

Workforce Coordination Intent to Negotiate (ITN)

Invitation to Negotiate ITN # 1-AMI-VA-0822

Invitation to Negotiate ITN # 1-EBA-VA-0822

Originally Issued: August 19, 2022

Open Enrollment for Workforce Coordination

Effective 4/11/2023, now open to providers on a rolling basis. The original ITN was been modified to allow rolling enrolment and are noted in blue, or noted with “ **Modified from original ITN.**”

Issued by:

AMIkids Virginia (AMI)

www.amikidsvirginia.org



Evidence-Based Associates (EBA)

www.evidencebasedassociates.com



On behalf of:

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE

www.djj.virginia.gov

This ITN may include data that shall not be disclosed, duplicated, used, or disclosed – in whole or part – for any purposes other than to prepare a proposal or quotation. The data and information subject to this restriction are contained in all sheets.

Workforce Coordination ITN

I. Purpose

Summary

On behalf of the Virginia Department of Juvenile Justice (VDJJ), the Regional Service Coordinators (RSCs), AMIkids Virginia (AMI) and Evidence-Based Associates (EBA), seek to establish contracts with multiple community-based provider organizations to support wraparound “education to employment” services for youth under the supervision of VDJJ. VDJJ’s balanced approach focuses on public safety, accountability, and competency development for all youth under supervision. Supervision includes youth on probation and youth on parole.

Probation supervision is a court-ordered disposition placing youth under the supervision of a Court Service Unit (CSU) in the community. Parole supervision is the supervision of youth in the community following release from commitment. In Fiscal Year 2021, there were 1,510 youth under probation supervision and 163 youth in commitment. This initiative is intended to connect older youth to training opportunities that lead to sustainable, long-term career prospects.

Beginning in October 2016, VDJJ contracted with AMIkids and EBA to coordinate services throughout the state through what has come to be known as the Regional Service Coordination (RSC) model of service delivery. AMIkids and EBA select and sub-contract with a network of public and private provider agencies to serve a range of clinical and non-clinical community-based and residential services.

Background

VDJJ’s mission is to protect the public by helping court involved youth become productive citizens by tailoring the right mix of accountability and rehabilitation to meet the identified risk and need levels for each youth who walks through our doors. We best accomplish our mission when we provide the youth in our system with support and opportunities that any adolescent needs to grow into a healthy, productive adult.

Youth placed on probation supervision are offered primary interventions to learn new skills and new ways of thinking. Services may include family counseling, career readiness training, substance abuse treatment, and other interventions. More than half of probation placements since FY2019 were 16- or 17-years of age, a critical age to prepare for the future by engaging in educational programs that lead to promising careers.

The average age of youth committed to VDJJ is 16.8 years, resulting in their release to the community beyond their 18th birthday. There are often missed opportunities to enroll in college, vocational programs, or trades that prepare most youth for the working world and long-term careers.

VDJJ’s Division of Education operates the Yvonne B. Miller High School and Post-Secondary Programs to provide education services to youth committed to Bon Air Juvenile Correctional Center (JCC). Youth committed to VDJJ and placed in alternative placement programs receive educational services from local educational agencies. Youth are also provided college and career training opportunities that vary by placement.

Post-Secondary students placed at Bon Air JCC are offered continuing education and/or job training skills in the following areas:

Apprenticeship Programs

- Barbering
- Graphic Design & Sign Writing
- Upholstery
- Industrial Sewing Machine Operator
- Cook

Simulation Programs

- Welding
- Heavy Machine Operator
- Post-Secondary opportunities are also offered through partnerships with local colleges and universities to include:
 - Community College Workforce Alliance
 - J. Sargeant Reynolds Community College
 - Virginia Commonwealth University
 - University of Virginia
 - Old Dominion University

In response to the increased demand for trade jobs in the-workforce, VDJJ is expanding post-secondary opportunities to meet the need for well trained, industry certified workers. Over a period of time, VDJJ is planning to offer entry level certifications in the areas of Plumbing, HVAC, and Electrical.

VDJJ's most recent published Data Resource Guide (DRG) reports the following population statistics for committed and paroled youth in fiscal year 2021:

- 207 youth were released from direct care.
- 82% (283) of youth released from direct care were released to active parole placements.
- Of the 283 youth placed on active parole supervision, 75% (213) were age 17 and older at the time of placement.
- The average length of stay (LOS) for all youth released was 18.2 months.

VDJJ's most recent published DRG reports the following statistics for probation placements in fiscal year 2021:

- The average age of youth on probation placement was 16.3 years.
- 81.8% of offenses that resulted in probation placement were for delinquent offenses, 5.3% were for technical offenses, 6.1% were for traffic offenses, and 6.8% were for status or other offenses.
- The average length of stay (LOS) on probation was 13.3 months.

The DRG is an annual publication that provides an overview of VDJJ, highlighting fiscal year data and trends in program and service areas. The DRG can be found on the VDJJ website or by visiting the following link:

<https://www.djj.virginia.gov/pages/about-djj/drg.htm>.

As noted throughout the data, youth committed to VDJJ mature into young adults while committed. Although VDJJ seeks to provide opportunities to prepare youth for a seamless transition, the length of some programs and/or program requirements, may not allow a youth to complete the program prior to the end of their length of stay. Our goal is to fill that gap by collaborating with community organizations to develop wraparound support to youth as they seek to complete job training and educational programs that lead to long-term career plans within the community.

This solicitation is seeking organizations to develop strategies that transition youth from education and training programs in the facility to compatible programs in the community and assist with job placement. This solicitation is also open to organizations seeking to include "education to employment" services for youth on probation supervision.

Interested organizations should communicate the ability to collaborate with community partners to increase the availability of services and resources to create a wraparound process. An example of wraparound support might include:

- Assessment of the youth's needs to create an individualized service and support plan.
- Partnerships with local vocational and workforce development centers: Workforce development programs which offer training curriculums and credentialing options to produce a high-quality workforce through job placement assistance, training, and education.

- Partnerships with local employers willing to hire VDJJ youth: There is a demand for employees in the community but youth leaving VDJJ are often faced with barriers such as little to no work history and reportable convictions. This often leads to minimum wage jobs with no benefits or career progression. Connecting young people with careers and training programs that offer advancements can reduce the likelihood of reoffending.
- Mentoring: Connecting youth to positive adult(s) in their communities can help improve behavior, develop problem-solving skills, and increase pro-social choices.
- Transportation Services: Youth often experience transportation barriers which result in missed job opportunities and increased absences. Offering transportation to and from work can increase a youth's chances of success.
- Program Incentives: Incentives can encourage positive behavior if used appropriately to meet specific needs. Incentives may include stipends to support food and other living expenses, gift cards, reimbursements, and other tangible rewards.
- Other partnerships/supports needed to overcome employment barriers.

These are just a few examples of support that a youth may need to be successful in completing post-secondary opportunities that lead to successful career connections. Organizations are not required to include nor are they limited to the items listed above.

Youth returning to the community from commitment in juvenile justice face many barriers. Organizations are encouraged to visit The National Reentry Resource Center at <https://nationalreentryresourcecenter.org/> to learn more about the needs of juvenile justice involved youth returning to the community.

Areas of Need

Modified from original: Now open to regions across the state. EBA is specifically looking for providers within DJJ's Central and Northern Regions.

Applicants must specify the areas in which they are proposing to provide services. It is not a requirement to serve all cities and counties across the state. CSU coverage areas can be found in Attachment A - **Map of Administrative Regions**.

Eligible Applicants:

Modified from original: In conjunction with the workforce program, the provider/applicant must become approved as a sub-contractor through AMIkids (AMI) and/or Evidence-Based Associates (EBA), as applicable to the location of the program.

Statement of Work

Target Population and Project Scope: The target population will include males and females, at least 16-years of age, and open to youth on probation and/or parole supervision.

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

- A. Criminal history and propensity to commit crimes
- B. History of running away from home, foster care, and/or residential placements
- C. History of association with anti-social companions (i.e., favorable attitudes towards violence, dishonesty, and rule breaking)
- D. Antisocial personality traits such as impulsivity, poor emotional regulation, and inadequate decision-making skills

- E. Low educational achievement
- F. History of low family involvement/history of poor supervision
- G. History of substance abuse
- H. History of self-destructive behavior
- I. History of mental health diagnoses (e.g., Post-Traumatic Stress disorder, Depression, Oppositional Defiant disorder, and Attention Deficit Hyperactivity disorder)
- J. Low or limited functioning youth
- K. History of poor school performance
- L. Lower levels of job readiness and independent living skills
- M. Need for focused intensive transition and community reintegration services
- N. History of trauma and exposure to violence

Youth will have a broad range of intervention needs that are addressed through community or sub-contracted service providers. Youth with clinical needs such as therapy, sex offender treatment, or substance abuse treatment will separately have access to treatment services and those services are not a part of this solicitation.

Youth participating in these programs and services will be on community supervision with VDJJ (i.e., probation or parole). Some youth particularly youth released from commitment, are placed upon electronic monitoring or GPS to monitor activities for a specified time in the community. In the event additional supervision is needed, the monitoring period may be extended by the Court Service Unit.

Collaboration with VDJJ Staff

The selected providers will be required to establish and maintain strong working relationships with VDJJ staff to ensure appropriate services are selected for youth.

Reporting Requirements

Progress Reports: Selected providers shall submit written monthly individualized progress reports to the VDJJ staff, Reentry Advocate, and Regional Service Coordinator (RSC). Monthly progress reports shall be due within 5 days following the end of each month of service. The template for progress reports must be approved by the assigned RSC and VDJJ and at a minimum, monthly progress reports shall include:

- A. Summary of provider coordination activities and contacts between the provider and the youth
- B. Progress towards achieving identified career goals
- C. Summaries of employment, vocational training, and/or other post-secondary involvement
- D. Revisions to employment and/or education goals
- E. Summaries of mentor/mentee meetings

Discharge Summary: The selected provider shall submit a written discharge summary within 20 days of termination/completion of services to probation/parole officer, reentry advocate, and RSC agency. The template for discharge summary must be approved by the assigned RSC and VDJJ and at a minimum shall include:

- A. Status of discharge (successful or unsuccessful)
- B. Brief summary of discharge
- C. Overall progress made toward the identified measurable objectives
- D. Recommendations for continued services

Quality Assurance: The selected provider will be required to track a variety of performance measures and to report those measures to the Regional Service Coordinator (RSC) and VDJJ at regular intervals. Regional Service Coordinators will be responsible for monitoring compliance with deadlines and for aggregating reports for overall programmatic reviews regularly. Performance measures will be used to ensure that programs and services and all included interventions are

delivered with high quality, as well as to assess program delivery processes, outputs, and outcomes. Specific programmatic goals and objectives shall be identified in the respondent’s proposal and will vary based upon the type of programs and services provided. The RSC will assist the selected provider in development of performance measures, the creation of a quality improvement plan, corrective action plans (when necessary), and monitoring progress toward goals. Final performance measures and targets are subject to the approval of the RSC and VDJJ.

II. Proposal Instructions

General Instructions:

Modified for rolling enrollment. Submit your application to Kara Brooks kbrooks@ebanetwork.com.

Program Narrative and Proposal Outline: Interested applicants must submit a program narrative that presents a detailed description of the proposed model of service delivery that will provide “education to employment” services to youth under VDJJ supervision. The narrative must be submitted utilizing 8.5”x 11” document size with 1” margins, size 12 point font. The narrative must not exceed 25 single-spaced, single-sided, typed pages and all pages shall be numbered. Attachments, forms, and manuals do not count against the maximum page limit for the narrative.

In addition to your narrative response, please provide:

- **Attachment A:** Organization Chart with identification of where the workforce coordination services fit within your organization.
- **Attachment B:** Detailed Budget Outline [and Rate Sheet](#).

Proposals should be as thorough and detailed as possible so that the RSCs may properly evaluate your capabilities to provide the required services and must be submitted following the below outline and format to be considered. Proposals that deviate from the narrative outline may be excluded and/or may be subject to significant deductions in point values assigned by the review committee.

The narrative must include:

1. Organizational History, Capacity, and Experience

Provide a detailed description of the company and company’s history. A brief overview of the offeror’s capacity and experience including relevant experience providing Workforce Coordination Services or similar services to a similar population. If the organization is new to workforce development, describe your capacity and capability to deliver the services and your plan to be fully competent and functioning as a service provider by the time of contract execution. Describe the organization’s knowledge of and experience working with at risk youth and/or youth involved in the juvenile justice system. Preference will be given to SWaM certified providers.

2. Staff Characteristics and Staffing Patterns

Describe the administrative management and staffing supervision structure of the Provider as it relates to the operation of these services. List the names, titles, credentials, qualifications, and experience of personnel to be assigned to the project, their role within the project, and duties that the position will perform. Provide an organizational chart, identifying key personnel/positions that will have management and oversight of Workforce Services. As needed, include a detailed plan for hiring qualified staff, to include the process for recruiting mentors. Include a list of position types (e.g., case manager, program coordinator), staff to youth ratios, minimum qualifications for each position, and willingness to receive and comply with VDJJ training requirements.

Note: All staff must undergo and pass necessary background checks. Please include a plan to conduct annual background checks on new and existing staff and a detailed plan for training program staff and mentors to work with this challenging population. Include the types and frequency of trainings.

3. Program Components

Describe specific plans for providing the proposed workforce development and/or workforce coordination services including what services will be provided, when will services be provided, who will provide services, how services will be provided, and proposed frequency, duration and dosage of each component. Include a thorough description of all available services and program components to include assessments (completed by or with the youth), linkage to employment services, hard and soft skill development, post-secondary schools, vocational trade programs, case management services, and connection and supervision of staff/youth or mentor/mentee matches. If a specific curriculum or model is utilized, provide a description and any information that supports the effectiveness of the model or approach. Explain the plan to transition youth to long-term career opportunities and natural supports within the community.

4. Target Population

Explain the target population and a description of any exclusionary criteria or excluded populations. If your program will offer services to meet the needs of specialized populations such as females and/or youth with disabilities, include a description here. Elaborate on interventions and/or strategies to address risk and responsivity barriers within phases of the program; these may include transportation barriers, motivation, developmental levels, and language barriers. *Consider interventions and/or strategies to support temporary and long-term transportation needs (for employment, classes, etc.), how will incentives/sanctions will be utilized and how they will be incorporated into programs (e.g., stipends), etc.*

5. Location(s)

Include the geographical area(s) in which the provider will offer services. Identify specific regions and localities, to include RSC Agency application or engagement. Provide description of the location in which youth services will take place (mentoring meetings, job skills training sessions, etc.): organizational structure, community, location, number of youth to be served and room capacity.

6. Collaboration and Partnerships

Include a description of current collaborations and partnerships, as well as the organization’s plan for leveraging a network of partner organizations. Describe any partnerships your agency has had with any organization(s) for these services within the past five years and your experience developing and maintaining partnerships. Attach letters of intent from partner organizations, as applicable. Provide any past or existing experience in working with the Court Service Units in the proposed geographical areas.

7. Program Evaluation

Describe the methods to evaluate the program or service and determine success, including program or service goals and objectives. Explain how the program or service will collect and track data. Provide a copy of any prior program evaluations as applicable.

8. Start-up Plan and Timeline

Provide a plan, inclusive of a timeline, to ensure successful startup and operation of the program or service, or the inclusion of youth served through this contract into existing programs. Explain how timely services are able to begin (Note: VDJJ expects services and programs to start within 30 days of contract award and for providers to initiate services within 5 days of receipt of a referral). Indicate in the proposal if serving parole youth, if assessments or services are able to begin prior to a youth’s release from commitment (at Bon Air Juvenile Correctional Center, a local CPP Program or virtually).

9. Program Budget:

Provide a detailed description of the rates for your services and a budget, and budget narrative that describes expected costs and the methodology used for calculating rates, noting that this is a purchase of services contract with variable referral volume based upon CSU needs and no inherent guarantee of receiving referrals. Costs that may be considered when calculating rates include: Staff Training, Staff Salaries/Wages, Mentor stipends/salaries, Youth Incentives, Program Supplies, Program Equipment, Cost to support transportation (funds cannot be used to purchase vehicles). Allowable costs may include fuel, maintenance, and driver wages, Stipends to youth participants (if any)

Eligibility: Not-for-profit, public, and private for-profit youth-serving agencies may respond to this ITN. Though experience is not required to make application, preference may be given to those organizations with experience and a track record of success in providing workforce coordination services.

Time Frames and Initial Period of Contract: Service initiation is expected to begin within thirty (30) days of contract award and contract is expected to be made on or about November 1, 2022. The initial contract period is through the end of the current fiscal year (June 30, 2023), with annual options to renew for three successive one-year periods. Continued contracting is contingent upon (1) on-going needs of VDJJ as demonstrated by referral volume, (2) ability of the Offeror to effectively provide services, and (3) ability of Offeror to meet all contract terms including quality service delivery, submission of required reports, submission of data, tracking of identified performance measures, as well as the on-going availability of VDJJ funding.

Proposal Evaluation Criteria and Selection Process:

Modified from original ITN. Provider proposals will be selected for contract negotiation on a rolling basis based on the proposal submitted and needs within the proposed community.

ATTACHMENTS:

- Attachment A Map of Court Service Units and Regions

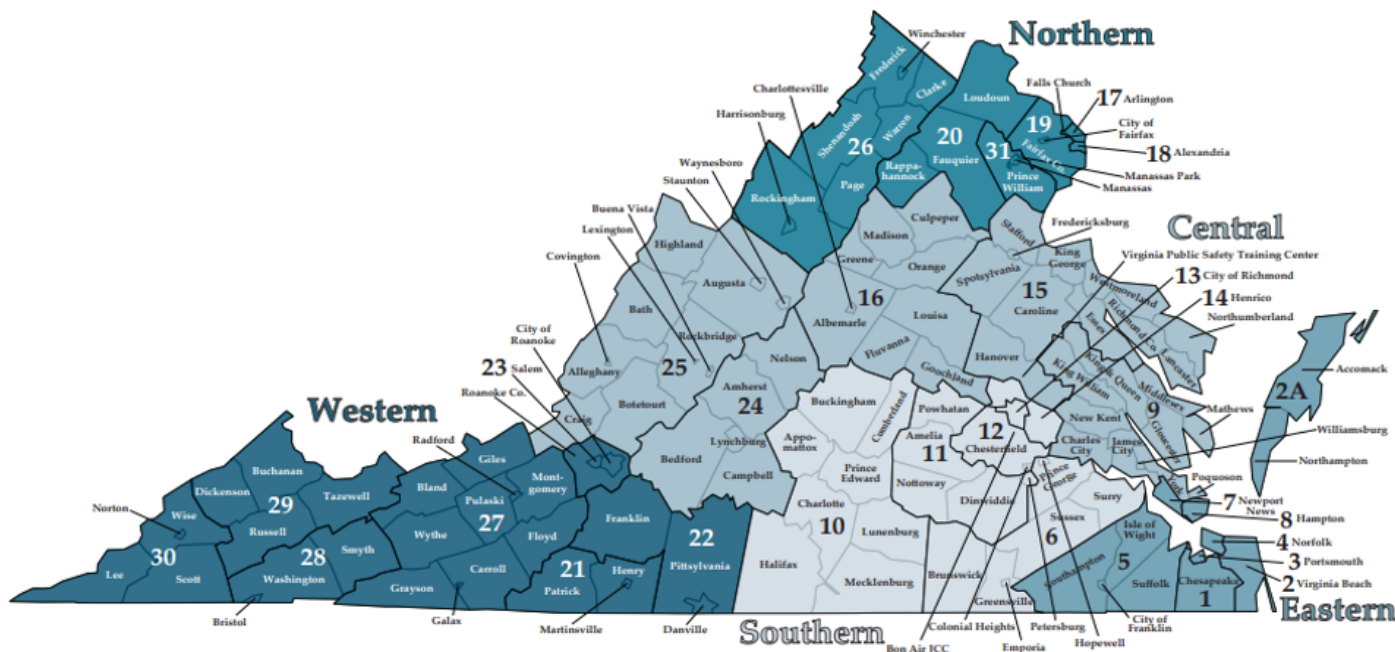
Map of the VADJJ’s Administrative Regions

The VADJJ’s Division of Community Programs is organized into five regions.

The geographically regions are Central, Eastern, Northern, Southern, and Western.

AMIKids serves as the Regional Service Coordinator for the Eastern, Southern and Western regions.

Evidence-Based Associates serves as the Regional Service Coordinator for the Central and Northern regions.



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