating in a large correctional setting with extensive infrastructure already in place. While this provides cost effective savings, we believe the goal of the program can be more effectively achieved in a purpose-specific facility, dedicated exclusively to the re-entry mission of the program. In order to provide the state with a per diem rate comparable to the current cost of the STOP program at New Castle, GEO will develop the program as an "annex" or "satellite" facility during the initial start-up of the facility and transition to full stand-alone status as the facility occupancy increases.

#### **Phased Activation**

GEO's pricing is based on a four-phase activation process that will eventually ramp-up to 1,066 beds based on the current configuration and condition of the existing physical plant. Appropriate staff will be phased-in over each ramp-up period until the occupancy level for that particular Phase is achieved.

**Phase 1** - Initial activation of Facility up to approximately 300 beds and establishment of the program will be completed by a GEO-team based at the New Castle facility. During Phase 1 the initial activation and operation will be established and maintained by the administrative staff of New Castle with administrative oversight and support services (i.e. training, business office, human resource functions) provided by New Castle.

**Phase 2** - Upon mutual agreement with IDOC, GEO will begin the Phase 2 activation. Upon reaching the 492-bed occupancy level, STOP Facility administrative staff and additional support staff will report on-site (with the exception of the Business Manager). Business management oversight will continue to be provided by the New Castle Business Office during Phase 2.

**Phase 3** - Upon mutual agreement with IDOC, GEO will begin the Phase 3 activation. Upon reaching the 692-bed occupancy level, the Phase 3 facility staff positions will be filled.



The GEO Group, Inc.

September 15, 2010  
Indiana RFP #10-99 Short Term Offender Program  
2.5 Cost Proposal page 2 of 2

**Phase 4** - Upon mutual agreement with IDOC, GEO will begin the Phase 4 activation. Upon reaching the 1,066-bed occupancy level, all remaining STOP Facility staff positions will be filled.

In accordance with the requirements of the RFP GEO has provided a single rate, stated as a per diem rate. This rate shall indicate the total amount the Respondent will charge the IDOC to house an offender at the STOP facility for one day, inclusive of all services except maintenance, utilities, perimeter security, food, and medical services which shall be covered by the IDOC as stated in the RFP.

**Proposed Per Diem Rate**

<b>Phase 1 (292 Beds)</b>	<b>\$23.00</b>
<b>Phase 2 (492 Beds)</b>	<b>\$23.00</b>
<b>Phase 3 (692 Beds)</b>	<b>\$23.00</b>
<b>Phase 4 (1,066 Beds)</b>	<b>\$23.00</b>

**Pricing Assumptions**

Please note that GEO has not included any physical plant renovations into our proposed pricing as the RFP clearly indicates that the state will retain responsibility for all physical plant maintenance and utilities. Our pricing is based on the assumption that the State will provide all necessary physical plant repairs or renovations needed to accommodate the offender population at each Phase of occupancy. It is further assumed that the State will waive any physical plant standards (i.e. ACA, IDOC, etc.) for which the facility is not in compliance.

Based on our review of the current physical plant configuration we believe that 1,066 offenders is the maximum number of offenders the facility can responsibly accommodate without substantial renovation and/or construction. If the IDOC desires to increase the capacity of the facility up to 1,500, GEO is willing to provide the services necessary to design, renovate and operate the additional capacity through further negotiations.

**180 Days Fixed and Valid Price**

GEO understands that by submission of this proposal prices, costs, and conditions remain binding for one hundred eighty (180) days following the proposal opening date as well as any extensions agreed to as a result of contract negotiations.

**STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM**

RFP# 10-99

DUE DATE: September 15, 2010

TOTAL BID AMOUNT: \$4,130,340

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm	
Company Name: Midwest Psychological Center, Inc.	Contact Person: Dr. Shelvy Keglur
Address: 3676 North Washington Blvd. Indianapolis, IN 46205	E-mail: Orphan42@shcglobal.net
Sub-Contract Amount: \$402,280.26	Telephone Number: (317) 923-3930
Sub-Contract Percentage of Total Bid: 9.7%	Fax Number: (317) 923-2441
	Describe service/product to be provided: Case Management/Counseling, Substance Abuse Instruction/Counseling, Recreation, Chaplaincy and clerical-training
Provide approximate dates when Sub-Contractor will perform on this project: The duration of this commitment is anticipated to be four (4) years beginning upon the execution of a contract between the State of Indiana and GEO Group.	

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm	
Company Name: Action Temporary Service, Inc.	Contact Person: Kimberly Devine
Address: 4004 E. Morgan Avenue Evansville, IN 47716	E-mail: actiont@evansville.net
Sub-Contract Amount: \$372,812.25	Telephone Number: (812) 479-8373
Sub-Contract Percentage of Total Bid: 9.0%	Fax Number: (812) 473-1006
	Describe service/product to be provided: Clerical , Human Resources, Accounting, Mailroom, and Classification Warehouse Operations, Laundry Operations Re-Entry Counseling, Academic Instruction
Provide approximate dates when Sub-Contractor will perform on this project: The duration of this commitment is anticipated to be four (4) years beginning upon the execution of a contract between the State of Indiana and GEO Group.	

Respondent Firm  
The GEO Group, Inc.

---

Address  
One Park Place, 621 N.W. 53<sup>rd</sup> Street, Suite 700

---

City/State/Zip Code  
Boca Raton, FL 33487

---

Representative  
Jennifer L. Houston

---

Date  
September 10, 2010

Telephone Number  
866-301-4436


---

Fax Number  
561-999-7643

---

Email Address  
jhouston@geogroup.com

---

Authorizing Signature  


---

Printed Name and Title  
Jennifer L. Houston, Vice President - Proposal Development

Please check if additional forms are attached. Page 1 of 6

**FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.**

**~~ACTION~~ Temporary Services, Inc.**

Corporate Office 4004 E. Morgan Ave. Evansville, IN 47715 (812) 479-8373 FAX (812) 473-1006	Jasper 411 Main St. Jasper, IN 47546 (812) 481-1111 FAX (812) 481-1097	New Castle 1819 S. Memorial Dr. New Castle, IN 47362 (765) 529-7000 FAX (765) 529-7201	Vincennes 126 N. 7th St. Suite A Vincennes, IN 47591 (812) 886-1000 FAX (812) 886-9877	Washington 219 E. Main St. Washington, IN 47501 (812) 254-3275 FAX (812) 254-1306
---	--	--	--	---

**Letter of Commitment**

This letter of commitment is between The GEO Group (GEO) a Florida Corporation registered to do business in the State of Indiana, and Action Temporary Services, an Indiana Corporation, (ATS) in response to the Request for Proposal RFP #10-99 issued by the State of Indiana Department of Administration (IDOA), acting on behalf of the Indiana Department of Correction (IDOC), for an experienced vendor to create, provide, and manage the Short Term Offender Program (STOP).

**Subcontract Amount**

The subcontracted services to be provided to GEO by ATS is \$372,812.25, for 11 positions (includes the 8% add on), over the anticipated period of four (4) years from the date of contract execution between GEO and the State of Indiana as per RFP#10-99.

**Description of Services**

ATS commits to perform as a qualified subcontractor to GEO with personnel services as required and directed by GEO in the event that GEO's proposal in response to RFP#10-99 is successful.

**Approximate Dates of Work by ATS**

The duration of this commitment is anticipated to be four (4) years beginning upon the execution of a contract between the State of Indiana and GEO.

**WBE Certification**

Action Temporary Services certifies to GEO that it is a certified WBE contractor in the State of Indiana and that has been currently registered as a State of Indiana business as required by the RFP.

Action Temporary Services, Inc.

Kim Devine  
Kim Devine

President  
Title

Date: 9-8-10

The GEO Group, Inc.

\_\_\_\_\_

\_\_\_\_\_

Title

Date: \_\_\_\_\_



**STATE OF INDIANA**

Mitchell E. Daniels Jr., Governor

**DEPARTMENT OF ADMINISTRATION**  
Minority and Women's Business Enterprises Division

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204  
(317) 232 - 3061

May 26, 2010

Kim Devine  
Action Temporary Services, Inc.  
Post Office Box 15398  
Evansville, IN 47715

Subject: Application for WBE certification

Dear Kim Devine,

*Congratulations!* The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you Action Temporary Services, Inc. is hereby certified as a Women-owned Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women Business Enterprise participation:

**UNSPSC CODES(S)**

<i>Code</i>	<i>Description</i>
80111600	Temporary personnel services

This certification is valid through May 31, 2013. Although your certification is valid for a three-year period, you will be required to submit an annual *Affidavit of Continued Eligibility*, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the *Affidavit of Continued Eligibility* form annually will result in revocation of your certification. Changes include, but are not limited to:

- Change in location or contact information (address, phone number, e-mail address, etc.)
- Change in services provided (amendment to certification)
- Change in ownership
- Change in control

In addition to your official notifications to this office, we encourage you to visit our website at [www.in.gov/idoa/mwbe](http://www.in.gov/idoa/mwbe) and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Amey Redding at 317-234-3542.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <http://www.in.gov/idoa/minority/Certifications.xls> to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely,

Alice Watson, Deputy Commissioner  
Indiana Department of Administration  
Minority and Women's Business Enterprises Division

AW/gjm/vrs



**MIDWEST PSYCHOLOGICAL CENTER, INC.**

3676 Washington Boulevard  
Indianapolis, Indiana 46205  
Telephone: (317) 923-3930  
Fax: (317) 923-2441

EXHIBIT B  
PAGE 100 OF 102

**Letter of Commitment**

This letter of commitment is between The GEO Group, Inc. (GEO) a Florida Corporation registered to do business in the State of Indiana, and Midwest Psychological Center, an Indiana Corporation, Midwest in response to the Request for Proposal RFP #10-99 issued by the State of Indiana Department of Administration (IDOA), acting on behalf of the Indiana Department of Correction (IDOC), for an experienced vendor to create, provide, and manage the Short Term Offender Program (STOP).

**Subcontract Amount**

The total amount of subcontracted services to be provided to GEO by Midwest is \$402,280.26 (annualized present day value) over the anticipated period of four (4) years from the date of contract execution between GEO and the State of Indiana as per RFP#10-99.

**Description of Services**

Midwest commits to perform as a qualified subcontractor to GEO with professional counseling, psychological and short term offender monitoring services as required and directed by GEO in the event that GEO's proposal in response to RFP#10-99 is successful.

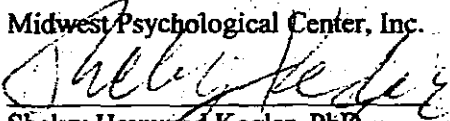
**Approximate Dates of Work by Midwest**

The duration of this commitment is anticipated to be four (4) years beginning upon the execution of a contract between the State of Indiana and GEO.

**MBE Certification**

Midwest certifies to GEO that it is a certified MBE contractor in the State of Indiana and that has been currently registered as a State of Indiana business as required by the RFP.

Midwest Psychological Center, Inc.

  
Shelvy Haywood-Keglar, PhD.

Title

Date: 9/9/10

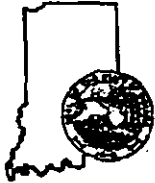
The GEO Group, Inc.

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Program Consultation and Management  
Mental Health Service .....

Research and Evaluation  
Training and Development



**STATE OF INDIANA**

Mitchell E. Daniels Jr., Governor

DEPARTMENT OF ADMINISTRATION  
Minority and Women's Enterprises Division

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204  
(317) 232 - 3061

October 30, 2009

Midwest Psychological Center, Inc.  
Attn: Dr. Shelvy Keglur  
3676 North Washington Blvd.  
Indianapolis, IN 46205

Subject: Request for amendment to MBE certification

Dear Dr. Keglur,

On June 17, 2009, you requested an amendment to your MBE certification to include the following services:

- 85121607-Psychiatrist
- 85121608-Psychologist
- 85121810-Community and Social Services
- 85122103-Rehabilitation Services for Substance Abuse
- 85122109-Rehabilitation Service for people with Chronic Disabilities
- 86111600-Adult Education.

After a thorough review, the Minority and Women's Business Enterprises Division has decided to grant your amendment request.

This determination is based on information submitted to us, which indicates that your company provides a commercially useful function in the areas listed below, which will be added to your certification listing. Below is a full listing of the UNSPSC you are now currently certified in:

**UNSPSC CODES(S)**

<i>Code</i>	<i>Description</i>
85101500	Health care centers
85121607	Psychiatrist services
85121608	Psychologists services
85121810	Drug or alcohol screening
85122103	Rehabilitation services for substance abuse
85122109	Rehabilitation service for people with chronic disabilities
86111600	Adult education
93140000	Community and social services

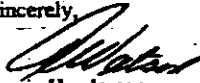
This certification is valid through March 31, 2011. Although your certification is valid for a three-year period, you will be required to submit an annual *Affidavit of Continued Eligibility*, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the *Affidavit of Continued Eligibility* form annually will result in revocation of your certification. Changes include, but are not limited to:

- Change in location or contact information (address, phone number, e-mail address, etc.)
- Change in services provided (amendment to certification)
- Change in ownership
- Change in control



In addition to your official notifications to this office, we encourage you to visit our website at [www.in.gov/idoa/mwbe](http://www.in.gov/idoa/mwbe) and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Amy Redding at (317) 234-0234. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely,



Carrie Henderson  
Commissioner  
Indiana Department of Administration  
Minority and Women's Business Enterprises Division

AW:ljt:niw



IDOC - Short Term Offender Program Facility  
Fixed Asset Listing

EXHIBIT C  
PAGE 1 OF 52

Asset ID	Tag Number	Description	Status	Model	Serial ID	Location	Descr	Found	Location	Remarks
00000000395	81304013	TILLER JD 820R	IN		MO820RX010328	880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
00000000758	81304088	DRILL TOOL CRIB	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000743	82500923	DESK WHUTCH MR COOK	IN			880ZCOTG05	HOUSING UNIT 5	7-27-2010		
00000000409	86000208	MOWER DECK LAND PRIDE	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
00000000379	86000348	PAPER CUTTER	IN			880ZMNTSHP	MAINTENANCE SHOP	7-27-2010		
00000000377	86000829	METAL LATHE	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
00000000808	86000830	GRINDER	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
00000000781	86001015	PA SYSTEM	IN			880ZSCHOL	BLDG SCHOOL	7-27-2010		
00000000407	86002031	WELDER MILLER	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
00000000769	86002072	FAX MACHINE REGGIE MNT	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		Located in PPD
00000000408	86002076	JD MOWER DECK	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
00000000818	86002077	LIFT GIENIE	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7-27-2010		
00000000345	86002103	RADIO FLASHPOINT MT 2000	IN		486AZE2198	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000343	86002104	RADIO FLASHPORT MTS 2000	IN		486AZE2199	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000780	86002111	8-BAY CHARGER TOOL CRIB	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000244	86002112	CHARGER 8 BAY-CONTROL	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000032	86002115	1999 DODGE VAN	IN		2B5WB3548XK650729	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000245	86002121	BATTERY RECONDITIONER 3 BAY	IN			880ZLCKSP	LOCKSHOP	7-27-2010		
00000000314	86002124	RADIO FLASHPORT MTS 2000	IN		486AYNE2197Z	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000443	86002130	EXAM LIGHT	IN			880ZHCU	IREF-HEALTH CARE UNIT	7-27-2010		
000000000837	86002157	COMPUTER NEC CAPT HUMAN	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000050	86002205	POWER HOUSE (NEW)	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7-27-2010		
00000000458	86002207	GRINDER BALDOR	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7-27-2010		
00000000449	86002209	PIPE THREADER RIDGE 300	IN		7578018	880ZMNTPW	MAINTENANCE POWER PLANT	7-27-2010		
000000000006	86002251	DORM/COTTAGES BLD-COTTAGE 1 & 2	IN		K8E308320	880ZCOTG01	HOUSING UNIT 1	7-27-2010		
000000000007	86002252	DORMS/COTTAGES BLD-COTTAGE 3-4	IN		K8E308320	880ZCOTG03	HOUSING UNIT 3	7-27-2010		
000000000009	86002253	DORMS/COTTAGES BLDG-COTTAGE 5	IN		K8E308320	880ZCOTG05	HOUSING UNIT 5	7-27-2010		
000000000011	86002254	DORM/COTTAGES BLDG-COTTAGE 8&7	IN			880ZCOTG08	HOUSING UNIT 8	7-27-2010		
000000000012	86002255	DORM/COTTAGE BLDG-COTTAGE 8&9	IN			880ZCOTG08	HOUSING UNIT 8	7-27-2010		
000000000013	86002256	DORM/COTTAGE BLDG-COTTAGE11	IN			880ZCOTG11	COTTAGE 11	7-27-2010		
000000000014	86002258	DORM/COTTAGE BLDG-COTTAGE 13 D	IN			880ZCOT13	COTTAGE 13	7-27-2010		
000000000412	86002298	BOBCAT 543	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000402	86002307	BOBCAT	IN		024M203249	880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000015	86002495	TOOL CRIB ( OLD AUTOBODY)	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000017	86002498	BUILDING RECREATION ACTIVITIES	IN			880ZRECRT	RECREATION	7-27-2010		
000000000757	86002553	TRANSIT LEVEL TOOL CRIB	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000387	86002581	WOOD PLAINER JA FLAY&EGAN CO	IN			880ZMNTWD	MAINTENANCE WOOD SHOP	7-27-2010		
000000000018	86002582	SHOP-LAUNDRY BLDG	IN			880ZLAUND	BUILDING LAUNDRY	7-27-2010		
000000000384	86002590	PIPE THREADING MACHINE	IN		732986	880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000019	86002597	EDUCATION BLDG-VOCATIONAL	IN			880ZSCHOL	BLDG SCHOOL	7-27-2010		
000000000341	86002627	GRINDER BENCH	IN			880ZLCKSP	LOCKSHOP	7-27-2010		
000000000739	86002678	PBX BUILDING	IN			880ZMNTSHP	MAINTENANCE SHOP	7-27-2010		
000000000820	86002882	WELL HOUSE # 2	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7-27-2010		
000000000821	86002883	WELL HOUSE #1	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7-27-2010		
000000000020	86002751	EDUCATION BLDG-SCHOOL	IN			880ZSCHOL	BLDG SCHOOL	7-27-2010		
000000000029	86002808	RESIDENTIAL #1 SUPERINTENDENT	IN			880ZRESIOC	BLDG RESIDENCE	7-27-2010		
000000000397	86003058	TRAILER U-DUMP 5389 Pit11801	IN		7K0000242	880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000413	86003451	CABINET, FLAMABLE GROUNDS	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000354	86003452	CABINET, FLAMMABLE	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		located in Laundry

EXHIBIT C  
PAGE 1 OF 52

EXHIBIT

IDOC - Short Term Offender Program Facility  
Fixed Asset Listing

EXHIBIT C  
PAGE 2 OF 52

Asset ID	Tag Number	Description	Status	Model	Serial ID	Location	Description	Found	Location	Remarks
00000000021	88003879	STORAGE BUILDING-POLE BARN	IN			880ZMNTBRN	EDUCATION GARAGE	7-27-2010		
00000000045	88003880	FIRE ALARM SYSTEM IMPROVEMENTS	IN		279780	880ZADM	ADMINISTRATION BUILDING	7-27-2010		
000000000403	88003881	TRACTOR HESTON	IN		7082487553	880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000404	88003885	TRACTOR 87 JD BACKHOE	IN		731519	880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000405	88003886	JD LOADER 89	IN		DW544EB527352	880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000398	88003791	GRADER BLADE	IN		1557	880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000380	88003938	LADDER S GALYAN	IN			880ZMNTSHP	MAINTENANCE SHOP	7-27-2010		
000000000759	88003948	LADDER 8-STEP TOOL CRIB	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000385	88004000	WASHER MILNOR 7 50 LB	IN		8148301	880ZLAUND	BUILDING LAUNDRY	7-27-2010		
000000000782	88004055	POPCORN MACHINE BRADY	IN			880ZSCHOL	BLDG SCHOOL	7-27-2010		
000000000058	88004418	FORD 1/2 TON TRUCK F-150 1997	IN	#15327	1FTDF17W7VLB71764	880MNTWTR	MAINTENANCE WATER TREATMENT	7-27-2010		
000000000351	88004422	PRESSURE WASHER GOODWAY	IN		1071	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000384	88004452	WASHER Q&J MILNOR 80 LB	IN		8545301	880ZLAUND	BUILDING LAUNDRY	7-27-2010		
000000000388	88004453	DRYER HUEBSCH 120	IN		KTCK950404850	880ZLAUND	BUILDING LAUNDRY	7-27-2010		
000000000754	88004475	LIFT MNT	IN			880ZCOT13	COTTAGE 13	7-27-2010		
000000000248	88004805	KEY CUTTER	IN			880ZLCKSP	LOCKSHOP	7-27-2010		
000000000249	88004808	CORE CAPPER/DECAPER	IN			880ZLCKSP	LOCKSHOP	7-27-2010		
000000000242	88004808	CHARGER 8 BAY CONTROL	IN			880ZLCKSP	LOCKSHOP	7-27-2010		
000000000243	88004810	CHARGER 8 BAY CONTROL	IN			880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000022	88004739	BARN-POLE CONSTRUCTED	IN			880ZMNTBRN	EDUCATION GARAGE	7-27-2010		
000000000041	88004751	GENERATOR	IN		K820480820	880ZMNTPW	MAINTENANCE POWER PLANT	7-27-2010		
000000000023	88004752	WATER TREATMENT PLANT	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7-27-2010		
000000000024	88004753	WATER TREATMENT PLANT	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7-27-2010		
000000000025	88004754	FENCE, SERCUITY PERIMETER	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000755	88004804	GATOR MNT	IN			880ZMNTGND	MAINTENANCE GROUNDS	7-27-2010		
000000000342	88004817	RADIO FLASHPORT MTS 2000	IN		488AYN0308	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000338	88004818	RADIO FLASHPORT MTS 2000	IN		488AYN0305	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000337	88004819	RADIO FLASHPORT MTS 2000	IN		488AYN0304	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000291	88004820	RADIO FLASHPORT MTS 2000	IN		488AYN0298	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000339	88004821	RADIO FLASHPORT MTS 2000	IN		488AYN0299	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000344	88004822	RADION FLASHPORT MTS 2000	IN		488AYN0300	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000303	88004823	RADIO FLASHPORT MTS 2000	IN		488AYN0301	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000288	88004824	RADIO FLASHPORT MTS 2000	IN		488AYN0302	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000282	88004825	RADIO MTS 2000 FLASHPORT	IN		488ANY0281	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000317	88004826	RADIO FLASHPORT MTS 2000	IN		488AYN0268	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000287	88004827	RADIO FLASHPORT MTS 2000	IN		488AYN0269	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000257	88004828	RADIO MTS 2000 FLASHPORT	IN		448AYN0270	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000252	88004829	RADIO MTS 2000 FLASHPORT	IN		488AYN0273	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000318	88004830	RADIO FLASHPORT MTS 2000	IN		488AYN0223	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000280	88004831	RADIO MTS 2000 FLASHPORT	IN		488AYN0233	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000313	88004832	RADIO FLASHPORT MTS 2000 MNT	IN		488AYN0228	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000281	88004833	RADIO MTS 2000 FLASHPRT LCK SP	IN		488AYN0258	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000284	88004834	RADIO FLASHPORT MTS 2000 CNTRL	IN		488AYN0235	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000259	88004835	RADIO MTS 2000 FLASHPORTCNTRL	IN		448AYN0257	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000273	88004836	RADIO MTS 2000 FLASHPORT CNTRL	IN		488AYN0218	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000268	88004837	RADIO MTS 2000 FLASHPORT CNTRL	IN		488AYN0220	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000285	88004838	RADIO MTS 2000 FLASHPORT CNTRL	IN		488AYN0217	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000319	88004839	RADIO FLASHPORT MTS 2000	IN		488AYN0224	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		
000000000260	88004840	RADIO MTS 2000 FLASHPORT CNTRL	IN		448AYN0258	880ZCUST	CUSTODY-OPERATIONS	7-27-2010		

IDOC - Short Term Offender Program Facility  
Fixed Asset Listing

EXHIBIT C  
PAGE 3 OF 52

Asset ID	Tag Number	Description	Status	Model	Serial ID	Location	Description	Found	Location	Remarks
00000000279	86004841	RADIO MTS 2000 FLASHPORT CNTRL	IN		468AYN0225	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000253	86004842	RADIO MTS 2000 FLASHPORT CNTRL	IN		468AYN0276	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000308	86004843	RADIO FLASHPORT MTS 2000 MNT	IN		468AYN0221	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000336	86004844	RADIO FLASHPORT MTS 2000 BECKY	IN		468AYN0203	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000310	86004845	RADIO FLASHPORT MTS KNOWLES	IN		468AYN0260	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000283	86004846	RADIO MTS 2000 FLASHPORT CNTRL	IN		468AYN0265	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000293	86004847	RADIO FLASHPORT MTS 2000CNTRL	IN		468AYN0234	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000256	86004848	RADIO MTS 2000 FLASHPORT CNTRL	IN		468AYN0202	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000282	86004849	RADIO MTS 2000 FLASHPORT CNTRL	IN		468AYN0281	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000238	86004850	RADIO MTS 2000FLASHPORT STU	IN		468AYN0246	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000272	86004851	RADIO MTS 2000 FLASHPORT	IN		468AYN0245	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000307	86004852	RADIO FLASHPORT MTS 2000	IN		468AYN0230	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000296	86004853	RADIO FLASHPORT MTS 2000	IN		468AYN0237	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000286	86004854	RADIO MTS 2000 FLASHPORT	IN		468AYN0218	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000251	86004855	RADIO MTS 2000 FLASHPORT	IN		468AYN0207	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000589	86004856	RADIO J SCHOPMEYER	IN		468AYN0277	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000274	86004857	RADIO MTS 2000 FLASHPORT	IN		468AYN0248	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000290	86004858	RADIO FLASHPORT MTS 2000	IN		468AYN0286	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000289	86004859	RADIO FLASHPORT MTS 2000	IN		468AYN0286	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000311	86004860	RADIO FLASHPORT MTS 2000	IN		468AYN0229	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000289	86004861	RADIO MTS 2000 FLASHPORT	IN		468AYN0267	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000285	86004862	RADIO MTS 2000 FLASHPORT	IN		468AYN0264	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000285	86004863	RADIO FLASHPORT MTS 2000	IN		468AYN0205	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000271	86004864	RADIO MTS 2000 FLASHPORT	IN		468AYN0244	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000237	86004865	RADIO MTS 2000FLASHPORT	IN		468AYN0280	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000239	86004866	RADIO MTS 2000FLASHPORT	IN		468AYN0242	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000292	86004867	RADIO FLASHPORT MTS 2000	IN		468AYN0208	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000347	86004868	RADIO FLASHORT MTS 2000/ C COM	IN		468AYN0239	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000267	86004870	RADIO MTS 2000 FLASHPORT	IN		468AYN0219	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000350	86004871	RADIO FLASHPORT MTS 2000	IN		448AYN0282	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000300	86004872	RADIO FLASHPORT MTS 2000	IN		468AYN0283	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000284	86004873	RADIO MTS 2000 FLASHPORT	IN		468AYN0253	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000312	86004874	RADIO FLASHPORT MTS 2000	IN		468AYN0261	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000192	86004875	RADIO	IN		468AYN0280	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000298	86004876	RADIO FLASHPORT MTS 2000	IN		468AYN0222	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000258	86004877	RADIO MTS 2000 FLASHPORT	IN		468AYN0268	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000240	86004878	RADIO MTS 2000FLASHPORT	IN		468AYN0252	860ZCUST	CUSTODY-OPERATIONS	7-27-2010		
00000000570	86004882	RADIO K NOEL	IN		468AYN0232	860ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000309	86004895	RADIO FLASHPORT MTS 2000	IN		468AYN0231	860ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000304	86004902	RADIO FLASHPORT MTS 2000	IN		468AYN0212	860ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000316	86004903	RADIO FLASHPORT MTS 2000	IN		468AYN0213	860ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000235	86004906	CONTROL BASE	IN		518AYN0009	860ZLCKSP	LOCKSHOP	7/27/2010		
00000000587	86004927	DESK	IN		860ZCOTG05	860ZCOTG05	HOUSING UNIT 5	7/27/2010		
00000000392	86004974	MOWER SCAG 75	IN		7820321	860ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000387	86004989	DRYER UNI MAC	IN		210014262	860ZLAUND	BUILDING LAUNDRY	7/27/2010		
00000000381	86005033	SCALE GALYAN	IN			860ZMNTSHP	MAINTENANCE SHOP	7/27/2010		
00000000394	86005047	MOWER SCAG WALK BEHIND	IN		SW220CV5200100	860ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000830	86005104	LIGHT EXAM	IN			860ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
00000000763	86005107	EXAMINATION TABLE	IN			860ZCOT13	COTTAGE 13	7/27/2010		

IDOC - Short Term Offender Program Facility  
Fixed Asset Listing

EXHIBIT C  
PAGE 4 OF 52

Asset ID	Tag Number	Description	Status	Model	Serial ID	Location	Description	Found	Location	Remarks
000000000827	88005109	DENTAL CHAIR EQUIPMENT	IN			880ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
000000000832	88005110	CHAIR DENTAL	IN			880ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
000000000831	88005111	CHAIR DENTAL	IN			880ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
000000000828	88005112	DENTAL CHAIR EQUIPMENT	IN			880ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
000000000829	88005113	X-RAYS DENTAL	IN			880ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
000000000441	88005119	WASHER/DRYER COMBO	IN			880ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
000000000442	88005122	EXAM TABLE	IN			880ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
000000000078	88005128	TELEVISION	IN		8137705	880ZTRNG	TRAINING	7/27/2010		
000000000073	88005129	TELEVISION SONY	IN		8137729	880ZTRNG	TRAINING	7/27/2010		
000000000771	88005148	CREDENZA BOBBY GIPSON MNT	IN			880ZMNTSHP	MAINTENANCE SHOP	7/27/2010		
000000000788	88005188	DESK VAC MNT	IN			880ZCUST	CUSTODY-OPERATIONS	7/27/2010		Vocational -PPD
000000000373	88005170	COPIER MINOLTA MNT REGGIE	IN			880ZMNTSHP	MAINTENANCE SHOP	7/27/2010		Broken
000000000400	88005173	FORK LIFT HYSTER	IN		FO980387D058	880ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
000000000363	88005175	WASHER Q&J MILNOR 80 LB	IN		7280901	880ZLAUND	BUILDING LAUNDRY	7/27/2010		
000000000368	88005218	BUFFER THOROMATIC	IN		19289	880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
000000000369	88005221	BUFFER THOROMATIC	IN		18804	880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
000000000089	88005283	GENIE LIFT	IN		TZ3408-485	880ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
000000000518	88005284	MOBILE TELEVISION CABINET	IN			880ZSCHOL	BLDG SCHOOL	7/27/2010		was on a desk in PPD
000000000548	88005289	ICE MACHINE SCOTSMAN	IN		08101320016176	880ZCOT13	COTTAGE 13	7/27/2010		
000000000551	88005290	WELDER RIG D DUMHAM	IN			880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
000000000552	88005291	JACK HAMMER TL CRIB	IN			880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
000000000557	88005292	COMPUTER DELL	IN		1D36XH1	880ZSCHOL	BLDG SCHOOL	7/27/2010		Located in PPD
000000000028	88005298	WATER TOWER & TREATMENT	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
000000000330	88005299	KEY CUTTER MACHINE ELECTRIC	IN			880ZLCKSP	LOCKSHOP	7/27/2010		
000000000322	88005303	STORAGE CABINET 8 DRAWER	IN			880ZLCKSP	LOCKSHOP	7/27/2010		
000000000323	88005304	STORAGE CABINET 8 DRAWER	IN			880ZLCKSP	LOCKSHOP	7/27/2010		
000000000324	88005305	CABINET STORAGE 8 DRAWER	IN			880ZLCKSP	LOCKSHOP	7/27/2010		
000000000328	88005309	CABINET STORAGE 9 DRAWER	IN			880ZLCKSP	LOCKSHOP	7/27/2010		
000000000462	88005311	SAND BLASTER TRINCO	IN		65695-1	880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
000000000414	88005328	SAW TABLE GRIZZLY K NOEL	IN			880ZMNTWD	MAINTENANCE WOOD SHOP	7/27/2010		
000000000445	88005381	COPIER SHARP	IN		6500535	880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
000000000818	88005383	DESK	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
000000000457	88005384	DRILL PRESS POWER MATIC	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
000000000463	88005385	DRYER CISELL	IN		6878-391	880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
000000000458	88005386	PRESS HYDRAULIC PRESS	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
000000000464	88005371	WASHER IPSO	IN		48413	880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
000000000465	88005374	WELDER MILLER AC/DC	IN		KG261168	880ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
000000000104	88005384	WITTCO WARMER	IN			880ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
000000000098	88005385	RETHEM CARTER HOFFMAN	IN			880ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
000000000370	88005386	SHREDDER FELLOWS	IN			880ZMNTSHP	MAINTENANCE SHOP	7/27/2010		
000000000401	88005397	SNOW BLOWER TROY BITT	IN		1G28313102249	880ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
000000000772	88005478	DESK BOBBY GIPSON MNT	IN			880ZMNTSHP	MAINTENANCE SHOP	7/27/2010		
000000000752	88005484	DESK	IN			880ZCOT13	COTTAGE 13	7/27/2010		
000000000751	88005485	DESK	IN			880ZCOT13	COTTAGE 13	7/27/2010		
000000000362	88005512	PALLET JACK TOLL CRIB	IN		20884	880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
000000000363	88005513	CABINET FLAMMABLE	IN			880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
000000000810	88005529	REFRIGERATOR TRAVLSEN	IN			880ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
000000000108	88005533	HOOD FAN ANUSUL UNIT	IN			880ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
000000000110	88005544	HATCO HOT WATER HEATER	IN			880ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		

IDOC - Short Term Offender Program Facility  
Fixed Asset Listing

EXHIBIT C  
PAGE 5 OF 52

Asset ID	Tag Number	Descr.	Status	Model	Serial ID	Location	Descr.	Found	Location	Remarks
00000000113	86005546	AIR CABINET (FLY FAN) EAST DR	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000828	86005547	COOLER WALK IN	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		no tag
00000000114	86005551	AIR DOOR CURTAIN FLY FAN	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000115	86005552	AIR DOOR CURTAIN FLY FAN	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000117	86005555	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000118	86005556	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000119	86005557	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000120	86005558	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000130	86005568	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000131	86005569	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000133	86005571	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000134	86005572	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000135	86005573	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000139	86005577	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000143	86005581	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000144	86005582	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000146	86005584	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000149	86005587	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000153	86005591	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000154	86005592	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000093	86005612	COOLERS TRAVLSEN	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000092	86005614	USECO RETHERM OVEN	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000848	86005672	BUFFER	IN		16602M	860ZCOT13	COTTAGE 13	7/27/2010		
00000000626	86005674	DESK	IN			860ZHCU	IREF-HEALTH CARE UNIT	7/27/2010		
00000000620	86005675	DESK	IN			860ZCOTG08	HOUSING UNIT 8	7/27/2010		
00000000589	86005766	DESK L-SHAPE	IN			860ZCOTG05	HOUSING UNIT 5	7/27/2010		
00000000622	86005800	DESK	IN			860ZCOTG08	HOUSING UNIT 8	7/27/2010		
00000000033	86005803	WATER TEMPERATURE REGULARTOR	IN			860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000044	86005878	WTR TRTMNT-BRINE OLD PWR PLNT	IN		04509N9531	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000001	86005881	EDGER LITTLE WONDER..	IN	LITTLE WON	GCAG1-1023282	860ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000775	86005886	VID CON EQUIPMENT	IN			860ZTRNG	TRAINING	7/27/2010		
00000000349	86005887	VIDEO CONF EQUIPMENT	IN		28-0209509	860ZTRNG	TRAINING	7/27/2010		
00000000823	86005888	DRILL PRESS	IN			860ZLCKSP	LOCKSHOP	7/27/2010		
00000000378	86005938	DRILL PRESS	IN			860ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000472	86006030	SAW MITER COMPOUND	IN			860ZMNTWD	MAINTENANCE WOOD SHOP	7/27/2010		
00000000068	86006034	KUBOTA D1305	IN		10664	860ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000057	86006035	KUBOTA D1305	IN		10664	860ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000059	86006044	VIDEO CONF EQUIPMENT	IN		8137731	860ZTRNG	TRAINING	7/27/2010		
00000000600	86006045	VIDEO CONF EQUIPMENT	IN		8137689	860ZTRNG	TRAINING	7/27/2010		
00000000095	86006048	CONDENSING UNIT	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000450	86006050	BOILER KEELER COMP	IN			860ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000451	86006051	BOILER CLEAVER BROOKS	IN		D-60 NATL 3767	860ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000452	86006052	BOILER CLEAVER BROOKS	IN		D-60 NATL 3764	860ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000453	86006053	BOILER COMP E-KEELER	IN			860ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000454	86006054	HOIST DAYTON ELECT IRON	IN			860ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000468	86006056	WATER SOFTENER	IN			860ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000469	86006057	WATER SOFTENER	IN			860ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000475	86006061	CHO4RONE PUMPS ARORA	IN			860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000476	86006062	CHLO4RINE PUMP ARORA	IN			860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		



IDOC - Short Term Offender Program Facility  
Fixed Asset Listing

Asset ID	Tag Number	Description	Status	Model	Serial ID	Location	Description	Revised	Location	Remarks
00000000477	88008083	MINTON ROY PHOSPHATE STATION	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000478	88008084	MILTON ROY POTASS STATION	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000480	88008085	AERATO TONKA	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000481	88008086	IRON FILTERS	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000482	88008087	PUMPS HIGH SERVICE	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000484	88008088	PUMP TURBINE FEED	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000485	88008089	FEED PUMP ELECTRIC	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000488	88008070	AIR TANK	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000487	88008071	BOOSTER PUMP	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000488	88008072	CHEMICAL PUMP MILTON	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000489	88008073	DUPLEX TANK & PUMP CONDENSATE	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000490	88008074	PUMP DUPLEX HOT WELL	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000491	88008075	FLASH TANK	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000492	88008078	HEAT EXCHANGER	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000493	88008077	R O UNIT	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000494	88008078	AIR COMPRESSOR QUINCY	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000498	88008082	TOWER CONTROL SYSTEM AB	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000500	88008084	GIGID PIPE TRISTAND	IN		460	880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000502	88008086	CRANE T&S GANTRY	IN		MODEL FHS-2-15	880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000577	88008090	BUFFER THOROMATIC	IN		19291	880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000578	88008091	BUFFER THOROMATIC	IN		12951	880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000801	88008092	BUFFER THOROMATIC	IN		7893	880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000803	88008094	BUFFER THOROMATIC	IN		6393	880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000804	88008095	BUFFER THOROMATIC	IN		7221	880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000805	88008096	FLAMMABLE CABINET	IN			880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000808	88008097	FLAMMABLE CABINET	IN			880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000807	88008098	FLAMMABLE CABINET	IN			880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000808	88008099	FLAMMABLE CABINET	IN			880ZCUST	CUSTODY-OPERATIONS	7/27/2010		
00000000831	88008101	DINNING TABLE dell	IN			880ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000830	88008102	DINNING TABLE DELI	IN			880ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000833	88008248	SHELTER-south side	IN			880ZRECRT	RECREATION	7/27/2010		
00000000834	88008247	SHELTER- westside	IN			880ZRECRT	RECREATION	7/27/2010		
00000000817	88008258	CABINET FLAMMABLE	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000814	88008257	FLAMMABLE CABINET	IN			880ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000822	88008258	CABINET FLAMMABLE	IN			880ZLCKSP	LOCKSHOP	7/27/2010		
00000000803	88008259	WELDER HOBART GRND	IN			880ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000748	88008262	ICE MACHINE SCOTTSMAN	IN			880ZCOTG05	HOUSING UNIT 5	7/27/2010		
00000000722	88008283	DESK DOUBLE	IN			880ZCOTG08	HOUSING UNIT 8	7/27/2010		
00000000807	88008264	FLAMMABLE CABINET	IN			880ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000808	88008265	CABINET FLAMMABLE	IN			880ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000809	88008288	CABINET FLAMMABLE	IN			880ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000819	88008289	REGULATOR CHLORINE	IN			880MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000777	88008272	ICE MACHINE ICE O MATIC	IN	ICE O MATIC		880ZRECRT	RECREATION	7/27/2010		
00000000738	88008273	SHARPER K NOEL	IN			880ZMNTWD	MAINTENANCE WOOD SHOP	7/27/2010		
00000000733	88008274	DRILL PRESS K NOEL	IN			880ZMNTWD	MAINTENANCE WOOD SHOP	7/27/2010		
00000000734	88008275	BAND SAW K NOEL	IN			880ZMNTWD	MAINTENANCE WOOD SHOP	7/27/2010		
00000000735	88008276	BELT SANDER K NOEL	IN			880ZMNTWD	MAINTENANCE WOOD SHOP	7/27/2010		
00000000767	88008283	DESK C BROWN	IN			880ZMNTSHP	MAINTENANCE SHOP	7/27/2010		
00000000773	88008285	PRINTER HP JUNE MNT	IN			880ZMNTSHP	MAINTENANCE SHOP	7/27/2010		

Asset ID	Tag Number	Descr	Status	Model	Serial ID	Location	Descr	Found	Location	Remarks
00000000811	86008287	ICE MACHINE SCOTTSMAN	IN	SCOTTSMAN		860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000121	86008290	DINNING TABLE	IN			860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000122	86008291	DINNING TABLE	IN			860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000123	86008292	DINNING TABLE	IN			860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000124	86008293	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000125	86008294	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000126	86008295	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000155	86008296	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000128	86008297	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000129	86008298	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000132	86008299	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000136	86008300	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000137	86008301	DINNING TABLE	IN			860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000138	86008302	DINNING TABLE	IN			860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000140	86008303	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000141	86008304	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000824	86008305	HOT AND COLD BAR DELI	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000825	86008306	TABLE PREP DELI	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000094	86008309	STAINLESS STEEL SERVICE LINE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000088	86008310	ISE INSINK ERATOR (SS 750)	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000103	86008311	ISE INSINK ERATOR (S9750)	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000142	86008312	DINNING TABLE	IN			860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000145	86008313	DINNING TABLE	IN			860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000148	86008314	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000150	86008315	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000151	86008318	DINNING TABLE	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
000000000836	86008319	SANDER BAND ROCKWELL	IN			860ZSCHOL	BLDG SCHOOL	7/27/2010		
00000000834	86008320	BANDSAW WEHRMAN	IN			860ZSCHOL	BLDG SCHOOL	7/27/2010		
00000000852	86008332	VALVE 2" SELF CONTAINED PILOT	IN			860ZMNTPW	MAINTENANCE POWER PLANT	7/27/2010		
00000000856	86008333	FLY FAN NIECO	IN	NIECO		860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000859	86008334	FLY FAN NIECO	IN	NIECO		860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000880	86008335	FLY FAN NIECO	IN	NIECO		860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000881	86008336	FLY FAN NIECO	IN	NIECO		860ZFOSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000080	86008337	GARLAND CONVE OVEN	IN			860ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7/27/2010		
00000000876	86008340	THRUSH PUMP& MTR # 2 REC/BUILD	IN	2.5X3XPC/E		860ZRECR	RECREATION	7/27/2010		
00000000880	86008349	LATITUDE LAPTOP COMPUTERS ITEM	IN			860ZMNTSHP	MAINTENANCE SHOP	7/27/2010		
00000000901	86008354	AIR COMPRESSOR ITEM # 4B237C	IN			860ZCOT13	COTTAGE 13	7/27/2010		
00000000891	86008355	8" MJ GATE VALVE LESS ACCESSOR	IN		1234A	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000892	86008356	8" MJ GATE VALVE LESS ACCESSOR	IN		1234B	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000893	86008357	8" MJ R/W GATE VALVE LESS ACCE	IN		1234C	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000894	86008358	8" MJ R/W GATE VALVE LESS ACCE	IN		1234D	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000895	86008359	8" MJ R/W GATE VALVE LESS ACCE	IN		1234E	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000896	86008380	8" MJ R/W GATE VALVE LESS ACCE	IN		1234F	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000897	86008381	8" MJ R/W GATE VALVE LESS ACCE	IN		1234G	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000898	86008382	8" MJ R/W GATE VALVE LESS ACCE	IN		1234H	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000902	86008383	MOWER HUSTLE 60" DIESEL GRNDS	IN		08078282	860ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		
00000000904	86008384	CHLORINE PUMP (RIGHT HAND SUCT	IN		09-1868235	860MNTWTR	MAINTENANCE WATER TREATMENT	7/27/2010		
00000000788	87001128	FLAMMABLE CABINET RANNY	IN			860ZMNTSHP	MAINTENANCE SHOP	7/27/2010		
00000000805	88503138	PIPE THREADER	IN			860ZMNTGND	MAINTENANCE GROUNDS	7/27/2010		

IDOC - Short Term Offender Program Facility  
Fixed Asset Listing

Asset ID	Tag Number	Descr	Status	Model	Serial ID	Location	Descr	Found	Location	Remarks
00000000742	68800075	DESK	IN			680ZCOTG05	HOUSING UNIT 5	7/27/2010		
00000000778	68800204	DESK	IN			680ZRECR	RECREATION	7/27/2010		
00000000075	69007107	TELEVISION SONY	IN			680ZTRNG	TRAINING	7/27/2010	Cottage 5	
00000000745	68007109	38" SANYO TV	IN			680ZCOTG05	HOUSING UNIT 5	7/27/2010		
000000000652	68012012	FLAMMABLE CABINET GROUNDS	IN			680ZMNT001	MAINTENANCE BULIDING	7/27/2010	Slauder House	
000000000048	68002037	CHAPEL BLDG	IN		K8E308320	680ZCHAPEL	CHAPEL	7-31-2010		
000000000047	68002042	KITCHEN/DINING HALL/LAUNDRY	IN			680ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7-31-2010		
000000000356	68002070	BUFFER THOROMATIC	IN		10408	680ZCUST	CUSTODY-OPERATIONS	7-31-2010		
000000000049	68002071	SOCIAL SERVICES BUILD cott 10	IN			680ZCOTG10	COTTAGE 10	7-31-2010		
000000000455	68002075	TOOL CHEST CRAFTSMAN	IN			680ZMNTPW	MAINTENANCE POWER PLANT	7-31-2010		
000000000035	68004755	FREEZER COOLER (WALK-IN)	IN			680ZFDSSRV	BLDG FOOD SERVICE DINING HALL	7-31-2010		
000000000054	68006271	DEHUMIDIFIER	IN		2007E8178	680MNTWTR	MAINTENANCE WATER TREATMENT	7-27-20010		
000000000815	68005367	WELDER MILLER	IN			680ZMNTPW	MAINTENANCE POWER PLANT	7-27-20410		

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 9 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
2	Bookcase, 2 shelf wood	Medical Dental	Available	8/12/2010
4	Chair, Dental Padded Rolling	Medical Dental	Available	8/12/2010
1	Chair, Padded Highback Rolling	Medical Dental	Available	8/12/2010
1	Desk Double pedestal wood	Medical Dental	Available	8/12/2010
1	Portable Dark Room Developer {instaveloper}	Medical Dental	Available	8/12/2010
1	Xray Apron	Medical Dental	Available	8/12/2010
2	Chair, Arm Padded	Room A 102	Available	8/12/2010
1	Chair, Arm Padded Slide	Room A 102	Available	8/12/2010
13	Chair, Plastic Stack	Room A 102	Available	8/12/2010
1	Fan, Floor Pedestal	Room A 102	Available	8/12/2010
1	Laundry Cart,	Room A 102	Available	8/12/2010
1	Ice maker Scotsman {top and bottom}	7- Bay Garage	Available	8/12/2010
1	Refrigerator Kelvinator	7- Bay Garage	Available	8/12/2010
1	Refrigerator Roper	7- Bay Garage	Available	8/12/2010
1	Cabinet, Storage 2 door 4 shelf metal	7- Bay Garage	IDOC	8/12/2010
1	Cabinet, Storage Flammable 2 door	7- Bay Garage	IDOC	8/12/2010
1	Cart, Drywall Carrier	7- Bay Garage	IDOC	8/12/2010
1	Cart, Rubbermaid Dolly Janitor type	7- Bay Garage	IDOC	8/12/2010
1	Cub Cadet Bush Hog walk behind	7- Bay Garage	IDOC	8/12/2010
11	Cub Cadets Push mowers #7, #11, #14, #6, #1	7- Bay Garage	IDOC	8/12/2010
2	Locker 2 door 1 tier	7- Bay Garage	IDOC	8/12/2010
1	Spreader or Seeder	7- Bay Garage	IDOC	8/12/2010
1	Tool chest Craftsman 12 Drawer	7- Bay Garage	IDOC	8/12/2010
1	Trash can 35 gal	7- Bay Garage	IDOC	8/12/2010
1	Trash can 35 gal metal	7- Bay Garage	IDOC	8/12/2010
2	Bench, Seat Wood	A100H	Available	8/12/2010
1	Chair, Arm Padded Slide	A100H	Available	8/12/2010
1	Chair, Padded Slide	A100H	Available	8/12/2010
1	Desk single pedestal	A100H	Available	8/12/2010
1	mop bucket w/ ringer	A100H	Available	8/12/2010
1	State Flag w/ stand	A100H	Available	8/12/2010
1	Typewriter	A100H	Available	8/12/2010
1	Vacuum Bissell	A100H	Available	8/12/2010
1	Vacuum shop Dayton 2 1/2 gal	A100H	Available	8/12/2010
2	Cabinet, Storage 2 door 6 shelf wood	A200E	Available	8/12/2010
1	Chair, Arm Wood	A200E	Available	8/12/2010
1	Chair, Padded Slide	A200E	Available	8/12/2010
1	Desk single pedestal w/ return	A200E	Available	8/12/2010
1	table, end 1 door	A200E	Available	8/12/2010
1	US Flag /With Stands	A200E	Available	8/12/2010
2	Cabinet, File 4 drawer, metal	A200H	Available	8/12/2010
1	Chair, Padded Slide	A200H	Available	8/12/2010
1	Table 10'folding	A200H	Available	8/12/2010
1	Water cooler	A200H	Available	8/12/2010
1	Copier Lease	A200H	IDOC	8/12/2010
1	Handler, Air w/Condensor	Admin Attic	IDOC	8/12/2010
4	Bench, Seat Wood Park	Admin Building	Available	8/12/2010
1	Rack metal/wood shelf 8'x2'x10'	Carriage House	Available	8/12/2010
1	Diesel Tank 500 {outside}	Carriage House	Undecided	8/12/2010
1	Pump Fuel Dispenser	Carriage House	Undecided	8/12/2010
1	Pump House / metal	Carriage House	Undecided	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 10 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Unlead Tank 500 Gal	Carriage House	Undecided	8/12/2010
1	Cabinet, Storage 2 door wood	Chapel	Available	8/12/2010
2	Chair, Padded Slide	Chapel	Available	8/12/2010
3	Chair, Plastic/Chrome Stack	Chapel	Available	8/12/2010
1	Desk /double pedestal metal	Chapel	Available	8/12/2010
1	Drum, Set Yamaha 10 piece	Chapel	Available	8/12/2010
2	fans door Fly	Chapel	Available	8/12/2010
1	Folding partition 5x7	Chapel	Available	8/12/2010
2	Heating , air unit [ for single rooms]	Chapel	Available	8/12/2010
1	hutch 4 door wood	Chapel	Available	8/12/2010
1	mop bucket w/ringer	Chapel	Available	8/12/2010
1	organ Gulvrson	Chapel	Available	8/12/2010
39	Pews	Chapel	Available	8/12/2010
1	Phone single line	Chapel	Available	8/12/2010
1	Piano Gulvrason	Chapel	Available	8/12/2010
1	Rack, Coat wood	Chapel	Available	8/12/2010
2	table 4x3	Chapel	Available	8/12/2010
1	Table Square 4'	Chapel	Available	8/12/2010
1	Table, Alter - religious services	Chapel	Available	8/12/2010
1	Tank, Baptismal	Chapel	Available	8/12/2010
1	water cooler	Chapel	Available	8/12/2010
1	Wood Podium	Chapel	Available	8/12/2010
13	mop buckets	Chicken Coop	Available	8/12/2010
1	Dolly Barrel	Chicken Coop	IDOC	8/12/2010
1	Fan pedestal	Chicken Coop	IDOC	8/12/2010
34	Bed, Bunk Used	Commissary	Available	8/12/2010
2	Cabinet, Storage 2 door 5 shelf metal	Commissary	Available	8/12/2010
1	Chair, Arm Padded Slide	Commissary	Available	8/12/2010
1	Chair, Arm Plastic Stack	Commissary	Available	8/12/2010
2	Chair, Padded Slide	Commissary	Available	8/12/2010
1	Desk single pedestal wood	Commissary	Available	8/12/2010
1	table folding 8'	Commissary	Available	8/12/2010
1	table wood 10'	Commissary	Available	8/12/2010
1	Table wood/ metal 8'	Commissary	Available	8/12/2010
1	Emergency Generator {Cummins} w/ trailer	Commissary	IDOC	8/12/2010
1	John Deere Front Loader 544EH	Commissary	IDOC	8/12/2010
1	John Deere Tractor Backhoe/Loader 210C t0210CA731519	Commissary	IDOC	8/12/2010
1	Attachment, Implement Farm Fertilizer Antique	Corn Crib	IDOC	8/12/2010
1	Attachment, Implement Farm seeder Antique	Corn Crib	IDOC	8/12/2010
1	Dolly drum for 55 gal	Corn Crib	IDOC	8/12/2010
1	Front Loader Forks	Corn Crib	IDOC	8/12/2010
1	Plow snow western 60308	Corn Crib	IDOC	8/12/2010
1	rack storage hazard chemical	Corn Crib	IDOC	8/12/2010
1	Wall trench support 8'x6'	Corn Crib	IDOC	8/12/2010
3	Chair, Arm Padded Slide	Cottage 1	Available	8/12/2010
10	Lockers 1 tier 3 section	Cottage 1	Available	8/12/2010
5	Lockers 2 tier 3 section	Cottage 1	Available	8/12/2010
6	Bed, Bunk New	Cottage 1	PEN	8/12/2010
75	Mattress, New	Cottage 1	PEN	8/12/2010
1	mop bucket w/ ringer	Cottage 1	Available	8/12/2010
1	Sorter wood 19 bin	Cottage 1	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 11 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	water cooler wall	Cottage 1	Available	8/12/2010
1	water cooler filter system	Cottage 1	Available	8/12/2010
1	Bed, Bunk New	Cottage 1	PEN	8/12/2010
1	monitor	Cottage 1	Undecided	8/12/2010
1	Printer HP4100 62500918	Cottage 1	Undecided	8/12/2010
1	Printer HP 4100 6800168	Cottage 1	Undecided	8/12/2010
1	Printer HP 4100 62500921	Cottage 1	Undecided	8/12/2010
1	Cart, TV metal	Cottage 11	Available	8/12/2010
14	Chair, Arm Plastic Stack	Cottage 11	Available	8/12/2010
1	Chair, Plastic Stack	Cottage 11	Available	8/12/2010
1	mop bucket w/ ringer	Cottage 11	Available	8/12/2010
1	Phone single line	Cottage 11	Available	8/12/2010
2	table gaming round wood/ metal 3'	Cottage 11	Available	8/12/2010
2	table gaming square wood/ metal 3'	Cottage 11	Available	8/12/2010
2	table octagon w/ seat wood metal 4'	Cottage 11	Available	8/12/2010
1	TV 32" RCA	Cottage 11	Available	8/12/2010
2	water cooler	Cottage 11	Available	8/12/2010
12	Bed, Bunk New	Cottage 11	PEN	8/12/2010
31	Bed, Bunk new	Cottage 11	PEN	8/12/2010
24	Mattress, New	Cottage 11	PEN	8/12/2010
62	Mattress, New	Cottage 11	PEN	8/12/2010
6	Basketball goals w Backboard on grounds	Cottage 12	Available	8/12/2010
12	Bed, Bunk used	Cottage 12	Available	8/12/2010
31	Bed, Bunk used	Cottage 12	Available	8/12/2010
1	Cart, TV metal	Cottage 12	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 12	Available	8/12/2010
14	Chair, Arm Plastic Stack	Cottage 12	Available	8/12/2010
2	Chair, Arm Plastic Stack	Cottage 12	Available	8/12/2010
1	Chair, Plastic Stack	Cottage 12	Available	8/12/2010
1	mop bucket w/ ringer	Cottage 12	Available	8/12/2010
3	mop bucket w/ ringer	Cottage 12	Available	8/12/2010
1	Phone single line	Cottage 12	Available	8/12/2010
1	Phone single line	Cottage 12	Available	8/12/2010
2	Table gaming wood/metal round 3'	Cottage 12	Available	8/12/2010
2	Table gaming wood/metal square 3'	Cottage 12	Available	8/12/2010
2	table octagon w/ seat wood metal 4'	Cottage 12	Available	8/12/2010
1	trash can 35gal w/ lids	Cottage 12	Available	8/12/2010
1	TV 32" RCA	Cottage 12	Available	8/12/2010
2	water cooler	Cottage 12	Available	8/12/2010
31	Bed, Bunk new	Cottage 12	PEN	8/12/2010
24	Mattress, New	Cottage 12	PEN	8/12/2010
62	Mattress, New	Cottage 12	PEN	8/12/2010
62	Mattress, New	Cottage 12	PEN	8/12/2010
6	Vicom Camera monitoring Hubs	Cottage 12	Undecided	8/12/2010
3	Bench, Work Wood 3'	Cottage 13	Available	8/12/2010
1	Cabinet, File 2 drawer metal	Cottage 13	Available	8/12/2010
4	Cabinet, Storage 3 shelf wood	Cottage 13	Available	8/12/2010
1	Cabinet, Storage for kollector	Cottage 13	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Cottage 13	Available	8/12/2010
93	Chair, Arm Plastic Stack	Cottage 13	Available	8/12/2010
1	Chair, Arm Slide	Cottage 13	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 12 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
2	Chair, Armed Plastic Slide	Cottage 13	Available	8/12/2010
1	Chair, Padded Slide	Cottage 13	Available	8/12/2010
10	Chair, Plastic Stack	Cottage 13	Available	8/12/2010
1	Detector metal walk threw 200HS 66004983	Cottage 13	Available	8/12/2010
1	Fan pedestal	Cottage 13	Available	8/12/2010
1	Flashlight rechargeable	Cottage 13	Available	8/12/2010
1	Microwave Emerson	Cottage 13	Available	8/12/2010
2	mop bucket w/ ringer	Cottage 13	Available	8/12/2010
1	Phone multi line	Cottage 13	Available	8/12/2010
2	Rack chrome / wire 3 shelf	Cottage 13	Available	8/12/2010
1	rack chrome/ wire 4 shelf	Cottage 13	Available	8/12/2010
1	Table folding wood 10'	Cottage 13	Available	8/12/2010
3	table folding wood 8'	Cottage 13	Available	8/12/2010
1	Table prep stainless steel 66001407	Cottage 13	Available	8/12/2010
1	Table stainless steel 12' kitchen	Cottage 13	Available	8/12/2010
7	Table with seats / metal 12'	Cottage 13	Available	8/12/2010
1	Trash can 55 gal	Cottage 13	Available	8/12/2010
1	TV Cart, with 2 doors metal	Cottage 13	Available	8/12/2010
1	Handler, Air w/Condensor	Cottage 13	IDOC	8/12/2010
1	monitor	Cottage 13	Undecided	8/12/2010
1	Monitor keyboard , mouse	Cottage 13	Undecided	8/12/2010
3	Recorder, DVD ICOM Model Kollector Plus	Cottage 13	Undecided	8/12/2010
1	Tower wire 955 Server}	Cottage 13	Undecided	8/12/2010
12	Bed, Bunk used	Cottage 13	Available	8/12/2010
12	Bed, Bunk used	Cottage 13	Available	8/12/2010
10	Bed, Single Metal	Cottage 13	Available	8/12/2010
12	Bed, Single Metal	Cottage 13	Available	8/12/2010
1	Cabinet, File 2 drawer metal	Cottage 13	Available	8/12/2010
1	Chair, Armed Plastic Slide	Cottage 13	Available	8/12/2010
1	Fan pedestal	Cottage 13	Available	8/12/2010
15	lockers 2 tier 1 section	Cottage 13	Available	8/12/2010
16	Lockers 2 tier 3 section	Cottage 13	Available	8/12/2010
18	Mattress used	Cottage 13	Available	8/12/2010
22	Mattress used	Cottage 13	Available	8/12/2010
23	Mattress used	Cottage 13	Available	8/12/2010
19	Mattress used	Cottage 13	Available	8/12/2010
3	picnic table	Cottage 13	Available	8/12/2010
1	TV 27" Sanyo	Cottage 13	Available	8/12/2010
1	TV 27" Sanyo	Cottage 13	Available	8/12/2010
1	TV 27" Sanyo	Cottage 13	Available	8/12/2010
1	TV 27" Sanyo	Cottage 13	Available	8/12/2010
1	TV 32' Sanyo	Cottage 13	Available	8/12/2010
1	Cabinet, File 4 drawer	Cottage 2	Available	8/12/2010
1	fax machine Murate F-160 sn D8535090008034	Cottage 2	Available	8/12/2010
2	Locker 1 tier 2 section	Cottage 2	Available	8/12/2010
8	Locker 1 tier 3 section	Cottage 2	Available	8/12/2010
36	Locker 2 tier 1 section	Cottage 2	Available	8/12/2010
4	Lockers 3 tier 5 section	Cottage 2	Available	8/12/2010
1	Table folding with Bench 12' wood	Cottage 2	Available	8/12/2010
1	Table folding wood 8'	Cottage 2	Available	8/12/2010
1	TV Zenith 27"	Cottage 2	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 13 OF 52

QUANTITY	ITEM	LOCATION	STATUS	DATE IDENTIFIED
1	wall cubicle 5'x30'	Cottage 2	Available	8/12/2010
5	Wall Cubicle 5'x30"	Cottage 2	Available	8/12/2010
2	wall cubicle 5'x4"	Cottage 2	Available	8/12/2010
1	water cooler	Cottage 2	Available	8/12/2010
1	water cooler	Cottage 2	Available	8/12/2010
1	Copier cannon NP6551 sn NJE43365	Cottage 2	IDOC	8/12/2010
25	Bed, Bunk New	Cottage 2	PEN	8/12/2010
4	Mattress, New	Cottage 2	PEN	8/12/2010
5	Mattress, New	Cottage 2	PEN	8/12/2010
3	Monitor	Cottage 2	Undecided	8/12/2010
3	Board, Dry Erase 6x4 white	Cottage 3	Available	8/12/2010
1	Bookcase, 3 shelf wood	Cottage 3	Available	8/12/2010
1	Bookcase, 4 shelf wood	Cottage 3	Available	8/12/2010
1	Cabinet, File 4 drawer lateral wood	Cottage 3	Available	8/12/2010
1	Cabinet, File 4 drawer metal	Cottage 3	Available	8/12/2010
1	Cabinet, TV 2 door wood	Cottage 3	Available	8/12/2010
1	Chair, Arm Padded Lowback Rolling	Cottage 3	Available	8/12/2010
1	Chair, Arm Padded Lowback Rolling	Cottage 3	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 3	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 3	Available	8/12/2010
1	Chair, Padded Lowback Rolling	Cottage 3	Available	8/12/2010
4	Chair, Plastic Stack	Cottage 3	Available	8/12/2010
5	Chair, Plastic Stack	Cottage 3	Available	8/12/2010
1	Chair, Plastic Stack	Cottage 3	Available	8/12/2010
2	Chair, Plastic/Chrome Stack	Cottage 3	Available	8/12/2010
1	Desk single pedesstal w/ return	Cottage 3	Available	8/12/2010
1	Desk single Pedestal w/ return	Cottage 3	Available	8/12/2010
1	Desk single Pedestal w/ return	Cottage 3	Available	8/12/2010
3	Desk single pedestal wood	Cottage 3	Available	8/12/2010
1	Desk/ workstation	Cottage 3	Available	8/12/2010
1	Fax Cannon Super G3 KAG59521	Cottage 3	Available	8/12/2010
1	Lockers 2 tier 2 section metal	Cottage 3	Available	8/12/2010
5	Lockers 2 tier 4 section metal	Cottage 3	Available	8/12/2010
1	Phone single line	Cottage 3	Available	8/12/2010
1	Rack, wire Chrome 4 shelf	Cottage 3	Available	8/12/2010
1	Return/ Desk	Cottage 3	Available	8/12/2010
1	Table 5x3 wood	Cottage 3	Available	8/12/2010
2	Table typing	Cottage 3	Available	8/12/2010
2	Table with seats / metal	Cottage 3	Available	8/12/2010
1	Table wood/ metal 4x4	Cottage 3	Available	8/12/2010
5	Table wood/ metal square game	Cottage 3	Available	8/12/2010
2	Trash Can 33 gal	Cottage 3	Available	8/12/2010
1	Trash Can 55 gal	Cottage 3	Available	8/12/2010
1	TV 19" Sanyo	Cottage 3	Available	8/12/2010
1	TV 19" Sanyo	Cottage 3	Available	8/12/2010
1	water cooler	Cottage 3	Available	8/12/2010
28	Mattress, New	Cottage 3	PEN	8/12/2010
1	Monitor	Cottage 3	Undecided	8/12/2010
1	Monitor dell	Cottage 3	Undecided	8/12/2010
1	Cabinet, Storage 2 door metal	Cottage 3	Available	8/12/2010
1	desk double pedestal wood	Cottage 3	Available	8/12/2010



IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 4 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
33	Mattress used	Cottage 3	Available	8/12/2010
1	Phone single line	Cottage 3	Available	8/12/2010
1	water cooler	Cottage 3	Available	8/12/2010
29	Mattress, New	Cottage 3	PEN	8/12/2010
1	Cabinet, TV	Cottage 4	Available	8/12/2010
1	Cabinet, TV 2 shelf 2 door wood	Cottage 4	Available	8/12/2010
2	Chair, Arm Padded Midback Rolling	Cottage 4	Available	8/12/2010
10	Chair, Plastic Stack	Cottage 4	Available	8/12/2010
6	Lockers 2 tier 4 section metal	Cottage 4	Available	8/12/2010
3	mop bucket w/ ringer	Cottage 4	Available	8/12/2010
1	Table game wood / metal	Cottage 4	Available	8/12/2010
3	Tables square metal/ wood 3'	Cottage 4	Available	8/12/2010
4	Tables square metal/ wood 4'	Cottage 4	Available	8/12/2010
2	Trash Can 33 gal	Cottage 4	Available	8/12/2010
1	TV 19" Sanyo	Cottage 4	Available	8/12/2010
1	TV 19" Sanyo	Cottage 4	Available	8/12/2010
1	water cooler	Cottage 4	Available	8/12/2010
42	Mattress, New	Cottage 4	PEN	8/12/2010
2	Chair, Arm Plastic	Cottage 4	Available	8/12/2010
1	desk Double pedestal wood	Cottage 4	Available	8/12/2010
1	mop bucket w/ ringer	Cottage 4	Available	8/12/2010
1	Phone Multi line	Cottage 4	Available	8/12/2010
1	Phone single line	Cottage 4	Available	8/12/2010
1	water cooler	Cottage 4	Available	8/12/2010
49	Mattress, New	Cottage 4	PEN	8/12/2010
1	Board, Dry Erase 4x8 white	Cottage 5	Available	8/12/2010
2	Board, Dry Erase 6x4 white	Cottage 5	Available	8/12/2010
1	Bookcase, 2 shelf wood	Cottage 5	Available	8/12/2010
1	Cabinet, File 2 drawer	Cottage 5	Available	8/12/2010
1	Cabinet, File 2 drawer metal	Cottage 5	Available	8/12/2010
1	Cabinet, File 2 drawer lateral wood	Cottage 5	Available	8/12/2010
1	Cabinet, File 4 Drawer metal	Cottage 5	Available	8/12/2010
1	Cabinet, File 4 Drawer metal	Cottage 5	Available	8/12/2010
2	Cabinet, File 4 Drawer metal	Cottage 5	Available	8/12/2010
1	Cabinet, Storage 2 door 5 shelf metal	Cottage 5	Available	8/12/2010
1	Cabinet, Storage 2 door 5 shelf metal	Cottage 5	Available	8/12/2010
1	Cabinet, Storage 2 door 5 shelf metal	Cottage 5	Available	8/12/2010
1	Cabinet, Storage 2 door metal	Cottage 5	Available	8/12/2010
1	Cabinet, Storage 2 shelf wood	Cottage 5	Available	8/12/2010
1	Cabinet, TV metal roll	Cottage 5	Available	8/12/2010
2	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
1	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
2	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
1	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
2	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
2	Chair, Arm Plastic Stack	Cottage 5	Available	8/12/2010
1	Chair, Padded Plastic/Chrome Stack	Cottage 5	Available	8/12/2010
23	Chair, Padded Plastic/Chrome Stack	Cottage 5	Available	8/12/2010
1	Chair, Padded Slide	Cottage 5	Available	8/12/2010
1	Chair, Padded Slide	Cottage 5	Available	8/12/2010
1	Chair, Padded Slide	Cottage 5	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 15 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
10	Chair, Plastic/Chrome Stack	Cottage 5	Available	8/12/2010
1	Desk computer stand wood/ metal rolling	Cottage 5	Available	8/12/2010
1	Desk Double pedestal wood	Cottage 5	Available	8/12/2010
1	Desk single pedestal w/return	Cottage 5	Available	8/12/2010
1	Desk single pedestal wood	Cottage 5	Available	8/12/2010
1	Desk single pedestal wood	Cottage 5	Available	8/12/2010
1	Desk single pedestal wood	Cottage 5	Available	8/12/2010
1	Desk typewriter wood/ metal	Cottage 5	Available	8/12/2010
1	Desk typing	Cottage 5	Available	8/12/2010
6	Locker 2 tier 1 section	Cottage 5	Available	8/12/2010
1	lockers 2 tier 1 section	Cottage 5	Available	8/12/2010
7	Lockers 2 tier 3 section	Cottage 5	Available	8/12/2010
1	mop bucket w/ ringer	Cottage 5	Available	8/12/2010
1	Phone single line	Cottage 5	Available	8/12/2010
1	Rack, Coat tree	Cottage 5	Available	8/12/2010
1	Shredder Fellows	Cottage 5	Available	8/12/2010
1	Stenographer machine	Cottage 5	Available	8/12/2010
1	table 5'x2' wood	Cottage 5	Available	8/12/2010
1	Table Round wood / metal 3'	Cottage 5	Available	8/12/2010
4	Table Square 4'gaming wood / metal	Cottage 5	Available	8/12/2010
1	table square wood/ chrome 3'	Cottage 5	Available	8/12/2010
1	Table wood 3x2	Cottage 5	Available	8/12/2010
1	Table wood 4'	Cottage 5	Available	8/12/2010
1	Table wood/ chrome 4'	Cottage 5	Available	8/12/2010
1	Trash Can 35 gal	Cottage 5	Available	8/12/2010
1	trash can 35 gal	Cottage 5	Available	8/12/2010
1	Trash Can 35 gal	Cottage 5	Available	8/12/2010
1	trash can 55 gal	Cottage 5	Available	8/12/2010
1	TV 19" Phillip	Cottage 5	Available	8/12/2010
1	TV 19" Sanyo	Cottage 5	Available	8/12/2010
1	TV 32' Sanyo	Cottage 5	Available	8/12/2010
1	TV Cart,	Cottage 5	Available	8/12/2010
1	TV Cart, with 2 doors metal	Cottage 5	Available	8/12/2010
1	water cooler	Cottage 5	Available	8/12/2010
1	water cooler	Cottage 5	Available	8/12/2010
1	xl gloves vinyl 3 case	Cottage 5	Available	8/12/2010
1	copier/ printer/cannon image 5070 Leased	Cottage 5	IDOC	8/12/2010
20	Mattress, New	Cottage 5	PEN	8/12/2010
1	CPU GQNJ831	Cottage 5	Undecided	8/12/2010
1	monitor	Cottage 5	Undecided	8/12/2010
1	Monitor dell	Cottage 5	Undecided	8/12/2010
1	monitor hp	Cottage 5	Undecided	8/12/2010
1	Monitor keyboard , mouse	Cottage 5	Undecided	8/12/2010
1	printer hp 6840	Cottage 5	Undecided	8/12/2010
1	Bookcase, 3 shelf Wood	Cottage 5	Available	8/12/2010
1	Bookcase, 5 shelf Wood	Cottage 5	Available	8/12/2010
1	Bookcase, 5 shelf Wood	Cottage 5	Available	8/12/2010
4	Bookcase, 7 shelf metal 7x4'	Cottage 5	Available	8/12/2010
1	Cabinet, File 2 Drawer lateral wood w/ overhead	Cottage 5	Available	8/12/2010
1	Cabinet, File 3 Drawer rolling wood	Cottage 5	Available	8/12/2010
4	Cabinet, File 4 drawer lateral wood	Cottage 5	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 16 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Cabinet, TV 2 door wood	Cottage 5	Available	8/12/2010
1	Cabinet, TV 2 door wood	Cottage 5	Available	8/12/2010
1	Cart, Wire Chrome 5 shelf	Cottage 5	Available	8/12/2010
2	Chair, Arm Padded Midback Rolling	Cottage 5	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 5	Available	8/12/2010
1	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
3	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
1	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
1	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
2	Chair, Arm Padded Slide	Cottage 5	Available	8/12/2010
1	Chair, Padded Midback Rolling	Cottage 5	Available	8/12/2010
1	Desk Double pedestal /wood	Cottage 5	Available	8/12/2010
1	Desk double pedestal w/overhead	Cottage 5	Available	8/12/2010
1	desk Double pedestal wood	Cottage 5	Available	8/12/2010
1	Desk Double pedestal wood	Cottage 5	Available	8/12/2010
1	Desk single pedestal w/ return	Cottage 5	Available	8/12/2010
1	Desk single pedestal w/ return	Cottage 5	Available	8/12/2010
1	Desk single pedestal w/ return / overhead	Cottage 5	Available	8/12/2010
1	Desk single pedestal w/ return corner	Cottage 5	Available	8/12/2010
1	Desk typewriter wood	Cottage 5	Available	8/12/2010
1	Desk typewriter wood	Cottage 5	Available	8/12/2010
1	Fan pedestal	Cottage 5	Available	8/12/2010
1	HP Monitor Server FY06052 camera system	Cottage 5	Available	8/12/2010
1	mop bucket w/ ringer	Cottage 5	Available	8/12/2010
1	Phone Multi line	Cottage 5	Available	8/12/2010
1	Powerpack APC camera system	Cottage 5	Available	8/12/2010
1	Router camera system	Cottage 5	Available	8/12/2010
1	Server Dell 67XQ0F1 camera system	Cottage 5	Available	8/12/2010
2	Table 4x2 wood	Cottage 5	Available	8/12/2010
1	Table round wood	Cottage 5	Available	8/12/2010
1	table Round wood 3'	Cottage 5	Available	8/12/2010
1	table wood 2x2	Cottage 5	Available	8/12/2010
1	water cooler	Cottage 5	Available	8/12/2010
1	copier cannon image runner 5000 sn#F139100 MPL47274	Cottage 5	IDOC	8/12/2010
2	Keyboard camera system	Cottage 5	IDOC	8/12/2010
2	Monitor camera system	Cottage 5	IDOC	8/12/2010
2	Mouse camera system	Cottage 5	IDOC	8/12/2010
3	Phone Multi line camera system	Cottage 5	IDOC	8/12/2010
62	Mattress, New	Cottage 5	PEN	8/12/2010
1	monitor	Cottage 5	Undecided	8/12/2010
1	monitor	Cottage 5	Undecided	8/12/2010
1	Monitor PC	Cottage 5	Undecided	8/12/2010
1	Monitor pc	Cottage 5	Undecided	8/12/2010
1	printer hp 5150	Cottage 5	Undecided	8/12/2010
2	Cabinet, TV 2 door wood	Cottage 6	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Cottage 6	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Cottage 6	Available	8/12/2010
2	Chair, Arm Padded Highback Rolling	Cottage 6	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 6	Available	8/12/2010
1	Chair, Arm Plastic	Cottage 6	Available	8/12/2010
14	Chair, Arm Plastic Stack	Cottage 6	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 17 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Desk corner I shape wood	Cottage 6	Available	8/12/2010
1	desk double pedestal wood	Cottage 6	Available	8/12/2010
1	Desk Double pedestal wood	Cottage 6	Available	8/12/2010
1	Desk single pedestal / L shape corner wood	Cottage 6	Available	8/12/2010
1	Desk single pedestal w/ return	Cottage 6	Available	8/12/2010
1	desk single pedestal w/ return wood	Cottage 6	Available	8/12/2010
1	desk single pedestal wood	Cottage 6	Available	8/12/2010
1	Desk single pedestal wood	Cottage 6	Available	8/12/2010
23	Locker 2 tier 1 section	Cottage 6	Available	8/12/2010
2	mop bucket w/ ringer	Cottage 6	Available	8/12/2010
1	Phone multi line	Cottage 6	Available	8/12/2010
3	Phone single line	Cottage 6	Available	8/12/2010
1	Refrigerator, Roper	Cottage 6	Available	8/12/2010
7	table game wood / metal 4'	Cottage 6	Available	8/12/2010
1	Table game wood/ metal 3'	Cottage 6	Available	8/12/2010
1	Trash can 35 gal	Cottage 6	Available	8/12/2010
1	Trash can 55 gal	Cottage 6	Available	8/12/2010
1	TV 19' Sanyo	Cottage 6	Available	8/12/2010
1	TV 25" Sanyo	Cottage 6	Available	8/12/2010
1	TV Cabinet, 2 door	Cottage 6	Available	8/12/2010
1	water cooler	Cottage 6	Available	8/12/2010
1	water cooler	Cottage 6	Available	8/12/2010
14	Bed, Bunk New	Cottage 6	PEN	8/12/2010
17	Bed, Bunk New	Cottage 6	PEN	8/12/2010
28	Mattress, New	Cottage 6	PEN	8/12/2010
68	Mattress, New	Cottage 6	PEN	8/12/2010
2	monitor	Cottage 6	Undecided	8/12/2010
1	Monitor	Cottage 6	Undecided	8/12/2010
1	Cabinet, Storage 1 door metal	Cottage 7	Available	8/12/2010
2	Cart, TV 2 door metal	Cottage 7	Available	8/12/2010
1	Chair, Arm Plastic	Cottage 7	Available	8/12/2010
16	Chair, Arm Plastic Stack	Cottage 7	Available	8/12/2010
23	lockers 2 tier 1 section	Cottage 7	Available	8/12/2010
1	Phone single line	Cottage 7	Available	8/12/2010
3	Table square wood/ metal square 3"	Cottage 7	Available	8/12/2010
5	Table square wood/ metal square 4"	Cottage 7	Available	8/12/2010
5	Trash can 35 gal	Cottage 7	Available	8/12/2010
1	TV 19' Sanyo	Cottage 7	Available	8/12/2010
1	TV 27" RCA	Cottage 7	Available	8/12/2010
1	water cooler	Cottage 7	Available	8/12/2010
14	Bed, Bunk new	Cottage 7	PEN	8/12/2010
16	Bed, Bunk New	Cottage 7	PEN	8/12/2010
28	Mattress, New	Cottage 7	PEN	8/12/2010
68	Mattress, New	Cottage 7	PEN	8/12/2010
1	monitor	Cottage 7	Undecided	8/12/2010
1	Cabinet, File 3 Drawer rolling wood	Cottage 8	Available	8/12/2010
2	Cabinet, File 3 Drawer rolling wood	Cottage 8	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 8	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 8	Available	8/12/2010
1	Chair, Arm Padded Slide	Cottage 8	Available	8/12/2010
21	Chair, Arm Plastic Stack	Cottage 8	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 18 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Chair, Arm Plastic Stack	Cottage 8	Available	8/12/2010
1	Chair, Padded Plastic/Chrome Stack	Cottage 8	Available	8/12/2010
1	Desk single pedestal wood	Cottage 8	Available	8/12/2010
1	desk single pedestal wood	Cottage 8	Available	8/12/2010
1	Desk typing wood	Cottage 8	Available	8/12/2010
23	lockers 2 tier 1 section	Cottage 8	Available	8/12/2010
1	Phone single line	Cottage 8	Available	8/12/2010
1	Refrigerator, Frigidiare	Cottage 8	Available	8/12/2010
6	Table square gaming wood/ metal 4'	Cottage 8	Available	8/12/2010
1	Table wood/ metal 4'	Cottage 8	Available	8/12/2010
1	Trash can 35 gal	Cottage 8	Available	8/12/2010
1	Trash can 55 gal	Cottage 8	Available	8/12/2010
3	TV-19" Sanyo	Cottage 8	Available	8/12/2010
2	TV Cabinet, 2 door wood	Cottage 8	Available	8/12/2010
14	Bed, Bunk New	Cottage 8	PEN	8/12/2010
28	Mattress, New	Cottage 8	PEN	8/12/2010
1	Printer hp 4100 sn# USEF086937	Cottage 8	Undecided	8/12/2010
3	mop bucket w/ ringer	Cottage 8	Available	8/12/2010
1	Phone single line	Cottage 8	Available	8/12/2010
1	water cooler	Cottage 8	Available	8/12/2010
16	Bed, Bunk New	Cottage 8	PEN	8/12/2010
70	Mattress, New	Cottage 8	PEN	8/12/2010
1	Cabinet, TV wood 2 door	Cottage 9	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 9	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Cottage 9	Available	8/12/2010
16	Chair, Arm Plastic Stack	Cottage 9	Available	8/12/2010
1	desk double pedestal wood	Cottage 9	Available	8/12/2010
1	Desk single pedestal wood	Cottage 9	Available	8/12/2010
1	desk single pedestal wood	Cottage 9	Available	8/12/2010
23	Locker 2 tier 1 section	Cottage 9	Available	8/12/2010
1	Phone single line	Cottage 9	Available	8/12/2010
1	Table round gaming wood/ metal 3'	Cottage 9	Available	8/12/2010
1	Table square gaming wood/ metal 3'	Cottage 9	Available	8/12/2010
3	Table square gaming wood/ metal 4'	Cottage 9	Available	8/12/2010
1	Trash can 55 gal	Cottage 9	Available	8/12/2010
6	Trash cans 35 gal	Cottage 9	Available	8/12/2010
2	TV 27" Sanyo	Cottage 9	Available	8/12/2010
1	water cooler	Cottage 9	Available	8/12/2010
14	Bed, Bunk New	Cottage 9	PEN	8/12/2010
28	Mattress, New	Cottage 9	PEN	8/12/2010
1	Desk wood/ metal	Cottage 9	Available	8/12/2010
1	Phone multi line	Cottage 9	Available	8/12/2010
1	Phone single line	Cottage 9	Available	8/12/2010
1	water cooler	Cottage 9	Available	8/12/2010
16	Bed, Bunk New	Cottage 9	PEN	8/12/2010
65	Mattress, New	Cottage 9	PEN	8/12/2010
1	barber Chair,	Cottage-office area	Available	8/12/2010
1	Cabinet, File 2 drawer metal	Cottage-office area	Available	8/12/2010
1	Cabinet, File 3 Drawer lateral metal	Cottage-office area	Available	8/12/2010
1	Cabinet, File 3 Drawer rolling wood	Cottage-office area	Available	8/12/2010
2	Cabinet, File 4 drawer lateral wood	Cottage-office area	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
2	Cabinet, File 4 drawer metal	Cottage-office area	Available	8/12/2010
1	Cabinet, Storage 2 door 5 shelf wood	Cottage-office area	Available	8/12/2010
1	Cabinet, Storage 2 door metal	Cottage-office area	Available	8/12/2010
1	Cabinet, TV 2 door wood	Cottage-office area	Available	8/12/2010
2	Chair, Arm Padded Midback Rolling	Cottage-office area	Available	8/12/2010
2	Chair, Arm Padded Midback Rolling	Cottage-office area	Available	8/12/2010
2	Chair, Arm Padded Slide	Cottage-office area	Available	8/12/2010
22	Chair, Arm Plastic Stack	Cottage-office area	Available	8/12/2010
3	Chair, Padded Slide	Cottage-office area	Available	8/12/2010
1	Chair, Padded Stack	Cottage-office area	Available	8/12/2010
9	Chair, Plastic Stack	Cottage-office area	Available	8/12/2010
1	Chair, Plastic Stack	Cottage-office area	Available	8/12/2010
1	Credenza 2 door 4 shelf wood	Cottage-office area	Available	8/12/2010
1	desk / workstation wood/ metal	Cottage-office area	Available	8/12/2010
1	desk single pedestal w/return	Cottage-office area	Available	8/12/2010
1	desk single pedestal wood	Cottage-office area	Available	8/12/2010
1	Desk typewriter wood	Cottage-office area	Available	8/12/2010
1	desk typing	Cottage-office area	Available	8/12/2010
1	Ironing board	Cottage-office area	Available	8/12/2010
1	Locker 2 tier 2 door	Cottage-office area	Available	8/12/2010
1	Phone single line	Cottage-office area	Available	8/12/2010
1	Phone single line	Cottage-office area	Available	8/12/2010
2	Phone single line	Cottage-office area	Available	8/12/2010
1	Rack chrome 5 shelf	Cottage-office area	Available	8/12/2010
1	Rack, Coat tree	Cottage-office area	Available	8/12/2010
1	Refrigerator, roper	Cottage-office area	Available	8/12/2010
1	Stool, Bar	Cottage-office area	Available	8/12/2010
2	table 2x3 wood	Cottage-office area	Available	8/12/2010
1	Table 3x2	Cottage-office area	Available	8/12/2010
1	Table wood 3x5	Cottage-office area	Available	8/12/2010
1	WheelChair,	Cottage-office area	Available	8/12/2010
1	Copier cannon image runner 5070 sn#37G06022CU	Cottage-office area	IDOC	8/12/2010
1	CPU sn#99A04696US	Cottage-office area	Undecided	8/12/2010
1	Monitor	Cottage-office area	Undecided	8/12/2010
1	monitor	Cottage-office area	Undecided	8/12/2010
2	Monitor IBM	Cottage-office area	Undecided	8/12/2010
1	Printer desktop HP sn#NY3963MOGG	Cottage-office area	Undecided	8/12/2010
1	Bench, Dining Seat Single Sided 4'	Dining Hall	Available	8/12/2010
2	Bench, Dining Seat Double Sided 4'	Dining Hall	Available	8/12/2010
1	Cabinet, Storage 2 door 3 shelf stainless steel	Dining Hall	Available	8/12/2010
1	Cabinet, Storage 2 door metal	Dining Hall	Available	8/12/2010
1	Cabinet, Storage 3 shelf 2 door stainless Steel	Dining Hall	Available	8/12/2010
1	Cabinet, Storage tool stainless steel	Dining Hall	Available	8/12/2010
1	Cart, 2 Shelf Stainless Steel	Dining Hall	Available	8/12/2010
1	Cart, 2 Shelf Stainless Steel	Dining Hall	Available	8/12/2010
1	Cart, 2 Shelf Stainless Steel	Dining Hall	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Dining Hall	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Dining Hall	Available	8/12/2010
1	Chair, Arm Plastic Stack	Dining Hall	Available	8/12/2010
1	Chair, Arm Slide	Dining Hall	Available	8/12/2010
1	Chair, Padded Slide	Dining Hall	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 20 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
2	Chair, Plastic Stack	Dining Hall	Available	8/12/2010
1	Chair, Plastic Stack	Dining Hall	Available	8/12/2010
1	Chair, Plastic/Chrome Stack	Dining Hall	Available	8/12/2010
1	Cooler w/ wheels stainless steel Defield sn#93827403M	Dining Hall	Available	8/12/2010
1	Corner sink Stainless Steel	Dining Hall	Available	8/12/2010
1	Desk double pedestal metal/ wood	Dining Hall	Available	8/12/2010
1	dishwasher Hobart sn#27-73-604 Md#FT800.	Dining Hall	Available	8/12/2010
1	Disposal garbage	Dining Hall	Available	8/12/2010
2	Dolly 4 wheel stainless steel	Dining Hall	Available	8/12/2010
5	Food Tray Transport Cart, stainless steel	Dining Hall	Available	8/12/2010
1	Hood Exhaust Stainless Steel 66005533	Dining Hall	Available	8/12/2010
1	ice machine Scotsman	Dining Hall	Available	8/12/2010
3	Locker 2 tier 1 section	Dining Hall	Available	8/12/2010
1	Microwave Panasonic	Dining Hall	Available	8/12/2010
1	mop bucket w/ ringer	Dining Hall	Available	8/12/2010
1	Oven cook chill CTR sn#010629R05 Md# RTM2C	Dining Hall	Available	8/12/2010
1	phone multi line	Dining Hall	Available	8/12/2010
1	Phone single line	Dining Hall	Available	8/12/2010
1	Podium wood	Dining Hall	Available	8/12/2010
1	Rack chrome wire 4 shelf 3'	Dining Hall	Available	8/12/2010
1	Rack chrome wire 4 shelf 5'	Dining Hall	Available	8/12/2010
2	Rack oven stainless steel rolling	Dining Hall	Available	8/12/2010
3	Rack Storage risers stainless steel 3'	Dining Hall	Available	8/12/2010
2	Rack Storage risers stainless steel 3'	Dining Hall	Available	8/12/2010
1	Rack Storage risers stainless steel 4'	Dining Hall	Available	8/12/2010
1	rack wire chrome 4 shelf on rollers	Dining Hall	Available	8/12/2010
1	Rack wire chrome 5 shelf	Dining Hall	Available	8/12/2010
1	Rack, Coat metal 4'	Dining Hall	Available	8/12/2010
2	Racks wire chrome 5 shelf	Dining Hall	Available	8/12/2010
1	Refrigerator, Frigidiare	Dining Hall	Available	8/12/2010
1	Retherm Double stack oven 645003411	Dining Hall	Available	8/12/2010
1	Retherm Double stack oven 645003979 Usco	Dining Hall	Available	8/12/2010
1	Serving line Hot/ cold Stainless Steel 26'	Dining Hall	Available	8/12/2010
1	Serving table Stainless steel 19; cold/ hot	Dining Hall	Available	8/12/2010
1	sink stainless steel 3 bay 18'	Dining Hall	Available	8/12/2010
1	Steam table stainless steel 4 compartment new	Dining Hall	Available	8/12/2010
1	Table folding 5x2 wood	Dining Hall	Available	8/12/2010
3	Table round wood/ metal 2'	Dining Hall	Available	8/12/2010
1	table round wood/ metal 4"	Dining Hall	Available	8/12/2010
1	Table single pedestal Stainless steel 12'	Dining Hall	Available	8/12/2010
1	Table Stainless Steel 5x3	Dining Hall	Available	8/12/2010
1	Table Stainless Steel rolling 2x2	Dining Hall	Available	8/12/2010
2	table w/ seats round	Dining Hall	Available	8/12/2010
1	table wood 2x3	Dining Hall	Available	8/12/2010
1	Table wood 2x3	Dining Hall	Available	8/12/2010
1	table wood metal 6'	Dining Hall	Available	8/12/2010
288	Tray, 6 compartment	Dining Hall	Available	8/12/2010
1	TV 27" SANYO	Dining Hall	Available	8/12/2010
1	TV 27" Phillips	Dining Hall	Available	8/12/2010
1	Warmer stainless steel single talson	Dining Hall	Available	8/12/2010
1	water cooler	Dining Hall	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 21 OF 52

QUANTY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Cabinet, Storage 2 door metal	Guard Shack Rear	Available	8/12/2010
1	Cabinet, Storage 4 door fire arm	Guard Shack Rear	Available	8/12/2010
1	Cabinet, Storage gun [rifle, firearm]	Guard Shack Rear	Available	8/12/2010
1	Condenser, Air Conditioner	Guard Shack Rear	Available	8/12/2010
1	Metal detector	Guard Shack Rear	Available	8/12/2010
1	mop bucket w/ ringer	Guard Shack Rear	Available	8/12/2010
1	Phone single line	Guard Shack Rear	Available	8/12/2010
1	Refrigerator mini magic chef	Guard Shack Rear	Available	8/12/2010
1	monitor	Guard Shack Rear	Undecided	8/12/2010
58	Bed, Single Metal	Horse barn	Available	8/12/2010
1	Chair, Arm Padded Slide	Horse barn	Available	8/12/2010
3	Chair, Plastic Stack	Horse barn	Available	8/12/2010
2	Chair, Plastic/Chrome Stack	Horse barn	Available	8/12/2010
1	desk, single pedestal wood/ metal	Horse barn	Available	8/12/2010
1	Detector metal walk threw	Horse barn	Available	8/12/2010
2	locker 2 tier single section	Horse barn	Available	8/12/2010
1	Stool, Bar	Horse barn	Available	8/12/2010
5	Table folding 5'	Horse barn	Available	8/12/2010
1	Table folding 6'	Horse barn	Available	8/12/2010
1	Table folding 8'	Horse barn	Available	8/12/2010
6	Table folding w/ bench seat 12'	Horse barn	Available	8/12/2010
1	Table stainless Steel 4 door 2 shelf [food service]	Horse barn	Available	8/12/2010
1	Table typing roll around	Horse barn	Available	8/12/2010
4	table wood 5'	Horse barn	Available	8/12/2010
1	table wood 5' home made	Horse barn	Available	8/12/2010
3	Trash can 35 gal	Horse barn	Available	8/12/2010
1	Trash can 55 gal	Horse barn	Available	8/12/2010
11	Wall Cubicle 5'x30"	Horse barn	Available	8/12/2010
2	Cabinet, Key Locking	Horse barn	IDOC	8/12/2010
1	Cabinet, Storage gun lock 66004593	Horse barn	IDOC	8/12/2010
1	Cart, flat bed/ w handle 5'x3'	Horse barn	IDOC	8/12/2010
1	Door, garage door 16'x10'	Horse barn	IDOC	8/12/2010
1	Mower push, Cub Cadet #3	Horse barn	IDOC	8/12/2010
1	Mower push, John Deere self propelled	Horse barn	IDOC	8/12/2010
	Room with misc antique furniture	Horse barn	IDOC	8/12/2010
1	wagon Horse drawn Antique	Horse barn	IDOC	8/12/2010
1	Water tank w/ stand 75 gal	Horse barn	IDOC	8/12/2010
2	Bench, Seat Wood 12' Park	Laundry	Available	8/12/2010
1	Bench, Work w/Shelf	Laundry	Available	8/12/2010
1	Cabinet, File 2 drawer metal	Laundry	Available	8/12/2010
2	Cabinet, File 4 drawer metal	Laundry	Available	8/12/2010
4	Cabinet, Storage 1 door 4 shelf metal	Laundry	Available	8/12/2010
6	Cabinet, Storage 2 door 4 shelf metal	Laundry	Available	8/12/2010
2	Cabinet, Storage 2 door 4 shelf metal	Laundry	Available	8/12/2010
1	Cabinet, Storage 2 door 5 shelf	Laundry	Available	8/12/2010
1	Cabinet, Storage 2 door 5 shelf metal	Laundry	Available	8/12/2010
1	Cabinet, Storage Flammable 2 door 66005286	Laundry	Available	8/12/2010
1	Cabinet, Storage metal 2 door 5 shelf 61500422	Laundry	Available	8/12/2010
1	Cabinet, Storage tool 8 drawer	Laundry	Available	8/12/2010
1	Cabinet, Storage Tool Roller 3 drawer 2 door	Laundry	Available	8/12/2010
1	Cabinet, TV roll 2 shelf	Laundry	Available	8/12/2010



IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Carper Cleaner EDIC Polaris 500 600270	Laundry	Available	8/12/2010
1	Cart, Flat Bed 4 wheel	Laundry	Available	8/12/2010
3	Cart, Flat Bed 4 wheel / w handle	Laundry	Available	8/12/2010
1	Cart, Flat no handle 4 wheels	Laundry	Available	8/12/2010
1	Cart, Janitor	Laundry	Available	8/12/2010
1	Chair, Arm Padded Lowback Rolling	Laundry	Available	8/12/2010
1	Chair, Arm Padded Slide	Laundry	Available	8/12/2010
6	Chair, Arm Padded Slide	Laundry	Available	8/12/2010
1	Chair, Arm Padded Slide	Laundry	Available	8/12/2010
1	Chair, Arm Padded Slide	Laundry	Available	8/12/2010
1	Chair, Padded Highback Rolling	Laundry	Available	8/12/2010
1	Chair, Padded Midback Rolling	Laundry	Available	8/12/2010
1	Chair, Padded Rolling Metal	Laundry	Available	8/12/2010
3	Chair, Padded Slide	Laundry	Available	8/12/2010
2	Chair, Padded Slide	Laundry	Available	8/12/2010
1	Chair, Plastic Stack	Laundry	Available	8/12/2010
5	Chair, Plastic Stack	Laundry	Available	8/12/2010
1	Clothing Stamp Machine Mark Master Natmar	Laundry	Available	8/12/2010
1	Compressor, Air Portable Speedaire 080720077320	Laundry	Available	8/12/2010
1	Compressor, Air Portable Porter Cable 556A65825	Laundry	Available	8/12/2010
1	Compressor, Air Westward L10/31/07-00014 Model 4NE96	Laundry	Available	8/12/2010
12	Copy Paper 12 cases	Laundry	Available	8/12/2010
1	Desk computer mobile	Laundry	Available	8/12/2010
1	desk Double pedestal	Laundry	Available	8/12/2010
1	Desk single pedestal metal	Laundry	Available	8/12/2010
1	desk single pedestal w/ return	Laundry	Available	8/12/2010
2	Facial Tissue 2 cases	Laundry	Available	8/12/2010
1	Fan pedestal	Laundry	Available	8/12/2010
1	Fan pedestal	Laundry	Available	8/12/2010
21	Laundry Cart,	Laundry	Available	8/12/2010
1	Locker 2 tier 3 section	Laundry	Available	8/12/2010
2	Locker single tier 1 section	Laundry	Available	8/12/2010
5	Locker single tier single section	Laundry	Available	8/12/2010
2	mop bucket	Laundry	Available	8/12/2010
1	mop bucket w/ ringer	Laundry	Available	8/12/2010
3	mop bucket w/ ringer	Laundry	Available	8/12/2010
1	Phone single line	Laundry	Available	8/12/2010
1	Rack Stainless Steel 4 shelf roll	Laundry	Available	8/12/2010
1	rack wire chrome 4 shelf	Laundry	Available	8/12/2010
1	Rack wire chrome 6' 4 shelf	Laundry	Available	8/12/2010
2	racks rolled / wire chrome 4 shelf	Laundry	Available	8/12/2010
1	ringer	Laundry	Available	8/12/2010
1	Sink, Double Well Metal	Laundry	Available	8/12/2010
1	Table square wood 3'	Laundry	Available	8/12/2010
1	table typing metal	Laundry	Available	8/12/2010
12	Toilet Paper 12 Cases	Laundry	Available	8/12/2010
1	Trash Can 35 gal	Laundry	Available	8/12/2010
3	Trash can 35 gal	Laundry	Available	8/12/2010
1	Typewriter Cannon AB330 BA2018264	Laundry	Available	8/12/2010
1	Vacuum	Laundry	Available	8/12/2010
1	Vacuum Nobles carpet Sweeper	Laundry	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 23 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Vacuum shop sweep / shop vac	Laundry	Available	8/12/2010
1	Washer Milnor #2 50LB	Laundry	Available	8/12/2010
1	water cooler	Laundry	Available	8/12/2010
2	XL gloves vinyl 2000 total	Laundry	Available	8/12/2010
1	Auger, Power rigid 110154-G97	Laundry	IDOC	8/12/2010
2	Box, Tool Roll Jobox 693990	Laundry	IDOC	8/12/2010
1	Buffer, 66005611	Laundry	IDOC	8/12/2010
1	Chest, tool 8 drawer craftsman	Laundry	IDOC	8/12/2010
1	Chest, tool 9 drawer	Laundry	IDOC	8/12/2010
4	Dolly 2 wheel	Laundry	IDOC	8/12/2010
2	Dolly 2 wheel Furniture	Laundry	IDOC	8/12/2010
1	Drill, Power Hammer Heavy Duty Milwaukee	Laundry	IDOC	8/12/2010
1	Expander, 2 Rigid 11 piece	Laundry	IDOC	8/12/2010
4	Extension Ladder 24" metal	Laundry	IDOC	8/12/2010
1	Fan exhaust 4" floor	Laundry	IDOC	8/12/2010
1	Grinder dill bit Darex 57422	Laundry	IDOC	8/12/2010
1	Grinder Tool Post Demoore	Laundry	IDOC	8/12/2010
1	Hammer puller set tinway STXOTZ	Laundry	IDOC	8/12/2010
1	Pipe freeze kit General coldspot	Laundry	IDOC	8/12/2010
1	Pressure Washer Goodway sn 8749	Laundry	IDOC	8/12/2010
1	Pump High Flow 0616AR0L 3/4 HP	Laundry	IDOC	8/12/2010
1	Saw cross Cut w/ stand Portable Milwaukee 6360370	Laundry	IDOC	8/12/2010
1	Saw Metal Chop Dewalt 689109 MDDW871	Laundry	IDOC	8/12/2010
1	Saw Metal Chop Milwaukee 896C90632065 MD 3900	Laundry	IDOC	8/12/2010
1	Shop Vac QSP15	Laundry	IDOC	8/12/2010
1	Shop Vac 3.0	Laundry	IDOC	8/12/2010
1	shop Vac Dalton 3VE18	Laundry	IDOC	8/12/2010
1	Shop Vac Dalton 6Z76A 3.0	Laundry	IDOC	8/12/2010
1	Shop Vac Dalton B234VE18	Laundry	IDOC	8/12/2010
1	Shop Vac Dayton wall/ mount	Laundry	IDOC	8/12/2010
1	Tile Cutter Felker MD TM-75 001244127055	Laundry	IDOC	8/12/2010
2	Vise med/ bench	Laundry	IDOC	8/12/2010
1	Welder Portable Hobart 9070K04078	Laundry	IDOC	8/12/2010
1	Bench, Work Metal/Wood 2 door Base	Lockshop/Weigh Shack	Available	8/12/2010
1	Bench, Work Metal/Wood Green	Lockshop/Weigh Shack	Available	8/12/2010
1	Bench, Work Metal/Wood Green	Lockshop/Weigh Shack	Available	8/12/2010
1	Bench, Work w/Cabinet,-holds key blanks	Lockshop/Weigh Shack	Available	8/12/2010
1	Bench, Work Wood 30"x 6'	Lockshop/Weigh Shack	Available	8/12/2010
1	Bookcase, 2 shelf	Lockshop/Weigh Shack	Available	8/12/2010
1	Bookcase, 6 shelf, wood	Lockshop/Weigh Shack	Available	8/12/2010
1	Box, Tool snap-on 9 drawer lid tray	Lockshop/Weigh Shack	Available	8/12/2010
1	Cabinet, Storage 2 door 2 shelf	Lockshop/Weigh Shack	Available	8/12/2010
1	Card File with Trays 17	Lockshop/Weigh Shack	Available	8/12/2010
1	Card File with Trays 8 locking Door	Lockshop/Weigh Shack	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Lockshop/Weigh Shack	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Lockshop/Weigh Shack	Available	8/12/2010
1	Chair, Wood Cane	Lockshop/Weigh Shack	Available	8/12/2010
1	Compressor, Air 4 gal pan Type Westward sn 2761163683	Lockshop/Weigh Shack	Available	8/12/2010
1	Conditioner, Air Window	Lockshop/Weigh Shack	Available	8/12/2010
1	Desk	Lockshop/Weigh Shack	Available	8/12/2010
1	desk, Computer Roll around	Lockshop/Weigh Shack	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 24 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Desk, Double pedestal w/ overhead	Lockshop/Weigh Shack	Available	8/12/2010
1	Desk, Single pedestal w/overhead	Lockshop/Weigh Shack	Available	8/12/2010
1	desk, Typewriter	Lockshop/Weigh Shack	Available	8/12/2010
1	Detector metal Garrett sn# 97042944	Lockshop/Weigh Shack	Available	8/12/2010
1	Detector metal Ground Type	Lockshop/Weigh Shack	Available	8/12/2010
1	Fan Box	Lockshop/Weigh Shack	Available	8/12/2010
1	Microwave #239B	Lockshop/Weigh Shack	Available	8/12/2010
2	oversize handcuff	Lockshop/Weigh Shack	Available	8/12/2010
2	oversize leg irons	Lockshop/Weigh Shack	Available	8/12/2010
1	Panel, Control fire simplex 4005	Lockshop/Weigh Shack	Available	8/12/2010
1	Phone Multi line	Lockshop/Weigh Shack	Available	8/12/2010
1	Phone single line	Lockshop/Weigh Shack	Available	8/12/2010
1	Press Key cutter	Lockshop/Weigh Shack	Available	8/12/2010
1	Press, Arbor core type	Lockshop/Weigh Shack	Available	8/12/2010
1	projector overhead 3M 1700	Lockshop/Weigh Shack	Available	8/12/2010
1	Refrigerator, kelvinator	Lockshop/Weigh Shack	Available	8/12/2010
1	shredder GBC Shredmaster SC170	Lockshop/Weigh Shack	Available	8/12/2010
2	Stool, Bar	Lockshop/Weigh Shack	Available	8/12/2010
4	Tables, Iron	Lockshop/Weigh Shack	Available	8/12/2010
3	Trash can 35 gal	Lockshop/Weigh Shack	Available	8/12/2010
1	TV 19" RCA	Lockshop/Weigh Shack	Available	8/12/2010
1	TV Cart,	Lockshop/Weigh Shack	Available	8/12/2010
1	Vacuum, 6 gal wet/dry Dayton	Lockshop/Weigh Shack	Available	8/12/2010
1	VCR 4 head Emerson	Lockshop/Weigh Shack	Available	8/12/2010
1	Handtruck Dolly Numatic wheels	Lockshop/Weigh Shack	IDOC	8/12/2010
1	CPU, Dell 1Y60D51	Lockshop/Weigh Shack	Undecided	8/12/2010
1	Laptop Model #6020 SN# 2N4H9C025103 66005056	Lockshop/Weigh Shack	Undecided	8/12/2010
2	Monitor, Keyboard, Mouse	Lockshop/Weigh Shack	Undecided	8/12/2010
1	Printer, HP 1300n	Lockshop/Weigh Shack	Undecided	8/12/2010
1	Auto Clave	Medical	Available	8/12/2010
1	Bed, Single Metal	Medical	Available	8/12/2010
1	Bookcase, 2 shelf wood	Medical	Available	8/12/2010
1	Bookcase, 4 shelf Wood	Medical	Available	8/12/2010
1	Bookcase, 5 shelf wood	Medical	Available	8/12/2010
1	bookcase, 6 shelf Metal	Medical	Available	8/12/2010
1	Cabinet, File 2 drawer lateral wood	Medical	Available	8/12/2010
1	Cabinet, File 2 drawer lateral wood	Medical	Available	8/12/2010
1	Cabinet, File 3 Drawer rolling wood	Medical	Available	8/12/2010
1	Cabinet, File 4 drawer lateral wood	Medical	Available	8/12/2010
1	Cabinet, File 4 drawer lateral wood	Medical	Available	8/12/2010
2	Cabinet, File 4 drawer metal	Medical	Available	8/12/2010
1	Cabinet, File 4 drawer metal	Medical	Available	8/12/2010
1	Cabinet, File 4 drawer metal	Medical	Available	8/12/2010
2	Cabinet, File 4 drawer metal	Medical	Available	8/12/2010
1	Cabinet, File 4 Drawer metal	Medical	Available	8/12/2010
2	Cabinet, File 5 door lateral metal { medical}	Medical	Available	8/12/2010
1	Cabinet, File 5 drawer lateral metal	Medical	Available	8/12/2010
2	Cabinet, nightstand wood	Medical	Available	8/12/2010
1	Cabinet, nightstand wood	Medical	Available	8/12/2010
1	Cabinet, nightstand wood	Medical	Available	8/12/2010
2	Cabinet, nightstand wood	Medical	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 25 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Cabinet, nightstand wood	Medical	Available	8/12/2010
1	Cabinet, Storage 1 door 3 shelf metal	Medical	Available	8/12/2010
1	Cabinet, Storage 2 door 5 shelf metal	Medical	Available	8/12/2010
1	Cabinet, Storage 2 door w/ hutch	Medical	Available	8/12/2010
1	Cabinet, Storage 2 door wood	Medical	Available	8/12/2010
2	Cabinet, Storage 2 shelf wood	Medical	Available	8/12/2010
3	Cabinet, Storage 2 shelf wood	Medical	Available	8/12/2010
1	Cabinet, Storage 4 drawer storage	Medical	Available	8/12/2010
3	Cart, Filing wood	Medical	Available	8/12/2010
1	Cart, janitor Rubbermaid	Medical	Available	8/12/2010
1	Cart, 2 shelf stainless steel rolling	Medical	Available	8/12/2010
2	Chair, Arm Padded Midback Rolling	Medical	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Medical	Available	8/12/2010
5	Chair, Arm Padded Slide	Medical	Available	8/12/2010
2	Chair, Arm Padded Slide	Medical	Available	8/12/2010
1	Chair, Arm Padded Slide	Medical	Available	8/12/2010
3	Chair, Arm Padded Slide	Medical	Available	8/12/2010
1	Chair, Arm Slide	Medical	Available	8/12/2010
1	Chair, Bar Type Wood	Medical	Available	8/12/2010
1	Chair, Bar Type Wood	Medical	Available	8/12/2010
1	Chair, Medical for taking blood	Medical	Available	8/12/2010
1	Chair, Padded Lowback Rolling	Medical	Available	8/12/2010
1	Chair, Padded Lowback Rolling	Medical	Available	8/12/2010
2	Chair, Padded Plastic/Chrome Stack	Medical	Available	8/12/2010
1	Chair, Padded Plastic/Chrome Stack	Medical	Available	8/12/2010
1	Chair, Plastic/Chrome Stack	Medical	Available	8/12/2010
17	Chair, Plastic/Chrome Stack	Medical	Available	8/12/2010
1	Chair, Plastic/Chrome Stack	Medical	Available	8/12/2010
6	crutches metal	Medical	Available	8/12/2010
2	crutches wood	Medical	Available	8/12/2010
1	Desk double pedestal wood	Medical	Available	8/12/2010
1	Desk Double pedestal wood	Medical	Available	8/12/2010
1	Desk single pedestal w/ return	Medical	Available	8/12/2010
1	Desk single pedestal wood	Medical	Available	8/12/2010
1	Desk single pedestal wood	Medical	Available	8/12/2010
1	Desk typing	Medical	Available	8/12/2010
1	Desk typing wood/ metal	Medical	Available	8/12/2010
1	ears, nose throat device light medical viewer 66005108	Medical	Available	8/12/2010
1	Eye testing lighted machine	Medical	Available	8/12/2010
1	Full skeleton	Medical	Available	8/12/2010
1	IV stand	Medical	Available	8/12/2010
1	Laundry Cart, rolling	Medical	Available	8/12/2010
15	Locker single door	Medical	Available	8/12/2010
1	Mattress used	Medical	Available	8/12/2010
1	mop bucket w/ ringer	Medical	Available	8/12/2010
1	oxygen Cart,	Medical	Available	8/12/2010
1	Phone multi line	Medical	Available	8/12/2010
1	phone multi line	Medical	Available	8/12/2010
2	phone multi line	Medical	Available	8/12/2010
1	phone multi line	Medical	Available	8/12/2010
1	Phone single line	Medical	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 20 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Plasma Seperator machine Horizon sn#520109-967	Medical	Available	8/12/2010
2	Plastic totes w/ lids hazard	Medical	Available	8/12/2010
1	Rack coat tree	Medical	Available	8/12/2010
1	Refrigerator, Hotpoint	Medical	Available	8/12/2010
1	Refrigerator, mini Haier	Medical	Available	8/12/2010
1	Scale Weight medical	Medical	Available	8/12/2010
1	single bed w/ mattress	Medical	Available	8/12/2010
1	Stool bar padded	Medical	Available	8/12/2010
1	stretcher Board	Medical	Available	8/12/2010
1	suction unit Lacrdal	Medical	Available	8/12/2010
1	Table 2 door wood	Medical	Available	8/12/2010
1	Table bed adjustable roll medical	Medical	Available	8/12/2010
1	Table bed adjustable roll medical	Medical	Available	8/12/2010
1	Table folding wood 3x8	Medical	Available	8/12/2010
1	Table folding wood 6'	Medical	Available	8/12/2010
1	Table typewriter	Medical	Available	8/12/2010
1	Table wood 2x3	Medical	Available	8/12/2010
1	Table wood 5x2	Medical	Available	8/12/2010
1	Tall Paul Torso SMY 5	Medical	Available	8/12/2010
1	Trash can 35 gal w lids	Medical	Available	8/12/2010
5	Trash can 35 gal w lids	Medical	Available	8/12/2010
2	Trash can stainless steel	Medical	Available	8/12/2010
2	Trash can Stainless Steel 1x2"	Medical	Available	8/12/2010
1	TV 19' Sanyo	Medical	Available	8/12/2010
1	VCR	Medical	Available	8/12/2010
1	VCR/DVD combo SU2000	Medical	Available	8/12/2010
1	walking cane 4 post	Medical	Available	8/12/2010
2	water cooler	Medical	Available	8/12/2010
2	WheelChair,	Medical	Available	8/12/2010
1	Compressor, Air ADP	Medical	IDOC	8/12/2010
1	Copier Minolta 66005147	Medical	IDOC	8/12/2010
1	printer HP laser jet 1320 sn#LID27904	Medical	Undecided	8/12/2010
1	printer HP laser jet 2420	Medical	Undecided	8/12/2010
12	Basketball goals w Backboard on grounds	Outside on grounds	Available	8/12/2010
2	Bench, Seat Park Wood	Pole Barn	Available	8/12/2010
9	Chair, Arm Plastic Stack	Pole Barn	Available	8/12/2010
3	Chair, Wood/Metal Student Type	Pole Barn	Available	8/12/2010
1	Attachment, Bucket for Backhoe	Pole Barn	IDOC	8/12/2010
1	Attachment, Bucket for Backhoe	Pole Barn	IDOC	8/12/2010
1	Attachment, mower deck #48	Pole Barn	IDOC	8/12/2010
1	Attachment, Toller/compactor	Pole Barn	IDOC	8/12/2010
1	Cart, Trash Dump Rubbermaid	Pole Barn	IDOC	8/12/2010
1	Cart, , Welding	Pole Barn	IDOC	8/12/2010
1	Charger, Battery Vehicle Dayton	Pole Barn	IDOC	8/12/2010
1	copier 66005472, 66004991 [2 tags]	Pole Barn	IDOC	8/12/2010
2	Dolly furniture [Moving]	Pole Barn	IDOC	8/12/2010
1	Genie/ trailer Cherry Picker TZ-34/20 SN 2 73406465	Pole Barn	IDOC	8/12/2010
1	Grader Box Attachment land pride 66002071	Pole Barn	IDOC	8/12/2010
1	Grinder Bench	Pole Barn	IDOC	8/12/2010
1	John Deere Tractor 2955 sn L02955t704165	Pole Barn	IDOC	8/12/2010
1	Locker single door 1 / shelf	Pole Barn	IDOC	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 27 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Mower attachment 66007065	Pole Barn	IDOC	8/12/2010
1	Phone single line	Pole Barn	IDOC	8/12/2010
1	plow attachment 66002505	Pole Barn	IDOC	8/12/2010
4	Push Mower Cub Cadet #2, #12, # 13	Pole Barn	IDOC	8/12/2010
1	Push Mower John Deere JH60H	Pole Barn	IDOC	8/12/2010
1	Push Mower John Deere JH60H 66005876	Pole Barn	IDOC	8/12/2010
1	rack storage hazard chemical	Pole Barn	IDOC	8/12/2010
1	Salad Bar Stainless Steel	Pole Barn	IDOC	8/12/2010
1	Snow Plow boss 8'x6' w/bracket	Pole Barn	IDOC	8/12/2010
1	Table Folding 6'x3'	Pole Barn	IDOC	8/12/2010
1	Tractor Cub Cadet 160-0370 series 3000	Pole Barn	IDOC	8/12/2010
1	Trailer Dump Craftsman w/ attachment	Pole Barn	IDOC	8/12/2010
5	Trash Can 33 gal metal	Pole Barn	IDOC	8/12/2010
1	Trash can 35 gal	Pole Barn	IDOC	8/12/2010
1	Trash can 35 gal	Pole Barn	IDOC	8/12/2010
1	Trash can 55 gal	Pole Barn	IDOC	8/12/2010
1	Trash can 55 gal	Pole Barn	IDOC	8/12/2010
1	water cooler	Pole Barn	IDOC	8/12/2010
10	Bed, Bunk New	Pole Barn	PEN	8/12/2010
1	Auger, Drain	Powerhouse	IDOC	8/12/2010
1	Bench, Work 4 Door Base	Powerhouse	IDOC	8/12/2010
1	Bench, Work Wood/ Metal 12'x5'	Powerhouse	IDOC	8/12/2010
10	Bookcase, 6 shelf Metal	Powerhouse	IDOC	8/12/2010
2	Bookcase, 6 shelf metal	Powerhouse	IDOC	8/12/2010
1	Cabinet, Base Stainless Steel multi drawer	Powerhouse	IDOC	8/12/2010
1	Cabinet, Blueprint 10 door metal	Powerhouse	IDOC	8/12/2010
1	Cabinet, File 2 drawer	Powerhouse	IDOC	8/12/2010
1	Cabinet, File 3 Drawer roll around	Powerhouse	IDOC	8/12/2010
1	Cabinet, File 4 drawer metal	Powerhouse	IDOC	8/12/2010
1	Cabinet, File 4 drawer metal	Powerhouse	IDOC	8/12/2010
1	Cabinet, Storage 1 door 5 shelf	Powerhouse	IDOC	8/12/2010
1	Cabinet, Storage 2 door 2 shelf wood	Powerhouse	IDOC	8/12/2010
1	Cabinet, Storage 2 door 4 shelf metal	Powerhouse	IDOC	8/12/2010
1	Cabinet, Storage 2 door 4 shelf metal	Powerhouse	IDOC	8/12/2010
1	Cabinet, Storage 2 door 5 shelf	Powerhouse	IDOC	8/12/2010
2	Cabinet, Storage 2 door 6 shelf metal	Powerhouse	IDOC	8/12/2010
1	Cabinet, Storage 2 shelf wall mount	Powerhouse	IDOC	8/12/2010
1	Calculator CASO 2650	Powerhouse	IDOC	8/12/2010
1	Cart, Flat bed metal / wood	Powerhouse	IDOC	8/12/2010
4	Chair, Arm Padded Highback Rolling	Powerhouse	IDOC	8/12/2010
2	Chair, Arm Padded Midback Rolling	Powerhouse	IDOC	8/12/2010
1	Chair, Arm Padded Midback Rolling	Powerhouse	IDOC	8/12/2010
1	Chair, Bar Type Padded Rolling	Powerhouse	IDOC	8/12/2010
1	Chair, Padded Plastic/Chrome Stack	Powerhouse	IDOC	8/12/2010
2	Chair, Padded Plastic/Chrome Stack	Powerhouse	IDOC	8/12/2010
1	Chair, Padded Slide	Powerhouse	IDOC	8/12/2010
2	Chair, Padded Slide	Powerhouse	IDOC	8/12/2010
1	Chair, Padded Slide	Powerhouse	IDOC	8/12/2010
1	Conditioner, Air Window	Powerhouse	IDOC	8/12/2010
1	Desk Double pedestal	Powerhouse	IDOC	8/12/2010
1	Desk wood homemade	Powerhouse	IDOC	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 28 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Dolly 2 wheel	Powerhouse	IDOC	8/12/2010
1	Dolly Drum	Powerhouse	IDOC	8/12/2010
2	Dolly, Drum	Powerhouse	IDOC	8/12/2010
1	Dryer CISSELL	Powerhouse	IDOC	8/12/2010
2	Fan pedestal	Powerhouse	IDOC	8/12/2010
1	Fan pedestal	Powerhouse	IDOC	8/12/2010
1	Fan pedestal	Powerhouse	IDOC	8/12/2010
1	Generator (Emergency)	Powerhouse	IDOC	8/12/2010
1	Grinder, Bench Wire Baldor	Powerhouse	IDOC	8/12/2010
1	Ladder 12' alum	Powerhouse	IDOC	8/12/2010
1	ladder 6' alum.	Powerhouse	IDOC	8/12/2010
1	Ladder Extension fiberglass 26'	Powerhouse	IDOC	8/12/2010
1	Ladder step (3 step	Powerhouse	IDOC	8/12/2010
1	Ladder step 6' fiberglass	Powerhouse	IDOC	8/12/2010
1	Ladders 10' step fiberglass	Powerhouse	IDOC	8/12/2010
1	Ladders 12' step fiberglass	Powerhouse	IDOC	8/12/2010
2	Ladders 8' step fiberglass	Powerhouse	IDOC	8/12/2010
15	Lockers single door single tier	Powerhouse	IDOC	8/12/2010
2	Monitor	Powerhouse	IDOC	8/12/2010
1	Monitor keyboard , mouse	Powerhouse	IDOC	8/12/2010
1	mop bucket w/ ringer	Powerhouse	IDOC	8/12/2010
1	mop bucket w/ ringer	Powerhouse	IDOC	8/12/2010
1	Mower Cub Cadet #9	Powerhouse	IDOC	8/12/2010
2	Parts drum Hazard	Powerhouse	IDOC	8/12/2010
1	Phone single line	Powerhouse	IDOC	8/12/2010
1	Printer HP 880C	Powerhouse	IDOC	8/12/2010
1	Pump Well	Powerhouse	IDOC	8/12/2010
1	rack 3 section 17 shelves	Powerhouse	IDOC	8/12/2010
1	Rack metal 6 shelf	Powerhouse	IDOC	8/12/2010
1	Rack metal 8 shelf	Powerhouse	IDOC	8/12/2010
1	Rack wire chrome 6'x30"	Powerhouse	IDOC	8/12/2010
1	Racks 2 door 5 shelf	Powerhouse	IDOC	8/12/2010
3	Racks hazard chemical 4x2	Powerhouse	IDOC	8/12/2010
1	Refrigerator Amana	Powerhouse	IDOC	8/12/2010
1	Shop Vac Craftsman 50 gal	Powerhouse	IDOC	8/12/2010
1	Sorter Bin Roll Around 8 shelf	Powerhouse	IDOC	8/12/2010
1	Stove electric Sunray	Powerhouse	IDOC	8/12/2010
1	Table Round 4'	Powerhouse	IDOC	8/12/2010
1	Tool Box Craftsman 2 Section	Powerhouse	IDOC	8/12/2010
1	Trash Can 35 gal	Powerhouse	IDOC	8/12/2010
1	Trash can 35 gal	Powerhouse	IDOC	8/12/2010
1	treatment water	Powerhouse	IDOC	8/12/2010
1	Vise, Bench Large	Powerhouse	IDOC	8/12/2010
1	Washer power BanGuard 14HP Sn130 Model GPW3000	Powerhouse	IDOC	8/12/2010
1	water cooler	Powerhouse	IDOC	8/12/2010
1	Water heater Vanguard RHEEM	Powerhouse	IDOC	8/12/2010
1	Welder Portable Miller 66009367	Powerhouse	IDOC	8/12/2010
1	Picnic table outside powerplant	Powerplant	IDOC	8/12/2010
1	Compressor, Air Speedair 66005933	PP Voc Basement	IDOC	8/12/2010
1	Compressor, Air Baldor 66005934	PP Voc Basement	IDOC	8/12/2010
1	Cabinet, Storage 1 Door locker metal	Recreation R100E	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 29 OF 52

QUANTY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
3	Chair, Padded Slide	Recreation R100E	Available	8/12/2010
1	Chair, Padded Slide	Recreation R100E	Available	8/12/2010
1	Compressor, Air power Control	Recreation R100E	Available	8/12/2010
1	Compressor, Air Speedaire 3JR83A L9/26/2000-0006	Recreation R100E	Available	8/12/2010
1	Compressor, Air speedier 4B237C 30gal L9/19/207-00139	Recreation R100E	Available	8/12/2010
1	Desk computer roll	Recreation R100E	Available	8/12/2010
1	Foosball Table Premier soccer	Recreation R100E	Available	8/12/2010
1	Phone Multi line	Recreation R100E	Available	8/12/2010
1	Table 5x30" wood	Recreation R100E	Available	8/12/2010
1	Table conference 10" wood	Recreation R100E	Available	8/12/2010
1	table Folding metal 4x4	Recreation R100E	Available	8/12/2010
1	table Folding metal 4x4	Recreation R100E	Available	8/12/2010
1	Table game wood 8"	Recreation R100E	Available	8/12/2010
1	water cooler	Recreation R100E	Available	8/12/2010
4	Monitor pc	Recreation R100E	Undecided	8/12/2010
3	Pool Table 8'	Recreation R102	Available	8/12/2010
7	Backpack, Hiking	Recreation R103	Available	8/12/2010
93	Bed, Bunk Used	Recreation R103	Available	8/12/2010
2	Bleacher, metal 3 tier 16'	Recreation R103	Available	8/12/2010
1	Bookcase, 5 shelf wood	Recreation R103	Available	8/12/2010
5	Cabinet, file 2 drawer	Recreation R103	Available	8/12/2010
7	Cabinet, file 4 drawer	Recreation R103	Available	8/12/2010
2	Cabinet, file 4 drawer lateral wood	Recreation R103	Available	8/12/2010
1	Cabinet, Storage Flammable 2 door	Recreation R103	Available	8/12/2010
1	Cabinet, Storage Flammable 2 door 66005610	Recreation R103	Available	8/12/2010
1	Cart, flat bed / wheeled	Recreation R103	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Recreation R103	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	Recreation R103	Available	8/12/2010
2	Chair, Arm Plastic Stack	Recreation R103	Available	8/12/2010
1	Chair, Padded Slide	Recreation R103	Available	8/12/2010
4	Chair, Plastic Stack	Recreation R103	Available	8/12/2010
1	Conditioner, Air Window	Recreation R103	Available	8/12/2010
1	Dolly 2 wheel	Recreation R103	Available	8/12/2010
2	Goal, Basketball w/ Glass Backboard Retractable	Recreation R103	Available	8/12/2010
1	Laundry Cart,	Recreation R103	Available	8/12/2010
2	locker 1 tier 2 section	Recreation R103	Available	8/12/2010
1	mop bucket w/ ringer	Recreation R103	Available	8/12/2010
1	Phone single line	Recreation R103	Available	8/12/2010
1	Ping Pong Table	Recreation R103	Available	8/12/2010
19	racks metal 12'x3'x24"	Recreation R103	Available	8/12/2010
6	Racks metal 12'X4'X18" 10 shelf	Recreation R103	Available	8/12/2010
1	Score Board w/ attachment	Recreation R103	Available	8/12/2010
1	Table ping pong Stiga	Recreation R103	Available	8/12/2010
1	table wood 6'	Recreation R103	Available	8/12/2010
2	water cooler	Recreation R103	Available	8/12/2010
4	Goal, Basketball w/ Wood Backboard Retractable	Recreation R104	Available	8/12/2010
1	Board, Dry Erase 8x4	Recreation R104A	Available	8/12/2010
1	Bookcase, 4 shelf wood	Recreation R104A	Available	8/12/2010
1	Cabinet, File 2 door lateral	Recreation R104A	Available	8/12/2010
1	Cabinet, Storage 1 door metal	Recreation R104A	Available	8/12/2010
1	Cart, TV	Recreation R104A	Available	8/12/2010



IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 30 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Desk Double pedestal 5' drawer	Recreation R104A	Available	8/12/2010
1	Desk single pedestal w/ return	Recreation R104A	Available	8/12/2010
1	Phone Multi line	Recreation R104A	Available	8/12/2010
1	TV 19" Sanyo	Recreation R104A	Available	8/12/2010
1	Monitor PC	Recreation R104A	Undecided	8/12/2010
2	Bookcase 5 shelf Wood homemade	Recreation R105	Available	8/12/2010
1	Bookcase, 3 shelf Wood	Recreation R105	Available	8/12/2010
2	Cabinet, Storage 2 door 5 shelf metal	Recreation R105	Available	8/12/2010
1	Cart, TV metal multi level	Recreation R105	Available	8/12/2010
3	Chair, Arm Padded Slide	Recreation R105	Available	8/12/2010
1	Chair, Padded Slide	Recreation R105	Available	8/12/2010
1	TV 27" Sanyo	Recreation R105	Available	8/12/2010
1	VCR LG sn#508INZY419293	Recreation R105	Available	8/12/2010
1	Cabinet, Locker metal	Recreation R105A	Available	8/12/2010
2	Cabinet, Storage 2 door 5 shelf metal	Recreation R105A	Available	8/12/2010
3	Chair, Padded Plastic/Chrome Stack	Recreation R105A	Available	8/12/2010
2	Chair, Padded Slide	Recreation R105A	Available	8/12/2010
7	Chair, Plastic/Chrome Stack	Recreation R105A	Available	8/12/2010
2	Guitar w/ stands	Recreation R105A	Available	8/12/2010
1	Rack metal 5 shelf	Recreation R105A	Available	8/12/2010
1	Table drafting lighted	Recreation R105A	Available	8/12/2010
1	Table counter 16'x4 wood homemade	Recreation R105A	Available	8/12/2010
1	Table wood/ iron 4x3	Recreation R105A	Available	8/12/2010
2	Cabinet, single door 1 shelf	Recreation R106	Available	8/12/2010
2	Cart, janitor	Recreation R106	Available	8/12/2010
2	mop bucket w/ ringer	Recreation R106	Available	8/12/2010
1	Vacuum	Recreation R106	Available	8/12/2010
1	Bookcase, 5 shelf	Room V203B	Available	8/12/2010
1	Bookcase, 5 shelf 66005754	Room V203B	Available	8/12/2010
1	Bookcase, 5 shelf 66005762	Room V203B	Available	8/12/2010
1	Chair, Arm Padded Rolling	Room V203B	Available	8/12/2010
1	Chair, Plastic/Chrome Stack	Room V203B	Available	8/12/2010
1	Desk Double pedestal wood	Room V203B	Available	8/12/2010
3	shelf 5 shelf metal	Room V203B	Available	8/12/2010
1	Table 6' folding	Room V203B	Available	8/12/2010
1	Phone Multi line	Room A 105	Available	8/12/2010
1	Phone single line	Room A 105	Available	8/12/2010
1	Cabinet, Storage 4 shelf 2-glass door	Room A 105	IDOC	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room A 105	IDOC	8/12/2010
9	Chair, Padded Slide	Room A 105	IDOC	8/12/2010
1	desk Double pedestal 5'x4' antique	Room A 105	IDOC	8/12/2010
1	heater	Room A 105	IDOC	8/12/2010
1	Rack, Coat tree	Room A 105	IDOC	8/12/2010
1	Refrigerator Frigidaire	Room A 105	IDOC	8/12/2010
1	Table 6'x4' antique	Room A 105	IDOC	8/12/2010
1	table conference 8'	Room A 105	IDOC	8/12/2010
1	Table Lamp	Room A 105	IDOC	8/12/2010
1	Book, Set, Indiana Code set	Room A 105	Undecided	8/12/2010
1	IAC Books Set ACTS 1997-2000 set	Room A 105	Undecided	8/12/2010
1	Monitor keyboard, mouse	Room A 105	Undecided	8/12/2010
1	Bookcase, 4 shelf wood	Room A 106	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 31 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Cabinet, File 3 Drawer rolling wood	Room A 106	Available	8/12/2010
1	Cabinet, File 4 drawer lateral wood	Room A 106	Available	8/12/2010
4	Cabinet, File 4 drawer metal	Room A 106	Available	8/12/2010
1	Calculator	Room A 106	Available	8/12/2010
1	Calculator	Room A 106	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room A 106	Available	8/12/2010
2	Chair, Arm Padded Plastic Slide	Room A 106	Available	8/12/2010
1	Chair, Arm Padded Slide	Room A 106	Available	8/12/2010
1	Desk single pedestal w/ return w/Hutch	Room A 106	Available	8/12/2010
1	Desk Workstation wood	Room A 106	Available	8/12/2010
1	Fax Brothers	Room A 106	Available	8/12/2010
1	Fax Cannon Super G-3 UZX65491	Room A 106	Available	8/12/2010
1	Heater	Room A 106	Available	8/12/2010
1	Phone Multi line	Room A 106	Available	8/12/2010
1	Typewriter	Room A 106	Available	8/12/2010
1	Monitor keyboard , mouse	Room A 106	Undecided	8/12/2010
1	Printer H?P	Room A 106	Undecided	8/12/2010
1	Printer HP 5150	Room A 106	Undecided	8/12/2010
1	Cabinet, File 2 Drawer lateral metal	Room A 109	Available	8/12/2010
1	Cabinet, File 4 drawer	Room A 109	Available	8/12/2010
2	Chair, Arm Padded	Room A 109	Available	8/12/2010
1	Desk Double pedestal w/ return metal	Room A 109	Available	8/12/2010
1	Phone single line	Room A 109	Available	8/12/2010
1	Monitor keyboard , mouse	Room A 109	Undecided	8/12/2010
1	Cabinet, File 3 Drawer metal	Room A 201	Available	8/12/2010
1	Cabinet, File 4 drawer metal	Room A 201	Available	8/12/2010
1	Chair, Arm Padded Rolling	Room A 201	Available	8/12/2010
1	Credenza 4 door wood	Room A 201	Available	8/12/2010
1	Phone Multi line	Room A 201	Available	8/12/2010
1	Ladder Fiberglass 6'	Room A 201	IDOC	8/12/2010
1	CPU IBM KXMH12Z	Room A 201	Undecided	8/12/2010
1	Monitor keyboard , mouse	Room A 201	Undecided	8/12/2010
1	Bench, Work 6' wood	Room A 202	Available	8/12/2010
1	Bench, Work 6' Wood	Room A 202	Available	8/12/2010
1	Cabinet, File 4 drawer metal	Room A 202	Available	8/12/2010
1	Cabinet, Storage 2 door 2 shelf	Room A 202	Available	8/12/2010
1	Chair, Arm Wood	Room A 202	Available	8/12/2010
1	Desk Bar height 4'x3' wood	Room A 202	Available	8/12/2010
1	Desk, single pedestal u shaped w/hutch wood	Room A 202	Available	8/12/2010
1	Phone Multi line	Room A 202	Available	8/12/2010
1	Rack coat tree	Room A 202	Available	8/12/2010
1	Rack, Coat tree	Room A 202	Available	8/12/2010
1	Table, 4'	Room A 202	Available	8/12/2010
1	Board, Display Portable	Room A 202	IDOC	8/12/2010
2	Cabinet, File 3 Drawer rolling wood	Room A 202	IDOC	8/12/2010
1	Cabinet, File 4 drawer wood 66005662	Room A 202	IDOC	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room A 202	IDOC	8/12/2010
8	Chair, Arm Padded Slide	Room A 202	IDOC	8/12/2010
1	Clock, Mantel Euro ell	Room A 202	IDOC	8/12/2010
1	Clock, wall antique E- Howard	Room A 202	IDOC	8/12/2010
1	Clock, wall antique Ingram	Room A 202	IDOC	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 32 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Clock, wall antique Seth Thomas	Room A 202	IDOC	8/12/2010
1	Display case wood	Room A 202	IDOC	8/12/2010
2	Microscope RBSI	Room A 202	IDOC	8/12/2010
1	table conference oval 8'	Room A 202	IDOC	8/12/2010
1	table, lamp	Room A 202	IDOC	8/12/2010
1	Monitor keyboard , mouse	Room A 202	Undecided	8/12/2010
1	Cabinet, File 2 Drawer metal	Room A 206	Available	8/12/2010
2	Chair, Arm Padded Slide	Room A 206	Available	8/12/2010
1	Chair, Padded Midback Rolling	Room A 206	Available	8/12/2010
1	Desk single pedestal w/ return	Room A 206	Available	8/12/2010
1	Fax Brother	Room A 206	Available	8/12/2010
1	Phone single line	Room A 206	Available	8/12/2010
1	shelves wooden	Room A 206	Available	8/12/2010
1	Cpu Dell Offend Phone J8UGP51	Room A 206	IDOC	8/12/2010
1	Monitor dell offender Phone	Room A 206	IDOC	8/12/2010
1	Monitor keyboard , mouse	Room A 206	Undecided	8/12/2010
1	printer, HP 6122	Room A 206	Undecided	8/12/2010
1	Cabinet, File 2 Drawer metal	Room A 207	Available	8/12/2010
1	Cabinet, Storage 2 door/ 2 shelf wood	Room A 207	Available	8/12/2010
1	Chair, Arm Padded Slide	Room A 207	Available	8/12/2010
1	Chair, Padded Slide	Room A 207	Available	8/12/2010
1	Desk , double pedestal	Room A 207	Available	8/12/2010
1	Phone Multi line	Room A 207	Available	8/12/2010
1	Rack, Coat tree	Room A 207	Available	8/12/2010
1	Cpu/ Hp 2UA4220BF	Room A 207	Undecided	8/12/2010
1	Monitor keyboard , mouse	Room A 207	Undecided	8/12/2010
1	Bookcase,	Room A 208	Available	8/12/2010
1	Chair, Arm Padded Rolling	Room A 208	Available	8/12/2010
1	Chair, Padded Slide	Room A 208	Available	8/12/2010
1	Desk Typing	Room A 208	Available	8/12/2010
1	Desk, single pedestalw/ return	Room A 208	Available	8/12/2010
1	Phone Multi line	Room A 208	Available	8/12/2010
1	Rack, Coat tree	Room A 208	Available	8/12/2010
2	shelves wooden	Room A 208	Available	8/12/2010
1	Table 3'	Room A 208	Available	8/12/2010
1	Typewriter / nakagima AE 740	Room A 208	Available	8/12/2010
1	monitor	Room A 208	Undecided	8/12/2010
1	Calculator Victor -15604	Room A 209	Available	8/12/2010
1	Phone Dicta 2710021497 66000321	Room A 209	Available	8/12/2010
1	projector overhead Dukane	Room A 209	Available	8/12/2010
1	Scale OHAU 30011 Gram Cento Gram	Room A 209	Available	8/12/2010
1	Writer, Check Imprinter	Room A 209	Available	8/12/2010
4	Cabinet, File 2 drawer	Room A101	Available	8/12/2010
2	Cabinet, Key Boxed Metal	Room A101	Available	8/12/2010
1	Calculator	Room A101	Available	8/12/2010
10	Case , Hand Cuff	Room A101	Available	8/12/2010
4	Chair, Arm Padded	Room A101	Available	8/12/2010
1	cuff, Hand oversize	Room A101	Available	8/12/2010
10	cuff, Hand Standard	Room A101	Available	8/12/2010
1	cutter bolt 24"	Room A101	Available	8/12/2010
4	Detector, Metal, Wand Type	Room A101	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 33 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
4	Flashlight, 5 D-Cell Mag	Room A101	Available	8/12/2010
8	Flashlights Rechargeable mag	Room A101	Available	8/12/2010
1	Heater Space {Dayton}	Room A101	Available	8/12/2010
3	Phone Multi line	Room A101	Available	8/12/2010
46	Radio Cases	Room A101	Available	8/12/2010
1	Radio Emergency	Room A101	Available	8/12/2010
1	Radio Phone System	Room A101	Available	8/12/2010
12	Restraint, Trip	Room A101	Available	8/12/2010
2	Restraint, waist Chains	Room A101	Available	8/12/2010
1	Router	Room A101	Available	8/12/2010
2	shackle, oversize	Room A101	Available	8/12/2010
2	Shackle, Standard	Room A101	Available	8/12/2010
1	Shredder 6606168	Room A101	Available	8/12/2010
1	Table, End	Room A101	Available	8/12/2010
1	Table, Typewriter	Room A101	Available	8/12/2010
1	Copier Leased	Room A101	IDOC	8/12/2010
1	Cpu Dell camera System SKSS241	Room A101	IDOC	8/12/2010
1	Cpu Dell Perimeter Fence	Room A101	IDOC	8/12/2010
1	Desk Workstation	Room A101	Undecided	8/12/2010
4	Monitor, Keyboard, Mouse	Room A101	Undecided	8/12/2010
1	Printer Lexmark	Room A101	Undecided	8/12/2010
1	UPS Battery Back up	Room A101	Undecided	8/12/2010
1	Desk, Check point	Room A103	Available	8/12/2010
1	Desk, Student	Room A103	Available	8/12/2010
1	Microwave GE	Room A103	Available	8/12/2010
1	Refrigerator, Kenmore 66002218	Room A103	Available	8/12/2010
1	Table 5'	Room A103	Available	8/12/2010
1	Table, Typing	Room A103	Available	8/12/2010
1	Monitor, PC	Room A103	Undecided	8/12/2010
4	Cabinet, File 4 Drawer Metal	Room A104	Available	8/12/2010
2	Shelf, Metal 4 shelving 4' high	Room A104	Available	8/12/2010
1	Board, Dry erase White 8'	Room A107	Available	8/12/2010
2	Cabinet, File 2 Drawer metal	Room A107	Available	8/12/2010
1	Cabinet, File 4 Drawer metal	Room A107	Available	8/12/2010
3	Chair, Arm Padded Slide	Room A107	Available	8/12/2010
1	Chair, Padded Slide	Room A107	Available	8/12/2010
1	Clock, Wall	Room A107	Available	8/12/2010
1	Conditioner, Air Window	Room A107	Available	8/12/2010
1	Desk, Double pedestal w/ overhead	Room A107	Available	8/12/2010
1	Microwave GE	Room A107	Available	8/12/2010
1	Phone Multi line	Room A107	Available	8/12/2010
1	Refrigerator, Mini GE	Room A107	Available	8/12/2010
1	Table 5'	Room A107	Available	8/12/2010
1	Table, End	Room A107	Available	8/12/2010
1	Monitor keyboard, mouse	Room A107	Undecided	8/12/2010
1	Cabinet, File 2 Drawer wood	Room A107A	Available	8/12/2010
1	Cabinet, File 4 Drawer metal	Room A107A	Available	8/12/2010
1	Cabinet, Storage 2-Door/3 Shelf wood	Room A107A	Available	8/12/2010
1	Chair, Arm Padded Rolling	Room A107A	Available	8/12/2010
5	Chair, Arm Padded Slide	Room A107A	Available	8/12/2010
1	Conditioner, Air Window	Room A107A	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT **C**  
PAGE 34 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Desk, Double pedestal wood 61501011	Room A107A	Available	8/12/2010
1	Desk, typing	Room A107A	Available	8/12/2010
1	Phone Multi line	Room A107A	Available	8/12/2010
1	Table, 4' round wood	Room A107A	Available	8/12/2010
1	Table, 6' Wood	Room A107A	Available	8/12/2010
1	Monitor keyboard , mouse	Room A107A	Undecided	8/12/2010
1	Bookcase, 4 shelf Wood	Room A108	Available	8/12/2010
2	Cabinet, File 3 Drawer wood	Room A108	Available	8/12/2010
2	Cabinet, File 4 drawer	Room A108	Available	8/12/2010
2	Chair, Arm Padded Slide	Room A108	Available	8/12/2010
1	Chair, Padded Plastic/Chrome Stack	Room A108	Available	8/12/2010
1	Chair, Padded Slide	Room A108	Available	8/12/2010
1	Conditioner, Air Window	Room A108	Available	8/12/2010
1	Desk Typing	Room A108	Available	8/12/2010
1	Phone Multi line	Room A108	Available	8/12/2010
1	Rack, Coat tree	Room A108	Available	8/12/2010
1	Monitor keyboard , mouse	Room A108	Undecided	8/12/2010
1	lease Copier	Room A108A	IDOC	8/12/2010
1	Bookcase, 4 shelf Wood	Room A110	Available	8/12/2010
1	Cabinet, File 2 drawer metal	Room A110	Available	8/12/2010
3	Cabinet, File 4 drawer metal	Room A110	Available	8/12/2010
1	Chair, Arm Padded Rolling	Room A110	Available	8/12/2010
1	Chair, Folding	Room A110	Available	8/12/2010
1	Chair, Padded Slide	Room A110	Available	8/12/2010
1	Conditioner, Air Window	Room A110	Available	8/12/2010
1	Desk Single Pedestal	Room A110	Available	8/12/2010
1	Fire Panel System Facility wide/ with printer.	Room A110	Available	8/12/2010
1	Phone Multi line	Room A110	Available	8/12/2010
1	Rack, Coat tree	Room A110	Available	8/12/2010
1	Refrigerator Delfield	Room A110	Available	8/12/2010
1	Sorter wood/ metal	Room A110	Available	8/12/2010
1	Table 4' folding	Room A110	Available	8/12/2010
1	Table typing	Room A110	Available	8/12/2010
1	Table w/ metal rollers	Room A110	Available	8/12/2010
1	Monitor Dell	Room A110	Undecided	8/12/2010
1	Printer Brothers HL2070N	Room A110	Undecided	8/12/2010
1	Cabinet, File 2 drawer metal	Room A201A	Available	8/12/2010
2	Cabinet, File 4 drawer metal	Room A201A	Available	8/12/2010
1	Cabinet, Storage 2door 2 shelf metal	Room A201A	Available	8/12/2010
1	Microwave GE	Room A201A	Available	8/12/2010
1	Refrigerator Roper	Room A201A	Available	8/12/2010
1	Stool	Room A201A	Available	8/12/2010
1	Table, Typing	Room A201A	Available	8/12/2010
24	Chair, Arm Padded Slide	Room A204 & A203	Available	8/12/2010
2	Chair, Arm Wood	Room A204 & A203	Available	8/12/2010
4	Chair, Padded Slide	Room A204 & A203	Available	8/12/2010
1	desk/ Double pedestal	Room A204 & A203	Available	8/12/2010
1	Hutch with glass doors	Room A204 & A203	Available	8/12/2010
1	Safe 36" metal heavy duty 6600209 controller, chime paramount	Room A204 & A203	Available	8/12/2010
3	Table , 8' conference oval	Room A204 & A203	Available	8/12/2010
2	Table 10'	Room A204 & A203	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 35 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Table 10' conference 66005650	Room A204 & A203	Available	8/12/2010
1	Table 5' folding	Room A204 & A203	Available	8/12/2010
1	Table 8' folding	Room A204 & A203	Available	8/12/2010
2	US and State Flag /With Stands	Room A204 & A203	Available	8/12/2010
1	Cabinet, File 4 drawer metal	Room A205	Available	8/12/2010
4	Cabinet, File 4 drawer wood	Room A205	Available	8/12/2010
7	Chair, Arm Padded Slide	Room A205	Available	8/12/2010
1	Desk Double pedestal	Room A205	Available	8/12/2010
1	Desk single pedestal	Room A205	Available	8/12/2010
1	Hutch 6605898	Room A205	Available	8/12/2010
1	Phone Multi line	Room A205	Available	8/12/2010
1	rack coat 5' holds 12	Room A205	Available	8/12/2010
1	Refrigerator, Mini	Room A205	Available	8/12/2010
1	Table 6' conference	Room A205	Available	8/12/2010
1	Table Workstation	Room A205	Available	8/12/2010
1	TV 19" w/VCR DVR with Cart,	Room A205	Available	8/12/2010
1	CPU Dell offender Phone system DMX1851	Room A205	IDOC	8/12/2010
1	Heat Seal H400	Room A205	IDOC	8/12/2010
2	Monitor keyboard , mouse	Room A205	Undecided	8/12/2010
1	NEOPOST SM Postage meter 6604620	Room A205	Undecided	8/12/2010
1	Pinter/Scanner Dell 7GWZDN91	Room A205	Undecided	8/12/2010
1	Bench, Work 12' Wood	Room V 103C	IDOC	8/12/2010
1	Binder, Paper Presentation IBICO IBI Master 400E	Room V 103C	IDOC	8/12/2010
1	Bookcase, 3 Door Glass Shelf Wood	Room V 103C	IDOC	8/12/2010
2	Bookcase, 5 shelf Metal	Room V 103C	IDOC	8/12/2010
1	Cabinet, File 2 drawer metal	Room V 103C	IDOC	8/12/2010
2	Cabinet, File 2 drawer metal	Room V 103C	IDOC	8/12/2010
2	Cabinet, File 2 drawer wood	Room V 103C	IDOC	8/12/2010
3	Cabinet, File-Card 12 Drawer	Room V 103C	IDOC	8/12/2010
7	Cabinet, Storage 2 door 4 shelf	Room V 103C	IDOC	8/12/2010
1	Cabinet, Storage tool 4 drawer 2 door	Room V 103C	IDOC	8/12/2010
1	Cart, Computer Desk	Room V 103C	IDOC	8/12/2010
1	Cart, Computer Desk	Room V 103C	IDOC	8/12/2010
2	Cart, TV	Room V 103C	IDOC	8/12/2010
1	Cart, , 2-door roll around	Room V 103C	IDOC	8/12/2010
3	Chair, Arm Padded Highback Rolling	Room V 103C	IDOC	8/12/2010
1	Chair, Arm Padded Midback Rolling	Room V 103C	IDOC	8/12/2010
2	Chair, Arm Padded Slide	Room V 103C	IDOC	8/12/2010
1	Chair, Padded Slide	Room V 103C	IDOC	8/12/2010
1	Conditioner, Air Window	Room V 103C	IDOC	8/12/2010
1	desk Double pedestal	Room V 103C	IDOC	8/12/2010
1	Fax Machine Cannon G3 sn UYR52815	Room V 103C	IDOC	8/12/2010
2	Flashlight Rechargeable	Room V 103C	IDOC	8/12/2010
1	hutch 4 door glass	Room V 103C	IDOC	8/12/2010
1	Ladder 7 step rolling	Room V 103C	IDOC	8/12/2010
1	Laptop Dell 100l sn 1T3QQ51 66005849	Room V 103C	IDOC	8/12/2010
1	monitor	Room V 103C	IDOC	8/12/2010
1	Monitor, Keyboard, Mouse	Room V 103C	IDOC	8/12/2010
1	Monitor, Keyboard, Mouse	Room V 103C	IDOC	8/12/2010
1	mop bucket w/ ringer	Room V 103C	IDOC	8/12/2010
1	phone radio single line	Room V 103C	IDOC	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT U  
PAGE 36 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Phone single line	Room V 103C	IDOC	8/12/2010
1	Phone single line	Room V 103C	IDOC	8/12/2010
1	Printer 5150 HP desk Jet	Room V 103C	IDOC	8/12/2010
4	racking 6'x3' 4 shelf	Room V 103C	IDOC	8/12/2010
18	racking 9'x9' 4 shelf	Room V 103C	IDOC	8/12/2010
1	Refrigerator Frigidaire	Room V 103C	IDOC	8/12/2010
4	shelving 4x4 4 shelves	Room V 103C	IDOC	8/12/2010
2	Sorter 7 shelf Rotor Bin	Room V 103C	IDOC	8/12/2010
1	Stoll, Bar Padded	Room V 103C	IDOC	8/12/2010
1	Table Drafting 4'	Room V 103C	IDOC	8/12/2010
1	TV 25' New TV	Room V 103C	IDOC	8/12/2010
1	Cpu E-machine 0028812564	Room V 103C	Undecided	8/12/2010
3	Bookcase, 5-shelf /wood	Room V 107A	IDOC	8/12/2010
1	Cabinet, File 2 drawer.	Room V 107A	IDOC	8/12/2010
2	Cabinet, File 4 Drawer	Room V 107A	IDOC	8/12/2010
1	Cabinet, Storage 2-door metal	Room V 107A	IDOC	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room V 107A	IDOC	8/12/2010
1	Chair, Arm Padded Midback Rolling	Room V 107A	IDOC	8/12/2010
2	Chair, Padded Slide	Room V 107A	IDOC	8/12/2010
1	Conditioner, Air Window	Room V 107A	IDOC	8/12/2010
1	Cpu Dell Controller HVHC {snFKSS241}	Room V 107A	IDOC	8/12/2010
1	Desk single pedestal	Room V 107A	IDOC	8/12/2010
1	Desk Workstation	Room V 107A	IDOC	8/12/2010
1	Fire alarm control [simplex4001	Room V 107A	IDOC	8/12/2010
1	laptop Dell 1100 Controls HVHC { sn2P40341}	Room V 107A	IDOC	8/12/2010
2	Monitor keyboard , mouse	Room V 107A	IDOC	8/12/2010
1	Printer HP 5850 Controller HVHC	Room V 107A	IDOC	8/12/2010
1	Refrigerator	Room V 107A	IDOC	8/12/2010
1	Table 5' Wood	Room V 107A	IDOC	8/12/2010
1	Table conference oval 10'	Room V 107A	IDOC	8/12/2010
14	Lockers	Room V 107C	Available	8/12/2010
1	Mixer, Cement motorized gas	Room V 107C	Available	8/12/2010
1	Cabinet, Storage parts w/8 drawers	Room V 107C	IDOC	8/12/2010
1	Cart, Side Panel Pneumatic wheels/ w pull handle	Room V 107C	IDOC	8/12/2010
1	Cart, , Parts	Room V 107C	IDOC	8/12/2010
1	Compressor, Air {westward} 3/4 HP[ sn I317106-00043]	Room V 107C	IDOC	8/12/2010
1	Fan, Floor Pedestal	Room V 107C	IDOC	8/12/2010
1	Press, Drill Bench Top Guardian	Room V 107C	IDOC	8/12/2010
3	rack wire chrome 4 shelf	Room V 107C	IDOC	8/12/2010
1	Stool, Bar	Room V 107C	IDOC	8/12/2010
1	Table square 3'	Room V 107C	IDOC	8/12/2010
1	Unit/ Freon Recovery Chromax rg3300	Room V 107C	IDOC	8/12/2010
1	vacuum Shop Vac Thoromatic [md BP225]	Room V 107C	IDOC	8/12/2010
1	Bookcase, 2 door 3 shelf metal	Room V 201	IDOC	8/12/2010
1	Bookcase, 3 shelf	Room V 201	IDOC	8/12/2010
2	Cabinet, Blue print 5 draw	Room V 201	IDOC	8/12/2010
1	Cabinet, File 2 drawer	Room V 201	IDOC	8/12/2010
5	Cabinet, File 2 drawer	Room V 201	IDOC	8/12/2010
1	Cabinet, File 2 drawer metal	Room V 201	IDOC	8/12/2010
2	Cabinet, File 4 drawer	Room V 201	IDOC	8/12/2010
11	Cabinet, File 4 drawer metal	Room V 201	IDOC	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 37 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Cabinet, Storage 2 door metal	Room V 201	IDOC	8/12/2010
1	Cabinet, Storage 2door 2 shelf metal	Room V 201	IDOC	8/12/2010
1	Cabinet, Storage 5 shelf 2 drawer glass	Room V 201	IDOC	8/12/2010
1	Calculator.	Room V 201	IDOC	8/12/2010
1	Camera, ID processor Parker Vision sn 539235010001	Room V 201	IDOC	8/12/2010
1	Chair, Padded Highback Rolling	Room V 201	IDOC	8/12/2010
7	Chair, Padded Slide	Room V 201	IDOC	8/12/2010
1	Chest, 3 drawer Wood	Room V 201	IDOC	8/12/2010
1	Conditioner, Air stand alone for training	Room V 201	IDOC	8/12/2010
1	Credenza	Room V 201	IDOC	8/12/2010
1	Desk single pedestal w/ corner attachment 6605165	Room V 201	IDOC	8/12/2010
3	Holder blue print rolling	Room V 201	IDOC	8/12/2010
1	Hutch 2 door 3 shelf	Room V 201	IDOC	8/12/2010
4	Model CPR Dummies (anies)	Room V 201	IDOC	8/12/2010
1	monitor , key mouse	Room V 201	IDOC	8/12/2010
1	Monitor, PC	Room V 201	IDOC	8/12/2010
1	Monitor, PC 66005152	Room V 201	IDOC	8/12/2010
2	Phone Multi line	Room V 201	IDOC	8/12/2010
1	Phone Multi line	Room V 201	IDOC	8/12/2010
4	Phone Multi line	Room V 201	IDOC	8/12/2010
1	Rack coat 5' metal	Room V 201	IDOC	8/12/2010
1	Rack, Coat tree	Room V 201	IDOC	8/12/2010
1	Refrigerator Frigidaire	Room V 201	IDOC	8/12/2010
1	Refrigerator Maytag	Room V 201	IDOC	8/12/2010
1	Screen Video projector floor tripod type	Room V 201	IDOC	8/12/2010
1	Screen Video projector wall type 6600766	Room V 201	IDOC	8/12/2010
2	table 5' metal	Room V 201	IDOC	8/12/2010
1	Table 6' folding	Room V 201	IDOC	8/12/2010
1	Table 6' wood	Room V 201	IDOC	8/12/2010
4	Table Round	Room V 201	IDOC	8/12/2010
2	TV 27" Sanyo	Room V 201	IDOC	8/12/2010
1	Typewriter Nikimia 6605256	Room V 201	IDOC	8/12/2010
1	VCR player 66004951	Room V 201	IDOC	8/12/2010
1	Water cooler	Room V 201	IDOC	8/12/2010
1	CPU, NEC sn 09501106	Room V 201	Undecided	8/12/2010
1	Bookcase, 2 shelf wood	Room V 201A	IDOC	8/12/2010
1	Cabinet, File 2 drawer	Room V 201A	IDOC	8/12/2010
1	Cabinet, File 3 Drawer roll around	Room V 201A	IDOC	8/12/2010
3	Cabinet, File 4 drawer	Room V 201A	IDOC	8/12/2010
1	Cabinet, Storage 2 door 5 shelf	Room V 201A	IDOC	8/12/2010
1	Calculator 401D3	Room V 201A	IDOC	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room V 201A	IDOC	8/12/2010
3	Chair, Arm Padded Rolling	Room V 201A	IDOC	8/12/2010
2	Desk single pedestal	Room V 201A	IDOC	8/12/2010
1	Lock box	Room V 201A	IDOC	8/12/2010
1	Monitor, Keyboard, Mouse	Room V 201A	IDOC	8/12/2010
1	overhead storage for a desk	Room V 201A	IDOC	8/12/2010
1	Phone Multi line	Room V 201A	IDOC	8/12/2010
1	Rack, Coat tree	Room V 201A	IDOC	8/12/2010
1	Typewriter Emerson EM530	Room V 201A	IDOC	8/12/2010
1	Chair, Arm Padded Lowback Rolling	Room V 201C	Available	8/12/2010



IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 38 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
2	Chair, Arm Padded Rolling	Room V 201C	Available	8/12/2010
4	Chair, Arm Padded Slide	Room V 201C	Available	8/12/2010
10	Chair, Padded Slide	Room V 201C	Available	8/12/2010
1	Credenza 2 door 6 drawer	Room V 201C	Available	8/12/2010
1	Credenza 4- door	Room V 201C	Available	8/12/2010
1	DVD APEX AD1225 DE336120533	Room V 201C	Available	8/12/2010
2	TV stands	Room V 201C	Available	8/12/2010
1	VCR/DVD Emerson U23306250	Room V 201C	Available	8/12/2010
1	Bench, Seat	Room V 202	Available	8/12/2010
1	Bench, Work Wood	Room V 202	Available	8/12/2010
1	Cabinet, Storage 2 door wood	Room V 202	Available	8/12/2010
1	Chair, Arm Padded Slide	Room V 202	Available	8/12/2010
5	Chair, Plastic Stack	Room V 202	Available	8/12/2010
9	Desk Student	Room V 202	Available	8/12/2010
1	Locker / single door	Room V 202	Available	8/12/2010
2	tables Picnic	Room V 202	Available	8/12/2010
1	Trash can 55 gal.	Room V 202	Available	8/12/2010
1	Water cooler	Room V 202	Available	8/12/2010
1	Dolly drum for 55 gal	Room V 202	IDOC	8/12/2010
3	Cabinet, File 2 drawer metal	Room V 204B	Available	8/12/2010
1	Cabinet, File 2 drawer lateral	Room V 204B	Available	8/12/2010
1	Desk single pedestal w/return /overhead 66006286	Room V 204B	Available	8/12/2010
1	Phone single line	Room V 204B	Available	8/12/2010
1	Table 8'	Room V 204B	Available	8/12/2010
2	TV stand 2 door	Room V 204B	Available	8/12/2010
1	monitor	Room V 204B	Undecided	8/12/2010
1	Cabinet, Storage 2-Door	Room V101	IDOC	8/12/2010
3	Chair, Arm Padded Midback Rolling	Room V101	IDOC	8/12/2010
3	Chair, Arm Padded Slide	Room V101	IDOC	8/12/2010
1	Dolly drum for 55 gal	Room V101	IDOC	8/12/2010
1	Ladder extension fiberglass 20'	Room V101	IDOC	8/12/2010
1	Lift in ground	Room V101	IDOC	8/12/2010
1	mop bucket w/ ringer	Room V101	IDOC	8/12/2010
2	Racks, for piping	Room V101	IDOC	8/12/2010
1	sprayer paint airless w/ hose	Room V101	IDOC	8/12/2010
2	Trash Cans 55 gal	Room V101	IDOC	8/12/2010
1	Water cooler	Room V101	IDOC	8/12/2010
1	Bookcase, 2-shelf	Room V101A	IDOC	8/12/2010
3	Chair, Arm Padded Highback Rolling	Room V101A	IDOC	8/12/2010
1	Chair, Rocker Big Man Wood	Room V101A	IDOC	8/12/2010
1	Chair, Wood Cane	Room V101A	IDOC	8/12/2010
1	Conditioner, Air Window	Room V101A	IDOC	8/12/2010
1	Desk, double pedestal	Room V101A	IDOC	8/12/2010
1	Desk, Workstation	Room V101A	IDOC	8/12/2010
1	Microwave Westinghouse	Room V101A	IDOC	8/12/2010
1	Monitor keyboard, mouse	Room V101A	IDOC	8/12/2010
1	Phone, single line	Room V101A	IDOC	8/12/2010
1	Printer HP 4280	Room V101A	IDOC	8/12/2010
1	Refrigerator, Kelvinator	Room V101A	IDOC	8/12/2010
1	Cpu,/ PC Dell 8XZYL31	Room V101A	Undecided	8/12/2010
1	compressor Air Dewalt sn 00403 Md# D55250	Room V101B	IDOC	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 39 OF 52

QUANTITY	ITEM	LOCATION	STATUS	DATE IDENTIFIED
1	Generator Portable W120	Room V101B	IDOC	8/12/2010
1	Vacuum Shop Vac 12 gal	Room V101B	IDOC	8/12/2010
1	Bench, Work Metal	Room V102	IDOC	8/12/2010
2	Blower, Back Pack Stihl 266474762	Room V102	IDOC	8/12/2010
1	Chair, Arm Padded Lowback Rolling	Room V102	IDOC	8/12/2010
1	Chair, Plastic Stack	Room V102	IDOC	8/12/2010
1	Charger, Battery	Room V102	IDOC	8/12/2010
1	Floor jack F0209002910	Room V102	IDOC	8/12/2010
1	Lift Rotary 6605030	Room V102	IDOC	8/12/2010
1	Locker /4 Door	Room V102	IDOC	8/12/2010
1	mop bucket w/ ringer	Room V102	IDOC	8/12/2010
1	Mower riding Scag 7750205	Room V102	IDOC	8/12/2010
2	Mowers Cub Cadet 21 inch cut	Room V102	IDOC	8/12/2010
4	Mowers John Deere	Room V102	IDOC	8/12/2010
1	Press Drill Power Matic/ floor 66002773	Room V102	IDOC	8/12/2010
1	Press high hydraulic otc 66001496	Room V102	IDOC	8/12/2010
5	Saw, Chain Stihl	Room V102	IDOC	8/12/2010
1	Tire Changer CP Coles 66002570	Room V102	IDOC	8/12/2010
1	Trailer U Dump	Room V102	IDOC	8/12/2010
2	Trash Cans 35 gal	Room V102	IDOC	8/12/2010
1	Water cooler	Room V102	IDOC	8/12/2010
14	Weed eaters Stihl	Room V102	IDOC	8/12/2010
1	wheel Balancer Micro Press 66001594	Room V102	IDOC	8/12/2010
1	Bookcase, 3 shelf Wood	Room V102A	IDOC	8/12/2010
1	Cabinet, File 2 Drawer	Room V102A	IDOC	8/12/2010
2	Cabinet, File 4 Drawer	Room V102A	IDOC	8/12/2010
5	Chair, Arm Padded Highback Rolling	Room V102A	IDOC	8/12/2010
3	Chair, Arm Padded Midback Rolling	Room V102A	IDOC	8/12/2010
1	Chair, Arm Padded Slide	Room V102A	IDOC	8/12/2010
1	Credenza 4 door	Room V102A	IDOC	8/12/2010
1	Desk double pedestal	Room V102A	IDOC	8/12/2010
1	Microwave	Room V102A	IDOC	8/12/2010
1	Phone single line	Room V102A	IDOC	8/12/2010
1	Rack, Coat, Tree	Room V102A	IDOC	8/12/2010
1	Refrigerator, Roper	Room V102A	IDOC	8/12/2010
1	Table 5' Wood/ metal	Room V102A	IDOC	8/12/2010
1	Table 6' Folding	Room V102A	IDOC	8/12/2010
1	Bench, Work Wood 6'	Room V102B	IDOC	8/12/2010
1	Cabinet, Storage 2 Door 5 shelf Metal	Room V102B	IDOC	8/12/2010
1	Generator Briggs/ Stratton R04000	Room V102B	IDOC	8/12/2010
1	Locker / Door	Room V102B	IDOC	8/12/2010
1	rack wire chrome 4 shelf	Room V102B	IDOC	8/12/2010
1	Cabinet, File 4 Drawer Wood	Room V103A	IDOC	8/12/2010
1	Cabinet, File 4 Drawer Metal	Room V103A	IDOC	8/12/2010
4	Chair, Arm Padded Highback Rolling	Room V103A	IDOC	8/12/2010
2	Chair, Arm Padded Midback Rolling	Room V103A	IDOC	8/12/2010
2	Desk Double pedestal (wood)	Room V103A	IDOC	8/12/2010
1	Phone single line	Room V103A	IDOC	8/12/2010
1	Rack, Coat tree	Room V103A	IDOC	8/12/2010
1	Sorter 15 Drawer wood	Room V103A	IDOC	8/12/2010
1	Bench, Seat 2 Padded	Room V103B	IDOC	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 40 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Bench, Seat Park Wood 8'	Room V103B	IDOC	8/12/2010
1	Bench, Work 10'	Room V103B	IDOC	8/12/2010
1	Bench, Work 12' Wood	Room V103B	IDOC	8/12/2010
1	Bench, Work 6'x3'	Room V103B	IDOC	8/12/2010
2	Bookcase, 3 shelf Wood	Room V103B	IDOC	8/12/2010
2	Cabinet, Storage 2 door 2 shelf	Room V103B	IDOC	8/12/2010
2	Cabinet, Storage 2-door 4 shelf metal	Room V103B	IDOC	8/12/2010
1	Cart, Parts	Room V103B	IDOC	8/12/2010
1	Chair, Arm Padded Midback Rolling	Room V103B	IDOC	8/12/2010
2	Chair, Padded Plastic/Chrome Stack	Room V103B	IDOC	8/12/2010
1	Chair, Plastic Stack	Room V103B	IDOC	8/12/2010
1	Chair, Rocker Big Man Wood	Room V103B	IDOC	8/12/2010
1	Desk pedestal w/ return	Room V103B	IDOC	8/12/2010
2	Grinder Bench on pedestals [Dayton]	Room V103B	IDOC	8/12/2010
1	Handler, Air w/Condensor	Room V103B	IDOC	8/12/2010
1	Lathe wood Delta model 46701 sn 00E56704	Room V103B	IDOC	8/12/2010
1	Locker 2 door metal	Room V103B	IDOC	8/12/2010
1	Rack wire chrome 3 shelf	Room V103B	IDOC	8/12/2010
2	racks metal 4' 4 shelf	Room V103B	IDOC	8/12/2010
1	Refrigerator Roper	Room V103B	IDOC	8/12/2010
1	Sander {Band} Delta model 31050	Room V103B	IDOC	8/12/2010
1	Stool, Bar	Room V103B	IDOC	8/12/2010
2	Trash Cans 55 gal	Room V103B	IDOC	8/12/2010
1	vacuum shop master /blower dust	Room V103B	IDOC	8/12/2010
1	Water cooler	Room V103B	IDOC	8/12/2010
2	Bench, Seat Park Wood	Room V104	IDOC	8/12/2010
1	Bench, Work 4'x3'	Room V104	IDOC	8/12/2010
1	Cabinet, File 3 drawer rolling wood	Room V104	IDOC	8/12/2010
3	Chair, Arm Padded Highback Rolling	Room V104	IDOC	8/12/2010
2	Chair, Arm Padded Midback Rolling	Room V104	IDOC	8/12/2010
3	Conditioner, Air Window	Room V104	IDOC	8/12/2010
1	Couch 3 seat	Room V104	IDOC	8/12/2010
1	Ladder fiberglass 3'	Room V104	IDOC	8/12/2010
1	Refrigerator	Room V104	IDOC	8/12/2010
1	Stool, Bar	Room V104	IDOC	8/12/2010
1	Table coffee round	Room V104	IDOC	8/12/2010
1	Table metal 2x3	Room V104	IDOC	8/12/2010
1	Water cooler	Room V104	IDOC	8/12/2010
1	Welder, Miller Thunder Bolt	Room V104	IDOC	8/12/2010
1	Bench, Work	Room V104A	IDOC	8/12/2010
1	Bench, Work	Room V104A	IDOC	8/12/2010
1	Cabinet, Hutch 2 door 3 shelf	Room V104A	IDOC	8/12/2010
2	Chair, Arm Padded Highback Rolling	Room V104A	IDOC	8/12/2010
4	Chair, Arm Padded Slide	Room V104A	IDOC	8/12/2010
1	Chair, Padded Slide	Room V104A	IDOC	8/12/2010
1	Conditioner, Air Window	Room V104A	IDOC	8/12/2010
1	Desk double pedestal	Room V104A	IDOC	8/12/2010
1	Grinder 66000847	Room V104A	IDOC	8/12/2010
1	Grinder, Bench Hobart	Room V104A	IDOC	8/12/2010
1	Grinding Wheel	Room V104A	IDOC	8/12/2010
1	Metal Break	Room V104A	IDOC	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 41 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Phone single line	Room V104A	IDOC	8/12/2010
1	Refrigerator Frigidaire	Room V104A	IDOC	8/12/2010
1	Sander {Band}	Room V104A	IDOC	8/12/2010
1	Table Round 4'	Room V104A	IDOC	8/12/2010
1	Table square 3'	Room V104A	IDOC	8/12/2010
1	Welder, Miller Matic 185/w Cart,	Room V104A	IDOC	8/12/2010
2	Cabinet, File 4 Drawer Metal	Room V106	Available	8/12/2010
1	Chair, Plastic Stack	Room V106	Available	8/12/2010
1	Bench, Seat Wood Liars	Room V107	Available	8/12/2010
3	Board, Dry Erase 10'	Room V107	Available	8/12/2010
5	Board, Dry erase White 9'x4'	Room V107	Available	8/12/2010
1	Bookcase, Metal	Room V107	Available	8/12/2010
9	Bookcase, Wood	Room V107	Available	8/12/2010
2	Cabinet, File 2 drawer metal	Room V107	Available	8/12/2010
1	Cabinet, File 4 drawer Cabinet, metal	Room V107	Available	8/12/2010
2	Cabinet, Storage 1 door metal	Room V107	Available	8/12/2010
3	Cabinet, Storage 2 door metal	Room V107	Available	8/12/2010
1	Cabinet, Storage 5 shelf 2 door	Room V107	Available	8/12/2010
3	Cabinet, utility board locking alum.	Room V107	Available	8/12/2010
3	Chair, Arm Padded Highback Rolling	Room V107	Available	8/12/2010
8	Chair, Arm Padded Lowback Rolling	Room V107	Available	8/12/2010
6	Chair, Arm Padded Midback Rolling	Room V107	Available	8/12/2010
45	Chair, Arm Padded Slide	Room V107	Available	8/12/2010
117	Chair, Arm Plastic Stack	Room V107	Available	8/12/2010
4	Chair, Padded Plastic Stack	Room V107	Available	8/12/2010
45	Chair, Padded Slide	Room V107	Available	8/12/2010
8	Chair, Plastic Stack	Room V107	Available	8/12/2010
50	Chair, Plastic Stack	Room V107	Available	8/12/2010
7	Chair, Plastic/Chrome Stack	Room V107	Available	8/12/2010
1	Chair, Wood lazy	Room V107	Available	8/12/2010
1	Credenza , 4 drawer	Room V107	Available	8/12/2010
5	desk returns	Room V107	Available	8/12/2010
1	Desk single pedestal metal	Room V107	Available	8/12/2010
1	Desk single pedestal wood	Room V107	Available	8/12/2010
10	Desk Workstation	Room V107	Available	8/12/2010
5	Desk Workstation /2 door	Room V107	Available	8/12/2010
2	fans wall	Room V107	Available	8/12/2010
1	Hutch 2 door 5 shelf	Room V107	Available	8/12/2010
1	projector overhead	Room V107	Available	8/12/2010
7	rack wire chrome 4 shelf	Room V107	Available	8/12/2010
2	Rack, Coat 5'	Room V107	Available	8/12/2010
8	racks chrome wire shelves	Room V107	Available	8/12/2010
3	Table square round folding	Room V107	Available	8/12/2010
1	Table 5' folding	Room V107	Available	8/12/2010
1	Table 6' Folding	Room V107	Available	8/12/2010
1	Table 6'x4'	Room V107	Available	8/12/2010
2	Table card folding	Room V107	Available	8/12/2010
4	Table Rectangular folding	Room V107	Available	8/12/2010
4	tables square	Room V107	Available	8/12/2010
16	Trash Cans 33gal	Room V107	Available	8/12/2010
7	TV holders wall	Room V107	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 42 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
15	Water and Ice cooler Round	Room V107	Available	8/12/2010
1	Water cooler	Room V107	Available	8/12/2010
1	ladder 6 step roll around	Room V107	IDOC	8/12/2010
1	Bookcase, 2 shelf wood	Room V107B	IDOC	8/12/2010
4	Cabinet, File 4 drawer metal	Room V107B	IDOC	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room V107B	IDOC	8/12/2010
1	Chair, Padded Lowback Rolling	Room V107B	IDOC	8/12/2010
1	Chair, Padded Slide	Room V107B	IDOC	8/12/2010
9	Chair, Plastic Stack	Room V107B	IDOC	8/12/2010
1	Chair, Wood Slide	Room V107B	IDOC	8/12/2010
1	Conditioner, Air Window	Room V107B	IDOC	8/12/2010
1	desk / workstation	Room V107B	IDOC	8/12/2010
1	Fan pedestal	Room V107B	IDOC	8/12/2010
1	Handler, Air w/Condensor [ for shake down room]	Room V107B	IDOC	8/12/2010
1	Rack, wire Chrome 4 sheff	Room V107B	IDOC	8/12/2010
3	Table round wood 3'	Room V107B	IDOC	8/12/2010
2	Table square wood/metal 3'	Room V107B	IDOC	8/12/2010
1	Trash Can 35gal	Room V107B	IDOC	8/12/2010
6	Chair, Arm Padded Slide	Room V108	Available	8/12/2010
3	Chair, Arm Padded Stack	Room V108	Available	8/12/2010
9	Chair, Padded Plastic Stack	Room V108	Available	8/12/2010
3	Chair, Padded Slide	Room V108	Available	8/12/2010
1	Chair, Plastic Stack	Room V108	Available	8/12/2010
30	Chair, Plastic/Chrome Stack	Room V108	Available	8/12/2010
1	Credenza 4 door wood	Room V108	Available	8/12/2010
1	Lockers token 10 Door	Room V108	Available	8/12/2010
2	Lockers token 15 Door	Room V108	Available	8/12/2010
1	Rack, Coat 5'	Room V108	Available	8/12/2010
1	Table Folding Table 4'	Room V108	Available	8/12/2010
1	Table folding 5'	Room V108	Available	8/12/2010
5	Table Round 3'	Room V108	Available	8/12/2010
6	Table Round 4'	Room V108	Available	8/12/2010
4	Table square 3'	Room V108	Available	8/12/2010
13	Table square 4'	Room V108	Available	8/12/2010
1	Trash Cans 100 gal	Room V108	Available	8/12/2010
2	Trash Cans 55gal	Room V108	Available	8/12/2010
1	Water cooler	Room V108	Available	8/12/2010
1	Handler, Air w/Condensor	Room V108	IDOC	8/12/2010
1	Phone single line	Room V202A	Available	8/12/2010
1	TV 13"/ VCR RCA	Room V202A	Available	8/12/2010
1	Cabinet, File 4 drawer	Room V203	Available	8/12/2010
1	Cabinet, Storage 2 door storage metal	Room V203	Available	8/12/2010
1	Cart, Wire Chrome 4 shelf	Room V203	Available	8/12/2010
1	Chair, Arm Padded Lowback Rolling	Room V203	Available	8/12/2010
1	Chair, Arm Padded Slide	Room V203	Available	8/12/2010
1	Chair, Padded Slide	Room V203	Available	8/12/2010
1	Couch 3 seat	Room V203	Available	8/12/2010
1	Desk Double pedestal	Room V203	Available	8/12/2010
1	Phone single line	Room V203	Available	8/12/2010
1	Table 5' Wood	Room V203	Available	8/12/2010
1	Table 6' Folding	Room V203	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 43 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Table 6' Wood	Room V203	Available	8/12/2010
1	Board, Dry erase White 6'	Room V203C	Available	8/12/2010
1	Cabinet, File 4 drawer	Room V203C	Available	8/12/2010
2	Cabinet, File 4 drawer metal	Room V203C	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room V203C	Available	8/12/2010
1	Chair, Padded Slide	Room V203C	Available	8/12/2010
1	Desk double pedestal wood	Room V203C	Available	8/12/2010
1	Laundry Cart,	Room V203C	Available	8/12/2010
2	mop bucket w/ ringer	Room V203C	Available	8/12/2010
1	Shelf 9 shelf metal	Room V203C	Available	8/12/2010
1	Stool step	Room V203C	Available	8/12/2010
1	water cooler	Room V203C	Available	8/12/2010
1	Handler, Air w/Condensor	Room V203C	IDOC	8/12/2010
1	Cabinet, File 2 drawer	Room V204	Available	8/12/2010
2	Cabinet, File 4 drawer	Room V204	Available	8/12/2010
1	Cabinet, Storage wood	Room V204	Available	8/12/2010
1	Chair, Arm Padded	Room V204	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room V204	Available	8/12/2010
2	Desk double pedestal w/ double return	Room V204	Available	8/12/2010
1	Desk w/ return	Room V204	Available	8/12/2010
1	Playset plastic Little tykes	Room V204	Available	8/12/2010
1	Typewriter Nikimia	Room V204	Available	8/12/2010
1	Binder, Paper Presentation IBI matic	Room V204A	Available	8/12/2010
1	Board, Dry Erase 10'	Room V204A	Available	8/12/2010
1	Bookcase, 5 shelf	Room V204A	Available	8/12/2010
1	Cabinet, File 2 drawer lateral	Room V204A	Available	8/12/2010
1	Cabinet, File 4 drawer lateral	Room V204A	Available	8/12/2010
1	Cabinet, Storage 2 door 2 shelf	Room V204A	Available	8/12/2010
1	Cabinet, Storage 2 door 7 shelf metal	Room V204A	Available	8/12/2010
1	Calculator	Room V204A	Available	8/12/2010
1	Chair, Arm Padded Slide	Room V204A	Available	8/12/2010
1	Desk single pedestal w/return	Room V204A	Available	8/12/2010
2	Lockers 1 door	Room V204A	Available	8/12/2010
5	Microscopes	Room V204A	Available	8/12/2010
1	Phone single line	Room V204A	Available	8/12/2010
1	projector overhead	Room V204A	Available	8/12/2010
2	Shelf wire chrome/ w4 shelf	Room V204A	Available	8/12/2010
1	Stool bar	Room V204A	Available	8/12/2010
1	Handler, Air w/Condensor	Room V204A	IDOC	8/12/2010
1	monitor	Room V204A	Undecided	8/12/2010
7	Chair, Plastic Stack	Room V205A	Available	8/12/2010
1	rack 4 shelf metal	Room V205A	Available	8/12/2010
2	rack 4 shelf metal	Room V205A	Available	8/12/2010
1	Rack double clothing 2 high	Room V205A	Available	8/12/2010
1	rack wire 4 shelf / roll around	Room V205A	Available	8/12/2010
2	rack wire chrome 4 shelf	Room V205A	Available	8/12/2010
2	sewing machine Kenmore	Room V205A	Available	8/12/2010
1	table 6'x3' folding	Room V205A	Available	8/12/2010
1	table short folding 8'	Room V205A	Available	8/12/2010
1	table square 3'	Room V205A	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room V205B	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 44 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Chair, Arm Padded Lowback Rolling	Room V205B	Available	8/12/2010
1	Chair, Padded Slide	Room V205B	Available	8/12/2010
1	Chair, Padded Slide	Room V205B	Available	8/12/2010
1	Chair, Plastic Stack	Room V205B	Available	8/12/2010
1	Desk double pedestal wood	Room V205B	Available	8/12/2010
1	Hutch small metal	Room V205B	Available	8/12/2010
4	Rack wire chrome 3 shelf	Room V205B	Available	8/12/2010
1	Rack wire chrome 3 shelf rolling	Room V205B	Available	8/12/2010
1	Table 6x3 wood	Room V205B	Available	8/12/2010
1	Table adjustable 6'	Room V205B	Available	8/12/2010
1	Table conference oval 12' wood	Room V205B	Available	8/12/2010
1	Trash can 55 gal	Room V205B	Available	8/12/2010
1	Handler, Air w/Condensor	Room V205B	IDOC	8/12/2010
1	Cabinet, File 4 drawer metal	Room V205C	Available	8/12/2010
1	Cabinet, Storage 2 door 4 shelf metal	Room V205C	Available	8/12/2010
1	Calculator	Room V205C	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room V205C	Available	8/12/2010
1	Chair, Arm Padded Slide	Room V205C	Available	8/12/2010
1	Chair, Plastic Stack	Room V205C	Available	8/12/2010
1	Chair, Wheel Handicap	Room V205C	Available	8/12/2010
1	Chest, 4 drawer Wood	Room V205C	Available	8/12/2010
1	Desk Double pedestal Metal	Room V205C	Available	8/12/2010
1	Phone single line	Room V205C	Available	8/12/2010
1	Rack wire chrome 3-shelf	Room V205C	Available	8/12/2010
1	Refrigerator Roper	Room V205C	Available	8/12/2010
1	Table 5' wood	Room V205C	Available	8/12/2010
1	copier sharp / with base AR205 6605145	Room V205C	IDOC	8/12/2010
1	Monitor	Room V205C	Undecided	8/12/2010
1	Printer H/P 2200dn	Room V205C	Undecided	8/12/2010
1	Rack, Coat 5'	Room V205D	Available	8/12/2010
10	Racking 9'long 9' high metal/wood	Room V205D	Available	8/12/2010
3	Racks wire chrome 4 shelf	Room V205D	Available	8/12/2010
2	Cabinet, Storage 2 door 5 shelf wood	Room V206	Available	8/12/2010
1	Chair, Padded Slide	Room V206	Available	8/12/2010
4	Chair, Plastic Stack	Room V206	Available	8/12/2010
1	Chair, Plastic/Chrome Stack	Room V206	Available	8/12/2010
1	Fan pedestal	Room V206	Available	8/12/2010
1	Hutch 4 door 4 shelf wood	Room V206	Available	8/12/2010
1	Laundry Cart,	Room V206	Available	8/12/2010
1	rack clothing 2x4	Room V206	Available	8/12/2010
1	rack misc.	Room V206	Available	8/12/2010
7	Racks wire chrome 4 shelf	Room V206	Available	8/12/2010
1	Shelving double sided wood	Room V206	Available	8/12/2010
2	Stools foot	Room V206	Available	8/12/2010
1	table folding 8'	Room V206	Available	8/12/2010
1	Chair, Arm Padded Highback Rolling	Room V206A	Available	8/12/2010
1	Chair, Rocker Padded Wood	Room V206A	Available	8/12/2010
1	Credenza 4 door 2 shelf	Room V206A	Available	8/12/2010
1	Stereo turn table 2 large 2 small speakers Quasar	Room V206A	Available	8/12/2010
1	Table square 3'	Room V206A	Available	8/12/2010
2	Tables 5' wood	Room V206A	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 45 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	water cooler	Room V206A	Available	8/12/2010
1	Chair, Padded Slide	School Basement	Available	8/12/2010
1	Fan pedestal	School Basement	Available	8/12/2010
1	water cooler	School Basement	Available	8/12/2010
1	Compressor, Air speedier	School Basement	IDOC	8/12/2010
1	Board, Dry Erase White 6x4	School Room E 101	Available	8/12/2010
1	Cabinet, File 4 drawer metal	School Room E 101	Available	8/12/2010
1	Cabinet, Storage 2 door wood 5 shelf	School Room E 101	Available	8/12/2010
1	Cabinet, Storage Folding 6x8	School Room E 101	Available	8/12/2010
1	Cart, Flat Bed 4 wheel 3x5	School Room E 101	Available	8/12/2010
1	Mannequin	School Room E 101	Available	8/12/2010
1	Projector slide Kodak 69002302	School Room E 101	Available	8/12/2010
1	Router SN 0417098120E	School Room E 101	Available	8/12/2010
1	Skeleton	School Room E 101	Available	8/12/2010
1	Table /workstation/ metal/wood	School Room E 101	Available	8/12/2010
1	Table Folding 6x8	School Room E 101	Available	8/12/2010
1	Table typing roll around	School Room E 101	Available	8/12/2010
1	TV video stand	School Room E 101	Available	8/12/2010
1	VCR Emerson SN U11275980	School Room E 101	Available	8/12/2010
2	World Globes	School Room E 101	Available	8/12/2010
1	CPU monitor keyboard mouse 0028291201	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028612831	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028642831	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028642850	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028642890	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028644284	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028646281	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028646282	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028646290	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028646292	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028646294	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028646923	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028713482	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0028713483	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 0029120170	School Room E 101	Undecided	8/12/2010
1	CPU monitor keyboard mouse 2UA420BB4	School Room E 101	Undecided	8/12/2010
1	Printer HP C6490A	School Room E 101	Undecided	8/12/2010
1	Cabinet, File 2 drawer	School Room E 103	Available	8/12/2010
1	Cabinet, Storage 2 door	School Room E 103	Available	8/12/2010
1	Desk Double pedestal Metal	School Room E 103	Available	8/12/2010
1	Desk single pedestal wood	School Room E 103	Available	8/12/2010
2	Mop bucket w/ ringer	School Room E 103	Available	8/12/2010
2	ringers	School Room E 103	Available	8/12/2010
2	Table wood 6x3	School Room E 103	Available	8/12/2010
1	Table wood/ metal 5x3	School Room E 103	Available	8/12/2010
1	TV Cart,	School Room E 103	Available	8/12/2010
1	monitor	School Room E 103	Undecided	8/12/2010
3	Board, Dry Erase 3 leg Easel	School Room E102	Available	8/12/2010
1	Board, Dry Erase 8x4	School Room E102	Available	8/12/2010
1	Cabinet, File 4 drawer metal	School Room E102	Available	8/12/2010
10	Cabinet, File 4 drawer metal	School Room E102	Available	8/12/2010



IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 46 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
26	Cabinet, File single Drawer	School Room E102	Available	8/12/2010
1	Cabinet, Storage 2 Drawer 3 shelf wood	School Room E102	Available	8/12/2010
2	Desk Double pedestal wood	School Room E102	Available	8/12/2010
1	Phone single line	School Room E102	Available	8/12/2010
45	Student desk w/ Chair,	School Room E102	Available	8/12/2010
1	TV Cart,	School Room E102	Available	8/12/2010
1	Monitor Dell	School Room E102	Undecided	8/12/2010
1	Board, Dry Erase 4x8	School Room E104	Available	8/12/2010
1	Cabinet, File 4 drawer metal	School Room E104	Available	8/12/2010
1	Cabinet, Storage 2 shelf metal	School Room E104	Available	8/12/2010
4	Chair, Arm Padded Highback Rolling	School Room E104	Available	8/12/2010
5	Chair, Arm Padded Midback Rolling	School Room E104	Available	8/12/2010
20	Chair, Arm Padded Slide	School Room E104	Available	8/12/2010
15	Chair, Arm Plastic Stack	School Room E104	Available	8/12/2010
21	Chair, Padded Slide	School Room E104	Available	8/12/2010
10	Chair, Padded Wood Slide	School Room E104	Available	8/12/2010
32	Chair, Plastic/Chrome Stack	School Room E104	Available	8/12/2010
1	projector overhead	School Room E104	Available	8/12/2010
1	table wood 4x3.	School Room E104	Available	8/12/2010
1	TV Goldstar	School Room E104	Available	8/12/2010
2	TV Cart, s	School Room E104	Available	8/12/2010
1	Cabinet, File 5 Drawer metal	School Room E105	Available	8/12/2010
1	Chimes, School SN 702A2105	School Room E105	Available	8/12/2010
1	Cleaner, Vacuum Hoover	School Room E105	Available	8/12/2010
1	Desk Double Pedestal wood	School Room E105	Available	8/12/2010
1	Table folding 5'	School Room E105	Available	8/12/2010
1	trash can 35 gal	School Room E105	Available	8/12/2010
1	CPU SN 830581VKCMGA IBM	School Room E105	Undecided	8/12/2010
1	infows Laptop overhead projector interface	School Room E105	Undecided	8/12/2010
1	Monitor keyboard , mouse	School Room E105	Undecided	8/12/2010
2	Monitors	School Room E105	Undecided	8/12/2010
1	Projector Sanyo 66005331	School Room E105	Undecided	8/12/2010
3	Tripods for video equipment ED Lampe??????????	School Room E105	Undecided	8/12/2010
1	VCR Camera Video Camera: 66003559	School Room E105	Undecided	8/12/2010
1	Bookcase, 3 shelf Wood	School Room E105A	Available	8/12/2010
1	Chair, Arm Padded Rolling	School Room E105A	Available	8/12/2010
1	Chair, Arm Padded Slide	School Room E105A	Available	8/12/2010
1	Chair, Padded Plastic/Chrome Stack	School Room E105A	Available	8/12/2010
1	Flashlight rechargeable wall mount	School Room E105A	Available	8/12/2010
1	TV Cart,	School Room E105A	Available	8/12/2010
1	XL gloves vinyl 1 case	School Room E105A	Available	8/12/2010
1	Monitor Dell	School Room E105A	Undecided	8/12/2010
1	Printer HP 5740	School Room E105A	Undecided	8/12/2010
1	Scanner HP 3400C 66005153	School Room E105A	Undecided	8/12/2010
1	VCR Camera optimas 66005160	School Room E105A	Undecided	8/12/2010
1	VCR Camera Realistic 66003558	School Room E105A	Undecided	8/12/2010
1	VCR Mini Tape	School Room E105A	Undecided	8/12/2010
1	Video Camera Sony 66005073	School Room E105A	Undecided	8/12/2010
1	Cabinet, File 2 drawer metal	School Room E105B	Available	8/12/2010
1	Cabinet, File 4 drawer metal	School Room E105B	Available	8/12/2010
3	Chair, Arm Padded Slide	School Room E105B	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 47 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Chair, Padded Midback Rolling	School Room E105B	Available	8/12/2010
1	Chair, Padded Slide	School Room E105B	Available	8/12/2010
1	Desk L Shaped wood	School Room E105B	Available	8/12/2010
1	Phone Multi line	School Room E105B	Available	8/12/2010
1	Monitor Dell	School Room E105B	Undecided	8/12/2010
2	Cabinet, File 4 Drawer metal	School Room E105C	Available	8/12/2010
2	Chair, Padded Plastic/Chrome Stack	School Room E105C	Available	8/12/2010
1	Desk L Shaped wood	School Room E105C	Available	8/12/2010
1	Phone Multi line	School Room E105C	Available	8/12/2010
1	Cabinet, File 4 drawer metal	School Room E105D	Available	8/12/2010
1	Cabinet, Storage 2 door metal	School Room E105D	Available	8/12/2010
1	Chair, Arm Padded Slide	School Room E105D	Available	8/12/2010
1	Chair, Padded Midback Rolling	School Room E105D	Available	8/12/2010
1	Desk L Shaped wood	School Room E105D	Available	8/12/2010
1	Desk single pedestal	School Room E105D	Available	8/12/2010
1	Phone Multi line	School Room E105D	Available	8/12/2010
1	TV Cart,	School Room E105D	Available	8/12/2010
1	monitor dell	School Room E105D	Undecided	8/12/2010
1	Printer HP 4000	School Room E105D	Undecided	8/12/2010
1	Fax, Sharp FO-4700	School Room E105E	Available	8/12/2010
1	Phone single line	School Room E105E	Available	8/12/2010
1	Sorter, wood wall 25 slot	School Room E105E	Available	8/12/2010
1	Table Telephone Stand	School Room E105E	Available	8/12/2010
1	Table wood 5'x2'	School Room E105E	Available	8/12/2010
1	Table, wood 8'x2'	School Room E105E	Available	8/12/2010
1	CPU Dell DL55241	School Room E105E	Undecided	8/12/2010
1	Monitor keyboard , mouse	School Room E105E	Undecided	8/12/2010
1	Scantron Scanmark EX2260	School Room E105E	Undecided	8/12/2010
1	Bookcase, 3 shelf Wood	School Room E105F	Available	8/12/2010
2	Cabinet, File 4 drawer lateral wood	School Room E105F	Available	8/12/2010
2	Cabinet, Storage 2 door 6 shelf wood	School Room E105F	Available	8/12/2010
1	Cabinet, Storage 2 door Metal	School Room E105F	Available	8/12/2010
1	Chair, Padded Highback Rolling	School Room E105F	Available	8/12/2010
3	Chair, Padded Slide	School Room E105F	Available	8/12/2010
1	Desk L Shaped double pedestal /wood	School Room E105F	Available	8/12/2010
2	Phone Multi line	School Room E105F	Available	8/12/2010
10	Phone single line	School Room E105F	Available	8/12/2010
1	projector overhead highland 1610	School Room E105F	Available	8/12/2010
1	Table folding wood 5'x3'	School Room E105F	Available	8/12/2010
1	TV	School Room E105F	Available	8/12/2010
1	TV Phillips 13" VCR combo	School Room E105F	Available	8/12/2010
1	printer HP 2200D	School Room E105F	Undecided	8/12/2010
1	Table wood 8x10	School Room E105G	Available	8/12/2010
1	Copier Cannon { Leased}	School Room E105G	IDOC	8/12/2010
2	Bookcase, 5 shelf Wood	School Room E106	Available	8/12/2010
1	Rack metal 5 shelf	School Room E106	Available	8/12/2010
1	Board, Dry Erase white 4x8	School Room E107	Available	8/12/2010
2	Bookcase, 2 shelf wood	School Room E107	Available	8/12/2010
2	Cabinet, File 4 drawer metal	School Room E107	Available	8/12/2010
1	Cabinet, File 5 drawer metal	School Room E107	Available	8/12/2010
1	Cabinet, Storage 2 door 4 shelf wood	School Room E107	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 48 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Cart, Book Double sided 3 shelf	School Room E107	Available	8/12/2010
1	Cart, typing	School Room E107	Available	8/12/2010
1	Cart, , Book Double sided 3 shelf	School Room E107	Available	8/12/2010
1	Desk /workstation	School Room E107	Available	8/12/2010
1	Desk Double pedestal wood	School Room E107	Available	8/12/2010
2	Table Folding 6x3	School Room E107	Available	8/12/2010
1	Table folding card	School Room E107	Available	8/12/2010
4	Tables trapezoid 8x4x4	School Room E107	Available	8/12/2010
1	TV Cart,	School Room E107	Available	8/12/2010
1	CPU monitor keyboard mouse 020501203	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 04DS01031	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 04DS01068	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 04DS01223	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 04DS01D13	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 08VS00411	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 08VS01316	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 09DS01230	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 09DS01316	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 89DS13300	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 99A04678US	School Room E107	Undecided	8/12/2010
1	CPU monitor keyboard mouse 99A04670U	School Room E107	Undecided	8/12/2010
1	Monitor	School Room E107	Undecided	8/12/2010
1	Calculator Victor 1560-4	School Room E108	Available	8/12/2010
1	Conditioner, Air Window	School Room E108	Available	8/12/2010
1	Table 4x4 metal / wood	School Room E108	Available	8/12/2010
1	typewriter Brothers	School Room E108	Available	8/12/2010
1	Typewriter Cannon 350 66003517	School Room E108	Available	8/12/2010
1	Typewriter Najjama	School Room E108	Available	8/12/2010
1	Monitor	School Room E108	Undecided	8/12/2010
5	Bench, Dining Seat Double Sided 4'	School Room E109	Available	8/12/2010
6	Bench, Dining Single Sided	School Room E109	Available	8/12/2010
2	Conditioner, Air Window	School Room E109	Available	8/12/2010
1	Fan mounted	School Room E109	Available	8/12/2010
1	Table folding plastic 8"	School Room E109	Available	8/12/2010
1	Table folding wood 8'	School Room E109	Available	8/12/2010
10	Table single Pedestal Dining Rectangular	School Room E109	Available	8/12/2010
4	Table single Pedestal Dining square	School Room E109	Available	8/12/2010
1	Table wood/ metal square 3'	School Room E109	Available	8/12/2010
1	Board, Dry Erase white 4'	School Room E110	Available	8/12/2010
1	Fry Deep Pito SNE04MA44753	School Room E110	Available	8/12/2010
1	Hood Vent Stainless Steel	School Room E110	Available	8/12/2010
1	Ice Machine 61300803	School Room E110	Available	8/12/2010
2	Lamp 3-light warming	School Room E110	Available	8/12/2010
1	Plate warming stainless steel Hatco Glo Ray SNB307379712	School Room E110	Available	8/12/2010
2	rack wire chrome 4 shelf	School Room E110	Available	8/12/2010
1	Rake wire chrome 4 shelf	School Room E110	Available	8/12/2010
1	Salad Bar Plastic Carlie Rolling	School Room E110	Available	8/12/2010
2	Shelf Stainless Steel 5'	School Room E110	Available	8/12/2010
1	Sink stainless Steel pot and pan 3 bay	School Room E110	Available	8/12/2010
1	Stainless Steel shelf 6'	School Room E110	Available	8/12/2010
1	Table Stainless steel 8'	School Room E110	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 49 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	Table Stainless steel w/ shelf	School Room E110	Available	8/12/2010
1	Board, Dry Erase 8x4 white	School Room E201	Available	8/12/2010
1	Bookcase, 3 shelf Wood	School Room E201	Available	8/12/2010
1	Bookcase, 5 shelf Wood	School Room E201	Available	8/12/2010
2	Cabinet, File 2 drawer metal	School Room E201	Available	8/12/2010
1	Cabinet, TV 2 Drawer	School Room E201	Available	8/12/2010
1	Cart, TV 3 shelf	School Room E201	Available	8/12/2010
1	Desk Double pedestal/ wood	School Room E201	Available	8/12/2010
1	Globe Earth	School Room E201	Available	8/12/2010
1	Phone single line	School Room E201	Available	8/12/2010
1	Rack coat tree	School Room E201	Available	8/12/2010
18	Student desk w/ Chair,	School Room E201	Available	8/12/2010
1	Table wood 5x2	School Room E201	Available	8/12/2010
1	TV Magnavox 13"	School Room E201	Available	8/12/2010
1	Monitor HP	School Room E201	Undecided	8/12/2010
1	Cabinet, File 4 drawer lateral wood	School Room E201A	Available	8/12/2010
1	Cabinet, File 4 drawer metal	School Room E201A	Available	8/12/2010
1	Desk Double pedestal	School Room E201A	Available	8/12/2010
1	CPU monitor keyboard mouse DV59B31	School Room E201A	Undecided	8/12/2010
1	Bench, Work 1 Drawer 2 Door/slide mobile	School Room E202	Available	8/12/2010
3	Board, Dry Erase 8x4	School Room E202	Available	8/12/2010
1	Cabinet, File 2 door lateral	School Room E202	Available	8/12/2010
1	Cabinet, File 2 drawer metal	School Room E202	Available	8/12/2010
2	Cabinet, Storage 2 door 6 shelf wood	School Room E202	Available	8/12/2010
1	Desk single pedestal w/ return	School Room E202	Available	8/12/2010
16	Student desk w/ Chair,	School Room E202	Available	8/12/2010
1	Monitor Dell	School Room E202	Undecided	8/12/2010
1	Board, Dry Erase 8x4 white	School Room E203	Available	8/12/2010
2	Cabinet, Storage 2 door 6 shelf wood	School Room E203	Available	8/12/2010
3	Chair, Arm Padded Slide	School Room E203	Available	8/12/2010
1	Chair, Padded Slide	School Room E203	Available	8/12/2010
26	Student desk w/ Chair,	School Room E203	Available	8/12/2010
1	TV Cart,	School Room E203	Available	8/12/2010
1	VCR Emerson	School Room E203	Available	8/12/2010
2	Cabinet, File 2 drawer metal	School Room E205	Available	8/12/2010
1	Cabinet, File 2 drawer metal	School Room E205	Available	8/12/2010
1	Cabinet, File 4 Drawer metal	School Room E205	Available	8/12/2010
1	Cabinet, Storage 2 door 6 shelf wood	School Room E205	Available	8/12/2010
3	Cart, TV	School Room E205	Available	8/12/2010
1	desk double pedestal	School Room E205	Available	8/12/2010
1	desk roll computer	School Room E205	Available	8/12/2010
1	Desk/ return	School Room E205	Available	8/12/2010
1	Display, Chalk Board Reversible w/ stand 5x3	School Room E205	Available	8/12/2010
1	microscope mondux 61325	School Room E205	Available	8/12/2010
1	Phone single line	School Room E205	Available	8/12/2010
1	Scale ohaus metric	School Room E205	Available	8/12/2010
7	Student desk w/ Chair,	School Room E205	Available	8/12/2010
17	Student desk w/ Chair,	School Room E205	Available	8/12/2010
1	Table wood 4x2	School Room E205	Available	8/12/2010
1	Trash Can 55 gal	School Room E205	Available	8/12/2010
2	TV 19' RCA	School Room E205	Available	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 50 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
2	TV Cart, s	School Room E205	Available	8/12/2010
1	TV Quasar VCR combo 19"	School Room E205	Available	8/12/2010
1	TV Samsung 13"	School Room E205	Available	8/12/2010
1	TV Sanyo 13"	School Room E205	Available	8/12/2010
1	TV Sylvania 19"	School Room E205	Available	8/12/2010
1	VCR Memorex	School Room E205	Available	8/12/2010
1	water cooler	School Room E205	Available	8/12/2010
1	Screen projector pull down wall mount	School Room E207	Available	8/12/2010
1	water cooler	School Room E207	Available	8/12/2010
1	Monitor	School Room E207	Undecided	8/12/2010
1	Cabinet, File 4 drawer metal	School Room E208	Available	8/12/2010
1	Cabinet, Storage 2 door 6 shelf wood	School Room E208	Available	8/12/2010
1	Conditioner, Air Window	School Room E208	Available	8/12/2010
1	Credenza 2 door 4 shelf	School Room E208	Available	8/12/2010
1	Desk Double pedestal wood	School Room E208	Available	8/12/2010
1	Stool, Bar	School Room E208	Available	8/12/2010
6	Table wood 6x3	School Room E208	Available	8/12/2010
2	Table wood/metal 4x2	School Room E208	Available	8/12/2010
1	CPU monitor keyboard mouse 11DC00788	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00793	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00800	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00803	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00805	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00812	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00815	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00817	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00820	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00822	School Room E208	Undecided	8/12/2010
1	CPU monitor keyboard mouse 11DC00823	School Room E208	Undecided	8/12/2010
1	printer HP 5150	School Room E208	Undecided	8/12/2010
1	Board, Dry Erase 8x4	School Room E209	Available	8/12/2010
2	Cabinet, File 2 drawer lateral wood	School Room E209	Available	8/12/2010
2	Cabinet, File 4 drawer lateral wood	School Room E209	Available	8/12/2010
2	Cabinet, Storage 2 door 5 shelf wood	School Room E209	Available	8/12/2010
1	Desk Double Pedestal	School Room E209	Available	8/12/2010
32	Student desk w/ Chair,	School Room E209	Available	8/12/2010
1	Cabinet, File 4 drawer metal	School Room E210	Available	8/12/2010
1	Cabinet, Storage 2 door 6 shelf wood	School Room E210	Available	8/12/2010
1	Chair, Arm Padded Lowback Rolling	School Room E210	Available	8/12/2010
1	Chair, Arm Padded Midback Rolling	School Room E210	Available	8/12/2010
1	Chair, Plastic/Chrome Stack	School Room E210	Available	8/12/2010
1	Desk Double Pedestal wood	School Room E210	Available	8/12/2010
2	Door, Accordion Doors 7x10	School Room E210	Available	8/12/2010
1	Printer stand 3 shelf	School Room E210	Available	8/12/2010
1	Screen projector pull down wall mount	School Room E210	Available	8/12/2010
1	Table conference wood metal 8'	School Room E210	Available	8/12/2010
2	Table wood 4x3	School Room E210	Available	8/12/2010
3	Table wood 6'	School Room E210	Available	8/12/2010
1	Workstation rolling for computer	School Room E210	Available	8/12/2010
1	CPU NEC 23510757	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS03066868 66002350	School Room E210	Undecided	8/12/2010

IDOC-SHORT TERM OFFENDER PROGRAM FACILITY  
NON-FIXED ASSET LISTING

EXHIBIT C  
PAGE 51 OF 52

QUANTITY	ITEM	LOCATION	STATUS*	DATE IDENTIFIED
1	CPU, NEC SL TGNS03700202 23507235	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS03700857 23907374	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS03700873 23507165	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS03700880 23507293	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS03700914	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS03700977 BMW 1168	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS0377859	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS03804827	School Room E210	Undecided	8/12/2010
1	CPU, NEC SL TGNS04301039	School Room E210	Undecided	8/12/2010
1	Monitor Gateway	School Room E210	Undecided	8/12/2010
1	Monitor Gateway	School Room E210	Undecided	8/12/2010
1	Monitor Nec	School Room E210	Undecided	8/12/2010
1	Server ASUS	School Room E210	Undecided	8/12/2010
1	snow plow w/ motor	Slaughter House	IDOC	8/12/2010
1	Tool chest / for truck	Slaughter House	IDOC	8/12/2010
1	Wench / tripod mounted	Slaughter House	IDOC	8/12/2010
1	Bookcase, 3 shelf 6'	Tool Crib Office	Available	8/12/2010
1	Cabinet, File 2 drawer metal	Tool Crib Office	Available	8/12/2010
1	Cabinet, File 4 Drawer metal	Tool Crib Office	Available	8/12/2010
2	Chair, Arm Padded Highback Rolling	Tool Crib Office	Available	8/12/2010
1	Chair, Padded Slide	Tool Crib Office	Available	8/12/2010
1	Chest, tool 5 Drawer 1 door	Tool Crib Office	Available	8/12/2010
2	Chest, tool Snap On	Tool Crib Office	Available	8/12/2010
1	desk double pedestal w/ metal overhead	Tool Crib Office	Available	8/12/2010
1	desk Double pedestal wood	Tool Crib Office	Available	8/12/2010
1	Flashlight rechargeable	Tool Crib Office	Available	8/12/2010
5	Gloves XL vinyl 5 Cases	Tool Crib Office	Available	8/12/2010
1	mop bucket w/ ringer	Tool Crib Office	Available	8/12/2010
1	Phone Cordless	Tool Crib Office	Available	8/12/2010
1	Phone single line	Tool Crib Office	Available	8/12/2010
1	Refrigerator Frigidaire	Tool Crib Office	Available	8/12/2010
1	sink stainless steel double	Tool Crib Office	Available	8/12/2010
2	Trash Can 35 gal	Tool Crib Office	Available	8/12/2010
4	Trash Can 55 gal	Tool Crib Office	Available	8/12/2010
1	water cooler	Tool Crib Office	Available	8/12/2010
1	Conditioner, Air Window	Tool Crib Office	IDOC	8/12/2010
1	step ladder 10" fiberglass	Tool Crib Office	IDOC	8/12/2010
4	step ladder 12" fiberglass	Tool Crib Office	IDOC	8/12/2010
1	Step ladder 3 step fiberglass	Tool Crib Office	IDOC	8/12/2010
1	Step ladder 3 step fiberglass	Tool Crib Office	IDOC	8/12/2010
1	Step ladder 3 step fiberglass	Tool Crib Office	IDOC	8/12/2010
1	Step Ladder 3 step w/platform metal	Tool Crib Office	IDOC	8/12/2010
4	step ladder 6" fiberglass	Tool Crib Office	IDOC	8/12/2010
4	step ladder 8" fiberglass	Tool Crib Office	IDOC	8/12/2010
1	CPU SN SYPF1591	Tool Crib Office	Undecided	8/12/2010
1	monitor dell	Tool Crib Office	Undecided	8/12/2010
1	Monitor keyboard , mouse	Tool Crib Office	Undecided	8/12/2010
1	Printer HP 80C	Tool Crib Office	Undecided	8/12/2010
2	Printer HP 2000 DN	Tool Crib Office	Undecided	8/12/2010
1	Cabinet, File 4 drawer / metal	Water Treatment	IDOC	8/12/2010
2	Cabinet, Storage 2 door 5 shelf metal	Water Treatment	IDOC	8/12/2010



3. Administration: The Contractor shall be a public or private legal entity or part of a legal entity, and shall make immediate notification to the State if status should change during the contracted term.

3.1 The Contractor shall establish a Community Advisory Committee comprised of local community business leaders, local community organizations, and facility representatives, within thirty (30) calendar days of contract execution.

3.1.1 The Contractor shall notify the State, in writing, of all scheduled Community Advisory Committee meetings, to allow for State representation and participation, at a minimum of thirty (30) days in advance of the scheduled meeting. Written notification shall include date, time, location, and agenda.

3.1.2 The Contractor shall document, in writing within ten (10) days following the meeting, all Community Advisory Committee meeting minutes.

3.1.3 The Contractor shall solicit community involvement in writing, and track all proposal and/or in process projects.

3.2 Upon selection, prior to appointment, of the facility Superintendent, the Contractor shall submit in writing the name and qualifications of the individual being presented to the State for approval.

3.2.1 The Contractor shall ensure, for the duration of this contract, that the facility Superintendent meets the minimum State requirements for the position.

3.3 The Contractor shall submit a copy of recommended policy and procedure manual(s) to the State at a minimum of thirty (30) days prior to anticipated facility transition.

3.4 The Contractor shall submit a copy of recommended policy and procedure manual additions, amendments, or modifications to the State at a minimum of thirty (30) calendar days prior to anticipated facility implementation.

3.5 The Contractor shall submit in writing to the State, within ten (10) calendar days of receipt by the Contractor, any new litigation filings, related documents, (i.e., lawsuits, responses, settlements, etc.) affecting the operation and/or management of the facility.

4. Fiscal Management: The Contractor shall prepare an annual written budget that is approved by the appropriate governing authority.

4.1 On an annual basis, the Contractor shall submit in writing to the State, annual budget income and expenditure statements and an annual financial audit report prepared by an independent CPA firm. Documents shall be submitted within fifteen (15) calendar days from audit completion or receipt of findings by the Contractor.



PERFORMANCE MEASURES

1. Monitoring: At the State's discretion, the State will monitor the Contractor's performance to ensure compliance in accordance with all contract provisions and applicable Department, State, and Federal written policy, procedure, instructions, guidelines, court orders, codes, laws, rules, and regulations.

1.1 For the duration of this contract, the Contractor shall, via its assigned Superintendent, ensure routine monitoring of service delivered, to include monitoring of subcontracted services. Such monitoring activities shall include documenting noted deficiencies and requesting corrective action to ensure that, at least, the minimum service requirements specified by this Contract are met.

1.2 For the duration of this contract, the State shall conduct inspections in accordance with established State procedures.

1.3 Special monitoring activities shall be conducted with timely notice to the Contractor. The Contractor's operations, program services, as well as records pertaining to this Contract may be included in special monitoring activities.

1.4 Routine, daily monitoring activities shall be conducted on-site by the State's Contract Compliance Monitor. The Contractor's operations, program services, as well as records pertaining to the contract may be included in monitoring activities.

1.5 The Contractor shall meet with the State's Contract Compliance Monitor at least once per week to discuss problems or issues relevant to the facility. The Contract Compliance Monitor shall document the meeting minutes, and submit documented reports in accordance with established procedures.

2. Statements of Minimum Requirements: American Correctional Association (ACA), Standards for Adult Correctional Institutions Fourth Edition accreditation.

2.1 The Contractor shall file a plan no later than six (6) months after transition to identify the process to achieve ACA accreditation.

2.2 Within eighteen (18) months after the start of the transition process will achieve ACA accreditation.

2.3 The Contractor will maintain ACA accredited status throughout the tenure of the Contract and any extensions.

PROPOSAL FOR

INDIANA  
DEPARTMENT OF  
CORRECTIONS

*Thinking For A Change  
Academy*



*621 NW 53<sup>rd</sup> Street, Boca Raton, Florida 33487*

**OPTION 2: THINKING FOR A CHANGE ACADEMY**

GEO will develop an innovative T4C Academy using a therapeutic model to provide a facility totally immersed in the T4C program 24/7. Each inmate at the facility will complete the *Thinking For a Change* Program.

The *primary goal* of a Therapeutic Community (TC) is to *foster personal growth*. This is accomplished by changing an individual's life style through a community of concerned people working together to help themselves and each other.

The Therapeutic Community represents a highly structured environment with defined boundaries, both moral and ethical. It employs community imposed sanctions and penalties as well as earned advancement of status and privileges as part of the recovery and growth process. Thus, being part of something greater than oneself, is an important factor for facilitating positive growth.

People admitted to a Therapeutic Community are members, as in any family setting, not patients, as in an institution. These members play a significant role in managing the Therapeutic Community and acting as positive role models for others to emulate.

Members, as well as staff, act as facilitators/co-facilitators emphasizing personal responsibility for one's own life and for self-improvement. The members are supported by staff as well as being serviced, and there is a sharing of meaningful labor so that there is a true investment in the community.

Peer pressure is often the catalyst that converts criticism and personal insight into positive change. High expectations and high commitment from both members and staff support this positive change. Insight into one's problems is gained through group and individual interaction, but learning through experience, failing and succeeding, and experiencing the consequences, is considered to be the most potent influence towards achieving lasting change.

The *Community* emphasizes the integration of an individual within this community, and the progress is measured within the context of the community against that community's expectations. It is this community, along with the individual, that accomplishes the process of positive change in the member. The tension created between the individual, and this community eventually resolves in favor of the individual, and this transition is taken as an important measure of readiness to move toward integration into the larger society.

Authority is both horizontal and vertical, encouraging the concepts of sharing responsibility, and supporting the process of participating in decision making when this is feasible and consistent with the philosophy and objectives of the Therapeutic Community.

Typically, the Therapeutic Community is designed for addiction treatment. In this model, the TC will focus on the development of cognitive skills through the T4C program.

As mentioned earlier, all staff members who have contact with the inmates will receive twenty-four (24) hours of T4C training so they are familiar with the goals and objectives of the program as well as the structure and disciplinary procedures.

The instructor/facilitators will be fully trained using NIC's thirty-two (32) hour training program plus eight hours of therapeutic community training. GEO will add 4 additional FTE's to the facility staffing plan (designed for the 492 inmate level) – coupled with all staff who have direct access to the inmate population bringing about the T4C Academy.

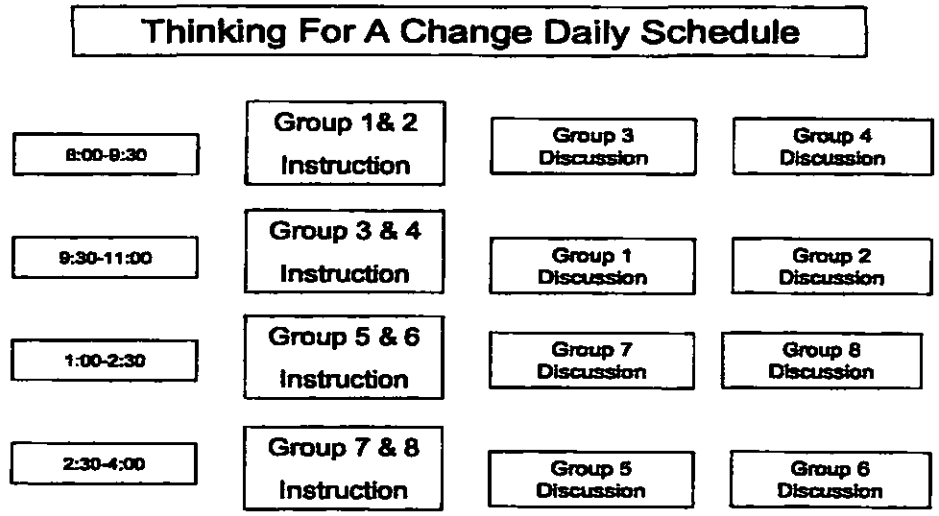
#### **METHODOLOGY:**

Upon admission to the facility, each inmate will be assigned to a housing unit where he will undergo a brief orientation to the T4C program, explaining the goals, structure, and expectations. As soon as possible (within 5 days), the inmate will be assigned to a small group through which basic instruction in *Thinking For A Change* will begin.

Each Housing Unit will have T4C instructors (additional requested staff) who will lead the program. In addition, the Case Managers, Re-entry specialists, and housing officers will be

trained facilitators who will assist/facilitate in group discussions. T4C inmate graduates will also assist with homework and program support.

The goal will be to complete the program within 8 weeks. By completing three lessons each week this goal will be accomplished. A typical day is depicted below:



While Groups 1-4 are in class, Groups 5-8 are assigned to inmate work details and recreation.

GEO is pleased to present this innovative proposal to IDOC, believing it will become a national model in motivating offenders to change their thinking and to change their lives.

Per Diem as submitted based on Phase two (2) inmate capacity of 492:

Option 1 = 2.60 per inmate – per day

Option 2 = 1.25 per inmate – per day