



Department of Homeland Security Immigration & Customs Enforcement

Sources Sought for Escort Services for Unaccompanied Alien Children

Solicitation: BERKS-RFI

February 19, 2014; 1:00pm EST

Submitted To:

Department of Homeland Security
Immigration & Customs Enforcement
801 I Street, NW, Suite 910
Washington, District of Columbia 20536

Submitted By:

A-Tech Systems, Inc.
14504 Greenview Drive
Suite 415
Laurel, MD 20708

POC: (b)(6),(b)(7)

Contract Specialist

(b)(6),(b)(7)(C)

Ph: 202-732-(b)(6),(b)(7)

POC: (b)(6),(b)(7)(C)

Project Administrator

(b)(6),(b)(7)(C)

Ph: 301-931-(b)(6),(b)(7)(C)

Key Information:

U.S. SBA Certified 8(a) Business

DUNS #: (b)(4)

CCR Registered

Woman-Owned & Minority-Owned

CAGE #: (b)(6),(b)(7)

Federal Tax I.D.: (b)(6),(b)(7)

STATEMENT OF CONFIDENTIALITY: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror as a result of or in connection with the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. Data subject to this restriction is located on all pages of this response.

*A-Tech, offering
diversity and
experience in a
variety of technical
areas...*

- *Project Management*
- *Business and Logistics Services*
- *Facility Management*
- *IT Support Services*
- *Information Assurance*
- *IT Security Services*
- *System Administration and Desktop Support*

We offer:

- *10+ years of experience providing quality Professional Services*
- *Strong Federal Government contracting experience*
- *Nationwide network of 100+ Business Partners*
- *Hands-on Leadership & Executive Staff*
- *Knowledge and Certified Professionals*
- *Teamwork-oriented environment*

A-Tech Systems, Inc.
14504 Greenview Drive
Suite 415
Laurel, MD 20708
Tel: 301-931-7576
Fax: 301-931-2320

Overview

A-Tech Systems, Inc. (A-Tech) understands the importance of the missions of the U.S. Immigration and Customs Enforcement (ICE) and the need to maintain an efficient and reliable transport service of Unaccompanied Alien Children (UAC). We have established a proven track record for providing our clients with outstanding services by placing careful consideration on our client's mission, their immediate needs, and by striving to improve their operations. As a result, we consistently and successfully meet and exceed all expectations.

A-Tech has reviewed the ICE Standards and Special Requirements and is confident we have the capability to provide the personnel and the expertise to fulfill the requirements needed to support the DHS ICE in this effort.

A-Tech intends to seek this opportunity as a qualified 8(a) and encourages the procurement to be labeled as an 8(a) sole source.

A-Tech offers the DHS ICE:

- Substantial experience supporting agency mission initiatives, with excellent past performances.
- An approach built on successful execution of similar projects.
- Applying a proven management system to enable tracking of tasks and scheduling of staff resources.
- Knowledge and understanding of the DHS ICE mission and the relative support requirements for this project.
- Instituting managerial accountability for customer satisfaction related to service quality, adherence to schedule, and meeting agreed-upon costs.

A-Tech strives to provide quality service with integrity and the highest level of respect to our customers, and looks forward to the opportunity to work with the DHS ICE in its efforts to obtain reliable Escort Services for Unaccompanied Alien Children.

1 Company Information

Corporate Profile

Company Name	A-Tech Systems, Inc.
Address	14504 Greenview Drive, Suite 415 Laurel, MD 20708 Ph: 301-931-(b)(6) Fx: 301-931-2320
Socio-Economic Status	A-Tech is a SBA certified 8(a), EDWOSB, Minority-Owned, SDB. DUNS: (b)(6),(b)(7) CAGE: (C),(b)(7)(E) NAICS: [Redacted]
Contract Vehicles	GSA 8(a) STARS II FAA eFAST prime MOA holder U.S. Navy Seaport-e SAM Registered

Established in 2002 and headquartered in Laurel, MD, A-Tech is a SBA certified 8(a), Economically Disadvantaged Woman-Owned (EDWOSB), Minority-Owned, Small Disadvantaged Business (SDB) successfully combining management expertise with a broad range of multi-disciplinary technical skills to produce responsive solutions to fit our clients' needs and challenges. For over 10 years, A-Tech has been providing services to Federal, State, and Local Government agencies as well as Commercial clients. Some of our key clients include the Department of Defense (DoD), Department of Commerce (DOC), Federal Aviation Administration (FAA), Library of Congress (LOC), and the U.S. Peace Corps.

We have established a proven track record for providing our clients with outstanding services by placing careful consideration on our client's mission, their immediate needs, and by striving to improve their operations. We consistently and successfully meet and exceed all expectations and have the capability to provide the personnel and the expertise to fulfill the requirements in support of the DHS ICE.

2 Company Capability

A-Tech has established strong relationships with a network of over 100 business partners, located throughout the Continental United States (CONUS). In addition, A-Tech maintains strong relationships with community partners and leaders, and we focus great attention and emphasis on efforts and outreach programs that help to strengthen not only our local community, but our nation. Programs that originated locally have expanded to various states and countries, with outreach members who are trained to maintain composure through various situations, and are capable of communicating with people in different languages. Furthermore, A-Tech has the capability to reach-back into our resources to further provide translation services for greater ease of communication.

2.1 Capability to perform in accordance with Federal Guidelines

A-Tech will combine our experience managing and performing under Federal projects, with the knowledge and experience of our business partners and community leaders to provide a comprehensive capability portfolio that will meet the requirements of the DHS ICE. Combining our capabilities, A-Tech is confident in our ability to offer ICE with effective, efficient, and incident free transport of non-criminal/non-delinquent unaccompanied alien children (UAC). A-Tech values the mission of the DHS ICE, and we and our partners are committed to treating all people with dignity and respect. Our team will refer to the following Federal Guidelines in order to provide the utmost professional and reliable service to both the DHS ICE and the UAC being transported to Office of Refugee Resettlement (ORR) shelters located throughout the U.S.:

- ICE Performance Based National Detention Standards (PBNDS 2011)
- ICE policies related to the transport of juveniles
- Flores Settlement Agreement
- Trafficking Victims Protection Reauthorization Act of 2008
- Homeland Security Act of 2002

2.2 Capability to provide fully developed training curriculum and transporting staff

A-Tech understands the importance of maintaining a comprehensive training curriculum to ensure that all performance under this effort is handled with complete care and professionalism. Furthermore, having garnered over 10 years of experience working with Federal Agencies, A-Tech is fully committed to providing personnel with the highest level of competency possible, under all of our projects, without exception. A-Tech will work with our partners to develop a curriculum, and a team knowledgeable and capable in the following areas:

- **Airport rules and regulations for travelers** – A-Tech and our team of personnel will maintain knowledge of regularly updated rules and regulations for travelers. We will remain up-to-date on all airport security rules including travel restrictions and prohibited items.
- **Crisis Intervention** – A-Tech understands that the circumstances UAC are forced to deal with at often delicate and fragile ages, may cause emotional stress or psychological trauma. We will ensure that proper care is provided to UAC to minimize such effects.
- **Child Development** – A-Tech further understands that the circumstances surrounding a UAC may affect that child's developmental psychology, including cognitive, social, and emotional development. A-Tech will work to assist in providing support to UAC's, as needed, to help them during the internal processing of their current circumstances.

- **Transporting youth with special needs / behavioral problems** – A-Tech has the capability to reach-back into our resource of partners to provide qualified personnel who will be able to assist in the transport of youths regardless of their personal situations or needs. Furthermore, A-Tech will work with our partners to provide the proper medical care for all children under our supervision during transport.
- **CPR & First Aid training** – A-Tech’s team of personnel will undergo a training course for CPR and First Aid. First Aid kits will be supplied with basic items such as adhesive bandages, sterile pads, and cold packs to provide immediate assistance to UAC’s for basic medical conditions. Personnel will be capable of evaluating the severity of medical conditions to determine the appropriate course of treatment, including the escalation of some UAC cases to receive special medical attention, as needed.
- **Non-secured UAC policy and procedures** – In the event of an emergency situation, when temporary shelter may be required for juveniles pending placement under the Health and Human Services (HHS) care, A-Tech offers the capability to pull from our resources to provide the necessary temporary guard services and additional support services necessary.
- **Contingency Planning** – Through our experience in managing various Federal contracts, A-Tech has become well versed in accessing and anticipating situations, and proposing contingency plans to include staff training in emergency preparedness and clear identification of the chain of command during emergency situations. Plans will encompass pre-incident considerations, through to post-incident procedures and include techniques for de-escalation.

2.3 Capability to provide qualified personnel

A-Tech has been working with the Federal Government for over 10 years, and has qualified personnel who are able to pass all necessary Federal background checks, and who carry various clearances as required by different Agencies. Based upon our record of outstanding performance, and our capability to provide qualified personnel under all of our current and past contracts, A-Tech is confident in our ability to provide equally qualified personnel to pass Background Investigations and Suitability Screenings, conducted by the Office of Professional Responsibility and Personnel Security Unit (OPR-PSU). Furthermore, A-Tech is confident that our personnel will successfully pass the DHS Employment Eligibility (E-Verify) program, and we ensure that our personnel reside in the U.S. to successfully perform under this effort.

SOURCES SOUGHT RESPONSE

ESCORT SERVICES FOR UNACCOMPANIED ALIEN CHILDREN (BERKS-RFI)

POINT OF CONTACT

(b)(6),(b)(7)(C) Director of Business Development

MVM, Inc.

44620 Guilford Drive, Suite 150

Ashburn, VA 20147

Telephone: 571-223-**(b)(6),(b)(7)(C)**

Fax: 571-223-4474

Email: **(b)(6),(b)(7)(C)**

Socio-Economic Status: Large Business

About MVM

MVM was founded in 1979 to provide specialized security and training services. Since that time, MVM has expanded to provide full-service mission support services to federal customers. On our current contracts MVM provides nationwide administrative and professional support, high-level technical and analytical support, and an array of security services, including physical security, detention management, and emergency planning and response.

Our Approach to the Requirements

Based on the description of the work provided in the Sources Sought notice, MVM believes that the successful contractor for this program must have:

- Extensive experience working with ICE;
- Demonstrated abilities working with vulnerable populations;
- A proven track record of successful program management;
- The ability to deliver highly qualified, highly trained personnel; and
- Significant expertise in security and emergency response services.

MVM offers each of these critical capabilities and we have structured our response below around these five components.

MVM's Experience with ICE

MVM has worked closely on multiple projects with ICE over the last decade, including:

- **Migrant Operations Center at Guantanamo Bay, Cuba** – operate a center for foreign nationals attempting to enter the United States. Manage the full center, including migrant work programs, housing concerns, food service, emergency planning and preparation, and other logistics.
- **JPATS program** – supported program to return personnel under ICE custody to their country of origin. MVM was the first private contractor to assist with this program's airborne transport of undocumented aliens and federal prisoners.
- **Detention Management Services – Puerto Rico** – provide security, facility operations, emergency planning, and administrative services at ICE facilities on the island of Puerto Rico.
- **San Pedro, El Centro, and Florence Service Processing Centers** – operated large ICE detention centers, providing management, security, facility operations, and administrative services.
- **ICE Title III** – provide linguist and analyst support for ICE Title III criminal investigations.

Through these projects, MVM has developed a deep understanding of ICE's mission, priorities, and operating procedures. This understanding allows us to tailor our staffing, procedures, and deliverables to best support ICE's needs. Our experience has also led us to develop numerous internal quality control mechanisms and procedures for ensuring compliance with PBNDS standards throughout all aspects of contract performance.

MVM's Experience with Vulnerable Populations

MVM has demonstrated experience working with ICE and other Government agencies on contracts that serve vulnerable populations. For MVM's contract with ICE at the Migrant Operations Center in Guantanamo Bay, MVM staff interacts with a migrant population that can be comprised of families and

unaccompanied children. In addition to providing them with the services to facilitate their daily lives, our staff must be knowledgeable of and sensitive to the classification level of each migrant. There are different rules pertaining to interactions with migrants according to their classification, and our staff is expected to uphold these standards at all times.

In a similar vein, our ICE Detention Management Services contract in Puerto Rico requires interaction with all members of a detainee's family, including young children. If a family is detained and the adult male is sent to an ICE facility, MVM officers must provide temporary security and care for female family members and children who are placed in nearby hotels by ICE. MVM has been providing these services in Puerto Rico since 2004.

Finally, MVM staff providing security services at the National Institutes of Health (NIH) must conduct themselves with an especially high degree of sensitivity on a daily basis. On this contract, MVM provides 24-hour campus security services at a campus that sees an estimated 700,000 visitors per year, in addition to the 18,000 employees housed there. Given the nature of the NIH's mission, many of the visitors who pass through the facilities have a variety of physical and mental disorders. On any given day, MVM officers could come in contact with a child with autism, a teenager with Tourette's Syndrome, and a woman with advanced stage Parkinson's disease. Our officers must be able to handle each of these visitors in a respectful and appropriate manner while upholding the strict security protocols in place at the NIH facilities.

Program Management Expertise

MVM has extensive experience managing nationwide requirements for complex, specialized programs. Because of this, we have the internal structure to support logistics provision nationwide. Moreover, several of our contracts require that we manage and effectively utilize a sizable pool of on-call personnel to fill highly specialized, urgent requirements.

On each project, our approach begins with a structured analysis of program elements, history, and goals. We then work collaboratively with our customers to design and implement staffing and management solutions that allow us to meet program objectives.

Our Program Managers develop customized solutions, provide a single point of contact, and ensure clear communication and project reporting. In addition, the Program Managers provide overall supervision and training while monitoring the quality of work performed across the contract.

Providing Highly Qualified, Highly Trained Personnel

Our Professional Services division specializes in identifying, screening, and hiring program management and program support personnel with the specialized skills and knowledge to support law enforcement agencies throughout the United States. Specifically, the language requirements of other Professional Services contracts have demanded that our recruiting techniques consistently identify qualified bilingual candidates with specialized skill sets and experience.

Given the sensitive and highly specialized work that would be required on this contract, MVM intends to partner with an organization that specializes in child development and working with children with special needs and/or behavioral issues. We will work together with our partner to develop the hiring profile for personnel on this program, and the partner would assist in sourcing qualified personnel.

MVM will also collaborate with its partner to develop and implement a specialized training program. We fully recognize that the unique responsibility of transporting unaccompanied children requires a focused and comprehensive training program developed by experts in this field. Specifically, we would rely on our partner's training experience in the areas of child development, working with and transporting youth with special needs, transporting youth with behavioral problems, and any crisis intervention techniques specific to the population served in the UAC program.

Our partner's experience in these areas will complement MVM's established training expertise in airport rules and regulations, crisis intervention (including de-escalation techniques), CPR and First Aid training, and the implementation of contingency plans in the event of a crisis. Taken together, our combined expertise would ensure that program personnel are fully trained on each of the critical skills needed to meet the unique requirements of the UAC program.

Security and Emergency Response Expertise

As a result of our years of experience operating security programs for federal agencies, MVM has developed extensive expertise in all aspects of security services, to include stationary security of people and possessions. We've also provided secure, humane transportation for individuals under the Government's care that is fully compliant with all applicable federal policies, to include ACA and PBNDS standards.

Emergency response is a critical part of every MVM contract. We work closely with our customer, local agencies, vendors, medical and transportation providers, current MVM personnel, and potential surge personnel. Through this process we identify realistic response plans for all manner of natural and man-made disasters.

MVM's emergency response planning is deeply informed by our experiences implementing emergency responses. Our personnel have safely evacuated a detention center following a nighttime gas refinery explosion, prepared to accept 400 additional migrants in a multi-agency emergency response drill, and assisted in the response to hurricanes and other natural disasters. As a result, MVM understands not only the theory of emergency planning, but the realities of implementing emergency plans. This understanding enables us to create emergency plans that are thorough, realistic, and meet the needs of all affected parties.

Procurement Type: Request for Information (RFI)/Sources Sought

Title: Escort Services for Unaccompanied Alien Children

Classification Code: M- Operation of Government-Owned Facilities

NAICS code: (b)(7)(E)

Primary POC: (b)(6),(b)(7) **Contract Specialist/** (b)(6),(b)(7)(C)

Secondary POC: (b)(6),(b)(7) **Contracting Officer/** (b)(6),(b)(7)(C)

A. Introduction

U.S. Immigration and Customs Enforcement (ICE), a component of the Department of Homeland Security (DHS), has a continuing and mission critical responsibility for accepting custody of Unaccompanied Alien Children (UAC) from U.S. Border Patrol and other Federal agencies and transporting these juveniles to Office of Refugee Resettlement (ORR) shelters located throughout the continental United States. ICE is seeking the services of a responsible vendor that shares the philosophy of treating all UAC with dignity and respect, while adhering to standard operating procedures and policies that allow for an effective, efficient, and incident free transport. The Contractor shall provide unarmed escort staff, including management, supervision, manpower, training, certifications, licenses, drug testing, equipment, and supplies necessary to provide on-demand escort services for non-criminal/non-delinquent unaccompanied alien children ages infant to 17 years of age, seven (7) days a week, 365 days a year. Transport will be required for either category of UAC or individual juveniles, to include both male and female juveniles. There will be approximately 65,000 UAC in total: 25% local ground transport, 25% via ICE charter and 50% via commercial air. Escort services include, but are not limited to, assisting with: transferring physical custody of UAC from DHS to Health and Human Services (HHS) care via ground or air methods of transportation (charter or commercial carrier), property inventory, providing juveniles with meals, drafting reports, generating transport documents, maintaining/stocking daily supplies, providing and issuing clothing as needed, coordinating with DHS and HHS staff, travel coordination, limited stationary guard services to accommodate for trip disruptions due to inclement weather, faulty equipment, or other exigent circumstances. In emergency situations, the Contractor shall be called on to provide temporary shelter locations (such as trailers) with shower facilities for juveniles who are pending placement with HHS when bed space is unavailable nationwide for extended periods of time. The Contractor shall provide temporary guard services and other support as necessary during these emergencies.

In addition, the Contractor shall have personnel who are able to communicate with juveniles in their own designated language(s). While this may not require each employee to be fluent in all of the encountered languages, personnel should have access to and knowledge of translation services.

B. ICE Standards/Special Requirements

The contractor is required to perform in accordance with the ICE Performance Based National Detention Standards (PBNDS 2011), all ICE policies related to the transportation of juveniles (see the ICE Family Residential Standards at <http://www.ice.gov/detention-standards/family-residential/>) as well as the Flores Settlement Agreement, the Trafficking Victims Protection Reauthorization Act of 2008, and the Homeland Security Act of 2002. In cases where other standards conflict with DHS/ICE Policy or Standards, DHS/ICE Policy and Standards will prevail. ICE Inspectors will conduct periodic inspections to assure compliance of the aforementioned standards.

Personnel shall have the knowledge and experience to transport individual children with special needs. Often times, children with special needs may require a transportation method that is time saving and direct, i.e. by commercial airline. Contractor shall also provide for accompanying medical care. Additionally, due to exigent circumstances, the Contractor shall be required to transport juveniles via ground to HUB airports or other staging areas that are not located within the area of initial apprehension.

The Contractor shall follow a fully developed training curriculum and transporting staff shall have the highest level of competency possible. Areas of training shall include, but are not limited to the following: Airport rules and regulations for travelers, crisis intervention, child development, working with and transporting youth with special needs, transporting youth with behavioral problems, CPR & First Aid training, non-secured UAC policy and procedures and the implementation of contingency plans in the event of a crisis during transport, which include de-escalation techniques.

- Background Investigations and Suitability Screenings will be conducted on all Contract Employees by the Office of Professional Responsibility and Personnel Security Unit (OPR-OSU).
- The Contractor shall agree that each employee working on this contract will successfully pass the DHS Employment Eligibility (E-Verify) program operated by USICS to establish work authorization and U.S. Citizenship.
- Employees must reside in the United States.

C. Contract Type

The Government anticipates awarding a five (5) year Fixed Price Indefinite Delivery, Indefinite Quantity (IDIQ) contract vehicle consisting of a one year base period, and four (4) option years. The Service Contract Act is applicable to this acquisition. All required clauses, provisions will be included in the solicitation and resulting contractual instrument.

The anticipated release date of the solicitation is March 3, 2014. The solicitation closing date will be thirty (30) days after release of the Request for Proposal (RFP).

Projected Set-Aside: All business sizes are welcome to participate; however, ICE is trying to determine small business interest, particularly HubZone companies. All information received in response in to this notice will be used to determine the appropriateness of any small business set-aside for this requirement.

D. Place of Performance:

Service Area: Throughout the Continental United States (US)

The area(s) or region(s) serviced may occur either with a phased approach over a period of several months to a full year. Alternatively, the Contractor shall perform the entire transportation function upon full funding. For example, the following two circumstances may occur: (1) The contractor could initially provide transportation services only in the Southwest Region of the U.S. for those juveniles who are apprehended in the state of Texas; or, (2) The Contractor may be required to provide transportation services for all juveniles who are in DHS custody throughout the continental U.S.

E. RFI Purpose/Requirements

The purpose of this RFI is to obtain market information and capabilities for planning purposes and to determine appropriate strategies to meet the Agency's requirements. This RFI is issued solely for information and planning purposes and does not constitute a Request for Proposal (RFP) or a commitment for an RFP in the future. Responses to this notice are not considered offers and cannot be accepted by the Government to form a binding contract. Responders are advised that the Government will not pay for any information or administrative cost incurred in response to this announcement and information submitted in response to this RFI will not be returned.

Interested parties are instructed to submit the following information: (Note: Please do not exceed 5 pages per RFI submission)

- POC information (name, title, phone number, address, email address, etc.)
- Socio-economic status
- Brief Company Capability statement (to include addressing all special needs as stated above)

F. Submissions and Point of Contact Information

Submit written or electronic submissions via email to (b)(6), (b)(7)(C) by 1:00pm EST on Monday, February 23, 2014.

End of RFI



To; Primary (b)(7)(C) Contract Specialist; (b)(6),(b)(7)(C)
Re: REQUEST FOR INFORMATION (RFI)
Escort Services for Unaccompanied Alien Children
From: (b)(6),(b)(7)(C) President SSGI

POC INFORMATION

Success Systems Group Inc. (b)(6),(b)(7)(C) President
1684 Candler Road
Decatur, GA 30032
(b)(6),(b)(7)(C)
(404)759-1166
Disabled Veteran, Located in a HubZone area

SOCIO ECONOMIC STATUS

Small startup business-less than \$34,000 annually
Less than 2 employees currently
Incorporated
Actively seeking Government Contract

BRIEF COMPANY CAPABILITY STATEMENT

The company is prepared to employ the following required personnel to initially service UAC in the Southwest region;

Supervisor Manager
Administrative Assistant
Juvenile Coordinator
Unarmed guards/escorts
Shelter staff
Trainer

SSGI will be equipped to supply 24/7 service to ICE. An estimated 35 juveniles will be served per day (1/5 of national total juveniles daily; 65000 per year in five regions). The adult to child ratio is 1:3. An escort will travel with each group of 3 children. One child coordinator will travel with each group per destination. For example; six children to be delivered to one destination will require two escorts, one coordinator. Nine children will require 3 escorts and one Juvenile coordinator and so on.

Staff

A staff of 10 escorts and 3 child coordinators will be on call in three eight hour shifts at a base facility. This facility will also provide three to six emergency beds with additional facilities to meet ICE detention center standards. A Shelter coordinator will also be on staff along with a house keeper, cook and stationary guard. Escorts and coordinators will be salaried staff. They will be trained in the following:

- Airport rules and regulations
- Crises intervention

- Child development
- Special needs
- Behavioral issues
- CPR and first aid
- Non secured UAC policy
- Emergency Contingency Plan
- Spanish language
- Japanese language

A certified educator will be on staff to conduct research and provide timely training. Training will take place regularly with new employees and with all employees on updated regulations.

An administrative assistant/operator will also be on staff per shift to take calls, distribute jobs and complete reports. The setup will be similar to a fire station.

Positions and responsibilities

Supervisor/manager	Administrative Assistant	Child Coordinator	Escorts
Certification/Licenses <ul style="list-style-type: none"> • Security • Social worker 	Reports <ul style="list-style-type: none"> • Transportation • Pick up and drop off • Juvenile inventory list • Employee expenses • Juvenile expenses 	Meals, clothing	Stationary guard services Mobile guard
Drug testing	Transportation documents <ul style="list-style-type: none"> • Commercial • Charter • Company 	Coordinating with DHS and HHS	Transporting juveniles; infants to 17 nationwide <ul style="list-style-type: none"> • Ground • air
Background check	Travel Coordination	Provide temporary shelter (such as trailers with showers)	
	Translator services		
	Employment advertising		
	Field calls	Property inventory <ul style="list-style-type: none"> • Clothing • Baby supplies/bottles blankets, diapers • Food • First aid kit • OTC medicines 	Property inventory <ul style="list-style-type: none"> • First aid kit • Car seats/booster seats • Fire extinguisher • Coats/blankets • Socks, slippers

Procedures

An operator will receive the call for escort; An escort and coordinator will be assigned to 1-3 child group. The coordinator will contact DHS or HHS in the city of destination to arrange transfer and accommodations. A translator will be contacted if necessary. The operator will organize mode of transportation and acquire tickets if necessary. Escorts will be identified by uniforms and badges. Coordinator will be responsible for ensuring supplies and materials appropriate for the situation be taken on the trip such as baby supplies, car seats, boosters, equipment for special needs children and necessary clothing. Children will be escorted via ground or air to the appropriate agency. In case of emergency the child(rcn) will be taken to the base facility and taken care of by the house staff until transferring to state facility.

Facility location/description

1684 Candler Road . Decatur, FA 30032 **404.759** (b)(6) (b)(6),(b)(7)(C)