



Vendor Name:

Guadalupe County
Juvenile Services

RFP NO. 2016-100

REQUEST FOR PROPOSALS
FOR
PLACEMENT PREVENTION SERVICES

PROPOSALS DUE: July 22, 2016 at 1:00 p.m.

RFP NO. 2016-100

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This Table of Contents is intended as an aid to vendors and not as a comprehensive listing of the proposal package. Vendors are responsible for reading the entire proposal package and complying with all specifications.

RFP FOR PLACEMENT PREVENTION SERVICES

Guadalupe County Juvenile Services is soliciting proposals for PLACEMENT PREVENTION SERVICES for JUVENILE SERVICES.

THE ORIGINAL AND FIVE (5) COPIES
OF COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
JUVENILE SERVICES DEPARTMENT
AT 2613 N. GUADALUPE STREET
SEGUIN, TEXAS 78155
ATTN: PPS RFP
ON OR BEFORE JULY 22, 2016 AT 1:00 P.M

All proposals are due by the due date in sealed envelopes. All proposals must be clearly marked with the RFP Number and the name of the company submitting the proposal. Original proposal must be clearly marked "ORIGINAL" and contain all original signatures.

Any proposal received after the date and/or hour set for RFP opening will not be accepted.

Proposals may be withdrawn at any time prior to the official opening. After the official opening, proposals become the property of Guadalupe County Juvenile Services and may not be amended, altered or withdrawn.

Guadalupe County Juvenile Services is exempt from State Sales Tax.

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It is the respondent's sole responsibility to print and review all pages of the RFP document, attachments, questions and their responses, addenda and special notices. The Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders proposal non-responsive. Failure to complete and submit all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire proposal.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing / Budget information is not considered confidential.

The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Guadalupe County Juvenile Services is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to an RFP is "confidential" will not be treated as such if Guadalupe County Juvenile Services receives a request for a copy of the RFP. Guadalupe County Juvenile Services will make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information, but Guadalupe County Juvenile Services cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act.

Additionally, to the extent your response is incorporated into the contract, that contract will become an official record available for public inspection.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be open for public inspection after the contract is awarded.

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The successful Contractor shall defend, indemnify, and hold harmless Guadalupe County Juvenile Services and Guadalupe County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by Guadalupe County Juvenile Services. Guadalupe County Juvenile Services shall not pay for services which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Guadalupe County Juvenile Services reserves the right to waive any irregularities and to make award in the best interest of Guadalupe County Juvenile Services.

Guadalupe County Juvenile Services reserves the right to accept or reject in part or in whole any proposals submitted and to waive any technicalities for the best interest of Guadalupe County Juvenile Services. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Guadalupe County Juvenile Services and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful proposer/respondent may not assign their rights and duties under an award without the written consent of Guadalupe County Juvenile Services. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **Contract Terms:** Successful vendor(s) will be awarded a contract, effective from date of award or notice to proceed as determined by Guadalupe County Juvenile Services through December 31, 2016. At Guadalupe County Juvenile Services option and approval by the vendor, the contract may be renewed for three (3) additional one (1) year periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **Renewal Options:** Guadalupe County Juvenile Services reserves the right to exercise an option to renew the contract of the vendor for three (3) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If Guadalupe County Juvenile Services exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period.

3. **Minimum Insurance Requirements:**

A. All certificates of liability insurance covering its activities in providing the services for Guadalupe County Juvenile Services in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act 100.001 et. seq., Texas Civil Practices and Remedies Code, and indicating that such insurances are in full force and effect.

B. Required Provisions:

- 1) Proof of Carriage of Insurance - All certificates of liability insurance covering its activities in providing the services for Guadalupe County Juvenile Services in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act. 100.001 et. seq., Texas Civil Practice and Remedies Code, and indicating that such insurances are in full force and effect. In addition, Agency agrees to hold County harmless for any and all claims arising out of any activity conducted by vendor in providing services under the contract.
- 2) All certificates shall provide Guadalupe County Juvenile Services will receive an unconditional thirty days written notice in case of cancellation or any major change.
- 3) The Contractor agrees to waive subrogation against Guadalupe County and Guadalupe County Juvenile Services, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
- 4) Vendor agrees to hold Guadalupe County Juvenile Services and Guadalupe County harmless for any and all claims arising out of any activity conducted by Vendor in providing services under this contract.

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SCOPE OF WORK

I. BACKGROUND:

Guadalupe County Juvenile Services receives funding through the Texas Juvenile Justice Department and Guadalupe County for the development of community-based programs to meet specified performance targets and to reduce commitments to the Texas Juvenile Justice Department.

II. CONTRACT PERIOD:

The period of performance for the program will be from date of award or notice to proceed as determined by Guadalupe County Juvenile Services through December 31, 2016, with options to renew for three (3) additional one (1) year periods.

Program award is subject to approval of funding. If funding is unavailable, the program will not be implemented or maintained. Multiple contracts may be awarded.

III. EVALUATION CRITERIA AND AWARD PROCESS:

- A. Review will be conducted by Guadalupe County Juvenile Services to ensure all proposals contain the required documentation and are in conformance with the requirements set forth therein.
- B. The following criteria will be utilized in evaluating the proposals:
 - 1. Vendor and Staff Experience and Qualifications 25%
 - 2. Proposed Program and Curriculum 25%
 - 3. Program Evaluation and Management 15%
 - 4. References 5%
 - 5. Price Proposed 30%
- C. Proposals will be reviewed and evaluated by Guadalupe County Juvenile Services. Guadalupe County Juvenile Services may schedule interviews with selected Respondents to further evaluate their submitted proposal. Daily costs as stated in the proposal will be an important factor in selecting a proposal for award of a contract. However, the quality of the proposed program is the primary consideration.
- D. Award of contracts will be made to the responsible Respondent(s) whose proposal(s) is (are) determined to meet all requirements, evaluation criteria and the identified service elements for the targeted population. (Respondents considered for award may be contacted for a presentation and negotiation process.)

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IV. PROGRAM PURPOSE:

- A. The goal of the Placement Prevention Services Program is to partner with Guadalupe County Juvenile Services using strength-based advocacy and wrap-around services to work with adjudicated juvenile offenders and to aid families of adjudicated juvenile offenders, whose behavior places them at risk of commitment to the Texas Juvenile Justice Department, at risk of removal from the home or having been removed from the home due to placement by the Court or family, reintegration and transitional services to support a positive return to the home environment. The program is intended to provide wrap-around services and interventions that utilize identified family and individual strengths to resolve immediate family crisis, establish new methods of problem resolution, and help families create support systems to aid in achieving these goals. This program is intended to treat families in an individual manner, attending to the specific needs of each family, whether those needs are basic or clinical.
- B. Guadalupe County Juvenile Services may award contracts to multiple Respondents to meet all program purposes. Proposals will be awarded based on the Respondent's ability to define and describe their experience and expertise to provide an evidence-based and strength-based program, as outlined above.

V. GENERAL DESCRIPTION:

This program is envisioned as being a community program of intensive home-based intervention, targeting juveniles who are at risk of commitment to TJJD and their families. Advocacy services should be made available to juvenile offenders from all areas of Guadalupe County. Proposals must specifically address each of the following service needs and how they will be met in a culturally competent service delivery program.

- A. Crisis Stabilization and Safety Planning Services.
- B. Comprehensive Assessment Services.
- C. Juvenile and Family Support Teams Services.
- D. Service Planning.
- E. Service Plan Reviews.
- F. Flexibility of service hours.
- G. Case Management / Care Coordination Services.
- H. Therapeutic Family Services.

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- I. Individualized Juvenile Skills Development Counseling Services.
- J. Individualized Parenting Skills Development Counseling Services.
- K. Monitoring and Supervision Services that provide accountability for the juvenile.
- L. Education Advocacy Services.
- M. Discharge Planning Services.
- N. Aftercare Services

VI. TARGET POPULATION:

- A. The targeted population of this program is adjudicated adolescent offenders, ages 10 - 17, identified as high-risk for further involvement in the juvenile justice system and their families. Proposals should address the applicant's experience serving juveniles at risk, including the time frames (from/to) and type of service delivered.
- B. Referrals to the program will occur based on internal screening by Juvenile Services, and as a result of behavior which brings a juvenile to the attention of juvenile authorities through standard avenues. Proposals should address measures necessary to serve all juveniles and families referred, including those in need of transportation and specialized court ordered services (e.g. community service restitution, monetary restitution, anger control counseling, substance counseling, family counseling, sex offender counseling, parenting skills training).
- C. Provisions should be provided that include how the needs of these juveniles and families will be addressed if more serious intervention is needed, and how they can be accessed.

VII. EXPECTED OUTCOMES AND BENEFITS:

- A. It is expected that the daily average of juveniles in the program receiving services on a daily basis will be 6, based on a 12 month contract term. It is also expected that juveniles and their families will attain problem solving skills which will empower them to remain intact as a family. The proposal should define and describe expected program outcomes and benefits and how this will be tracked.
- B. It is expected that verbal and written communication between Juvenile Services and the contracting program will remain consistent and open during the contractual period. For example, at a minimum Juvenile Services will expect the following:
 - 1. Joint meetings between the Juvenile Probation Officer, the service provider, and the family initially and as necessary.

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2. A minimum of two (2) direct telephone contacts per month between the Juvenile Probation Officer and the service provider during ongoing services. This contact may be initiated by either party.
3. A joint meeting at discharge from program services.

C. The following documentation and reports will be expected:

1. Individual case plan following the initial family meeting;
2. Monthly case plan updates;
3. A completed discharge plan with summary at the time of discharge; and
4. Progress report to the court for any child who has a court hearing while they are in the program.

VIII. ACCOUNTABILITY SYSTEM/EVALUATION OF PERFORMANCE:

The proposal should define and describe the method and type of program evaluation instrument(s) to be used, including how applicant will measure juveniles being diverted away from the juvenile justice system. The proposal should address how the performance goals will be measured and how they are applicable to the proposed program, including the items in "Other Information" (below). Data on evaluation components will be collected by the contractor and made available to Guadalupe County Juvenile Services for audit and evaluation purposes, including but not limited to items specified below. A performance target of 80% successful discharged is expected.

A. Successful Discharge

1. Juvenile and family members experience an increased number of positive encounters within their families and communities.
2. Juvenile and family members acquire life and problem solving skills that improve their quality of life together and that support law abiding behavior after receiving services.
3. Juvenile and family members establish linkages to community resources and support systems that will provide opportunities for work, recreation, friendship, and citizenship in the community beyond the service intervention period.
4. Juveniles are enrolled in and attending an educational program.
5. Juveniles remain in the home and community.

B. Unsuccessful Discharge

1. Juveniles penetrate further in the juvenile justice system, either by placement in a subsequent long term residential facility, commitment to the Texas Juvenile Justice Department, or transfer to adult system.
2. Juveniles who are not actively engaged at the time of discharge, which might include juveniles who have absconded.
3. Juveniles are dropped from program due to behavior, excessive absences, or lack of participation.

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C. Other Information

1. Number of juveniles not penetrating further into the juvenile justice system.
2. Number of juveniles completing special conditions of probation during program participation (e.g. community service, monetary restitution, anger control counseling, substance abuse education or counseling, individual and family counseling, sex offender counseling, parenting skills training, gang intervention services).
3. Number of juveniles, at time of discharge from program, who are reported to be:
 - a) home with parent/legal guardian or relative;
 - b) enrolled and attending school or GED program;
 - c) experiencing improved family functioning;
4. Number of families receiving newly established, need based financial assistance, food, clothing, shelter, utilities, medical, educational/vocational, recreation, or other services.
5. Total hours of service provided to juvenile and families.
6. Number of juveniles and families involved in community programs/linkages.

IX. PROPOSAL SHOULD ADDRESS THE FOLLOWING:

A. Respondent's Experience and Capability

1. Provide a brief narrative highlighting company background, years in business, and experience in similar programs.
2. Describe any program you currently are operating or have operated for at risk juveniles of "similar scope" to the program requirements specified in this RFP, including length of time you have operated the program. Include company/agency/jurisdiction name, address, contact person, telephone number, and contract dates.
3. Include current licenses, accreditation certifications, and special recognition notices.
4. Provide a brief description of your agency's philosophy and the type of client your agency works with best.
5. Provide statements documenting the vendor's financial stability.

B. Staff Qualifications and Experience

1. Provide information regarding qualifications of service providers to be assigned to the project, including the educational level of clinical and program staff and their experience working with at-risk juveniles. List the licenses or certifications possessed by clinical staff.
2. Identify the plan for insuring staff diversity and relate how this reflects the population to be served.
3. Provide job descriptions of all staff positions assigned specifically to the proposed program.

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C. Proposed Program

1. Describe how you will propose to develop an evidence-based program to meet Juvenile Services requirements, and address specifically:
 - a. How many clients you can serve within a specified time period.
 - b. How you will conduct intake services including beginning the services within 72 hours of referral.
 - c. Average length of stay in the program.
 - d. Program goals.
 - e. How the program design includes parental/family involvement. and
 - f. How linkages to community support systems for juveniles and family will be established.
 - g. How the program will enhance family functioning (i.e. communication, problem resolution, access to wraparound resources for basic needs, and skill development).
 - h. Guadalupe County Juvenile Services (GCJS) operates with an expectation that vendors will embrace the attitudes, knowledge and skills to deliver culturally competent and responsive services. As GCJS moves toward increasing the cultural and linguistic competence of its staff and the services they provide, it is further expected that contractors and partner agencies are also engaging in activities that facilitate the development and implementation of plans or curricula that help foster behaviors, attitudes and policies that support employees in serving successfully in cross-cultural relationships and will provide the most inclusive environment possible for families and juveniles referred to them for services.
 - i. Address how basic services are necessary to service target population (i.e. services for non-English speaking juveniles/parents).
2. Provide an implementation schedule for each program proposed.
3. Provide a description of the program's target population.
4. Describe expected program outcomes and benefits.

D. Program Management

1. Provide a brief narrative describing how the proposed program will be managed including the following:
 - a. How the program defines successful and unsuccessful discharge and other items referenced in Section VIII of this RFP.
 - b. How vendor proposes to measure the success of their program based on the listed outcomes, utilizing appropriate measurement tools, including how diversion of youth from the juvenile justice system will be measured.
 - c. Example of reports and statistics to be provided for the program and how you will meet requirements for verbal and written communications with Juvenile Services.
 - d. Quarterly review meeting(s) between successful proposer(s) and Juvenile Services to consider and evaluate program(s).

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2. Provide copies of treatment plans, monthly progress reports and discharge summary.
3. Discuss how confidential records will be handled.
4. Discuss how notification of license violations and serious incidents will be handled.
5. Discuss how the applicant will establish and maintain relationships with law enforcement agencies.
6. Describe measures in program to serve all juveniles and families referred.

E. Cost of Services

1. Provide a detailed budget for each program proposed that includes a minimum guaranteed daily rate for an average of 6 juveniles/families per day.

F. References

1. Submit three (3) vendor references, other than Guadalupe County, who can verify your performance as a treatment provider.

G. Vendor Contracts

1. If Respondent requires a contract be executed, the actual contract must be submitted with each proposal.

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VENDOR REFERENCES

Please list three (3) references, other than Guadalupe County, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Guadalupe County Juvenile Services to determine your firm's ability to provide the intended goods or service of this RFP. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFP. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

REFERENCE ONE:

AGENCY / DEPARTMENT NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO:

AGENCY / DEPARTMENT NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE THREE:

AGENCY / DEPARTMENT NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL

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PROPOSAL SIGNATURE FORM

The undersigned agrees this proposal becomes the property of Guadalupe County Juvenile Services after the official opening. The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; The undersigned agrees if this proposal is accepted, to furnish any and all services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be one hundred eighty (180) calendar days unless a different period is noted by the bidder. The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Respondent, nor any employee of Guadalupe County Juvenile Services, and that the contents of this proposal have not been communicated to any other Respondent or to any employee of Guadalupe County Juvenile Services prior to the official opening of this bid.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package. Failure to sign and return this form will result in the rejection of the entire proposal.

Signature: _____
(Authorized Representative)

NAME AND ADDRESS OF COMPANY:

Date: _____
Name: _____
Title: _____
Tel. No: _____
Fax No: _____
Email Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No: _____

THIS FORM MUST BE SIGNED.
THE ORIGINAL WITH ORIGINAL SIGNATURE AND FIVE (5) COPIES MUST BE RETURNED WITH
PROPOSAL.

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CERTIFICATION OF ELIGIBILITY

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Guadalupe County Juvenile Services. Failure to do so may result in terminating this contract for default.

Signature: _____
(Authorized Representative)

THIS FORM MUST BE SIGNED.
THE ORIGINAL WITH ORIGINAL SIGNATURE AND FIVE (5) COPIES MUST BE RETURNED WITH
BID.

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DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in this Request for Proposals and Qualifications. Unless specifically listed here, your response will be considered to be in FULL compliance with the RFP. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFP stipulated must be fulfilled at no additional expense to Guadalupe County Juvenile Services.

[illegible]