

CHECKLIST FOR ON-SITE VISITS

Vendor Name and Contract number: _____

Full address where services will be provided:

Contact Name/Number/Email:

On-site visits will be conducted for those offeror's whose proposals are determined technically acceptable based on the above stated criteria and meet the lowest price requirement. On-site visits will be conducted to verify that the offeror's facility complies with the requirements of the RFP. There will be on-site evaluations for all subcontractors providing services.

An on-site visit is not required for Offerors who are currently awarded an agreement with the judiciary unless the Offeror's proposal includes a performance site where services are not currently provided under the existing agreement.

Offeror's (and any proposed subcontractor) facility meets requirements listed in Statement of Work. YES or NO

Is there private office space preserving both the integrity of the confidential relationship and the personal dignity of the client? YES or NO

Is there a secured filing or electronic storage system to preserve confidentiality of defendant/person under supervision services? YES or NO

Did the vendor establish emergency (24 hours/ 7 days a week) contact procedures (i.e., crisis intervention, schedule changes, local hotlines, and/or situations requiring immediate attention), for times when counselors are not available. YES or NO

The facility provides adequate access for defendants/persons under supervision with physical disabilities (e.g. elevator access to second floor office space, etc.). In the event the space does not, the vendor has provided an alternative facility/space within the identified catchment area that meets the requirements. YES or NO

Residential Treatment Only

Are emergency and evacuation plans and diagrams posted? YES or NO

Are there smoke detectors on each floor? YES or NO

Is the facility in compliance with state and local licensure requirements for residential treatment? YES or NO

Urine Collection Testing Only

Is there a dedicated bathroom or one that can be secured for collecting urine?

YES or NO

Is there a secured room for the storage of specimens and supplies?

YES or NO

Site Visit Conducted by: _____

Date: _____