

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Policy: 202

Subject: Purchased Services

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Recommended for approval by:		Authorized By:	
_____ Signature	_____ Date	_____ Signature	_____ Date

1. Authority:

1.1

2. Purpose:

2.1

3. Applicability/Accessibility

3.1

4. Policy

4.1 INTRODUCTION

4.1.1 The Vermont Department of Corrections, committed to the principles of risk control and reduction for those citizens committed to it and the humanistic fostering of growth in those same citizens, provides a variety of services to them. One of the most cost effective mechanisms for the provision of these services is through their purchase from sources in the community surrounding each group of offenders. This policy shall define the goals and objectives for the use and management of such purchased services.

4.2 AREAS OF PURCHASED SERVICES

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4.2.1 The Vermont Department of Corrections purchases services across a wide variety of activities and services. Their emphasis is derived from Policy 112 – Division Objectives. These services are purchased through contracts or without contracts when there is either no ability to anticipate the demand for service, as in the case of a medical specialist, or where the service will occur over a very short span and the total amount of necessary funds is low. As a general principle, if the service need can be reasonably anticipated, a contract shall be used, regardless of the amount of likely payment. The Vermont Department of Corrections purchases services to provide, among others: Prisoner Transportation, Housing of Prisoners, Nutritionist Services, Training Services, Physician Services, Mental Health Services (see definition of Mental Health, page two)- Substance Abuse Treatment Services, Dental Services, and Management Consultation Services.

4.2.2 It is the policy of the Vermont Department of Corrections to use internal resources wherever possible. However, the advantages associated with purchasing services, such as economy of scale and a non-beaurocratized perspective, make the use of service purchasing highly desirable in many situations.

4.3 ACQUIRING AND PAYING FOR PURCHASED SERVICES

4.3.1 Providing adequate funding for appropriate Purchased Services in a cost effective manner is a primary concern of the Vermont Department of Corrections. In order to assure that allocations are to appropriate targeted Purchased Services, the following shall be policy.

4.3.1.1 Non-Contractual Activities (See definition, page two of this Policy)

4.3.1.1.1 For expenditures to occur in this category, there must have been funds allocated for such a general purpose. The Unit Senior Manager is responsible for assuring the adequacy of predicting such expenditures in type and amount, at the allocation requesting phase of any fiscal year to reasonably deal with such needs in the course of that fiscal year. If, under exceptional circumstances, such allocation proves inadequate, that Senior Manager is

responsible for proposing a solution for the likely shortfall. UNDER NO CIRCUMSTANCES MAY THE SENIOR MANAGER INITIATE SUCH SOLUTIONS WITHOUT AUTHORIZATION(S) FROM THE CENTRAL OFFICE MANAGERS WHO'S AREAS OF RESPONSIBILITY WOULD BE AFFECTED BY THE SOLUTION.

4.3.1.1.2 No new area of non-contractual activity may be undertaken without authorization of a fiscal plan and the design of the service by the effected Central Office managers.

4.3.1.2 Contractual Activities (see definition, page two of this Policy)

4.3.1.2.1 For expenditures to occur in this category there must have been funds allocated for this specific purpose. The Unit Senior Manager is responsible for predicting such expenditures in the allocation proposals for the fiscal year, and getting authorization for the contract content and authorization for the proposed vendor from the responsible manager in Central Office.

4.3.1.2.2 If, for some reasonably unforeseeable reason following the allocation for and making of such a contract, events occur which alter the utilization of that contract, the Unit Senior Manager shall propose an alternative to meet the demands presented by such events. UNDER NO CIRCUMSTANCES MAY THE SENIOR MANAGER INITIATE, SUCH ALTERNATIVE(S) WITHOUT AUTHORIZATION(S) FROM THE CENTRAL OFFICE MANAGERS WHO'S AREAS OF RESPONSIBILITY WOULD BE AFFECTED BY THE ALTERNATIVE(S).

4.4 USE OF PURCHASED SERVICES

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4.4.1 In order that the Vermont Department of Corrections be able to assure that purchased services are used in a manner which is consistent with its philosophical intent and statutory mandates, as well as to assure that the Department pays for services actually received consistent with intent, the Senior Manager (District Manager or Superintendent) of each Management Unit shall create a management information system developed for each purchased service which shall at least identify:

4.4.1.1 Management unit where service purchased;

4.4.1.2 Management unit where service delivered;

4.4.1.3 Primary beneficiary(ies) of service (offender by name, Department of Corrections, staff by title, etc.);

4.4.1.4 Amount of time in each unit of service;

4.4.1.5 Date of each unit of service;

4.4.1.6 Type of activity of each unit of service and specific purpose (refer to contract, if one exists);

4.4.1.7 Vendor of service and vendor's agent;

4.4.1.8 Contract or non-contract service.

4.4.2 As a principle, all services provided through a Department of Corrections' Management Unit which are purchased shall be recorded in the MIS, whether paid for by the Management Unit or Central Office.

4.4.3 A regular posting of such activity recording shall be made to a record system maintained at the Department of Corrections' Management Unit so that reports and evaluations may be made as required. Whenever there are pre-defined guidelines for the nature of activities or their frequency, such as in contract, policy, or procedure, the Management Unit Senior Manager (District Manager or Superintendent) shall be responsible for the recording of such information, as well.

4.5 **OFFENDER PAYMENT**

4.5.1 In situations where an offender is the primary beneficiary of a purchased service, that offender shall be responsible for all or a portion of the cost associated with the purchase of that service. Guidelines for such offender payment are located in policy associated with the type of service, the contract

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for the vendor of the particular service, or in Policy 484 -Dental Policy, if it does not occur in either of the preceding places.

4.5.2 It is the position of the Department of Corrections that the participation in payment by offenders is a part of the process through which the recipient values the activity. Such services are also part of the inmate's maintenance and the inmate's living expenses.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

Policy 481 - Health Care Services
Policy 484 - Dental Policy
Policy 681 - Alcohol and Drug Services
Policy 701 - Mental Health Services
Clinical Services RFP

9. Responsible Director and Draft Participants