

**REQUEST FOR PROPOSALS**

**Evening Report – In Center (ERIC)**

Lawrence County Juvenile Probation Department  
430 Court St.  
New Castle, PA 16101  
May 15, 2015

## **Introduction**

Lawrence County is a Class 5 County in the Commonwealth of Pennsylvania. The total population is about 89,333 with approximately 11.7% (10,620) of the population being juveniles between the ages of 10 and 18 years old (2013 Estimate, 2010 Census). The Lawrence County Juvenile Probation Department (LCJPD) has ranged from as many as 630 to as few as 246 referrals over the past 11 years. The LCJPD is responsible for the provision of juvenile probation services and for arranging appropriate community based services for delinquent youth under its supervision. The agency provides services in accordance with The Juvenile Act (42 PA § 6301 et seq.).

Clients of the LCJPD include delinquent youth who are on probation for various offenses as well as those who are in placement settings. The department provides various levels of probation services including informal probation, regular line supervision, placement supervision and aftercare. The department operates via contracted services, a community service program for clients to perform community service while under supervision. Many of the clients have substance abuse issues, mental health issues, experience academic difficulties, have inadequate supervision at home and/or other behavioral issues. Juvenile Probation utilizes public and private agencies in the community to provide various services for its clients that supplement probation services.

All juvenile justice programming operated by or contracted for the LCJPD and its clients is based on the Pennsylvania's Juvenile Justice System Enhancement Strategy (JJSES). Its purpose is to achieve balanced and restorative justice through evidence-based policy and practice as set forth in the Juvenile Act. Those principles require that balanced attention be paid to: 1.) the protection of the community, 2.) the imposition of accountability for offenses committed, and 3.) the development of competencies to enable children to become responsible and productive members of the community. The LJCPD utilizes the Youth Level of Service (YLS) assessment to determine risk / needs for all juveniles under formal court supervision

A copy of the monograph can be found through the Juvenile Court Judges' Commission website: [http://www.jcjc.state.pa.us/portal/server.pt/community/jcjc\\_home/5030](http://www.jcjc.state.pa.us/portal/server.pt/community/jcjc_home/5030) for further understanding of the JJSES.

## **Intent of RFP**

The County of Lawrence through the Juvenile Probation Department desires to enter a contract with a vendor to establish an evening report-in center that will provide services for all risk levels of juveniles targeting the following criminogenic factors: Peer Relations, Attitudes / Orientation, Education / Employment, Prior and Current Offenses and Leisure / Recreation.

### Evening Report-In Center (ERIC)

The LJCPD in keeping with JJSES principles completed a service matrix and has focused on identifying service gaps across low, moderate and high risk needs based upon all 8 criminogenic factors. We have recognized the aforementioned areas as lacking in services especially for the moderate and high risk juveniles and therefore requested funding through the Needs Based

Budget to address these areas of concern. It is the hope that by targeting these specific needs there will be a reduction in overall recidivism.

The evening report-in center would provide youth the opportunity to become involved with caring, committed adults with a goal of impacting the development of character, values and hope for the future. Delinquency prevention /intervention are a critical need in Lawrence County. We have strongly relied on services being provided in the home and community and our overall placement number are low reflecting this delivery of service. We will continue to review the needs of the juveniles to focus on family involvement to maintain intact homes without requiring the need for removal.

While research on best practices related to delinquency prevention / intervention is limited, factors that impact youth negatively are fairly clear. In Lawrence County these include; limited productive activities for youth during critical times, poor or no relationships with caring adults, limited community acceptance of responsibility for youth, gun violence (JPO intake referral logs), drug issues, (PAYS 2013), overall community/ family disorganization and antisocial behavior (PAYS 2013).

By addressing the following criminogenic factors: peer relations, attitudes/orientation, education/employment, prior and current offenses, and leisure/recreation, the LCJPD is hoping to have a positive impact on the above stated detrimental community factors. With the creation of an evening report-in center, juveniles will have the opportunity to meet multiple areas of concern as identified in their case plans. Juveniles will engage with other juveniles to increase peer relations as well as authority figures (staff and probation officers) to address appropriate/healthy relations outside the sterile environment of an office. Juveniles will be afforded the opportunity to receive educational needs (assistance with homework/tutoring) to cease any backslide and start making gains in academics. Evidence Based treatment components such as a cognitive behavioral intervention will be afforded during this program. Juveniles will also receive time for leisure/recreation to develop positive relationships and an exposure to activities maybe never before realized. The center will promote family involvement; youth character development, future hopes/goals for youth (vision of the future) and more tangible services such as mentoring, academic/social/physical programming (Need Principle).

The Evening Report-In Center (ERIC) (Treatment Principle) will provide service for 5- 12 male and female juveniles ranging in age from 10 – 18 years old. The program should operate at minimum 3 evenings per week to accomplish programming /services and as necessary Saturdays for a sanction / rewards program for 52 weeks per year excluding holidays. The program should operate between the hours of 3:00 pm and 8:30 pm. The actual program time, when juveniles are receiving services, should be from 4:00 pm to 7:30 pm. The following services will be provided for juveniles placed in the ERIC based upon specific referral (Responsivity Principle).

- Supervision
- Transportation
- Service Domains:
  - Peer Relations

- Attitudes/Orientation
  - Cognitive Behavioral Therapies
- Education/Employment
  - Academic Assistance
- Prior and Current Offenses
- Leisure / Recreation
  - Recreational Activities/Field Trip
- Meals/snack

The typical length of stay for a juvenile in this program is anticipated to be 90 days. Juveniles may be extended based on treatment requirements or probation officer request.

Projection of Costs:

Lawrence County requested and was awarded \$ 245, 000 under the Promising Practices – Delinquent Special Grant under the Needs Based Budget for a full year of service. Funding will be provided for 2 years under this grant. If outcomes are realized, the LCJPD will move this funding to the Needs Based Act 148 funding stream for future years of service.

The following is the breakdown of anticipated spending as written by LCJPD at the time of the request. Proposers will not have to stay within these parameters however the total proposal must not exceed \$245,000.

Transportation	\$51,000.00
Programmatic Content:	\$78,800.00
Meals / Snacks:	\$31,800.00
Staffing:	\$53,800.00
<u>Building:</u>	<u>\$29,600.00</u>
Total:	\$245,000.00

Anticipated outcomes the LCJPD expect include:

1. The LCJPD will provide juveniles under juvenile court jurisdiction between the ages of 10 and 18 (male and female) services to address identified criminogenic needs to reduce recidivism.
  - Intervals of recidivism that will be measured include: (1) during the program period; (2) 6 months after program completion; and (3) 1 year after release from court supervision.
2. The LCJPD will increase juvenile accountability through the reduction of probation violations that ultimately lead to the need for further services up to and including out of home placements.
  - Outcomes to be measured would include; (1) a reduction in violations of targeted probation rules (i.e. Reporting requirements, failure to attend required services, etc.); (2) program attendance will be maintained at 90% throughout the prescribed programs designated by the supervising probation officer.

3. The LCJPD will reduce the repetition of violent crimes (i.e. person on person – assaults, weapons, terroristic threats) committed by those under court supervision by targeting anti-social thoughts and behaviors through evidence based initiatives using cognitive behavioral interventions.
  - Outcomes to be measure would include: (1) for juveniles initially charged with a violent crime and have successful completed cognitive behavioral interventions, that these juveniles will not have received new charges for a subsequent violent crime measured at the 3, 6 and 12 month intervals.

The intent of this RFP is to provide information, establish the process and standards of selection for a contractor for this purpose and to encourage proposers to be creative and submit a proposal that will meet the needs of delinquent youth receiving the contracted services, hold youth accountable for their actions and afford the community protection from delinquent behavior.

### **Proposal Requirements / Format**

The written proposal must clearly demonstrate that the proposing organization has a strong working understanding of the juvenile justice system, juvenile justice issues, the principles of balanced and restorative justice and the juvenile justice system enhancement strategy (JJSES). The proposal must include the following information:

- Cover page (name, address, phone, FED ID #, Contact person & title, CEO)
- Background and philosophy of the proposing agency
- Disclosure of other programming in operation of the proposing agency working with delinquent and/or dependent youth and why the same would not pose a conflict of interest with the proposed service.
- Proposed name of the program, program description and objectives of the program.
- Under each of the outlined budgeted areas, please provide at minimum the following details:
  - **Transportation:** hours of operation, will there be a staff designated to this purpose, type of vehicle most likely to be used, number of passengers this can accommodate. Please provide a separate detailed budget.
  - **Programmatic Content:** name of evidence based cognitive behavior intervention(s) planned to be used, which criminogenic factor(s) will this/these target, which risk level of juvenile will be focused, length of program; hours / weeks. Please provide a separate detailed budget.
  - **Meals / Snacks:** Please provide a separate detailed budget.
  - **Staffing:** given the population of 5 – 12 juveniles how many direct care staff will be employed, supervision etc. Staff must adequately cover education/employment, leisure/recreation, programmatic content (EBI) and sanction/rewards. Please provide a separate detailed budget.
  - **Building:** if location is known, please provide address, will the building accommodate a recreational area, is there designated educational space

with access to the internet, are there separate meeting spaces to provide confidentiality, is there an area to provide meals. Please provide a separate detailed budget.

- Please address the following and indicate how each will be provided or achieved:
  - How will the sanction / reward program be instilled? What types of activities are being considered? By what measure will sanction/rewards be assigned?
  - How will the design of the program assure that virtually all clients will have the ability to successfully fulfill program requirements and complete the program within the timeframe specified in the above program description?
  - How will the program components be operated around balanced and restorative justice principles; community protection, accountability and competency development?
  - How will the following balanced and restorative justice goals, objectives and outcome measures be incorporated into the program?
    - Completion of the program without a new offense that results in a consent decree or adjudication of delinquency.
    - Completion of the program with no judicial finding of technical violations of probation while enrolled.
    - Completion of competency development activities geared to the individual needs of participants while enrolled.
- Identification of professional staff, including minimum qualifications, and duties in relation to programming, including professional backgrounds, education and experience / expertise of said staff working with delinquent youth. A proposed schedule of orientation which will be provided for staff prior to their work within the program must be included. The proposal must also indicate the amount of annual training that will be provided to the program staff including the number of annual hours that will be required of each staff position and a list of tentative topics.
  - Proposers must disclose to Lawrence County the names and nature of all programming and services that will be subcontracted to another firm or person not employed by the proposing organization. All required representatives for key staff must include staff of any subcontracted firm.
- Identification of documentation of case management / reports i.e. weekly, monthly etc.
- A proposed schedule of operation for the program including both the starting and ending time, the days of operation, the geographic location from which the program will operate and a daily/weekly program schedule. Include the number of direct service staff and the number of supervisory personnel who will work directly with participants during all hours of program operation.
- Identification of school / community resources available
- A detailed line item budget for the period of July 1, 2015 through June 30, 2016 based upon the estimated number of participants in the above description. Please use the standard format as provided in Appendix A. It is understood that it may not be possible for the program and services to commence on July 1, 2015 and in

such case, the budget would be reduced proportionally based on the actual start date. The proposing organization must also submit financial reports such as audit reports and/or annual reports that document that its organization is sufficiently funded to provide for program start up costs and to sustain operation of the program throughout the year.

### **Proposer Requirements / Notifications**

An original plus three copies of the proposal must be received in the office of Lisa E. Boots, Deputy Director, Lawrence County Juvenile Probation 430 Court St. New Castle, PA 16101 no later than 4:00 pm, **June 5, 2015**. Proposals received after that date will not be considered and will be returned to the submitting vendor. All copies become property of Lawrence County Juvenile Probation at submission. All proposals shall be deemed proprietary and kept confidential until the time of contract award at which time all proposals become public and available for public examination. All proposals must remain valid for 90 days from the date of submission. All proposals must be signed by a person authorized to commit the proposing organization to any and all terms and conditions as specified in this RFP.

Proposals will be reviewed by a selection committee who will select the proposal that best meets the need of the agency and recommend the same to the court for approval. Upon approval by the court, the County will be requested to enter a contract with the vendor submitting that proposal or if no proposal is acceptable, pursue any of the alternatives as specified in the proposal requirements

The LCJPD reserves the right to reject any or all proposals in whole or in part, to split proposals, to negotiate costs or seek additional proposals, as they deem appropriate and to recommend the contract be awarded in the best interest of the County. During the evaluation process, LCJPD reserves the right, where it served the best interest of the Court and the department, to request additional information or clarification from proposers, or to allow correction of errors or omissions.

All interested individuals submitting proposals, their partners, officers and staff are banned from engaging in any and all practices, or in making any promised or agreement, that may in any way, limit or restrict competition, or encourage or induce the selection committee to make a favorable selection.

The selection committee reserves the right to require oral presentation or interviews to be held at the offices of Lawrence County Juvenile Probation Department.

All qualified persons, firms and proposers shall receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap status or gender. Lawrence County is an equal opportunity employer. The selected vendor must ensure that both they, and their subcontractors, if any, conduct business in a similar manner and not discriminate as noted above. Selection will be based on the demonstrated successful experience of the proposer, cost, and how the proposed program design meets the needs of the department and satisfies the specifications outlined in this request for proposals.

## Selection Process

When all proposals have been received, the selection committee will review submissions to determine which best satisfies the expectations of the LCJPD. Cost, will be a major consideration, however; creativity of approach, demonstrated success with past or present programming for delinquent and or other troubled youth, presentation of an outstanding comprehensive methodology and demonstrated expertise and experience of proposed staff are very important considerations as well. Taking into consideration of the merits of the proposed program, cost and thoroughness of the proposer's presentation, the selection committee will make a final selection subject to court approval and recommend the entry of a contract to Lawrence County Juvenile Probation Department.

All questions or requests for additional information should be addressed to:

Lisa E. Boots, Deputy Chief  
Lawrence County Juvenile Probation  
430 Court St.  
New Castle, PA 16101  
724-656-2173 x 7020  
[lboots@co.lawrence.pa.us](mailto:lboots@co.lawrence.pa.us)

OR

Carin S. Majocha, Deputy Chief  
Lawrence County Juvenile Probation  
430 Court St.  
New Castle, PA 16101  
724-656-2173 x 7018  
[cmajocha@co.lawrence.pa.us](mailto:cmajocha@co.lawrence.pa.us)

The selection committee, the court and the Board of Commissioners reserve the right to reject any or all proposals and to award the contract in the best interest of Lawrence County, as they shall exclusively determine.

