

## Responses to questions received via e-mail on or before 8/31/2022

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Regarding: Invitation to Negotiate ITN # 1-AMI-VA-0822 and # 1-EBA-VA-0822

Q (1) It appears that the solicitation was published on behalf of DJJ by two different Regional Service Coordination companies, AMIkids and EBA. If my proposed service is available statewide, do I need to submit more than one application?

There are two companies contracted to provide service coordination for DJJ. AMIkids provides coordination for services for probation and parole youth across 21 Court Service Units in DJJ's Western, Southern, and Eastern regions. EBA provides coordination for services for probation and parole youth in 9 Court Service Units across DJJ's Central and Northern regions, and parole services only for two additional CSUs. The application for Workforce Coordination does not differ across the two companies; only one proposal is needed, submitted to both agencies. This is a collaborative process and DJJ, AMIkids, and EBA will work collectively to review and select proposals. Youth from one CSU or region may reside in different CSU or region (e.g., youth placed in an Independent Living arrangement).

Q (2) What is the anticipated number of youth, eligible for workforce services, to be referred in the Western Region?

The number of Western region youth eligible for workforce services (or any of our regions for that matter) is difficult to gauge. It is also difficult to gauge how many of those youth eligible would be referred for the services. What we can say about the Western region is that during FY 2021, the average daily population of youth on probation in the region was 277 and the average daily population of youth on parole was 7. Those numbers are spread across seven Court Service Units. Information about the number of youth on probation and parole by Court Service Unit is available online in an annual publication, the Data Resource Guide (DRG) <https://www.djj.virginia.gov/pages/about-djj/drg.htm> and highlighted in the DRG Dashboard <https://www.djj.virginia.gov/pages/about-djj/drg-dashboard.htm>.

Q (3) What is the typical service dosage approved for services/week?

Service dosage should be individualized and variable by need(s) and program type. Service dosage is impacted by the needs of the youth, certificates obtained, or other vocational skills learned. Programs may include a blend of soft skill training, remedial skill development, trade skills, and/or mentoring partnerships. The youth's needs may be considered; for example, youth enrolled in school full-time and participating in clinical treatment services have fewer hours available for participation in workforce services than youth who have completed school. However, a youth who has graduated from school may be available for 20-30(+) hours per week to participate in educational programs. Again, it is highly variable and individualized considering the needs of the youth and the comprehensive nature of the program type.

Q (4) Is current or prior experience as a DJJ provider required?

No. Please note the scoring rubric: the ITN scoring indicates a need or scoring component for “experience working with at-risk youth populations” and “experience/capacity providing workforce development services”. Providers do not need experience as a Direct Service Provider and are not required to be current or prior DJJ contracted providers; however, at time of contract award, all providers will need to be contracted with one or both of the RSC agencies in order to provide services.

Q (5) Can a provider propose a pre-employment program that includes interactive virtual programming?

Yes, potential providers can propose a variety of workforce services and proposed services could include virtual programming.

Q (6) Do you anticipate having any degree requirements or credentialing requirements for contracted individuals/participants?

If you are asking about whether your organization needs to be qualified to issue credentials to youth, that is not a requirement. We are seeking entities that will partner and coordinate with programs and services that offer industry recognized certifications and accredited colleges/universities that offer degrees/certifications in areas that will result in promising career opportunities. For example, an entity may establish a partnership with the local community college to create a seamless enrollment process for DJJ involved youth. The entity might then be responsible for providing ongoing coordination and case management to ensure the youth is participating in the program and has access to needed resources. In other words, the provider that applies for this solicitation does not need to be a school, but rather can contract and partner with other groups (including non-profit and public entities) and connect youth to other organizations. Partnerships and relationship building are important here.

If you are also asking about if the staff you hire and sub-contractors you use need to have any specific credentials, you will let us know in your proposal what educational background and experience staff delivering each service will possess. Degrees and credentials will of course be required to comply with any state laws, policies, or regulations governing professional occupations.

Q (7) Do you have any input about the specific types of workforce coordination services that would be prioritized in each community/locality?

An entity might coordinate with a youth to determine career goals and steps needed to achieve those goals. The next step might be to connect the youth to a program matching those goals and to assign a case manager and/or mentor to provide intensive follow-up. The end goal is to connect youth to credentialing programs that will lead to promising careers or vocations. DJJ involved youth usually require considerable support. Establishing a component of your program to provide intensive support is critical.

We hope to receive creative proposals with a variety of programing and career development options.

Q (8) My company is considering applying under the solicitation. What we are proposing might not exactly fit in the category of Workforce Coordination but the service increases job readiness by working on soft skills and focusing on job seeking and job keeping. Is that something you are looking for?

The overall purpose of this ITN is to connect youth with long-term, sustainable employment options through credentialing and educational opportunities that lead to long-term careers. The focus is more on career readiness over job placement. In addition to this ITN, the RSC agencies currently contract with providers for services similar to those you describe. Your company might consider applying through the RSC's regular application process in the category of employment services.

Q (9) Is the service "job coaching" something that could be proposed as part of this solicitation?

Job coaching could be proposed as a part of this solicitation. In addition to job coaching, it is important to remember the youth we serve have little to no work experience and are very early in the career exploration phase of their life. They will need intensive support such as a job coaching, but they will also need assistance in connecting to available resources in the community. Partnerships with employers, educational institutions, and other organizations that offer credentials/training that will lead to meaningful careers is also an important component of this work.

Q (10) How does this ITN impact current services contracted through the RSC Model that might fall under the category of Workforce Development and/or Job Readiness?

This solicitation is not necessarily intended to supplant any existing services. Rather, the solicitation is designed to increase the number of providers and services available in the category of workforce coordination services. We absolutely invite providers to submit proposals for services that include soft skills. If you are already a provider under the RSC Model, there is no impact on already contracted services and no need to reapply, unless you would like to propose adding new or different services to be included in our workforce continuum.

Q (11) If my proposal is selected and my company is awarded a contract, is it for a specific amount of money or number of referrals? Will I receive the funds at the beginning of the contract period to hire staff and make business purchases?

This solicitation is to select and pre-qualify programs and services to be listed in our provider directory as available options from which our probation and parole staff select when making referrals. This is not an award for funding and is not a grant. Marketing of services is the responsibility of each individual company or organization and being listed as a pre-approved, contracted provider comes with no inherent guarantee of receiving referrals. Companies receive referrals and pre-authorization to provide services and following service delivery, submit invoices monthly for individual services rendered.

Q (12) Can you review the upcoming due dates, award notification dates, and expected timeframes for implementation?

- September 14, 2022: Answers to questions posted on both RSC websites and emailed to those that signed in for the pre-proposal call.
  - <https://www.amikidsvirginia.org/> (Under the News tab)
  - <https://evidencebasedassociates.com/virginia-service-coordination/>
- October 12, 2022: Responses and Proposals Due
- October 25, 2022: Finalists Expected to be Selected & Award Recipients Expected to be Announced
- November 1 – November 15, 2022: Implementation Date and Contract Commencement

### Additional questions asked during the pre-proposal conference (9/8/2022)

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Q (13) Will professional trade instructors/mentors, like at the community college have to meet DJJ background check requirements as with our employees?

Staff working directly with youth are required to have background checks. See Direct Service Provider Subcontractor Agreement.

Q (14) Could Intensive Care Coordination (ICC) be used as a model to ensure follow-through with the youth once they are enrolled in a college and to help develop a team to support the youth when the workforce program is ready for discharge?

Yes, youth require case management and intensive supports. ICC could be proposed as one of the models utilized.

Q (15) Are you looking for a housing component or would that be of benefit to this programming?

The purpose of the ITN is to support youths' transition into the workforce with long-term career opportunities. If housing is a part of the proposal and is designed to strengthen and enhance the vocational or educational components of the program, it will be considered. Proposals for comprehensive programs that include residential components as part of the workforce initiative will be accepted.

While we are not seeking to contract for housing or to design/build residential programming, residential program providers are welcome to apply (particularly in partnership with other entities or as an all-inclusive program).

Q (16) Would cost for certifications be paid for by the company or RSC/DJJ?

No, it's the responsibility of the provider to help the youth seek natural supports or funding for the youth's courses. We encourage programs to develop partnerships with the Local Workforce Development Centers and other organizations with funding dedicated to serving this population. We would not want to see a youth

bogged down with student loans that could become a burden in the future; however, a good number of these young people could be eligible for other funding such as Pell grants.

To be successful with this initiative, programs will have to be creative and build strong partnerships with organizations in the community as well as DJJ probation/parole and Reentry Staff.

Q (17) I believe I heard there was data about the number of youth who might be eligible for these services by locality? Where do we find that?

Information about the number of youth on probation and parole by Court Service Unit is available online in an annual publication, the Data Resource Guide (DRG): <https://www.djj.virginia.gov/pages/about-djj/drg.htm> and highlighted in the DRG Dashboard: <https://www.djj.virginia.gov/pages/about-djj/drg-dashboard.htm>.

Q (18) Will the information from this presentation be shared along with the questions and answers?

Yes.