

**Request for Qualifications (RFQ)
RFQ #01-VASC1116**

**Community-Based and Residential Services
for Youth Involved in the
Juvenile Justice System in Virginia**

To be Released On: November 18, 2016

In Collaboration with:

The Virginia Department of Juvenile Justice (VA DJJ)
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Distributed Jointly by:

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and

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OVERVIEW

AMikids, Inc. (AMikids) and Evidence-Based Associates (EBA) are seeking qualified community-based Direct Service Providers (DSPs)/prospective subcontractors to provide clinical services, supportive programs and supervision practices to youth (and their families) involved with the Virginia Department of Juvenile Justice (VA DJJ). DJJ is in the midst of transformation which includes the development of a continuum of services associated with a wide variety of custodial and community settings, including short and longer term residential settings, community based alternatives to custody, and various other types of interventions designed to enhance public safety and to meet the needs of the involved youth and families. The ultimate goal of these services is to enable youth to achieve positive life outcomes as evidenced by a range of indicators including engagement in school and work; stable housing; and abstinence from delinquent behavior. This RFQ process will serve both as a request for qualifications from interested parties and an initial assessment of the availability of services across the system.

BACKGROUND:

DJJ has contracted with AMikids and with EBA to implement and manage a continuum of services provided to Virginia's Juvenile Justice involved youth with regards to a variety of residential and community-based programs. Both agencies seek to support DJJ's efforts and to collaborate, coordinate, and align transformation efforts as much as possible (e.g., by jointly issuing this RFQ).

The goals of this initiative are to a) use 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 recommitments) to Juvenile Correctional Centers. For more background on evidence-based models and interventions, See Appendix A.

TARGET POPULATION(S)

The primary target population(s) will include youth involved at various stages of the Juvenile Justice system (and their families) i.e., youth who are placed on probation or parole after 1/1/17. These youth, including males and females, typically ages 13-20 at the time of referral, may have been committed to Direct Care and are scheduled for release/reentry, or they may be on DJJ community supervision (parole or on probation). Youth eligible for services under this RFQ will be at higher risk of reoffending and are therefore more likely to require intensive, individualized services to obtain the supports needed to achieve positive outcomes. These youths and their families will require services across the Commonwealth, but services must be delivered in close geographical proximity to where the youth and families reside.

Youth referred for these services demonstrate various levels of criminogenic risk to reoffend and often display the following behaviors and needs:

- Delinquent history and propensity to commit delinquent acts/crimes in the future
- History of running away from home, foster care, and/or residential placements
- History of association with anti-social companions (i.e.: favorable attitudes towards violence, dishonesty, and rule breaking)

- Impulsivity, poor emotional regulation and inadequate decision making skills
- Low levels of educational achievement
- History of low family affection/history of poor 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 functioning youth
- History of poor school performance
- Lower levels of job readiness and independent living skills
- Need for focused intensive transition and community reintegration services
- History of trauma and exposure to violence
- Limited parenting skills

ELEMENTS OF THE SERVICE ARRAY:

AMIkids will serve as Regional Service Coordinator (RSC) acting on behalf of DJJ in the Eastern and Southern regions. EBA will serve as RSC on behalf of DJJ in the Western, Central, and Northern regions. Both RSCs seek community-based and residential service providers whose programs address the multiple factors known to be related to crime and delinquency across settings and systems within which youth are embedded. The identified services should promote behavior change in the youth's natural environment, using the strengths of each system (e.g., family, peers, school or work, neighborhood, community) to facilitate change.

AMIkids and EBA are seeking Direct Service Providers (DSPs) that are capable of delivering, are qualified to deliver, or have an interest in providing, the following services and programs. While one or more of these program options may not be pertinent to all DSPs, AMIkids and EBA are interested in hearing from all candidate DSPs within each region regarding their ability, willingness and interest in providing:

- **Individual Clinical Services**
 - Individual therapy including individual substance abuse treatment, individual substance abuse relapse prevention, individual YSB treatment, and individual YSB relapse prevention (**please also indicate whether Motivational Interviewing (MI) will be utilized as part of the treatment or service)
 - Anger management therapy, trauma-focused individual therapy (future)
 - Evidence-based, manualized cognitive behavioral skills training (future)
- **Family-Focused Interventions**
 - Functional Family Therapy (FFT) and/or Multi-Systemic Therapy (MST)
 - Family-based groups using Strengthening Families curriculum, Family Focused YSB Treatment; Family Focused Substance Abuse Treatment (future)
- **Group-Based Clinical Services including Cognitive Skills Training**
 - Life Skill Coaching and Gang Intervention Services
 - Cognitive skills group (Aggression Replacement Training (ART) or Thinking for a Change (T4C) groups)
 - Substance abuse treatment groups and YSB treatment groups

- Evidence-based, manualized cognitive behavioral group (future)
- **Coordination Services**
 - High Fidelity Wraparound or Other Intensive Care Coordination Service Coordination (future)
- **Assessment and Evaluations**
 - Psychological Evaluations, Psychosexual Evaluations, Psychiatric Evaluations, Substance Abuse Assessments, Mental Health Assessments, Trauma Assessments, Sex Trafficking Evaluations, YSB Polygraph Evaluations, YSB Plethysmograph Evaluations
- **Monitoring Services**
 - Surveillance, Electronic Monitoring, and GPS
 - Voice Verification, Appointment reminder (future)
- **Residential Services**
 - Mental Health Inpatient Treatment, Inpatient Substance Abuse Treatment, Inpatient YSB Services, Independent Living Beds, Group Home Beds, Treatment Foster Care, and Emergency Respite / Shelter Care Beds
- **Workforce Development and Employment Services**
 - Vocational Readiness / Employment Skills Coaching (future)

The services and programs described above will be implemented in stages, in coordination with the RSCs, as described in Appendix B, Staging of Services Overview.

The DSPs shall work in collaboration with their RSC to ensure that all services are provided within a continuum of services, and that continuum shall maintain strict adherence to a **‘no-reject/no-eject’ policy** by all DSPs regarding youth and families referred for or receiving services. While the performance measures, performance targets and the specific of this No-reject/No-eject policy will be mutually developed between DJJ, the RSC, and the DSPs, the No-reject/No-eject policy will be non-negotiable and is considered an essential element in the successful performance of DSPs and Service Coordinators.

Following a successful response to this RFQ, DSPs will be expected to establish and maintain strong working relationships with Court Services Unit (CSU) staff to ensure youth and families are referred to the appropriate services, that initiation of services is accomplished in a timely manner, and that barriers are mitigated. The DSP shall ensure that program non-compliance is identified quickly and managed through strength-focused strategies to engage the youth and family in making positive changes. DSP’s will be expected to facilitate and support strong working relationships between DJJ (including CSU’s) and the RSCs, as outlined above.

SCOPE OF SERVICES:

As part of this community-based initiative, Direct Service Providers (DSPs) will:

1. Collaborate with the RSCs and DJJ/CSU in the delivery of services according to the terms of the Subcontractor Agreement, which must be executed between the DSP and the RSC prior to the delivery of services;
2. Hire and support the requisite clinical and administrative staff, as needed;

3. When initiating one of the identified evidence-based programs (e.g., FFT, MST or ART) (“EBPs”), follow the program and staffing guidelines provided by the EBP;
4. Work with representatives from/partners of DJJ in the identification of outcome measures and design of data collection tools;
5. Participate in regular and, as necessary, ad hoc meetings with the RSC Project Manager in order to exchange program and evaluation information;
6. Prepare and send progress and discharge reports to the appropriate RSC on a regular and ongoing basis to inform DJJ of the youths’ progress toward meeting the obligations of parole;
7. Provide data to the RSC on youth participating in the project in order to evaluate the effectiveness of the project design; and
8. Cooperate fully with any evaluation of this community-based services initiative, which includes collecting performance metrics data, assisting the RSC in monitoring and evaluating DSP performance; and participating in any program audits.

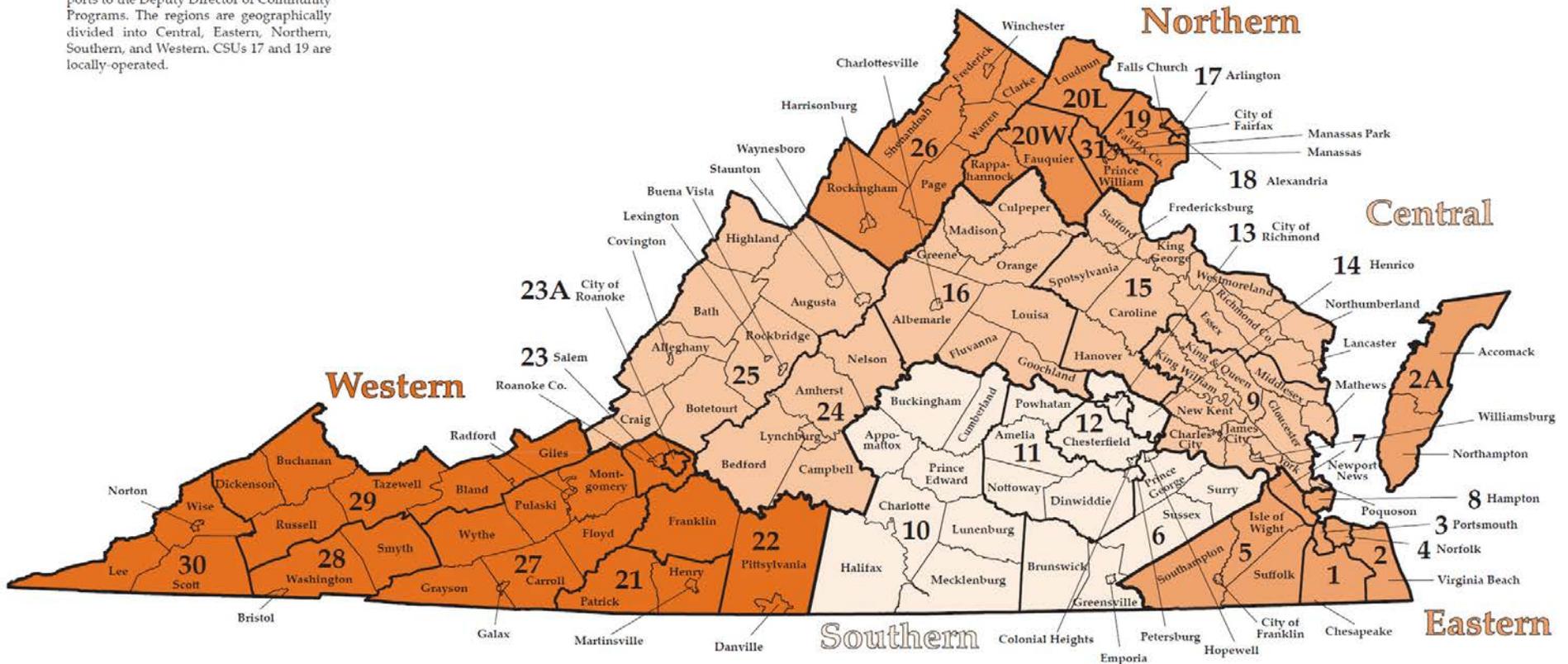
In addition, DSPs will be expected to abide by the General Terms and conditions, which are attached as Appendix C.

SUBMITTAL INSTRUCTIONS:

Respondents should apply for any service that they wish to provide or could envision providing in the future – consistent (for some) with earlier requests for an expression of interest. We anticipate that DSPs may propose to continue to provide the current treatment services and models, but the expectation is that at the over the course of the transformation, DSPs will shift to best practices and evidenced-based treatment models with guidance and support from DJJ and the RSCs. Please review the regional map below to locate your service areas of interest.

Regional Map

DJJ's Division of Community Programs is organized into five regions, each overseen by a regional program manager who reports to the Deputy Director of Community Programs. The regions are geographically divided into Central, Eastern, Northern, Southern, and Western. CSUs 17 and 19 are locally-operated.



Central	Eastern	Northern	Southern	Western
CSUs: 9, 15, 16, 24, 25	CSUs: 1, 2, 2A, 3, 4, 5, 7, 8	CSUs: 17, 18, 19, 20L, 20W, 26, 31	CSUs: 6, 10, 11, 12, 13, 14	CSUs: 21, 22, 23, 23A, 27, 28, 29, 30

Respondents should also indicate the region, court service unit district and individual jurisdiction where they intend to offer their services using Appendix D.

Electronic submissions are due 11:59 pm EST on Wednesday, 12/7/2016.

- For proposals to serve youth in the Western, Central and Northern regions, DSPs should send their proposals to Dan Edwards, Ph.D., at dedwards@ebanetwork.com: A copy should also be sent to njaner@ebanetwork.com.
- For proposals to serve youth in the Eastern and Southern regions, DSPs should send their proposals to VirginiaServices@amikids.org.
- For proposals to provide specific but not identical services in regions served by separate RSCs, DSPs should send proposals that are specific to the identified region to the appropriate RSC. If the proposal is identical (i.e., the same services are proposed across regions), then the DSP may submit copies of the same proposal to **both** AMI and EBA.

Responses must be received by the stated deadline in order to be eligible for consideration. The proposals received by the above date and time will be opened simultaneously. The schedule for review and selection is attached as Appendix E.

Questions

As indicated in Appendix E, the deadline for questions is COB Wednesday 11/23/2016.

Questions regarding this RFQ should be directed to Dr. Dan Edwards, EBA's Interim Project Director, at the above email address; and to AMIkids at VirginiaServices@amikids.org. All questions must be in writing to ensure all information is available to all bidders. AMIkids and EBA will review all questions submitted timely, and answers to all submitted questions will be posted for review on both the EBA and AMIkids websites no later than COB on 11/29/2016.

Contact with any other member of AMIkids, EBA or the selection team directly will result in disqualification.

All decisions are final and not subject to challenge. The award for this RFQ is subject to review by Virginia DJJ to determine the nominated applicant's ability to achieve and sustain the required services. The final award will be dependent on the availability of funding. Payment terms will be monthly based on accurate invoices submitted in a timely manner.

WHO SHOULD APPLY:

Public, private not-for-profit, and private for-profit, youth-serving agencies that provide (or plan to provide) the services described above, should respond to this RFQ. Virginia DJJ wishes to support the development and expansion of programs using a community-based, evidence-based approach, whenever possible, by investing in training and program design. Therefore, preference will be given to those agencies with experience in providing evidence-based (model programs or promising programs), community-based programming to the juvenile offender population.

HOW PROVIDERS WILL BE SELECTED:

Proposals will be selected for contract negotiation based on clearly stated criteria: (See Appendix F for list of Rating Criteria)

- agency's history of serving at-risk youth using family-centered, home-based, and evidence-based treatment approaches;
- potential to stabilize youth and families at-risk of continued involvement in the juvenile justice system;
- experience with and/or knowledge of local services for youth on probation or parole;
- experience with, and ability to manage and support effective programs; community based services; and evidence-based interventions
- ability to meet the needs of DJJ and the RSC within the timeframes required;
- willingness to support the evaluation of this project;
- cost-effectiveness of rate proposal
- DSBSD-certified small business status (as applicable); and
- overall quality of the proposal.

FUNDING/TIME FRAMES:

RSC and each selected DSP will enter into a service agreement for a twelve (12) month term beginning on 1/1/2017. This term is subject to the termination provisions in the Subcontractor Agreement.

APPLICATION PROCESS:

Your written response, utilizing the "Proposal Outline" section below, should have a minimum of one-inch margins, be prepared in a minimum of 12 pt. font size, and should not exceed ten (10) single-spaced, single-sided, type-written pages. (There is no page limit to the Attachments section but the inclusion of information beyond what is requested does not benefit the applicant.)

A. PROPOSAL OUTLINE

(Your response must be structured in this format in order to be considered for contract funding. Proposals not submitted in this format may be subject to significant deductions in point values assigned by the review committee.)

1) Agency Overview/Capabilities

- a) Briefly describe your agency's history and your agency's ability/qualifications to provide community-based and/or residential services to youth involved with DJJ (either diversion, on probation, or parole)
 - i) How many years of experience do you have with the services you are proposing to deliver?
 - ii) What licensure or certification is held by your staff to deliver these services?
- b) Describe your agency's experience with evidence-based programs or practices
 - i) How many years of experience do you have with each identified service or program – both within the designated region or outside of it?

- ii) What historical data can you provide on outputs (e.g., average length of service, completion rates) or outcomes (e.g., recidivism) to demonstrate proficiency in delivering this service?
- iii) How many staff /what is your organizational capacity to deliver the current service?
- c) Please provide examples of collaborative partnerships with referring agencies (Social Services, Probation or Parole, Courts, Schools, etc.).

2) Agency Strategy for Providing Effective Community-based and Residential Services per this RFQ

- a) Identify ALL the services that you are currently providing; are qualified to provide; and/or desire to provide under a subcontract with the Regional Service Coordinator (AMIkids or EBA). Indicate the regions, CSUs, and service areas where you anticipate being able to provide services (using Appendix D, see below).
- b) Explain your strategy for managing/supervising the requested services. Identify the key personnel/positions (and their qualifications) who will have management and oversight of the requested programs and services.
- c) Describe your operational approach to 1) the recruitment, training, supervision and retention of staff and 2) the delivery of effective programs. Be sure to consult the Staging of Services Overview, Appendix B.
- d) Provide concrete and specific plans for how your agency will meet each the obligations of the Detailed Scope of Work, above.

3) Provide evidence of any DSBSD certification, including certification for small business, micro business, woman or minority owned business.

4) Provide your proposed rate for each service or program and the basis for the rate (hourly, daily, etc.); provide a brief statement on the justification of the proposed rate.

B. RESPONSE ATTACHMENTS

In addition to your narrative response, please provide:

Attachment A Organization Chart with identification of where the program fits into the organizational structure; and

Attachment B – Copies of any recent data report/program evaluation summary for any active team(s) currently serving DJJ youth, specifically youth on probation or parole, if applicable.

Appendix A

Overview of Evidenced-Based Interventions

The concept of evidence-based practice was developed outside of criminal justice and is commonly used in other applied fields such as medicine, nursing, and social work. In criminal justice, this term marks a significant shift by emphasizing measurable outcomes and ensuring that services and resources are actually effective in promoting rehabilitation and reducing recidivism. DJJ is committed to supporting this focus on better outcomes for the entire juvenile criminal justice system and for those involved in it. Because there are numerous definitions of evidence-based practice, For the purpose of this RFQ, evidence-based practice consists of three basic principles:

1. Evidence the intervention is likely to work, i.e., produce a desired outcome, and is considered a research based or promising practice; and/or utilizes components of research based practices proven to be effective
2. Evidence the intervention is being carried out as intended; and
3. Evidence allowing an evaluation of whether the intervention worked.

Evidence-based practices involve using research-based and scientific studies to identify interventions that reliably produce significant reductions in recidivism, when correctly applied to offender populations through the use of the following four principles of effective intervention:

1. Risk Principle – focuses attention on the crucial question of WHO is being served and calls for targeting higher risk youth.
2. Need Principle – requires that priority be given to addressing criminogenic risk/need factors with a clear focus on WHAT programs are delivered, and how services are matched to the highest potency needs of individual youth and families.
3. Treatment Principle – conveys the importance of using behavioral treatment approaches to achieve the best possible outcomes and requires attention to the question of HOW programs are delivered.
4. Fidelity Principle – draws attention to HOW WELL programs are delivered and reiterates the necessity that programs be implemented as designed.

Successful implementation of evidence-based practices also includes:

- Organizational development to create and sustain a culture accepting of best practices and evidence-based approaches;
- A commitment to initial and ongoing professional development and training;
- Use of validated risk/needs assessment tools;
- A commitment to data collection and analysis for the purposes of ongoing monitoring, reporting, and decision making;

- Use of programs grounded in evidence-based principles and known to produce positive juvenile justice outcomes;
- Quality assurance activities to ensure program fidelity;
- Performance management to improve programs and policies; and
- A “systems change approach” to develop collaborations so that tasks, functions and sub-units work effectively together and not at cross-purposes.

Appendix B
Staging of Services Overview*

Starting January 1, 2017	To Be Phased In (Q1 and Q2 2017)
Assessments / Evaluations:	Assessments / Evaluations:
<ul style="list-style-type: none"> - Psychological Evaluations - Psycho-Sexual Evaluations - Substance Abuse Evaluations 	<ul style="list-style-type: none"> - Trauma Assessments - Sex Trafficking Evaluations - Youth with Sexualized Behavior (YSB) Polygraphs - Plethysmographs - Psychiatric Evaluations - Psycho-Sexual Evaluations - Substance Abuse Evaluations
Individual Clinical Services	Group Clinical Services
<ul style="list-style-type: none"> - Individual Therapy - Substance Abuse Counseling - Substance Abuse Relapse 	<ul style="list-style-type: none"> - Substance Abuse Counseling - YSB Counseling
<ul style="list-style-type: none"> - YSB Counseling - YSB Relapse 	Family Focused Intervention
	<ul style="list-style-type: none"> - Multi-Systemic Therapy (MST) or - Functional Family Therapy (FFT)
Family Focused Intervention	
<ul style="list-style-type: none"> - Intensive In-Home Family Services 	Residential Services
	<ul style="list-style-type: none"> - Group Homes - YSB Inpatient Treatment - Substance Abuse Inpatient Treatment - Inpatient Mental Health Beds - Emergency Respite / Shelter Care Beds - Treatment Foster Care
Residential Services	
<ul style="list-style-type: none"> - Independent Living (Step-down from JCC) 	
Monitoring Services	
<ul style="list-style-type: none"> - Face to Face Surveillance - Electronic Monitoring / GPS 	
Individual Cognitive Skills Training	Individual Cognitive Skills Training
<ul style="list-style-type: none"> - Life Skills Coaching 	<ul style="list-style-type: none"> - Gang Intervention Services
	Group Cognitive Skills Training
	<ul style="list-style-type: none"> - Aggression Replacement Training - Thinking for a Change

***agencies should indicate in their response which services from both columns they wish to provide; this chart is for informational purposes only**

Future Staging of Services (Under Discussion)

- **Individual Clinical Services**
 - anger management therapy, trauma-focused individual therapy

- **Family Focused Interventions**
 - Family-based groups using Strengthening Families curriculum, Family Focused Sex Offender Treatment; Family Focused Substance Abuse Treatment

- **Individual Cognitive Skills Training**
 - Other evidence-based, manualized cognitive behavioral skills training

- **Group-Based Cognitive Skills Training**
 - Other evidence-based, manualized cognitive behavioral group

- **Monitoring Services**
 - Voice Verification, Appointment reminder

- **Coordination Services**
 - High Fidelity Wraparound or Other Intensive Care Coordination Service Coordination

- **Workforce Development and Employment Services**
 - Vocational Readiness / Employment Skills Coaching

Appendix C
General Terms and Conditions

- A. APPLICABLE LAWS AND COURTS:** This RFQ and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. Prospective subcontractors and the prime contractor are encouraged to resolve any issues in controversy arising from the award of a contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). Prospective subcontractors shall comply with all applicable federal, state and local laws, rules and regulations.
- B. ANTI-DISCRIMINATION:** By submitting their responses to this RFQ, prospective subcontractors certify to the Prime Contractor that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to a contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the prospective subcontractor agrees as follows:
 - a. The prospective subcontractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The prospective subcontractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The prospective subcontractor, in all solicitations or advertisements for employees placed by or on behalf of the prospective subcontractor, will state that such prospective subcontractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The prospective subcontractor will include the provisions of 1. above in every purchase order over \$10,000, so that the provisions will be binding upon each vendor.

C. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Prime Contractor, the prospective subcontractor certifies that the prospective subcontractor does not, and shall not, during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

D. DEBARMENT STATUS: By participating in this RFQ, the prospective subcontractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this request, prospective subcontractors further certifies that it is not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

E. INSURANCE: By signing and submitting a response under this request, the prospective subcontractor certifies that if awarded a contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the prospective subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The prospective subcontractor further certifies that it will, along with any subcontractors, maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Prospective subcontractors who fail to notify the prime contractor and the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia and the prime contractor must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 combined single limit. Prospective subcontractor must assure that the required coverage is maintained by the prospective subcontractor (or third party owner of such motor vehicle.)

<u>Profession/Service</u>	<u>Limits</u>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
HealthCare Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance	\$2,150,000 per occurrence, \$4,250,000 aggregate
(Limits increase each July 1 through fiscal year 2031 per <i>Code of Virginia</i> § 8.01-581.15.)	
Insurance/Risk Management-	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

F. DRUG-FREE WORKPLACE: During the performance of any contract resulting from this FRQ, the prospective subcontractor agrees to (i) provide a drug-free workplace for the prospective subcontractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a prospective subcontractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

G. AUDIT.

1. Subcontractors (the DSPs) must provide documentation of an annual, independent financial audit.
2. The prospective subcontractor shall retain all books, records, and other documents relative to this contract for five (5) years after the final payment, or until audited by the Commonwealth of Virginia, whoever is sooner. The Prime Contractor, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

H. SECURITY REQUIREMENTS.

1. The prospective subcontractor shall be responsible for ensuring that all personnel, equipment, tools and supplies/materials comply with any and all rules, regulations, and procedures of the Prime Contractor, as described in the Subcontractor Agreement, and the individual facilities. The individual facility's rules, regulations, and procedures governing the entry and conduct of staff working inside the facility will be made available to the prospective subcontractor.
2. The Department of Juvenile Justice reserves the rights to deny entrance to anyone who is suspected of a breach of security or for failure to follow published rules, regulations or procedures. All personnel entering a correctional facility will be subject to a search of their person and personal items. Such searches may be frisk searches, searched by metal detectors or searches by narcotics detected canines. In addition, all equipment, tools, supplies and materials will be subject to search or inventory at any time. Tools and materials must be carefully controlled at all times and locked when not in use. All ladders and movable lift equipment must be closely supervised when in use and brought out of the security compound when not in use.
3. Any attempts to introduce contraband, to assist in escape, or to have unauthorized contact with the residents of the facility are prohibited and will be prosecuted under the provisions of the Code of Virginia. The prospective subcontractor's personnel are prohibited from bringing into or taking out of the institution any items unless specifically approved. Any interaction between a prospective subcontractor's employee and any resident which assists the prisoner to escape is a felony and will be prosecuted. Contractor's personnel may not deliver, receive or otherwise transfer any item, no matter how harmless, to or from a resident or otherwise transfer any item, no matter how harmless, to or from a resident with express permission of the Warden/Superintendent or his/her designee.
4. Subcontractor's personnel or representatives are limited to movement to, from and within their assigned work area. No contract is allowed with resident unless expressly approved.
5. No person who appears to be under the influence of drugs or alcohol will be allowed entry into a juvenile facility.
6. All Subcontractor's personnel must be in possession of a valid identification with a recent, clear photo in order to enter a facility. All Subcontractors' personnel are required to be dressed appropriately for the duties they are performing. The Subcontractor's personnel shall not wear any clothing that is similar to or could be mistaken for resident clothing. Clothing that is short, tight-fitting, or revealing is not appropriate attire for a prison environment. Individuals so dressed will be asked to change their clothing or leave the facility.

Appendix D: SERVICE AREAS

INSTRUCTIONS

If you are proposing to provide services statewide to every court service unit district and every individual jurisdiction, check the box below that indicates statewide provision of services. (You do not need to complete any additional sheets if you are providing services statewide.) **Clarify which services you intend to provide statewide.**

Statewide Provision of Services

If you are providing services either by court service unit or individual jurisdictions within court services units then you must complete the remaining items. **CHECK** the court service unit or individual jurisdictions, where you will provide the services. **Clarify which services you intend to provide in each Local Area of Service.**

OPTION A - If you select to provide services to a court service unit district, then services shall be provided to every local service area within that court service unit district.

OPTION B - Check the individual boxes if you propose to provide services to specific local service areas only.

1st Court Service Unit

OPTION A 1st JUDICIAL DISTRICT INCLUDES: City of Chesapeake

Clarify which services you intend to provide in each CSU or Local Area of Service:

2nd Court Service Unit

OPTION A 2nd JUDICIAL DISTRICT INCLUDES: City of Virginia Beach

Clarify which services you intend to provide in each CSU or Local Area of Service:

2-A Court Service Unit

OPTION A 2-A JUDICIAL DISTRICT INCLUDES: Counties of Accomac and Northampton

OPTION B LOCAL AREA OF SERVICE

Accomac County

Northampton County

Clarify which services you intend to provide in each Local Area of Service: _____

3rd Court Service Unit

OPTION A 3rd JUDICIAL DISTRICT INCLUDES: City of Portsmouth

Clarify which services you intend to provide in each CSU or Local Area of Service:

4th Court Service Unit

OPTION A 4th JUDICIAL DISTRICT INCLUDES: City of Norfolk

Clarify which services you intend to provide in each CSU or Local Area of Service:

5th Court Service Unit

OPTION A 5th JUDICIAL DISTRICT INCLUDES: Cities of Franklin and Suffolk; and the Counties of Isle of Wight and Southampton

OPTION B LOCAL AREA OF SERVICE

- City of Suffolk
- City of Franklin
- Southampton County
- Isle of Wight County

Clarify which services you intend to provide in each CSU or Local Area of Service:

6th Court Service Unit

OPTION A 6th JUDICIAL DISTRICT INCLUDES: The Cities of Hopewell and Emporia; and the Counties of Sussex, Greensville and Brunswick

OPTION B LOCAL AREA OF SERVICE

- City of Hopewell
- Surry County

- City of Emporia
- Greensville County
- Brunswick County
- Sussex County
- Prince George County

Clarify which services you intend to provide in each CSU or Local Area of Service:

7th Court Service Unit

OPTION A 7th JUDICIAL DISTRICT INCLUDES: City of Newport News

Clarify which services you intend to provide in each CSU or Local Area of Service:

8th Court Service Unit

OPTION A 8th JUDICIAL DISTRICT INCLUDES: City of Hampton

Clarify which services you intend to provide in each CSU or Local Area of Service:

9th Court Service Unit

OPTION A 9th JUDICIAL DISTRICT INCLUDES: Cities of Williamsburg and Poquoson; and the Counties of York, James City, King and Queen, King William, Gloucester, Mathews, Middlesex, Charles City, and New Kent

OPTION B LOCAL AREA OF SERVICE

- City of Williamsburg
- County of James
- City of Poquoson
- York County
- New Kent County
- Charles City County
- Gloucester County
- Middlesex County
- Mathews County
- King William County
- King & Queen County

Clarify which services you intend to provide in each CSU or Local Area of Service:

10th Court Service Unit

OPTION A 10TH JUDICIAL DISTRICT INCLUDES: City of South Boston and the Counties of Appomattox, Buckingham, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, and Prince Edward

OPTION B LOCAL AREA OF SERVICE

- Appomattox County
- Buckingham County
- Charlotte County
- Cumberland County
- Halifax County
- Lunenburg County
- Mecklenburg County
- Prince Edward County

Clarify which services you intend to provide in each CSU or Local Area of Service:

11th Court Service Unit

OPTION A 11th JUDICIAL DISTRICT INCLUDES: City of Petersburg; and the Counties of Amelia, Dinwiddie, Nottoway, and Powhatan

OPTION B LOCAL AREA OF SERVICE

- City of Petersburg
- County of Amelia
- County of Dinwiddie
- County of Nottoway
- County of Powhatan

Clarify which services you intend to provide in each CSU or Local Area of Service:

12th Court Service Unit

OPTION A 12th JUDICIAL DISTRICT INCLUDES: City of Colonial Heights; and the County of Chesterfield

OPTION B LOCAL AREA OF SERVICE

- Chesterfield County
- City of Colonial Heights

Clarify which services you intend to provide in each CSU or Local Area of Service:

13th Court Service Unit

OPTION A 13th JUDICIAL DISTRICT INCLUDES: City of Richmond

Clarify which services you intend to provide in each CSU or Local Area of Service:

14TH Court Service Unit

OPTION A

14TH JUDICIAL DISTRICT INCLUDES: County of Henrico

Clarify which services you intend to provide in each CSU or Local Area of Service:

15th Court Service Unit

OPTION A 15TH JUDICIAL DISTRICT INCLUDES: City of Fredericksburg; and the Counties of Caroline, Essex, Hanover, King George, Lancaster, Northumberland, Richmond, Spotsylvania, Stafford and Westmoreland

OPTION B LOCAL AREA OF SERVICE

- City of Fredericksburg
- Caroline County
- King George County
- Spotsylvania County
- Stafford County
- Hanover County
- Essex County
- Lancaster County
- Northumberland County
- Richmond County
- Westmoreland County

Clarify which services you intend to provide in each CSU or Local Area of Service:

16th Court Service Unit

OPTION A [] 16th JUDICIAL DISTRICT INCLUDES: City of Charlottesville; and the Counties of Madison, Greene, Albemarle, Fluvanna, Goochland, Louisa, Orange and Culpeper

OPTION B LOCAL AREA OF SERVICE

- [] City of Charlottesville
- [] Albemarle County
- [] Orange County
- [] Culpeper County
- [] Louisa County
- [] Madison County
- [] Greene County
- [] Goochland County
- [] Fluvanna County

Clarify which services you intend to provide in each CSU or Local Area of Service:

17th Court Service Unit

OPTION A [] 17th JUDICIAL DISTRICT INCLUDES: The Cities of Arlington and Falls Church; and the County of Arlington

OPTION B LOCAL AREA OF SERVICE

- [] City of Arlington
- [] Arlington County
- [] City of Falls Church

Clarify which services you intend to provide in each CSU or Local Area of Service:

18th Court Service Unit

OPTION A [] 18th JUDICIAL DISTRICT INCLUDES: City of Alexandria

Clarify which services you intend to provide in each CSU or Local Area of Service:

19th Court Service Unit

OPTION A 19th JUDICIAL DISTRICT INCLUDES: City of Fairfax and the County of Fairfax

OPTION B LOCAL AREA OF SERVICE

- City of Fairfax
- Fairfax County

Clarify which services you intend to provide in each CSU or Local Area of Service:

20 -W Court Service Unit

OPTION A 20-W JUDICIAL DISTRICT INCLUDES: Counties of Fauquier and Rappahannock

OPTION B LOCAL AREA OF SERVICE

- Fauquier County
- Rappahannock County

Clarify which services you intend to provide in each CSU or Local Area of Service:

20-L Court Service Unit

OPTION A 20-L JUDICIAL DISTRICT INCLUDES: County of Loudon

Clarify which services you intend to provide in each CSU or Local Area of Service:

21st Court Service Unit

OPTION A 21ST JUDICIAL DISTRICT INCLUDES: City of Martinsville and the Counties of Henry and Patrick

OPTION B LOCAL AREA OF SERVICE

- Henry County
- City of Martinsville
- Patrick County

Clarify which services you intend to provide in each CSU or Local Area of Service:

22nd Court Service Unit

OPTION A 22ND JUDICIAL DISTRICT INCLUDES: City of Danville and the Counties of Franklin and Pittsylvania

OPTION B LOCAL AREA OF SERVICE

- Franklin County
- Pittsylvania County
- City of Danville

Clarify which services you intend to provide in each CSU or Local Area of Service:

23rd Court Service Unit

OPTION A 23rd JUDICIAL DISTRICT INCLUDES: City of Salem and the County of Roanoke

OPTION B LOCAL AREA OF SERVICE

- Roanoke County
- City of Salem

Clarify which services you intend to provide in each CSU or Local Area of Service:

23-A Court Service Unit

OPTION A 23-A JUDICIAL DISTRICT INCLUDES; City of Roanoke

Clarify which services you intend to provide in each CSU or Local Area of Service:

24th Court Service Unit

OPTION A 24th JUDICIAL DISTRICT INCLUDES: Cities of Lynchburg and Bedford, and the Counties of Nelson, Amherst, Campbell and Bedford

OPTION B LOCAL AREA OF SERVICE

- City of Lynchburg
- Campbell County
- Bedford County
- Amherst County
- Nelson County

Clarify which services you intend to provide in each CSU or Local Area of Service:

25th Court Service Unit

OPTION A 25th JUDICIAL DISTRICT INCLUDES: Cities of Buena Vista, Clifton Forge, Covington, Lexington, Staunton and Waynesboro; and the Counties of Allegheny, Augusta, Bath, Botetourt, Craig, Highland and Rockbridge

OPTION B LOCAL AREA OF SERVICE

- City of Staunton
- Augusta County
- Highland County
- City of Covington
- Allegheny County
- Bath County
- Buena Vista
- Rockbridge County
- City of Lexington
- Botetourt County
- Craig County
- City of Waynesboro

26th Court Service Unit

OPTION A 26th JUDICIAL DISTRICT INCLUDES: Cities of Harrisonburg and Winchester; and the Counties of Frederick, Clarke, Warren, Shenandoah, Page and Rockingham

OPTION B LOCAL AREA OF SERVICE

- City of Winchester
- Frederick County
- City of Harrisonburg
- Rockingham County
- Shenandoah County
- Page County
- Warren County
- Clarke County

Clarify which services you intend to provide in each CSU or Local Area of Service:

27th Court Service Unit

OPTION A 27th JUDICIAL DISTRICT INCLUDES: Cities of Galax and Radford; and the Counties of Pulaski, Wythe, Carroll, Montgomery, Floyd, and Grayson

OPTION B LOCAL AREA OF SERVICE

- Pulaski County
- Wythe County
- Montgomery County
- City of Radford
- Floyd County
- City of Galax
- Grayson County
- Carroll County

Clarify which services you intend to provide in each CSU or Local Area of Service:

28th Court Service Unit

OPTION A 28th JUDICIAL DISTRICT INCLUDES: City of Bristol; and the Counties of Washington and Smyth

OPTION B LOCAL AREA OF SERVICE

- Washington County
- City of Bristol
- Smyth County

Clarify which services you intend to provide in each CSU or Local Area of Service:

29th Court Service Unit

OPTION A 29th JUDICIAL DISTRICT INCLUDES: Counties of Giles, Bland, Tazewell, Buchanan, Russell and Dickenson

OPTION B LOCAL AREA OF SERVICE

- Giles County
- Bland County
- Russell County

- Tazewell County
- Buchanan County
- Dickenson County

Clarify which services you intend to provide in each CSU or Local Area of Service:

30th Court Service Unit

OPTION A 30th JUDICIAL DISTRICT INCLUDES: City of Norton; and the Counties of Wise, Scott and Lee

OPTION B LOCAL AREA OF SERVICE

- Scott County
- City of Norton
- Wise County
- Lee County

Clarify which services you intend to provide in each CSU or Local Area of Service:

31st Court Service Unit

OPTION A 31ST JUDICIAL DISTRICT INCLUDES: Cities of Manassas and Manassas Park; and the County of Prince William

OPTION B LOCAL AREA OF SERVICE

- Prince William County
- City of Manassas Park
- City of Manassas

Clarify which services you intend to provide in each CSU or Local Area of Service:

Appendix E

Schedule for Review and Selection of Subcontractors

- November 18 - Distribution of the RFQ
- November 28 - Deadline for Submitting Questions
- November 30 - Answers to submitted questions posted
- December 7 - All RFQ Responses Due (by 11:59 pm)

- December 8-13 - REVIEW PERIOD (includes DJJ and other partners)

- December 13 - Rater Responses Due back to EBA or AMI
- December 14 - Finalists Selected, submitted to DJJ for approval
- December 19 - Finalists notified; Subcontracts Distributed to Finalists
- December 23 - Subcontracts Due Back to Service Coordinator
- December 26-31- Any necessary subcontract negotiations

- January 1 - Subcontracts Commence

Appendix F
2016 VA RSC Scoring Sheet

Agency Name _____ TOTAL SCORE _____
 Program or Service _____ RSC Application # _____
 Reviewer Name _____ Review Date _____

<i>Definitions of Rating Categories</i>
Exceptional - The proposal exceeds all technical specifications and requirements for all program components. The proposal is innovative, comprehensive, and complete in every detail.
Good - The proposal meets all technical specifications and requirements for all program components. The proposal is comprehensive and complete in every detail.
Adequate - The proposal generally meets all technical specifications and requirements for all program components, but it is not complete in every detail.
Poor - The proposal does not meet all technical specifications and requirements for all program components, or it does not provide essential information to substantiate the grant applicant's ability to provide the service.
Comments – Are discretionary, but may offer guidance to RSC, current or future provider and/or members. If you score exceptional or poor you must add comments.

Please circle the appropriate points for each category.

SECTION A: Agency Capabilities and Qualifications	Exceptional	Good	Adequate	Poor
The agency clearly describes the history of an organization that can support implementation and oversight of youth services and programs	5	3	1	0
The organization clearly demonstrated current management structure and staff capable of delivering services and programs effectively	5	3	1	0
Maximum Points = 10	Total Points =			
Comments:				
SECTION B: Collaborative Partnerships	Exceptional	Good	Adequate	Poor
The organization has a history of positive working relationships with DJJ leaders	5	3	1	0

The organization has a history of positive working relationships with DJJ front-line staff	5	3	1	0
The organization demonstrated knowledge of and experience working with families	5	3	1	0
The organization has a history of positive working relationships with other child-serving agencies (e.g., DSS/Child Welfare; schools)	5	3	1	0
The organization has a history of positive working relationships with the Courts	5	3	1	0
Maximum Points = 25			Total Points =	
Comments:				

SECTION C: Management Strategies	Exceptional	Good	Adequate	Poor
Identify key personnel/positions (and their qualifications) who will have management and oversight responsibilities for the requested services and programs	5	3	1	0
Briefly describe your operational approach to the recruitment, training, supervision, and retention of key staff.	5	3	1	0
The organization's most recent program evaluation reports demonstrates commitment to data-driven program decision making	5	3	1	0
Maximum Points = 15			Total Points =	
Comments:				

SECTION D: SOW Delivery Plans	Exceptional	Good	Adequate	Poor
The organization demonstrates a grasp of the key elements of required Scope of Work (SOW)	5	3	1	0
The organization puts forward concrete and specific plans for how it will meet each of the obligations of the SOW	5	3	1	0
Maximum Points = 10			Total Points =	
Comments:				

SECTION E: Price Proposal	Exceptional	Good	Adequate	Poor
The organization's price proposal is consistent with expectations	5	3	1	0
The price proposal/rate is clearly justified	5	3	1	0
Maximum Points = 10			Total Points =	

Comments:

SECTION F: Overall Quality of Proposal	Exceptional	Good	Adequate	Poor
The organization clearly describes a plan for implementation and oversight of the service	5	3	1	0
The organization demonstrated professionalism and attention to detail.	5	3	1	0
Maximum Points =10				Total Points =
Comments:				

Total Grant Scoring Points ____ (maximum points 80)

Reviewer Signature: _____