SUBJECT: Juvenile Justice Diversion Program

BID #: ESC-0464-20 **OPEN DATE: 8/5/2020**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – September 1, 2020 through September 30, 2021, with four (4) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from September 1, 2020 to date of award. Recommend approval of award to the highest scoring responsive, responsible bidder, Managed Access to Child Health, Inc. (MATCH), to provide a juvenile justice diversion program for youth in Duval County. Period of service is from date of award through September 30, 2021, with four (4) one (1) year renewal options. Total expenditure amount not to exceed $1,000,000.00.

Managed Access to Child Health, Inc.	**94.79**
Jewish Family & Community Services	**87.94**
National Youth Advocate Program	**87.82**

Funding Source – 10901.181001.582001.000000.00000457.00000.0000000 – To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scoring Sheet and Evaluation Matrix

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Annette Burney GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, Kids Hope Alliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Micheal Weinstein, CEO, Kids Hope Alliance
Dr. Saralyn Grass, CPO, Kids Hope Alliance
Joyce Watson, Director of Administration, Kids Hope Alliance
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance

SUBJECT: **Request to Award Funding to the Proposed Agency for the Diversion RFP Bid ESC-0464-20 – Juvenile Justice Diversion Program**

DATE: August 31, 2020

The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Juvenile Justice Diversion funding to Managed Access to Child Health, Inc. dba Partnership for Child Health. Accordingly, we ask that the initial term of the Agreement will be from September 1, 2020 through September 30, 2021 with an option to renew such Agreement for ~~two (4)~~ four additional one (1) year terms, contingent upon, but not limited to, availability of funds and satisfactory performance by the Contractor. The Contract will be subject to early termination as set forth elsewhere in the RFP. Funding amount for the award request is $1,000,000.00.

The application process for the Juvenile Justice Diversion Program has been completed. Six applications were reviewed for adhereance to the RFP application guidelines. The following listed agencies scored the highest and satisfied the mandatory minimum requirements for the Juvenile Justice Diversion RFP. Managed Access to Child Health, Inc. scored the highest of the responsive bidders and recommend approval to be awarded the contract.

	Agencies	Score	Requested	Award Recommended
1	**Managed Access To Child Health, Inc.**	94.79	$ 1,000,000.00	$1,000,000.00
2	**Jewish Family Community Services, Inc.**	87.94	$ 1,000,000.00	N/A
3	**National Youth Advocate Program**	87.82	$ 1,000,485.20	N/A

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children Youth & Families

Upon approval of Award, the contract will be executed by formal contract through the Office of General Counsel.

The Funding Code:

Fund:10901 **Center**:181001 **Project**: 000000 **Activity**: 00000457 **Interfund**: 00000 **Future:** 0000000

If you need additional information, please contract Katoia Wilkins at 708-9033 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement
April Hart, Assistant Director, Finance

TITLE: Juvenile Justice Diversion BID NO.: ESC-0464-20 OPEN DATE: August 5, 2020 @ 2 P.M. ANALYST: Annette Burney No. Invited: (7) No. Received: (6) No Bids: (0) Recorded By: John Hernandez Announcer: Sharon Williams	Boys & Girls Clubs of Northeast Florida	Fresh Ministries	Jewish Family & Community Service	Managed Access dba Partnership for Child Health	National Youth Advocate Program	Twin Oaks Juvenile Development, Inc.
Notes:						
MINIMUM REQUIREMENTS	Y	Y	Y	Y	Y	Y
CONFLICT OF INTEREST	Y	Y	Y	Y	Y	Y
INSURANCE AGENT ACKNOWLEDGEMENT	Y	Y	Y	Y	Y	Y
ADDENDUM (3)	Y	Y	Y	Y	Y	Y

Juvenile Justice Diversion

ESC-0464-20

Vendors	10 Points	30 Points	40 Points	170 Points	10 Points	15 Points	275 Max Points	Overall	Rank
	Contractor Details	Organizational Capacity	Proposed Staff Info	Program Design	Budget	Performance & Data Managemtn	Total Points	Total % Points (Min. Score - 75%)	
Boys & Girls Clubs of Northeast Florida									
Jodie Thomas	8.00	20.00	31.00	129.00	10.00	5.00	203.00	73.82%	
Katoia Wilkins	10.00	25.00	36.00	124.00	10.00	11.00	216.00	78.55%	5
Shelly Grant	7.00	18.00	26.00	120.00	9.00	15.00	195.00	70.91%	
Averaged Points & Percentages	8.33	21.00	31.00	124.33	9.67	10.33	**204.67**	**74.42%**	
Fresh Ministries, Inc.									
Jodie Thomas	9.00	27.00	29.00	114.00	10.00	5.00	194.00	70.55%	
Katoia Wilkins	10.00	18.00	21.00	101.00	9.50	5.00	164.50	59.82%	8
Shelly Grant	8.00	20.00	21.00	119.00	10.00	15.00	193.00	70.18%	
Averaged Points & Percentages	9.00	21.67	23.67	111.33	9.83	8.33	**183.83**	**66.85%**	
Jewish Family & Community Services									
Jodie Thomas	10.00	30.00	39.00	136.00	8.00	11.00	234.00	85.09%	
Katoia Wilkins	10.00	30.00	39.00	140.00	9.50	10.00	238.50	86.73%	2
Shelly Grant	9.00	29.00	37.00	153.00	10.00	15.00	253.00	92.00%	
Averaged Points & Percentages	9.67	29.67	38.33	143.00	9.17	12.00	**241.83**	**87.94%**	
Managed Access (MATCH)									
Jodie Thomas	10.00	30.00	34.00	152.00	10.00	13.00	249.00	90.55%	
Katoia Wilkins	10.00	30.00	37.00	169.00	10.00	12.00	268.00	97.45%	1
Shelly Grant	10.00	29.00	38.00	163.00	10.00	15.00	265.00	96.36%	
Averaged Points & Percentages	10.00	29.67	36.33	161.33	10.00	13.33	**260.67**	**94.79%**	
National Youth Advocate Program									
Jodie Thomas	8.00	30.00	32.00	144.00	8.00	14.00	236.00	85.82%	
Katoia Wilkins	10.00	30.00	37.00	139.00	9.50	11.00	236.50	86.00%	3
Shelly Grant	8.00	25.00	39.00	155.00	10.00	15.00	252.00	91.64%	
Averaged Points & Percentages	8.67	28.33	36.00	146.00	9.17	13.33	**241.50**	**87.82%**	
Twin Oaks Juvenile Development									
Jodie Thomas	8.00	26.00	32.00	150.00	10.00	13.00	239.00	86.91%	
Katoia Wilkins	10.00	28.00	39.00	140.00	10.00	15.00	242.00	88.00%	4
Shelly Grant	7.00	16.00	29.00	146.00	8.00	14.00	220.00	80.00%	
Averaged Points & Percentages	8.33	23.33	33.33	145.33	9.33	14.00	**233.67**	**84.97%**	

reduce risk factors that lead to delinquent and maladaptive behavior.

c. Ensure greater access to diversion services county-wide so that eligible youth are served in the timeliest and most appropriate manner to reduce barriers the family may have in accessing services. Providers must be willing to accept referrals countywide, while ensuring geographic access for families, and provide proactive outreach and engagement.

d. Reduce disproportionate minority representation of youth by ensuring equitable access to effective culturally competent programming.

Please see Section 4 for a full description of the services and deliverables required under this RFP.

1.3 Term of Agreement.

The initial term of contracts awarded under this RFP will commence September 1, 2020 through September 30, 2021. KHA will have the option, in its sole discretion, to renew such contracts for up to four (4) additional one (1) year terms upon satisfactory performance by Contractor. The Contract is subject to early termination as set forth elsewhere in this RFP.

The option to renew shall be at the sole and complete discretion of the Kids Hope Alliance, and subsequent renewal periods may be subject to renegotiated performance measures, deliverables, and contractual terms.

1.4 Minimum Requirements for Contractors.

Contractors must satisfy the following mandatory minimum requirements to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Contractors must indicate their response to each requirement in Section A of this document. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

2. Contractor must have registered as a nonprofit entity under the laws of the State of Florida prior to May 1, 2017 and have an "Active" status as shown on by the FL Department of State's Sunbiz site (https://dos.myflorida.com/sunbiz/).

3. Contractor (not just individuals employed by Contractor) must have operated a program for at least one year that has served at least 50 youth that were touched by the juvenile justice system. Operation must have occurred during 2019, 2018, or 2017.

1.5 Equal Business Opportunity Program.

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

ATTACHMENT A
RESPONSE

KHA JUVENILE JUSTICE DIVERSION 2020 RFP

A COPY OF THIS ATTACHMENT MUST BE REQUESTED IN WRITING TO ABURNEY@COJ.NET. ALL RESPONSES MUST BE TYPED BELOW EACH QUESTION. HANDWRITTEN RESPONSES WILL NOT BE CONSIDERED AND MAY BE GROUNDS FOR REJECTION.

CONTRACTOR INFORMATION

Contractor Legal Name:_____

Contractor Legal Name must match Agency name listed on the Florida Department of State Division of Corporation website: www.sunbiz.org

Main Administrative Street Address:

City & State: | **Zip Code:**

Federal Identification Number:

Position	Name	Title	Email	Phone #
Executive Officer				
Chief Financial Officer				
Response Contact				

Are you a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code?
___ Yes ___ No (submit a copy of the determination letter or other proof of tax exemption)

Are you registered as a nonprofit entity under the laws of the State of Florida (must have an "Active" status with the FL Dept. of State (www.sunbiz.org))? ___ Yes ___ No

Is your file date on Sunbiz prior to 1/1/17? ___ Yes ___ No (submit a copy of your detailed page)

Has the Contractor (not just individuals employed by the contractor) operated or provided oversight to a program for at least one year that has served at least 50 youth that were touched by the juvenile justice system? Operation must have occurred during 2019, 2018, or 2017.
____Yes ___ No

Has the Contractor submitted the Insurance Affidavit-Form 3 (executed by Contractor's Insurance Agent)?
____Yes _____No

If you answered No to any of the questions above, you are not eligible to apply. Please do not continue with this application as you will be disqualified upon receipt.

CERTIFICATION OF ACCURACY AND COMPLIANCE

I do hereby certify that all facts, figures, and representations made in this application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control, including but not limited to, those contained in the RFP will be implemented to ensure proper accountability of contracts. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the purposes set forth in this project(s) and are a true estimate of the amount needed to operate the proposed program. The filing of this application has been authorized by the Contractor and I have been duly authorized to act as the representative of the Contractor in connection with this application. I also agree to follow all Terms and Conditions of the RFP and Contract, and applicable federal and state statutes. Further, I understand that it is the responsibility of the person signing below to obtain from its governing body the authorization for the submission of this application. Lastly, I hereby attest that all work contained within this response is the unique and original product of the Contractor I represent and has not been plagiarized or duplicated in any way from another Contractor's work product.

CONTRACTOR SIGNATURE **(in blue ink)**

_____ _____ _____

Authorized Official's Signature | Date | Authorized Official's Title

THE RESPONSE SHOULD NOT EXCEED 21 PAGES

CONTRACTOR DETAIL

1. Provide a concise description of the Contractor, including history, years of operation, general service mission, and primary services provided. Include a copy of the organizational chart and indicate where the proposed program would report. Clearly note the position responsible for the direct supervision of program staff members. If the proposal includes partnerships with other agencies to provide one or more services, describe the roles of each partner and the areas of expertise that they contribute to the proposed program. *(Maximum 10 points-approx. ½ page)*

2. Is the Contractor accredited? ___Yes ____No

   If yes, by whom: _____

   Level of Accreditation: _____ Period of Accreditation: _____

3. What is the Contractor's fiscal year? Beginning:_____ Ending: _____

4. In addition to the original copy of the proposal, applicants must submit a complete, electronic copy of the proposal on a USB that includes the most recent financial audit completed by an independent Florida Certified Public Accountant (CPA) including single audit and management reports if applicable.

5. Does the Contractor carry all insurance required in Attachment G?

   ____Yes

   ____No, the Contractor must agree to purchase all of the insurance required in Attachment G prior to contract execution.
   Affirm:_____Yes _____No

ORGANIZATIONAL CAPABILITY

6. It is anticipated that Contractor's responding to this RFP have extensive experience and expertise serving the desired population(s), along with a thorough knowledge of the related system(s) of care. Proposals must fully support and demonstrate the ability to provide specific diversionary services that meet the unique and individualized needs of youth in the selected desired population(s). Describe your experience, training and/or community work in this *area (Maximum 10 points-approx. 1 page)*

7. Describe your history of successful community collaboration, including your participation in any other work groups serving this population. Be sure to articulate the role the Contractor played in helping to improve or enhance the overall system of care for the desired population. *(Maximum 10 points-approx.1 page)*

8. Contractor funded under this RFP will be required to describe how they will implement culturally competent services. Strategies must address culturally sensitive outreach efforts that demonstrate an understanding of children and families living in at-hope neighborhoods, individuals with mental and behavioral health needs, families with diverse backgrounds/belief systems, and individuals who identify as LGBTQ and other diverse populations. Each of the following points should be addressed in your response. Discuss your understanding of cultural competence and describe how your services ensure that services will be impactful and meet the needs of the desired population for this RFP.

Include any training and/or community work in this area. Explain in detail how you plan to engage and retain families in a way that both addresses their needs and respects individual beliefs and cultures. (Maximum 10 points-approx. 1 page)

PROPOSED STAFF INFORMATION

9. Describe how the program will be staffed. In the chart below, list all positions that will be providing direct and support services. Include the job title (which must match the job title used in your budget narratives); minimum education (including degree area), training, and experience requirements; primary duties, and the percent of each position's time that will be devoted to this program. *For Tiers II and III, you must include a therapist with a master's degree or higher. Include positions that may be subcontracted or in-kind match.* **Chart positions must match positions in proposed budget. (Maximum 10 points)**

# of staff	Position	Education/ Training	Experience	Primary Duties	% of time devoted to the program

NOTE: Add or delete rows as necessary.

10. This contract is effective as of September 1, 2020. Provide a timeline for hiring and training of staff to be fully operational no later than October 1, 2020. (*Maximum 10 points – approx. ½ page*)

11. Describe the staff training requirements, staff supervision and costs associated with the program model or promising practice proposed, if applicable. How will program staff be trained and prepared to deal with a diverse population with multiple competing needs to include, but not limited to family emergencies, behavior management and crisis intervention, LGBTQ sensitivity, volunteer service, community resources, and school problems. Discuss how staff will be supervised to ensure quality program delivery. Please include any additional training that will be provided in order to best serve the desired population. For Tier II and/or Tier III services, explain the role of the individual (include the position's title, education and credentials) that will provide clinical supervision to the therapist and how often. *(Maximum 10 points- approx. 1 page)*

12. Consistency is important to the success of services. Explain what efforts you will make to maintain staff and reduce both burnout and turn-over of trained, experienced staff within the program. Include historical turnover information and current staff recruitment and retention efforts. *(Maximum 10 points-approx. ½ page)*

PROGRAM DESIGN

13. Services to youth will be varied by Tiers. As such, please clearly describe:

    a. What factors will you use in determining the assigned tier(s) for each program participant? Please keep in mind the full array of offenders that may be referred for services (e.g., first-time offender, re-diverted offender, and repeat offenders).

    b. Explain the national best practice model/strategies you are proposing to use to address delinquency and the average duration of program participation.

    c. How will you customize the services within each tier to meet the individualized needs of

the youth? Describe the specific services, activities, therapeutic treatment, and/or behavioral strategies, and/or other resources that will be provided.
(*Maximum 15 points-approx. 2 pages*

14. The Contract awarded under this RFP will be effective September 1, 2020. Provide a timeline for hiring and training staff to be fully operational no later than October 1, 2020. (Maximum 10 points; approx. ½ page)

15. Outreach and engagement activities are necessary to increase the percentage of referred youth who become active diversion program participants and completers. Describe how your program will initiate contact and engage participants. Each of the following points should be addressed in your response.

    a. What efforts will be made to initially locate and engage youth/families?

    b. What services will be used to maintain engagement/participation of the youth and their family?

    c. What barriers to program participation do you expect to encounter and how will your program resolve these barriers?

    (Maximum 15 points – approx. 1 page)

16. How will the proposed program ensure that all the required criteria and components for delinquency diversion programs under this RFP, will be met? Be specific in your response. *(Maximum 15 points –approx. 2 pages).*

17. Close collaboration with the State Attorney's Office (SAO) is required. How will you effectively track youth enrollment, progress and notification of discharge? How will the referral source be kept appraised of the progress of each youth in the program? *(Maximum 10 points – approx. 1/2 page)*

18. Individual strength-based assessment of each youth/family is critical in determining the type and intensity of services needed. Describe how your program will individually assess each youth/family from the proposed desired population, including assessment tools, protocols and timeframes. Each of the following points should be addressed in your response. Note: Proposed tools may not be those ultimately selected and KHA reserves the right to make changes as mutually agreed to by both parties.

    a. Describe the assessment process. What assessment tools will be used? What are the staff qualifications necessary for the assessments and assessment measures?

    b. Describe how the program will assess youth/families for history of trauma.

    c. Describe how the assessment will be incorporated into each youth's individualized comprehensive service plan to address service objectives with developmentally and culturally appropriate interventions. Describe protocols for reassessment of service needs and goals.

    d. Demonstrate how the performance measurement tools will be used in assessment and ongoing evaluation of youth progress.

    (Maximum 15 points- approx.1 page)

19. Restorative Justice Conferencing provides the victim the formal opportunity to address the harm they experienced and may be used as appropriate. Describe your understanding of the Restorative Justice process, strategies for victim engagement and how it will be

implemented in your program. Describe your training and experience implementing Restorative Justice Practices. *(Maximum 15 points – approx. ½ page)*

20. Programs must facilitate each youth's payment of appropriate restitution to victims, as appropriate, in accordance with the State Attorney's Office. Please describe how individual payment plans will be developed, and what strategies will be used for collection and distribution of payments as well as monitoring and documentation of restitution payment. (*Maximum 10 points – approx. ½ page*)

21. Explain in detail how the program will provide case management services to connect youth to existing community resources and ensure youth are provided with well-coordinated services. Answers should include how the program's strength-based assessment and case management processes will be tailored to meet each participant's needs.

    a. How will program staff assist the youth and their families in navigating other systems of care, such as juvenile justice, dependency, Duval County Public Schools, and other court case management to cancel notices to appear in court as necessary?

    b. Describe other existing support services that are available in the community for the population you plan to serve. Demonstrate your knowledge of those services and how they support the desired population and will fit into the continuum of care.

    c. If a need is identified, how will the provider ensure the families are appropriately linked to either internal resources or referred to other community-based resources?

    d. (*Maximum 15 points– approx. 1 page*)

22. It is an expectation that youth attend school daily while participating in the program. Describe how the program plans to monitor youth attendance, track academic performance and behavior. If a concern is identified, explain how staff will address the concern and link to appropriate resources if necessary. (*Maximum 10 points – ½ page)*

23. What strategies will be used to address youth social skills needs? How will issues such as fostering police and youth relations, victim empathy, healthy relationships, substance misuse, and poor decision-making be addressed? Explain how you will determine the number of sessions, intensity (session frequency and amount of time per session), and duration (e.g., number of weeks) of services that is needed to meet outcomes? (*Maximum 15 points– approx. 1 page*)

24. A body of literature supports that parents/caregivers feel as if youth justice staff blame them for their child's problems. Programs should include strategies that support partnerships between program staff and parents/caregivers. Explain how services will engage and involve parents/caregivers, including when and where services for parents will be delivered. What are the menu of services you plan to offer to the parents/caregivers of the youth participating in your program? (*Maximum 10 points – approx. 1 page*)

25. As referenced in the RFP, Section 4.4 Program Design Requirements, the SAO may require youth to complete volunteer service hours. Each of the following points should be addressed in your response.

    a. Describe examples of volunteer service or civic service learning that would have a connection to instances of juvenile crime.

    b. Provide examples of civic service-learning opportunities for youth that will produce developmental, educational, and/or social skill benefits for the juvenile offender.

c. Explain how staff will work to link youth to appropriate volunteer service sites, and how they will address youth/families that have barriers to service hour completion.

d. Tier III youth may experience unique barriers to completion of volunteer service hours. In certain instances, it may be appropriate to advocate on behalf of these youth to alter or waive this requirement. Describe how you would assess for barriers and address the concern with the referral source.

(Maximum 10 points – approx. 1 page)

26. What must participants accomplish to have successfully completed the program? Please include the guidelines, requirements and timeframes of successful completion. Please describe your discharge planning efforts that link youth with pro-social activities prior to discharge to increase protective factors, if appropriate. What services and/or support do youth receive following program completion based on the model you selected? What level of follow-up will be provided and for how long? Please describe the discharge summary format. Describe the Aftercare/Alumni service component of your program, including the focus, frequency and duration of services. *(Maximum 15 points - approx. 1 page)*

BUDGET

27. Proposals must include a line item budget. See Form 1.
Request budget form for Annette Burney aburney@coj.net *(Maximum 10 points)*

When completing the budget narrative, describe each expense/item requested in detail, and ensure that your method of calculation is clearly indicated (*e.g., 5 staff background screenings at $81.00 per screening*). All budget items must relate to the services described in the program proposal and must reflect reasonable costs. If you are requesting a full or partial waiver of the match requirements, please explain why here.

DO NOT PDF YOUR BUDGET FORMS!

PERFORMANCE MEASURES AND DATA MANAGEMENT

28. Pre, mid (if applicable), and post-testing is required to measure client progress and program impact. Explain the steps you will take to ensure that every family will receive outcome testing as required, and your internal controls to ensure that test results are accurately scored and reported in accordance with the outcome schedule. Programs are also required to gather follow-up information on outcomes up to 12 months after program completion. Describe the types of information that will be collected, including the specific strategies and measures to be used (i.e., law violation information from Juvenile Justice Information System, tracking of State Attorney's Office re-offenders, etc.). *(Maximum 15 points - approx. ½ page)*

Attachment B
Evaluation Matrix

The evaluations will be based upon the following criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. The response to each of the criterion will be evaluated relative to the other responses received. Contractors are encouraged to arrange their responses in the exact format as the application in Attachment A, which will offer ready review and evaluation of each criterion. Please note that the final score will be the percentage of points received. For example, receiving 250 points out of a possible 285, would result in a score of 87.7%. **Contractors must score a minimum 75% of points overall by site to be considered for funding.**

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-2 points	ACCEPTABLE RESPONSE 3-5 points	EXCELLENT RESPONSE 6-10 points
Agency Detail Question #1 (Maximum Points 10)	Agency history is less than two years. Description of agency mission or services provided is missing, unclear or minimally described. Organizational chart may be missing or unclear. For programs with partnerships, information & contributing areas of expertise are minimal or missing.	Agency history is less than three years. Agency mission & history somewhat support the plan to provide services for the target population described in the RFP. Organizational chart is provided. For programs with partnerships, information & contributing areas of expertise are provided for both.	Agency history is three years or more. Agency mission & history clearly support the provision of services for the target population described in the RFP. Organizational chart shows specifically where the proposed program will operate within the existing organization & is appropriate. For programs with partnerships, information & contributing areas of expertise are provided for both & complement each other.
Experience Questions #6 (Maximum Points 10)	Agency has not received prior funding & has minimal experience with these or similar services, &/or has minimal experience providing services for children, youth & participants described in the RFP.	Agency indicates 1-2 years prior funding & 1-2 years prior provision of similar services, & demonstrates experience serving the proposed population(s). The provision of these RFP services appears a logical progression for the agency.	Agency response demonstrates over 2 years of funding & experience & expertise, along with a thorough knowledge of the related system(s) of care in serving the proposed population(s). Proposals fully support & demonstrate the ability to provide diversion services that meet the unique & individualized needs of the youth in the selected desired population.

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 points	ACCEPTABLE RESPONSE 6-10 points	EXCELLENT RESPONSE 11 -15 points
Community Collaboration/ Systems of Care Question #7 (Maximum Points 10)	The response does not address participation or reflects little participation in local strategic planning efforts. There is limited prior involvement in the system of care.	The response reflects in-depth participation in local strategic planning efforts. There is significant prior involvement in the system of care.	N/A
Cultural Competence Question #8 (Maximum Points 10)	The response does not address culturally competent outreach efforts &/or organizational practices. Proposed strategies do not fully support best practice goals of inclusion, &/or proposed strategies do not seem effective for serving youth with special needs. Special populations are not clearly described, &/or service strategies do not appear appropriate or sufficient to meet their needs. There is limited prior training &/or experience working with diverse populations. No clear plan to ensure that program addresses DMC & gender-specific client needs is provided.	The response demonstrates a clear focus & understanding of the importance of cultural competence, including special needs, sexual orientation, & other diverse populations. The area of inclusion is fully addressed. Proposed strategies are innovative & fully support the best practice goals of inclusion of youth with special needs. Special populations are clearly described, &/or service strategies appear appropriate & sufficient to meet their needs. Prior training &/or experience working with diverse populations is clearly described. Plans to address DMC & gender-specific client needs are defined & appear appropriate for the desired population.	N/A
Proposed Staff Information Question #9 (Maximum Points 10)	Staffing chart is incomplete, or the number/type of staff included does not seem appropriate/adequate for the positions & services identified. Staff education & experience requirements do not appear appropriate or do not align well with job duties.	Duties for each position are clearly described, & education & experience appear reasonable for job duties. The number of professional staff is sufficient for the number of participants to be served & service model. Programs include a therapist with a minimum of a master's degree to serve Tier II & III.	N/A

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 points	ACCEPTABLE RESPONSE 6-10 points	EXCELLENT RESPONSE 11 -15 points
Staff Hiring/ Training Plan Question #10 (Maximum Points 10)	Proposed timeline for hiring & training staff, including staff recruitment strategies are not clearly defined or will not be fully operational by October 1, 2020.	Proposed timeline for hiring & training staff, including staff recruitment strategies are clearly defined & details are provided on how it will be fully operational by October 1, 2020.	N/A
Staff Training & Supervision Question #11 (Maximum Points 10)	A staff training plan is not supplied, or the training plan does not directly correlate to service model. Staff training & supervision plans minimally address diversion programming but are not described in any detail. A clinical supervision plan for Tiers II & III is not supplied or lacks detail on who is responsible for supervision & how often the therapist will meet with the supervisor to address the major issues associated with serving the desired population.	A staff training plan is comprehensive & correlates to service model(s) ensuring ongoing fidelity. Staff supervision strategies are clearly outlined & ensure quality service delivery to address diversion. Plans & strategies are clearly described & appear realistic & appropriate to meet the needs of diverse youth. A clinical supervision plan describes the individual responsible for providing clinical oversight & supervision to therapists in Tiers II & III & details how often the therapist will meet with the supervisor to address the major issues associated with the desired population.	N/A
Staff Retention Question #12 (Maximum Points 10)	Staff retention strategies are minimally explained & may lack detail. The provider may have a history of poor staff retention.	Staff retention strategies are clear & represent positive reinforcement & encouragement to maintain consistent employment. The agency explains efforts to increase retention rates & decrease costs associated with turnover. Strategies appear to be effective, & the provider has a good staff retention history.	N/A

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 points	ACCEPTABLE RESPONSE 6-10 points	EXCELLENT RESPONSE 11 -15 points
Tiered Services/Program Model & Intent Question #13 (Maximum Points 15)	Services are not fully explained or do not appear sufficient to meet the needs of this RFP's desired population. Program design is not clear. Model/strategies are only minimally described & do not demonstrate fidelity to the selected best practice model/strategies. There is little to no distinction in service delivery options between tiers.	Program service components appear to meet the needs of this RFP's desired population. The response provides some justification & a general understanding of how to implement the best & promising practices selected with fidelity. Program model/strategies are addressed but may lack detail. The way services will be provided in each tier is addressed but may lack detail.	Program service components are well described & clearly appropriate for the population to be served. Response clearly demonstrates a thorough understanding & ability to implement the required services that address the needs of the desired population. Response conveys thorough understanding &/or agency/staff experience with implementing the best & promising practices selected with fidelity. Tiered service delivery options are clearly detailed & show a gradual intensity in service delivery between each tier proposed.
Staff Hiring/Training Plan Question #14 (Maximum Points 10)	Proposed timeline for hiring & training staff, including staff recruitment strategies are not clearly defined or will not be fully operational by October 1, 2020.	Proposed timeline for hiring & training staff, including staff recruitment strategies are clearly defined & details are provided on how it will be fully operational by October 1, 2020.	N/A
Participant Engagement & Retention Question #15 (Maximum Points 15)	Response does not address all of the bulleted questions; or outreach & engagement activities/strategies described do not appear to be realistic or effective.	Response indicates some understanding of the issues involved with outreach & engagement of eligible youthful offenders. Some of the activities & strategies to locate, engage, retain & resolve barriers may be unclear or lack specifics.	The response indicates a clear understanding of the issues involved with outreach & engagement of juvenile offenders. Activities/ strategies are clearly described & appear realistic & effective. Strategies to resolve barriers are well thought out.
Required Criteria & Components for All Programs Question #16 (Maximum Points 15)	Response does not include specific strategies to ensure compliance with the diversion program requirements.	Response addresses compliance with the diversion requirements but lacks strategy details.	Response provides specific steps to ensure compliance with all requirements & demonstrates a solid understanding of State Attorney's Office requirements.

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Collaboration History Question #17 (Maximum Points 10)	Communications strategies with the SAO lack detail. Information as to how the diversion program will interface with partners is missing or unclear. There is minimal or no evidence of past collaboration with these partners.	Relationships between key partners are clear & address how specific case information may be shared. Evidence of past collaboration with these partners &/or Interagency Agreement from these partners is provided. Programs have a clear tracking system in place in order to provide progress updates on the youth to the referral source.	N/A
Individualized Participant Assessment & Service Plan Development Question #18 (Maximum Points 15)	Response does not convey a solid understanding of the need for individualized assessment to drive service provision. Description of the program's individual assessment, assessment tools, timeframes & protocols are lacking or unclear. The response does not address trauma assessment, or the response is inadequate. The description of an assessment process is not linked to the creation of an individualized service plan.	Response indicates some understanding of the need for individualized assessment but is not comprehensive. Description of the program's individual assessment timeframes & protocols appear sufficient. Some assessment tools & protocols are identified but are not clear. Strategies to screen for trauma history are described but lack detail. The assessment is linked to the creation of an individualized service plan. Assessments are to be completed individually with clients.	Response indicates a clear understanding of the critical need for comprehensive individualized assessment that drives service provision. A detailed description of the program's individual assessment process is provided. Assessment tools, timeframes & protocols are identified & appear appropriate for the desired population. Strategies to screen for trauma history are clearly described. Response indicates a clear understanding of individual assessment & service plans. Assessments are to be completed individually with clients & their families.
Restorative Justice Question #19 (Maximum Points 15)	Response conveys minimal knowledge of the Restorative Justice process. Prior experience is missing or minimal. Response does not convey an understanding of how to utilize restorative justice principles in service	Response conveys an understanding &/or experience with the Restorative Justice process but lacks detail regarding implementation of Restorative Justice strategies. Response describes an understanding	Response conveys a thorough understanding of, & experience with, the Restorative Justice process. Implementation of Restorative Justice practices is clearly explained & demonstrates fidelity to the model.

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 points	ACCEPTABLE RESPONSE 6-10 points	EXCELLENT RESPONSE 11 -15 points
	delivery.	the importance of having a facilitator in each conference but may lack detail.	Response clearly describes an understanding of the importance of having a facilitator & details a plan for an objective facilitator in each conference. Prior experience is well described.
Restitution Question #20 (Maximum Points 10)	Response is incomplete &/or does not convey understanding of how to develop individual restitution plans. Strategies for collection, distribution, monitoring, & documentation of restitution payments are missing or minimal.	Response clearly describes how individual restitution plans will be developed. Strategies for determination, collection, distribution, monitoring & documentation of restitution payments are included & appropriate. Agency protocols are in place to account for monies collected.	N/A
Case Management Question #21 (Maximum Points 15)	Response conveys minimal knowledge of existing resources & connectivity with other systems of care.	Response identifies connectivity with some existing resources. Collaboration strategies with DJJ, SAO, Court Case Managers & DCPS may be noted but lacks detail.	Response demonstrates a thorough understanding of how to maximize community resources. Collaboration strategies with DJJ, SAO, Court Case Managers & DCPS are clearly described.
Attendance/Academic Monitoring Question #22 (Maximum Points 10)	Response lacks details on how youth's attendance, academic performance & behavior will be tracked & addressed.	Response clearly demonstrates a plan to track & address youth's attendance, academic performance & behavior. Provider conveys knowledge of community resources to link a youth with when related needs arise.	N/A
Social Skills Education Question #23 (Maximum Points 15)	Social skills education activities & topics are described but may not clearly address the varying needs of adolescent clients. Session intensity & frequency do not align with all tiers. No curriculum identified or lacks detail. Staffing, training requirements, &	Social skills education activities & topics are defined & appear developmentally appropriate. Session intensity & frequency are described but may lack detail to support all tier. Appropriate curricula &/or program models have been identified. Staffing,	Social skills education activities & topics are clearly defined & appear developmentally appropriate. Strong implementation strategies are described. Session intensity & frequency are clearly defined & appropriately for all tiers. Evidence-

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 points	ACCEPTABLE RESPONSE 6-10 points	EXCELLENT RESPONSE 11 -15 points
	timeframes are not addressed or lack detail.	training requirements, & timeframes are addressed.	based curricula &/or program models are included. Staffing, training requirements, & timeframes are clearly addressed.
Parent/Caregiver Engagement Question #24 (Maximum Points 10)	Parent/Caregiver engagement strategies are not clearly defined. Responses do not appear to be supportive &/or may be punitive.	Parent/Caregiver engagement strategies are well-defined. Services appear to be supportive. Responses provide parents/caregivers with a menu of support services that empower parents as partners.	N/A
Volunteer Service & Civic Service Learning Question #25 (Maximum Points 10)	Response lacks understanding of the difference between volunteer service & civic service-learning options. Examples of service learning may be provided but lack detail. There is no mention of a plan for addressing barriers to service hour completion, or the response lacks detail. There is little or no discussion on how the concern will be addressed with the referral source.	Response clearly demonstrates an understanding of the difference between volunteer service & civic service-learning options. Creative examples of relevant activities are described. Response details a plan for addressing barriers to service hour completion & appears appropriate. The program has developed a process to discuss any barriers to service hour completion & the possibility of waiving service hours with the referral source.	N/A
Program Retention, Successful Program Completion Follow-up Question #26 (Maximum Points 15)	Program &/or treatment timeframes & successful completion requirements are not consistent with best practice models. Follow-up or Aftercare/Alumni services or support may be missing or minimal. Expectations for successful program & goals were not identified or were minimally addressed.	Program &/or treatment timeframes & successful completion requirements are consistent with best practice model/strategies. Aftercare/Alumni services &/or supports are addressed but timeframes may not seem reasonable. Response indicates understanding of the issues involved with participants'	Program &/or treatment timeframes & successful completion requirements are consistent with best practice model/strategies & acknowledge individual assessment plans. Aftercare/Alumni services &/or supports are clear & appear to be sufficient in assisting juveniles to maintain positive program completion outcomes.

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 points	ACCEPTABLE RESPONSE 6-10 points	EXCELLENT RESPONSE 11 -15 points
	Follow-up services &/or support to participants after program completion were not addressed, detailed or appeared insufficient.	successful program completion. Completion requirements are defined & reasonable. Follow-up, Alumni & support services were somewhat vague, but appear to be sufficient in assisting participants to maintain positive completion outcomes.	Requirements for successful program completion are well thought out, clearly defined & appear reasonable. Appropriate goals were explained. Follow-up & Alumni services & support were clear & appeared to be sufficient & engaging in assisting participants to maintain positive completion outcomes.
Budget Question #27 (Maximum Points 10)	The budget is incomplete &/or unclear. Budget amounts may seem reasonable or necessary to support the program. The budget summary form &/or budget detail form is missing, incomplete or incorrect.	All budget forms are complete & accurate. Costs appear reasonable & support the proposed program. Budget detail clearly describes & justifies anticipated expenses.	N/A
Performance Measures & Data Management Question #28 (Maximum Points 15)	There is little or no discussion of how performance measurement will be conducted. There is minimal description of internal controls for data integrity, test score accuracy, & outcome reporting.	There is a plan for ensuring that every youth served will complete performance measures. Adequate internal controls are addressed to ensure data integrity & that test results are accurately scored & reported.	There is a plan that describes specific details regarding the internal controls & processes to ensure high quality data collection & reporting. This includes supervisor oversight; data report analysis & use of an internal tracking system with clear guidelines for use.

285	TOTAL POSSIBLE POINTS
	POINTS AWARDED
	PERCENTAGE OF POINTS ACHIEVED

Applications must score a minimum 75% of points overall to be considered for funding.