



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

P.O. BOX 1806  
CONCORD, NH 03302-1806  
603-271-5610 FAX: 603-271-5639  
TDD Access: 1-800-735-2964

William L. Wrenn  
Commissioner

Bob Mullen  
Director

**ADDENDUM # 3 to RFP 13-01-GFMED**

**THIS DOCUMENT SHALL BE INITIALED BY THE CONTRACT SIGNATORY AND  
SUBMITTED WITH THE VENDOR'S BID RESPONSE.**

**RFP: 13-01-GFMED Inpatient and Outpatient Psychiatric Services**

RFP Deadline: March 29, 2013, no later than 2:00 EST

(1) Addendum Descriptor: Change/Correction/Clarification: Scope of Services, Exhibit A, Section 13, General Service Provisions, Paragraph 13.5, Contractor Employee Information:

- **Delete:** The Contractor shall be responsible for performing a criminal background check to include finger printing on all potential employees assigned by the Vendor to provide services to NH Department of Corrections patients, inmates, and non-adjudicated residents. No individual convicted of a felony or misdemeanor shall be permitted to provide services. All hires are contingent upon receipt of a background check and fingerprinting report(s) from the NH Department of Safety. Upon award of a Contract, the NH Department of Corrections will notify the selected Vendor the procedures to obtain background checks and fingerprinting. If a potential employee has a relative currently incarcerated, they may not be appointed without prior approval of the NH Department of Corrections.

All hires are contingent upon receipt of a background check and fingerprinting report(s) from the NH Department of Safety. Upon award of a Contract, the NH Department of Corrections will notify the selected Vendor the procedures to obtain background checks and fingerprinting.

- **Insert:** The Contractor shall be responsible for obtaining a criminal background check to include fingerprinting on all potential employees assigned by the Vendor to provide services to NH Department of Correction's patients, inmates and non-adjudicated residents. Upon award of a Contract, the NH Department of Corrections will notify the selected Vendor the procedures to obtain background checks and fingerprinting. Contractor and/or subcontractor employee hiring status shall be contingent upon receipt of a background check and fingerprinting report(s), from the NH Department of Safety, and procedural review of said reports by the NH Department of Corrections.  
13.5.1. The NH Department of Corrections reserves the right to conduct a procedural review of all criminal background checks and fingerprinting reports of all potential Contractor and/or subcontractor employees to determine eligibility status.

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Promoting Public Safety through Integrity, Respect, Professionalism, Accountability and Collaboration

- 13.5.2. The NH Department of Corrections will notify the Contractor of any potential Contractor/and or subcontractor employee who does not comply to the criteria identified in Paragraph 13.5.3., below.
- 13.5.3. In addition, the Contractor and/or subcontractor shall not be able to hire employees meeting the following criteria:
- Individuals convicted of a felony shall not be permitted to provided services;
  - Individuals with confirmed outstanding arrest warrants shall not be permitted to provide services;
  - Individuals with a record of a misdemeanor offense(s) may be permitted to provide services pending determination of the severity of the misdemeanor offense(s) and review of the criminal record history by the Division Director of Medical & Forensic and designee of the NH Department of Corrections;
  - Individuals with restrictions on out-of-state and/or State of NH professional licenses and or certifications;
  - Individuals whose professional licenses and/or certification have been revoked and reinstated from other States and/or the State of NH;
  - Individuals on the National Offender Database;
  - Individuals with a history of drug diversion;
  - Individuals who was a former State of NH employee and/or former Contract employee that was dismissed for cause;
  - Individuals previously employed with the NH Department of Corrections without prior approval of the NH Department of Corrections; and
  - Relatives of currently incarcerated felons may not be permitted to provide services without prior approval by the NH Department of Corrections.