



STATE OF LOUISIANA
Office of State Procurement

Vendor Number/Name/Address:
0310065171
AMERICAN CORRECTIONAL ASSOC
206 N WASHINGTON ST STE 200
ALEXANDRIA, VA 22314

PURCHASE ORDER

Number: 2000913016
Version: 1
Date Issued: 03/05/2025
Fiscal Year: 2025
Buyer: RICHARD IVERSTINE

Phone: 225-342-5474
Email: richard.iverstine@la.gov

All terms and conditions in the solicitation are part of this order as if fully reproduced herein.

Deliver To:
DOC DAVID WADE CORR CENTER-WAREHOUSE
670 BELL HILL ROAD
HOMER, LA 71040

Invoice To Address:
La Dept of Corrections
Attn: Accounts Payable
PO Box 94304
Baton Rouge, LA 70804-9304

Ship To Contact:
ERIKA TIPPEN
318-927-0413
ERIKA.TIPPEN@LA.GOV

Terms of payment: Vendor Net 30
FOB Point: DESTINATION
Shopping Cart Number: 1000340494
Bid Response Number: _____
Invitation to Bid: _____
Total Amount of PO: \$16,900.00

| LINE | DESCRIPTION | QTY | UOM | UNIT PRICE | EXTENDED AMOUNT |
|------|--|-------|-----|-------------|-----------------|
| 1 | Product Category: 93151607 SERVICE DESCRIPTION: ACA Reaccreditation - 50% <u>before</u> Audit Required: From 03/03/2025 To 06/30/2025 | 1.000 | LOT | 7,700.00000 | 7,700.00 |
| 2 | Product Category: 93151607 SERVICE DESCRIPTION: ACA Monitoring Visit OSP Approval # 3002824 in accordance with JM EO JML 24-114; 5A(11) ACA Reaccreditation Audit Required: From 07/01/2025 To 06/30/2026 | 1.000 | LOT | 1,500.00000 | 1,500.00 |
| 3 | Product Category: 93151607 SERVICE DESCRIPTION: ACA Reaccreditation - 50% <u>after</u> Audit Required: From 03/03/2025 To 06/30/2025 | 1.000 | LOT | 7,700.00000 | 7,700.00 |

THE FOLLOWING CONDITIONS, UNLESS OTHERWISE STATED IN THE BID DOCUMENT, WILL APPLY TO ALL ORDERS:

PAYMENT TO VENDORS - PAYMENT FOR GOODS AND/OR SERVICES PURCHASED BY THE STATE WILL ONLY BE MADE IN ACCORDANCE WITH THE FOLLOWING CONDITIONS:

1. INVOICES MUST REFERENCE THE STATE'S PURCHASE ORDER NUMBER AND REFLECT THE QUANTITY BILLED BY PURCHASE ORDER LINE NUMBER.
2. BILLS OF LADING, PACKING SLIPS, AND/OR OTHER RELATED SHIPPING PAPERS MUST REFERENCE THE STATE'S PURCHASE ORDER NUMBER AND REFLECT THE QUANTITY SHIPPED BY PURCHASE ORDER LINE NUMBER.

THE STATE IS NOT RESPONSIBLE FOR GOODS DELIVERED OR WORK DONE WITHOUT A WRITTEN ORDER. NO ALLOWANCE FOR BOXING OR CRATING. UNAUTHORIZED QUANTITIES IN EXCESS OF THIS ORDER WILL BE RETURNED OR HELD SUBJECT TO SHIPPER'S ORDER, EXPENSE AND RISK.

CONTRACTOR WARRANTS THAT THE MERCHANDISE TO BE FURNISHED HEREUNDER WILL BE IN FULL CONFORMITY WITH THE SPECIFICATION, DRAWING OR SAMPLE AND AGREES THAT THIS WARRANTY SHALL SURVIVE ACCEPTANCE OF THE MERCHANDISE AND THAT CONTRACTOR WILL BEAR THE COST OF INSPECTING REJECTED MERCHANDISE.

ALL REJECTED GOODS WILL BE HELD AT CONTRACTOR'S RISK AND EXPENSE, SUBJECT TO CONTRACTOR'S PROMPT . ADVICE AS TO DISPOSITION. UNLESS OTHERWISE ARRANGED, ALL REJECTED GOODS WILL BE RETURNED AT CONTRACTOR'S EXPENSE.

CONTRACTOR WILL, AT ITS EXPENSE, DEFEND THE STATE AGAINST ANY CLAIM THAT ANY MERCHANDISE TO BE FURNISHED HEREUNDER INFRINGES A PATENT OR COPYRIGHT IN THE UNITED STATES OR PUERTO RICO, AND WILL PAY ALL COST DAMAGES AND ATTORNEY'S FEES THAT A COURT FINALLY AWARDS AS A RESULT OF SUCH CLAIM.

COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

IN ACCORDANCE WITH LA R.S. 39:1602.1, FOR ANY CONTRACTS WITH A VALUE OF \$100,000 OR MORE AND FOR ANY VENDOR WITH 5 OR MORE EMPLOYEES, THE VENDOR CERTIFIES THAT IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL AND IT WILL, FOR THE DURATION OF ITS CONTRACTUAL OBLIGATIONS, REFRAIN FROM A BOYCOTT OF ISRAEL.

CONTRACT CANCELLATION

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS: (A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA. R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA. R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30)

Purchase Order: 2000913016 **Version:** 1
Vendor: 310065171 AMERICAN CORRECTIONAL

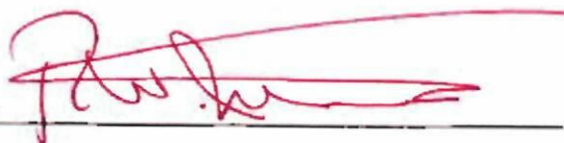
Buyer: RICHARD IVERSTINE

Page 3 of 3

DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION: OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

AUTHORIZED SIGNATURE: _____



Agency Administrative Officer

250220LA-1022716-ACI-DWC

AMERICAN CORRECTIONAL ASSOCIATION

REACCREDITATION CONTRACT

THIS CONTRACT is made by and between the American Correctional Association, hereinafter referred to as the "Association," and the undersigned, the Louisiana Department of Corrections, hereinafter referred to as the "Agency."

WITNESSETH:

WHEREAS, the Association has been established and exists for the purpose of improving correctional agencies, institutions and programs through the process of accreditation; and,

WHEREAS, accreditation is a process administered by an impartial, elected Commission which certifies whether or not an agency, institution or program meets and maintains compliance with American Correctional Association standards in order to be accredited; and,

WHEREAS, the Association has developed the Manual of Performance-Based Standards and Expected Practices for Adult Correctional Institutions, fifth edition, containing standards approved for the accreditation of such agencies, facilities, and programs; and,

WHEREAS, the Commission is in the process of accrediting Adult Correctional Institutions, throughout the United States; and,

WHEREAS, the Agency realizes the benefits accruing from accreditation and wishes to seek accreditation from the Commission.

NOW, THEREFORE, in consideration of the mutual covenants and conditions, the parties hereby agree as follows:

1. The Agency:
 - a. Accepts the standards and criteria for reaccreditation, including subsequent modifications or amendments thereto;
 - b. Has statutory and/or other legal authority to enter into this Contract with reference to its decision to seek reaccreditation for the following specified agencies, facilities or programs:

David Wade Correctional Center

- c. Will adhere to the policies and procedures of the Commission and the Association with reference to the reaccreditation process as stated in the Agency Manual of Accreditation Policy and Procedure, and other documents supplied by the Association; and,
 - d. Will strive at all times to achieve and/or maintain the reaccreditation status, as specified in the Agency Manual of Accreditation Policy and Procedure.

2. The Association shall:
- a. Use only standards approved by the American Correctional Association in the reaccreditation process, making judgments of compliance based on written documentation, visual confirmation, or both;
 - b. Provide information on the reaccreditation program and process, and the participation of the agency, facility or program therein, to the Agency's governing and/or contract authority;
 - c. Conduct an orientation to the reaccreditation program and process, if requested, at the Agency's expense;
 - d. Cooperate with the Agency, its Administrator, Accreditation Manager and staff in requests for assistance, information, and materials required in the implementation and conduct of the reaccreditation process;
 - e. Appoint all auditors/consultants based upon their experience and demonstrated knowledge;
 - f. Conduct reconsideration hearings using procedures approved by the Association and the Board of Commissioners;
 - g. Agree that all materials provided, and information gathered, will be held in strict confidence consistent with the professional contractor/client relationship. Accreditation information will be shared among the Commission, officers, auditors and staff on a need to know basis.
 - h. Provide to the agency, facility or program if awarded reaccreditation, a Certificate of Accreditation; this certificate shall identify the agency, facility or program and the year in which accreditation is awarded; the certificate and all copies and facsimiles remain the property of the American Correctional Association, and shall be returned to the Association upon the expiration or loss, for any reason, of accreditation; and,
 - i. Publish the name of the accredited agency, facility or program in an annual summary.
3. The Agency hereby covenants and agrees to pay a reaccreditation fee in the amount of \$15,400.00 payable without deduction or refund as stipulated in the following schedule:
- a. In consideration of preparation, planning and activating the reaccreditation process for the herein named agency, facility or program which involves staff time and other expenses, 50% of the total reaccreditation fee \$7,700.00 shall be payable within 30 days from the commencement of this contract.
 - b. In consideration of completion of the standards compliance audit, the remaining 50% of the total reaccreditation fee \$7,700.00 shall be due 30 days after completion of the audit. The total fee must be paid in full to receive your certificate of accreditation.
 - c. This accreditation fee includes attendance before the Commission panel hearing for one person. This includes conference registration, round trip supersaver airfare, airport or hotel parking, two nights lodging (not to exceed the lowest, single ACA rate for the headquarter hotel), per diem of \$40.00 per day, \$8.00 for breakfast, \$12.00 for lunch and \$20.00 for dinner (up to 2.5 days), and miscellaneous expenses totaling \$25.00.
4. The Agency hereby agrees to pay in addition to the reaccreditation fee provided for in paragraph 3, \$4,500.00 for any re-audit to verify required minimum levels of compliance with standards and/or compliance with life-health-safety standards found in non-compliance at the time of the standards compliance audit or monitoring visit.

5. The Agency agrees to pay; in addition to the other reaccreditation fees provided herein, for the actual cost of field consultation services to the facility/program, which are requested in writing by the agency. The cost will be \$4,500.00 for technical assistance; \$6,500.00 for a mock audit.
6. The agency hereby agrees to pay in addition to the accreditation fee provided for in paragraph 3, \$1,500 for a Performance Monitoring Visit that will be invoiced upon completion of the PMV. The PMV will occur during the second year of your accreditation cycle to ensure you are adhering to ACA standards and remaining on task, ready for your next reaccreditation audit and provide assistance as needed.
7. a. This Contract shall be effective upon signing by the second party and shall remain in full force until the earlier of 3 years after reaccreditation is granted or the Contract is terminated pursuant to subparagraph b).
- b. The Agency may terminate this Contract upon 30 days written notice to the Association. The Association may terminate this Contract for cause, upon 30 days written notice to the Agency. The Association's decision of termination may be appealed by the Agency within 30 days of notification of the decision.
- The agency agrees to pay an audit re-scheduling fee of \$1,500 if the postponement of a scheduled audit is not completed at least 90 days prior to the scheduled audit. This postponement fee covers auditor rebooking fees and administrative costs.
- c. All reaccreditation, administrative, and annual fees due are payable as of the effective date of termination, shall remain a debt to the Association, and all fees paid are non-refundable.
8. This Contract shall be governed in all respects by the laws of the State of Louisiana.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized representatives. The dates of the contract period will be adjusted in accordance with the date of the agency's signature.

For the:

David Wade Correctional Center

By: Michael Daurat

Title: Warden

Date: 2-6-25

For the:

AMERICAN CORRECTIONAL ASSOCIATION

By: [Signature]

Title: Executive Director

Date: 2/20/25

For the:

Department of Public Safety & Corrections

By: Thomas C. Bickham, III

Title: DPS&C Undersecretary

Date: 2-7-25

Date: _____

Please send invoice to:

Name: Kayla Faulk
Facility: David Wade Correctional Center
Address: 670 Bell Hill Road
Homer, LA 71040
Telephone Number: (318) 927-0408
Email: Kayla.Faulk@la.gov

Please return all documents and remit payments to:

American Correctional Association

Standards & Accreditation Department

206 N. Washington Street, Suite 200

Alexandria, VA 22314-2528

Kayla Faulk

From: Erah Harper (DOC)
Sent: Monday, March 3, 2025 9:57 AM
To: Kayla Faulk
Cc: Tammy Grant; Dallas Navarre; Erah Harper (DOC)
Subject: FW: Approval Request per EO JML 24-114; 5A(11)
Attachments: FY 25 ACA Audit Contract Backup for Approval.pdf

Importance: High

Good Morning,

See below approval to issue a LaGOV PO in accordance with JM EO JML 24-114; 5A(11). A copy of all approvals and supporting docs MUST be uploaded in LaGOV and kept in your file for audit purposes. Reference OSP approval authorization number 3002824.

Please contact us if you need any additional assistance with this.

Thanks!

TOPIC: Purchasing

Sub-Topic: Small Purchase Exempt Purchases

Link to Executive Order: <https://gov.louisiana.gov/assets/ExecutiveOrders/2024/JML-Executive-Order-114.pdf>

Reminder: Sections 5A & 5B exempt purchases, **UP TO \$15,000.00, ONLY** (unless a lesser amount is stated c

- Prior to entering a purchase order in LaGov.
- ✓ • Email the 156-B as well as any backup documentation (i.e. authorized dealer form, invoice, quote(s), in
- ✓ • Reference Ex Order and applicable exemption **Ex: E.O. JML 24-114; 5A(1)**
- The approval (if granted) will be returned for Unit to enter an *Exempt* purchase order in LaGov. Backup c
 - **Prior to completing the order in LaGov:**
 - click the **Header** tab,
 - click the **User Specified Status** tab,
 - select **OSP approval**
 - click **Exempt**.
 - You will **print and sign the purchase order** for your file and/or for mailing to the vendor .

If it is a **Service or Repair...** contact company for a copy of their **Insurance Certificate**. (**Contractor's Lic**

Please remember that your file is now the file of record. All documentation will need to be kept in your office for

Authorized Dealer Repairs: submit below form along with a current price quote to PROCRD
Form: <https://www.doa.la.gov/osp/agencycenter/forms/authdealer.pdf>

Exempt Purchases OVER \$15K - MUST be processed in LaGOV via OSP

- Submit all above documentation to PROCRD.
- PROCRD will review and obtain an OSP Approval #
- PROCRD will forward an email to unit with OSP Approval # and instructions on how to proceed.
- Enter a shopping in LaGOV for approved vendor. Attach all supporting documentation to SC.
- **On Agency tab**, click the exempt per small purchase executive order check mark, then type in the exemption number.
- Once approved, OSP will convert shopping cart into a PO (usually the same day).

Erah J. Harper, JD

Pcard & Property Program Manager

Procurement & Contractual Review Division (PROC RD)

Department of Public Safety and Corrections – Corrections Services

WEBSITE: doc.louisiana.gov

504 MAYFLOWER ST. | BLDG. 8-218 | BATON ROUGE, LA 70804

DIRECT | 225 342 6594

From: Felicia Sonnier <Felicia.Sonnier@la.gov>

Sent: Monday, March 3, 2025 7:04 AM

To: Tammy Grant <Tammy.Grant@LA.GOV>

Cc: Erah Harper (DOC) <Erah.Harper@la.gov>

Subject: RE: Approval Request per EO JML 24-114; 5A(11)

Approval granted. The Verbal Authorization Number is 3002824.

Felicia M. Sonnier, CPPB

State Procurement Deputy Director

OFFICE OF STATE PROCUREMENT

WEBSITE: Procurement.La.Gov

1201 N. THIRD ST. | CLAIBORNE BLDG. - SUITE 2-160 | BATON ROUGE, LA 70802

MAIN | 225 342 8010 DIRECT | 225 342 8029

From: Tammy Grant <Tammy.Grant@LA.GOV>

Sent: Friday, February 28, 2025 12:25 PM

To: Felicia Sonnier <Felicia.Sonnier@la.gov>

Cc: Erah Harper (DOC) <Erah.Harper@la.gov>

Subject: FW: Approval Request per EO JML 24-114; 5A(11)

Importance: High

Good Morning Felicia,

This is a request for an *Approval number for DOC ACA accreditation at DWCC, exempt per EO JML 24-114; 5A(11)* for a total of \$16,900 Please let me know if you need anything else.

Executive Order EO JML 24-114; 5A(11)

Non-customized training, including educational instructor fees, and related resources (except equipment) used to enhance the performance of state employees and good standing of state agencies, including memberships in and accreditations by professional societies and organizations.

Thanks,

Tammy Grant, CPPB, NIGP-CPP

DOC Procurement Director



American Correctional Association

206 North Washington Street., Suite 200
Alexandria, VA 22314
(703) 224-0000
Fax: (703) 224-0054
Fed ID# 13-1977456

INVOICE

Invoice Number: 12181924
Invoice Date: 2/25/2025
I.D. Number: 1022716

Bill To: David Wade Correctional Center (LADPSC)
670 Bell Hill Road
Homer, LA 71040-2150

Ship To: David Wade Correctional Center
(LADPSC)
670 Bell Hill Road
Homer, LA 71040-2150

| Account No. | Purchase Order No. | Order Date | Order Number | Terms | Invoice Date |
|-------------|--------------------|------------|--------------|--------------------|--------------|
| 1022716 | . | 2/25/2025 | 293258.00 | Due within 30 Days | 2/25/2025 |

| Qty Ordered | Qty Shipped | Description | | | | | Unit Price | Extended Price |
|-------------|-------------|--|----------|-----|-------------------------------|---------------|-----------------|----------------|
| 1 | 1 | REACC - ReAccreditation Fee for 250220LA-1022716-ACI-DWC David Wade Correctional Center - (LA DPSC) First half | | | | | 7,700.00 | 7,700.00 |
| Item Total | | Freight | Handling | Tax | Restocking / Cancellation Fee | Invoice Total | Amount Received | Amount Due |
| 7,700.00 | | | | | | 7,700.00 | | 7,700.00 |



Please include the invoice # with your payment.

All ACH Remittance must be sent to ar@aca.org

Sold To:

American Correctional Association
206 North Washington Street., Suite 200
Alexandria, VA 22314
(703) 224-0000
Fax: (703) 224-0054
Fed ID# 13-1977456

David Wade Correctional Center (LADPSC)
670 Bell Hill Road
Homer, LA 71040-2150

Account Number: 1022716
Invoice Number: 12181924
Amount Due: 7,700.00



American Correctional Association

206 North Washington Street., Suite 200
Alexandria, VA 22314
(703) 224-0000
Fax: (703) 224-0054
Fed ID# 13-1977456

INVOICE

Invoice Number: 12182302

Invoice Date: 4/11/2025
I.D. Number: 1022716

Cell
2000913016 (Ln 3)
5001179123

Bill To: David Wade Correctional Center (LADPSC)
670 Bell Hill Road
Homer, LA 71040-2150

Ship To: David Wade Correctional Center
(LADPSC)
670 Bell Hill Road
Homer, LA 71040-2150

| Account No. | Purchase Order No. | Order Date | Order Number | Terms | Invoice Date |
|-------------|--------------------|------------|--------------|--------------------|--------------|
| 1022716 | | 4/11/2025 | 293613.00 | Due within 30 Days | 4/11/2025 |

| Qty Ordered | Qty Shipped | Description | | | | | Unit Price | Extended Price |
|-------------|-------------|--|----------|-----|-------------------------------|---------------|-----------------|----------------|
| 1 | 1 | REACC - ReAccreditation Fee for 250220LA-1022716-ACI-DWC David Wade Correctional Center - (LA DPSC) Final half | | | | | 7,700.00 | 7,700.00 |
| Item Total | | Freight | Handling | Tax | Restocking / Cancellation Fee | Invoice Total | Amount Received | Amount Due |
| 7,700.00 | | | | | | 7,700.00 | | 7,700.00 |

✂ Please include the invoice # with your payment.

All ACH Remittance must be sent to ar@aca.org



Sold To:

American Correctional Association
206 North Washington Street., Suite 200
Alexandria, VA 22314
(703) 224-0000
Fax: (703) 224-0054
Fed ID# 13-1977456

David Wade Correctional Center (LADPSC)
670 Bell Hill Road
Homer, LA 71040-2150

Account Number: 1022716
Invoice Number: 12182302
Amount Due: 7,700.00