

Office of Children Youth & Families
Bureau of Juvenile Justice Services

Statement of Work

Contracted Staffing – Juvenile Support Aide Position

I. Objective.

The Department of Human Services (“DHS” or “Department”), Bureau of Juvenile Justice Services (“BJJS”) is issuing this Invitation to Bid (“IFB”) to establish a multiple award agency contract for the Department to procure contracted staffing Juvenile Support Aides (“JSAs”) at the below facilities.

Facility Name	Facility Address
South Mountain Secure Treatment Unit (“SMSTU”)	10056 South Mountain Road, South Mountain, PA 17261
Loysville Youth Development Center (“LYDC”)	8 Opportunity Drive, Loysville, PA 17047
Southeast Youth Development Center (“SYDC”)	1212 Mokychic Drive, Building 12, Schwenksville, PA 19473
North Central Secure Treatment Unit (“NCSTU”)	36 Kirkbride Drive, Danville, PA 17821
North East Secure Treatment Unit (“NESTU”)	701 Sathers Drive, Pittston, PA 18640
Youth Forestry Camp #3 (“YFC #3”)	4534 Tar Kiln Road, James Creek, PA 16657

The Department will award an agency contract to qualified Contractors, who will then be able to submit quotes for staffing JSAs, as needed, at the listed facilities.

II. Background.

- A. All BJJS sites are residential treatment facilities that provide services to youth who have been adjudicated delinquent. All BJJS sites are secure except YFC#3 which is considered non-secure. Youth have been committed to the YDC/YFC system via court order and are between 13 and 20 years old. All youth in the BJJS sites are male except

for one program for female youth located at NCSTU. The BJJS sites operate 24 hours per day, 7 days per week, 365 days per year.

1. SMSTU, located in Franklin County, is a secure, residential treatment facility for males. Additional details are included in the attached **Appendix A, SMSTU BJJS Brochure.**
 2. LYDC, located in Perry County, is a secure, residential treatment facility for males. Additional details are included in the attached **Appendix B, LYDC BJJS Brochure.**
 3. NCSTU, located in Montour County, is a secure, residential treatment facility for males and females. Male and female youth are housed separately, and the programs do not interact. Additional details are included in the attached **Appendix C, NCSTU BJJS Brochure.**
 4. NESTU, located in Luzerne County, is a secure, residential treatment facility for males. Additional details are included in the attached **Appendix D, NESTU BJJS Brochure.**
 5. SYDC, located in Montgomery County, is a secure, residential treatment facility for males. Additional details are included in the attached **Appendix E, SYDC BJJS Brochure.**
 6. YFC#3, located in Huntingdon County, is a non-secure residential treatment facility for males. Additional details are included in the attached **Appendix F, YFC#3 BJJS Brochure.**
- B. POINTS OF CONTACT:** The selected Contractors shall identify a project manager (“Point of Contact”), who may be on- or off-site, and one alternate Point of Contact to serve as the project manager’s designee for this contract.

The BJJS site administrative points of contact for this contract will handle items such as communication with selected Contractors regarding scheduling and interviews, and are listed below:

1. SMSTU – Robert Lucko, Facility Director. Contact should be made via phone (717-788-1136) or email rlucko@pa.gov
2. LYDC – Lettie Truesdale, Facility Director. Contact should be made via phone (717-789-5533) or email ltruesdale@pa.gov.
3. NCSTU Boys’ Program – Al Maziekas, Facility Director. Contact should be made via phone (570-271-4759) or email amaziekas@pa.gov.
4. NCSTU Girls’ Program – Randell Swank, Facility Director. Contact should be made via phone (570-271-4705) or email raswank@pa.gov.
5. NESTU – Cody Feldmann, Facility Director. Contact should be made via phone (570-883-6848) or email cofeldmann@pa.gov.
6. SYDC – Richard Ennis, Facility Director. Contact should be made via phone (570.932.1105) or email riennis@pa.gov.
7. YFC3 – Jaime Rosser, Facility Director. Contact should be made via phone (814-658-4004) or email jrosser@pa.gov.

8. Contract Monitor – Marcellus Simmons, Human Services Representative. Contact should be made via email masimmons@pa.gov.

III. Term of Service.

The term of this service contract shall commence upon issuance of a contract to the selected Contractors (“Effective Date”) and shall expire five years after the Effective Date, unless terminated earlier pursuant to the terms of the Contract.

The Department will then issue a Request for Quote (“RFQ”) for staffing JSAs for any of the individual facilities listed above, as needed. A purchase order (“PO”) will be issued as a result of each RFQ for a period of one year, with the option to renew for a subsequent one-year period. At the time of each renewal, the Department and the selected Contractor may negotiate the PO unit price, not to exceed a maximum of 3% over the unit price in effect at the time of each renewal term. The term of the contract or PO may be extended by and at the sole option of the Commonwealth for up to 3 months upon the same terms and conditions where a continued need exists for the services of the selected Contractor and there has been no termination under the terms of the Contract or PO.

IV. Scope of Work.

A. Staffing.

DHS requires both full-time and part-time JSAs to fill three shifts at the BJJS sites for the duration of this contract. The number of JSAs needed by BJJS site are listed below; however, this number may increase or decrease during the term of the contract to meet the needs of the Commonwealth. The selected Contractor for a facility must fulfill the Commonwealth’s temporary needs for direct care staffing to serve as JSAs.

1. SMSTU – 20 to 25
2. LYDC – 30 to 35
3. NCSTU Boys – 15 to 20
4. NCSTU Girls – 10 to 15
5. NESTU – 25 to 35
6. YFC3 – 10 to 15
7. SYDC – 15 to 20

The JSA is an essential, non-professional role providing the care, custody, and supervision of adjudicated youth in the BJJS sites. Further information describing the role is included in the attached **Appendix G, Juvenile Justice Specialist Position**. The job title “Juvenile Justice Specialist” refers to Commonwealth employees performing the same duties. Referring to contracted staffing as JSAs gives the Department a way to differentiate between contracted and Commonwealth staff. The selected Contractor’s staffing must perform the job duties set forth in Appendix G.

These positions are considered essential in that they provide critical services to maintain the health and safety of the residents residing at the BJJS sites. Because of this designation, JSAs must be ready to report for their assigned shifts at their assigned location without delay or disruption. The BJJS sites continue to operate despite emergency or administrative closures that other Commonwealth offices may experience. This includes, but is not limited to, weather-related emergencies, and paid office closing for holidays.

BJJS utilizes a case management system called the Juvenile Justice Automated Case System (“JJACS”). JSAs must document incidents in JJACS in accordance with BJJS policy and procedures, as set forth in **Appendix H, BJJS JJACS Policy**.

Work is performed under the supervision of a BJJS Juvenile Justice Services Supervisor (“JJSS”) or other BJJS professional staff member. JSAs must report to the JJSS (or designated BJJS shift supervisor) on duty for assignments, and any concerns or questions should be directed to that supervisor.

B. Shift Duty Overview. The work week for each JSA will run from Saturday through Friday. Full-time JSAs will work approximately 40 hours per week. The hours for part-time JSAs will vary based upon the operational requirements of the BJJS sites. Shifts are typically scheduled for eight hours, with two 15-minute paid breaks; however, shifts may be scheduled for longer or shorter periods. A mid-shift meal is provided by BJJS, free of charge, for the shifts described in subsections a. and b. below. Meal periods are 30 minutes in duration, count as paid working time, and must be taken during the youths’ meal period. For the shift described in subsection c. below, JSAs are entitled to a 30-minute paid meal period; however, the JSAs must be present at their assigned work location and continue to perform job duties during that time. JSAs are expected to supervise youth during meal periods.

1. 7am – 3pm. Duties include, but are not limited to, waking residents and supervising morning routines and hygiene. JSAs also escort residents to and from school during this shift when school is in session. JSAs must assist with monitoring of residents while in school and supervising daily activities when not in school. Additional duties that JSAs must perform during this shift may include accompanying residents to medical/dental appointments and completing required documentation. JSAs monitor residents during the lunch meal.
2. 3pm – 11pm. Duties include, but are not limited to, supervising behavioral therapy groups, cleaning routines, and recreational activities. Additional duties that JSAs must perform during this shift may include supervising religious services, showers, and nighttime hygiene routines. JSAs monitor residents during the dinner meal.
3. 11pm – 7am. Duties include, but are not limited to, room checks and documentation. Additional duties that JSAs must perform during this shift may include preparation for the next day’s activities and restocking supplies for residents.

C. Requirements for JSAs.

1. Minimum Experience and Requirements. All JSAs must meet the following specifications prior to referral to BJJS:
 - a. be at least 21 years of age; and
 - b. have a high school diploma or GED.
2. Background Checks. All JSAs must have the following background checks completed prior to attending training and working on BJJS sites in proximity to any youth. All new hires must have new clearances run as listed below. Existing staff must have all clearances renewed at least every five years. The selected Contractor shall provide electronic copies of all clearances to BJJS Human Resources prior to JSAs beginning employment with BJJS. The selected Contractor shall be responsible for the cost of all clearances listed:
 - a. FBI Background Clearance;
 - b. PA Child Abuse Clearance – Volunteer clearance is not acceptable; and
 - c. PA State Police Clearance.

D. On-Boarding Process for new JSAs.

1. Referrals and Site Visits. The selected Contractor shall refer staff meeting the specifications listed in section IV.C.a to the applicable BJJS site for a mandatory, in-person site visit and interview. Potential JSAs must pass a physical, including a TB test and drug screening, administered by the selected Contractor or its designee. Upon successful completion of the site visit, physical, and TB test and drug screening, staff will be approved to work at applicable BJJS site. BJJS will contact the selected Contractor to give start dates for each approved JSA. Start dates will correspond with the beginning of the next Juvenile Justice Academy (“JJA”) training as described below in Section II.E.
2. Withdrawal. BJJS will notify the selected Contractor of any staff that do not successfully complete the site visit and interview. The selected Contractor shall withdraw referral of any such staff.
3. Notification. Within five business days, the selected Contractor shall notify the BJJS Contract Monitor and BJJS site administrative points of contact of any change in status of the selected Contractor’s employees’ clearances, certifications, or licensures, including any restrictions.
4. Trainings and Curricula. The Commonwealth requires mandatory trainings for staff, and the selected Contractor must assist with coordination of JSAs successful completion of such trainings. Mandatory BJJS trainings will occur during scheduled, billable shifts. All JSAs shall successfully complete a 10-day BJJS JJA training. Failure to complete this training will result in removal of each JSAs that has not successfully completed the training. Treatment service trainings are also mandatory.
5. Commonwealth Rights. BJJS, in its sole discretion, may:

- a. immediately ban, either temporarily or permanently, any of the selected Contractors' employees, agents or independent contractors and subcontracting entities from BJJS sites for any reason, including, but not limited to, the security or operational order of the BJJS sites; or
 - b. deny access to the BJJS sites to any of the selected Contractor's employees or independent contractors. Both the selected Contractor and staff will be notified in writing of such denial.
 6. Employment Restrictions. After the termination or expiration of the contract, the selected Contractor may not enforce any non-compete or similar employment restrictions that may be in place against any staff placed at Commonwealth facilities.
- E. Point of Contact.** The selected Contractor shall designate one Point of Contact and one alternate. The Point of Contact, alternate, or both shall be able to receive and respond to calls and emails during all shifts covered by JSAs. The Point of Contact and alternate must be employees of the selected Contractor and must assist with arranging supplemental staffing needs at the request of the Commonwealth or BJJS. The Point of Contact and alternate may not be reassigned or replaced without prior written consent from the Commonwealth. The Point of Contact must be available to respond promptly to requests and other communications. The Point of Contact's responsibilities shall include, but not be limited to: providing administrative and technical direction to JSAs assigned to the BJJS site at the request of the Commonwealth or BJJS; monitoring work performance for accuracy, timeliness, and efficiency; and coordinating the resolution of delivery concerns.
- F. BJJS Responsibilities.** BJJS shall:
1. schedule site visits based on the selected Contractor's referrals as set forth in section IV.C above;
 2. notify the selected Contractor's Point of Contact or designee of JSAs selected to proceed after the on-site visit and interview;
 3. notify the selected Contractor's Point of Contact or designee of staff who do not successfully complete the on-site visit;
 4. notify the selected Contractor's Point of Contact or designee of start dates of selected JSAs, corresponding with mandatory JJA training;
 5. determine schedules for each JSA based on operational needs and notify the selected Contractor in writing of those schedules. BJJS will determine schedules in two-week increments and will communicate each schedule to the selected Contractor at least two weeks in advance;
 6. report incidents including, but not limited to, anything necessitating JSAs being pulled out of childcare or that may impact JSAs compensation, via email or phone involving JSAs to the Point of Contact or alternate within 48 hours of its occurrence;

7. conduct performance evaluations for all JSAs every six months or less, as deemed appropriate at each facility. Evaluations must address factors including, but not limited to, time and attendance, call-offs, abuse allegations, and policy violations;
8. orient JSAs to all policies and procedures. BJJS will explain and make available at the point of entry to each BJJS site the rules, regulations, and procedures governing the entry and conduct of staff working inside the BJJS site. These may include, but are not limited to:
 - a. all personnel entering a Commonwealth building or facility may be subject to a search of their person and personal items. Such searches may be frisk searches, searches by metal detectors, or searches by handheld metal detector wands;
 - b. all equipment, tools, supplies, and materials will be subject to search or inventory at any time. Tools and materials must be carefully controlled at all times and locked when not in use;
 - c. anything considered to be contraband (including, but not limited to, weapons, cell phones, cans, glass bottles, tobacco products including vape pens, and other items) will not be permitted within the BJJS site. Contractors must abide by **Appendix I, BJJS Policy 7.06B Contraband Search** and **Appendix J, 7.09B Tobacco and Nicotine Use**;
 - d. no person who appears to be under the influence of drugs or alcohol or who is otherwise impaired will be allowed entry into a Commonwealth building or facility;
 - e. BJJS site staff may deny entrance to anyone who is suspected of a breach of security or for failure to follow published rules, regulations, or procedures; and
 - f. all personnel must be in possession of a valid identification with a recent, clear photo in order to enter a Commonwealth building or facility; and
9. participate in the investigations process as set forth in Section IV.H below.

G. Contractor Responsibilities. The selected Contractor shall:

1. refer potential JSAs for on-site interviews that meet all requirements set forth in section IV.C;
2. provide clearance information as per section IV.C;
3. coordinate completion of a physical, TB test and drug screening as set forth in section IV. D above, and notify BJJS and withdraw the referral of any staff that does not successfully complete any of these items;
4. not reassign a JSA from one BJJS site to another without written consent from BJJS;
5. upon written request of BJJS, replace any JSA that BJJS deems incapable of performing the required job duties;
6. if travel is necessary for JSAs to attend mandatory trainings, be responsible for coordination and payment of travel expenses including, but not limited to, lodging, mileage, and food (subsistence);

7. maintain an adequate candidate pool to ensure availability of replacement JSAs in the event a JSA is required to fill immediate needs or long-term absences to provide continuity of care during the term of this contract;
8. confirm that all personnel, equipment, tools, keys, and supplies/materials comply with all rules, regulations, and procedures of each Commonwealth agency, building and facility;
9. confirm all equipment and/or Commonwealth property is returned when JSAs end employment at a facility. This includes, but is not limited to, retainer keys, ID badges and uniforms, which the selected Contractor may be held liable for replacing if not returned;
10. maintain confidentiality of sensitive information and comply with applicable federal and state laws, regulations, and rules regarding security and confidentiality of information and attached **Appendix K, Business Associate Addendum**. Information includes, but is not limited to, youth personal data, health data, youth placement information, and other personal information;
11. comply with all applicable provisions of state and federal statutes, regulations, and policies;
12. require all JSAs to comply with all applicable provisions of state and federal statutes, regulations, and policies; and
13. participate in investigations as set forth in section IV.H below.

H. Investigations.

1. By BJJS. If a JSA becomes the subject of an investigation, BJJS may pursue two different courses of action: placement on a plan of supervision for childcare duties or unpaid suspension pending investigation. Upon initial review of the incident or allegation, a determination will be made on a case-by-case basis at the discretion of the Facility Director or designee.
 - a. Plan of Supervision for Childcare Duties – Any alleged incident involving a youth resident will be called into Childline pursuant to BJJS policy 1.06B. Childline will determine how the report is classified – either complaint, Child Protective Services (“CPS”), General Protective Services (“GPS”), Adult Protective Services (“APS”) or Law Enforcement Only (“LEO”). The report may also be sent to law enforcement. A plan of supervision for the JSA will be developed by the Facility Director or designee based on the nature of the allegation and the evidence at hand. Safety of both the youth resident and staff are considered. Some examples of a plan of supervision may include no one-to-one supervision of specific youth, no one-to-one supervision of any youth, prohibition from working on a particular unit or removal of the JSA from childcare. If the JSA is cleared and allegations are unfounded, the JSA may return to childcare upon modification of plan of supervision. The selected Contractor may not bill BJJS for any time that a plan of supervision involves full removal of a JSA from childcare, outside of any time that JSA is required to participate in investigation process.

- b. Unpaid Suspension Pending Investigation** – if a determination is made that the incident was egregious in nature, the JSA will be immediately suspended without pay, pending the results of an investigation. The JSA may not report to the work site and will not be paid for any further hours unless required to be interviewed on-site. The JSA will not be eligible for any BJJS work assignments unless and until the investigation comes back as unfounded. Based on findings at the conclusion of the investigation, the JSA may face disciplinary action up to and including removal from assignment. If BJJS chooses to place a JSA on unpaid suspension during the pendency of the investigation, and the selected Contractor has not made the same determination regarding the JSA’s ability to work pending the investigation, BJJS has the discretion to determine whether or not the JSA is eligible to return to that assignment following the conclusion of the investigation. The selected Contractor may place another JSA with BJJS to assume the duties of the JSA that has been suspended without pay.
- 2. By Contractor.** The selected Contractor shall maintain its own internal incident reporting and investigation protocols. If both BJJS and the selected Contractor initiate an investigation of a JSA, and the selected Contractor’s internal investigation results in a different determination than BJJS’s investigation, both parties are free to reach independent conclusions following their investigations. To facilitate a seamless and responsible investigation process, the parties agree as follows:
 - a.** BJJS will notify the selected Contractor of any investigation involving a JSA as soon as is practicable;
 - b.** the selected Contractor agrees that law enforcement, CPS, and BJJS investigations take priority over its internal protocols;
 - c.** youth in placement at a BJJS site may not be interviewed by the selected Contractor;
 - d.** the selected Contractor will notify BJJS prior to and at the conclusion of any internal investigations involving a JSA; and
 - e.** to the extent permitted by law, BJJS will provide the selected Contractor all supporting documentation of any investigation conducted by BJJS. In the same manner and to the same extent, the selected Contractor shall provide BJJS all supporting documentation of any investigation conducted.

I. Performance Reviews.

The Point of Contact or alternate shall meet with the BJJS Contract Monitor monthly for the duration of the contract term for the purpose of performance review.

Performance reviews will include, but will not be limited to:

- 1.** hiring numbers;
- 2.** fiscal information;
- 3.** JSA performance evaluations;

4. areas of concern;
5. action items;
6. corrective actions; and
7. review of incidents.

BJJS may require the selected Contractor to submit and implement a corrective action plan if it deems that the selected Contractor is deficient in any area of the contract. Such corrective action plans shall be discussed with and approved by the BJJS Contractor Monitor. The selected Contractor will have 30 days to cure any contractual deficiencies identified in the corrective action plan.

J. Transition of Services.

The selected Contractor shall be responsible for managing a seamless and orderly transition of all services, without any interruptions of services, to the Commonwealth. The selected Contractor shall have 90 calendar days from the issuance of a PO to provide the same number of fully trained JSAs as what was being provided by the outgoing Contractor at the date of PO issuance. The selected Contractor shall be provided a list of active contracted JSAs upon issuance of PO for each site and is encouraged to interview and potentially hire current employees who work with the outgoing Contractor.

V. Site Visits.

To be qualified to bid, a site visit to every site listed in Section I is required. Site visits will be coordinated by the Department.

VI. Bid Requirements/Qualifications.

At time of Bid – Bidders' electronic submission must include the following at the time of the bid to be considered:

- a. Business Associate Addendum
- b. Signed Lobbying Certification Form;
- c. Proof of Visit Sheet (bidder must attend mandatory site visits at all sites);
- d. Workers Protection and Investment Certification;

Failure to submit these items will result in the rejection of the Contractor's submission.

VII. Questions and Answers.

All questions regarding the IFB must be submitted via the RA-pwbidquestions@pa.gov email address. All questions must be received by 05/28/2026 12pm. Include the IFB bid number in the subject of the email.

All questions and answers are considered an addendum to the IFB. Answers will be posted by 06/03/2026 12pm.

VIII. Contract Award.

Award shall be made to all responsive and responsible bidders.

IX. Estimated Quantities.

The quantities are estimated only and may increase or decrease dependent upon the needs of the department.

X. Contact Information.

Elizabeth Cvejkus, BJJS Administrative Office, ecvejkus@pa.gov, 717-789-5549

XI. Best Value Determination.

A. Definition: Best Value Determination refers to the process of selecting the quote (or quotes) which provides the greatest value to the Department based on the evaluation and comparison of all pertinent criteria, including cost, so that the supplier(s) whose overall quote best suit(s) the Department's needs is selected.

B. Best Value Criteria: Best Value criteria can include but is not limited to:

1. supplier's past performance;
2. experience recruiting staff for positions within the juvenile justice field;
3. timely provision of acceptable JSAs;
4. ability to provide sufficient quantity of JSAs;
5. quality of JSAs (how long they are retained, on average); and
6. price.

C. Best Value Determination Process: The Best Value Determination process must be documented in writing and be retained the Department file for the particular request.

XII. Subsequent RFQ.

The Department will issue an RFQ to all Contractors after award when services are needed.

XIII. Confirmation of Service.

A Service Receipt will be used to verify that work has been completed.

A Service Receipt should be sent to:

DHS – Loysville Complex. Elizabeth Cvejkus

Attn: Accounting Dept.

8 Opportunity Drive

Loysville, PA 17047

By Email to: ra-pwbjjsaccounting@pa.gov

XIV. Payment Provisions.

The selected Contractor will be reimbursed only for services performed and accepted by the Commonwealth of Pennsylvania.

Failure to submit a Service Receipt in compliance with the following instructions will result in the Service Receipt being returned to the Contractor and will substantially delay processing of payments. The selected Contractor shall be paid upon satisfactory delivery/completion of work performed and submission of an invoice on the selected Contractor's letterhead.

The Service Receipt should contain at minimum the information listed on the sample invoice – ***Supplier Sample Invoice*** can be found at:

<http://www.dgsweb.state.pa.us/comod/CurrentForms/SampleSupplierInvoice.doc>

- A. Services.** Services are to be provided on an hourly basis. The regular hourly rate is inclusive of all services. The selected Contractor may not bill BJJS separately for any services provided. An hourly rate of 1.5 times the regular rate may be paid for overtime and Holidays as defined in Sections V.E and F below.
- B. Billing.** The selected Contractor may bill BJJS only for hours during which the JSAs are working at a BJJS site. Each hour of each shift worked by a JSA will be billable, including orientation, mandatory training days, and participation in investigatory interviews. Travel time to any facility other than the JSA's assigned facility for mandatory training or other purpose will be considered working time. On a case-by-case basis and pending BJJS approval, time spent completing work-related activities to benefit the Commonwealth, such as testifying in a hearing, may be considered working time.
- C. Invoicing.** The selected Contractor will invoice on a biweekly basis that corresponds with the BJJS billing cycle.
- D. Documentation.** Each JSA must enter hours worked for each day at the facility in an online timeclock system utilized the selected Contractor. Hours must be entered at least

once per week. BJJS staff will verify each shift and approve or disapprove the submitted hours. To verify times and as back-up in case a computer is unavailable, each JSA must also complete a paper sign-in/sign-out sheet that includes shift start and end times for each day.

E. Overtime. Overtime rates are charged for all hours worked in excess of 40 hours per week (Saturday through Friday) or according to applicable state law. JSAs are not eligible for mandated overtime.

F. Holidays. Holiday rates will apply to all hours worked for shifts beginning at 11:00 p.m. the night before the holiday through 11:00 p.m. the night of the holiday. The holiday rate applies for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

XV. Prison Rape Elimination Act Requirements

In accordance with its zero-tolerance policy, DHS prohibits all forms of sexual abuse and sexual harassment of juvenile in its facilities. The selected Contractor shall comply with DHS policy and with the Prison Rape Elimination Act of 2003 ("PREA") and its regulation at 28 C.F.R. Part 115 Subpart D, Standards for Juvenile Facilities.

At a minimum, the selected Contractor shall provide a copy of BJJS Policy 1.14 Zero Tolerance of Sexual Abuse and/or Sexual Harassment, **Appendix L**, to all staff members, including staff of subcontractors who have any contact with juveniles at the facility and shall provide to DHS confirmation of each staff member's receipt and understanding of the pamphlet as well as to any new staff that may be hired for the duration of the contract. The selected Contractor staff members and subcontractors, if any, will not be permitted to provide services until completed sign-off forms are received for those individuals who may come in contact with juveniles at the facility.

DHS may require the selected Contractor's staff, including that of subcontractors, to undergo additional DHS provided training on their responsibilities under DHS's sexual abuse and sexual harassment prevention, detection, and response policies and procedure. DHS will determine whether additional training is required based upon the nature of contracted services and the level of contact with juveniles at the facility.

Failure to meet the DHS's requirements regarding PREA training may result in consequences ranging from an individual's inability to provide services up to and including termination of the contract.