Request for Qualifications

Community-Based and Residential Services
For Youth involved in the
Virginia Juvenile Justice System

On Behalf of:
The Virginia Department of Juvenile Justice
600 E. Main Street
Richmond, Virginia

Issued by:
AMIkids, Inc.
5915 Benjamin Center Drive
Tampa, Florida 33634
INTRODUCTION

AMIkids, Inc. (AMIkids) is seeking qualified Direct Service Providers (DSPs) to provide an array of community-based programs and services for youth, and their families, involved in the Virginia Juvenile Justice System.

BACKGROUND

The Virginia Department of Juvenile Justice is currently engaged in an agency “Transformation” that is driven by the need to develop a more effective and responsive, system of care for justice-involved youth and their families. A “Transformation Plan” was developed by the Department as required under Section 780 of the 2016 Appropriations Act. A key element of the plan involved the issuance of a Request for Proposals (RFQ) for Regional Service Coordinator(s) to assist the Department in building a continuum of services for youth and their families that are accessible throughout the Commonwealth.

The Department contracted with AMIkids, Inc. and Evidence Based Associates, Inc., to serve as the Regional Service Coordinators. AMIkids has been designated as the Service Coordinator for the Eastern and Southern Regions. Evidence Based Associates has been designated as the Service Coordinator for the Northern, Central and Western Regions. The Regional Service Coordinators have been tasked with “identifying existing treatment capacity, developing new treatment capacity and building the infrastructure necessary for referral coordination, billing and performance measurement” within their respective regions.

Longer term goals of the agency transformation include: (a) using best-practices and evidence-based interventions that have been shown to reduce juvenile recidivism and improve long-term outcomes; and (b) achieve measurable reductions in the rate of re-arrests, re-adjudications and commitments, or re-commitments, to Juvenile Correctional Centers. More background on evidence-based models and interventions is provided in Appendix A “Overview of Evidence-Based Interventions”.

TARGET POPULATION

The target population to be served includes youth involved at various stages of the juvenile justice system (and their families) including youth who are placed on probation or parole, as well as youth who have been committed to “direct care” or are scheduled for discharge from a direct care placement. These youth include males and females between the ages of 13-20 at the time of referral. Youth eligible for services under this RFQ will be high risk of re-offending and are therefore more likely to require intensive, individualized services to obtain the supports needed to achieve positive outcomes. These youth, and their families, will require services provided throughout the Commonwealth and in close proximity to their home community.

Youth referred for services demonstrate various levels of criminogenic risk to re-offend and often display the following behaviors and needs:

- Delinquent history and propensity to commit delinquent acts in the future
- History of running away from home, foster care and/or other residential placements
- History of association with anti-social peers (i.e., favorable attitudes toward violence, dishonesty and non-compliance)
- Impulsivity, poor emotional regulation and poor decision-making skills
- Low level of educational achievement
- History of low family support and supervision
- History of substance abuse
- History of self-destructive behavior
- Mental health diagnoses such as Post Traumatic Stress Disorder, Depression, Oppositional Defiance Disorder, and Attention Deficit Hyperactivity Disorder
- Low, or limited, intellectual functioning
- Lower levels of job readiness and independent living skills
- History of trauma and exposure to violence
- Limited parenting skills

**ELEMENTS OF SERVICE CONTINUUM**

AMIkids is seeking qualified Direct Service Providers that are capable of delivering the following programs and services:

**Evaluations and Assessments**

Psychological Evaluations, Psychiatric Evaluations, Psycho-Social Evaluations, Psychosexual Evaluations, Sex Trafficking Evaluations, Sex Offender Polygraph Evaluations, Plethysmograph Evaluations, Substance Abuse Assessments, Mental Health Assessments, Trauma Assessments

**Clinical and Behavioral Interventions**

Individual Therapy, Substance Abuse treatment, Substance Abuse Relapse Prevention, Sex Offender Treatment, Sex Offender Relapse Prevention, Youth with Sexualized Behavior Treatment, Group Cognitive Skills Training, Family Focused Intervention, Home Based Interventions, Mental Health Skill Building

**Residential Services**

Independent Living, Group Home Care, Respite/Emergency Shelter Care, Treatment Foster Care, Residential Treatment Placement, Residential Education

**Ancillary and Support Services**

Coordination Services, Workforce Development/Employment Services, Restorative Justice Services, Electronic Surveillance/GPS Services, Voice Recognition Services, Intensive Community Supervision, Language (Interpreter) Services, High Fidelity Wraparound Services, Life Skills Training
The programs and services listed above will be implemented in stages as described in Appendix B: “Staging of Services Overview”.

Please refer to Appendix C “Service Definitions” for a more detailed description of the above service continuum.

The Direct Service Provider will work in collaboration with AMIkids to ensure that service referrals are made according to criteria established in the “Subcontractor Agreement”. Service referrals may not be denied by the Direct Service Provider unless it has been jointly determined that the established criteria have not been met.

The Direct Service Provider shall ensure that youth compliance with service requirements is managed through strength-focused strategies designed to engage the youth and family in making positive changes.

**SCOPE OF SERVICE**

Direct Service Providers will:

- Collaborate with the Regional Service Coordinator and DJJ Court Service Unit(s) in the delivery of services as stated in the Subcontractor Agreement.
- Hire and support the requisite clinical and administrative staff.
- Ensure that evidence-based interventions are delivered with fidelity according to the program model(s).
- Work in collaboration with DJJ and the Regional Service Coordinator in establishing performance standards and related outcome measures, as well as data collection.
- Participate in meetings with DJJ and the Regional Service Coordinator to exchange program and program evaluation information.
- Prepare monthly progress and discharge reports as required in the Subcontractor Agreement.
- Cooperate with any evaluation initiatives including, but not limited to, collecting performance metrics data, assisting the Regional Service Coordinator in evaluating Direct Service Provider performance and participating in program audits.

Note: Direct Service Providers may propose to provide services using treatment models that have not been designated as “evidence-based”. However, it is expected that those models will be replaced with models that have been designated as evidence-based, or based on evidence-based practices and principles as a part of the transformation process.

The Direct Service Provider will be expected to comply with all terms and conditions of the “AMIkids Subcontractor Agreement” that is attached as Appendix D.

**PROPOSAL REQUIREMENTS**

Proposals must be submitted according to the following format, and criteria, in order to be considered for evaluation:
Section A: Agency Capability and Qualifications

Provide an overview of your agency including the current organizational structure, management experience, and history of providing community-based services for at-risk and court involved youth.

Describe how the proposed program(s) or service(s) will be integrated into the current organizational structure.

Provide the results of any program evaluations that have been conducted during the past three (3) years that involve the same, or similar, programs and services.

Provide documentation of your agency licensure or certification (if applicable)

Section B: Service Description

Provide a detailed description of the proposed program(s) or service(s), as well as how, and where, the program(s) or service(s) will be delivered.

Identify the target population(s) to be served as well as all related admission and exclusionary criteria.

Identify the geographical area(s) to be served as well as any related program(s) or services that are currently being provided by your agency. Providers are strongly encouraged to serve all localities within the CSU’s proposed.

Section C: “Staff Qualifications”

Provide a detailed description of all “direct service” positions including the primary duties and responsibilities as well as all training and experience requirements. Clearly identify any positions that require either licensure or certification.

Section D: “Agency Oversight”

Describe your agency plan for internal quality control including the method by which compliance with program service requirements will be monitored and managed.

Section E: “Performance Outcomes”

Describe the expected performance outcomes for each program or service as well as the process by which those outcomes will be measured.
Section F: “Cost Presentation”

Define the “unit of service” for each program or service and the proposed cost per unit.

Provide justification for proposed cost(s) that exceed the AMIkids standard rate structure for the same, or similar, program or service. The AMIkids “Standard Rate Structure” is provided as Appendix E.

Section G: “Service Model” (Clinical and Behavioral Interventions only)

Describe the curriculum, or model, to be used in delivering the proposed intervention(s). Indicate if the curriculum, or model, has been designated as “evidence-based” and, if so, by what entity. If the curriculum has not been designated as “evidence-based” describe the extent to which the intervention is otherwise based on “evidence-based” practices or principles.

Section H: “Testing and Instrumentation” (Assessments and Evaluations only)

Describe the test(s) to be administered for each type of evaluation. Provide a recent sample of an assessment or evaluation that has been conducted by your agency involving the same, or similar, type of client population.

Section I: “Facility Specifications” (Residential Services only)

Describe how the facility design and physical location is conducive to the population to be served. Provide documentation of any facility licensure or certification.

WHO SHOULD APPLY

Public and private for-profit and private not-for-profit youth serving agencies that are interested, and capable, of providing the above referenced programs and services. The Virginia Department of Juvenile Justice wishes to support the development and expansion of programs using a community and evidence-based approach. Therefore, priority consideration will be given to those agencies with a history of providing evidence-based programs and services to a juvenile offending population.

APPLICATION REQUIREMENTS

Written responses should have a minimum of one inch margins, be prepared in a minimum 12 pt. font and should not exceed ten (10) single-spaced type-written pages. There is no limit to the page count for attachments but including information beyond what has been requested will not benefit the applicant.
TERM OF AGREEMENT

Successful applicants will enter into an initial 12 month “Subcontractor Agreement” followed by multiple 12 month renewals. Renewal decisions will be based on Direct Service Provider performance and continued availability of funds.

SUBMITTAL INSTRUCTIONS

Respondents should apply for any program(s) or service(s) that they wish to provide under the terms and conditions of the “AMIkids Subcontractor Agreement”.

The “Request for Qualifications” is not a competitive procurement. Rather, it is intended to solicit qualified Direct Service Providers that are interested and capable of providing needed services for court involved youth and their families. More than one Direct Service Provider may be selected to provide the same, or similar, program or service within the same geographical area. The RFQ is an open and ongoing solicitation. Proposals may be submitted at any time.

AMIkids will be accepting proposals to serve the Eastern and Southern Regions only. It is preferred that the proposed service(s) be available throughout entire Court Service Unit area(s). Please refer to Appendix F: Map of Virginia Court Service Unit Areas” for assistance in determining geographical area(s) to be served.

Proposals must be submitted in electronic format to:

   VirginiaServices@amikids.org

Proposals will be opened and evaluated as they are received. Evaluations will be based on criteria that have been established for each of the above service categories. Proposal Evaluation documents are attached as follows: Appendix G: “Assessments and Evaluations”, Appendix H: “Clinical and Behavioral Interventions”, Appendix I: “Residential Services” and Appendix J: “Ancillary and Support Services”.

All award decisions are final and not subject to challenge. Contract awards are subject to review by the Department of Juvenile Justice to determine the applicant’s ability to provide, and sustain, an acceptable level of performance. The final award will be subject to the availability of funds.

Questions regarding the procurement must also be in writing and submitted in electronic format to:

   VirginiaServices@amikids.org

Questions regarding the Request for Qualifications will be answered in electronic format and upon receipt.
ATTACHMENTS

Appendix A: “Overview of Evidence-Based Interventions”
Appendix B: “Virginia Map of Service Areas”
Appendix C: “Service Definitions”
Appendix D: “AMIkids Subcontractor Agreement”
Appendix E: “Standard Rate Structure”
Appendix F: “DSP Proposal Evaluation: Ancillary and Support Services”
Appendix G: “DSP Proposal Evaluation: Assessments and Evaluations”
Appendix H: “DSP Proposal Evaluation: Clinical and Behavioral Interventions”
Appendix I: “DSP Proposal Evaluation: Residential Services”