DEPARTMENT OF CORRECTIONS

Policy Number:	**600.120**
Title:	**Contracted Correctional Services**
Effective Date:	**8/6/19**

PURPOSE: To contract with public/private agencies for correctional services for offenders in need of ancillary services to enhance supervision.

APPLICABILITY: Minnesota Department of Corrections (DOC); grants and subsidies unit (GAS)

DEFINITIONS:
Ancillary services to enhance supervision (ASES) – correctional services provided in addition to the supervision provided by the assigned corrections agent. ASES include halfway house placement, electronic monitoring, and pre/post release programming.

PROCEDURES:

A. The grants and subsidies (GAS) unit contracts with public/private agencies to provide ancillary services to enhance supervision (ASES).

B. The GAS unit evaluates which additional ancillary services need to be available to offenders committed to the department and utilizes the request for proposal (RFP) process to obtain the required services. RFPs are issued every two to five years.

C. The GAS unit has developed instructions for vendors to use for the financial management of the contract/grant that should be followed to comply with the contract/grant agreement.

D. Vendors under contract to provide ancillary services must submit monthly or quarterly invoices for payment.

E. GAS unit staff review and approve invoices for payment and forward the invoices to the department financial service unit.

INTERNAL CONTROLS:

A. Contractual agreements and approved/paid invoices are retained by the grants unit and the financial services unit.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 242.21

REPLACES : Division Directive 600.120, "Contracted Correctional Services," 6/3/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services