



STATE OF
NEBRASKA
JUDICIAL BRANCH

Administrative Office
of the Courts & Probation

**Community Youth Coaching
Request for Qualification (RFQ)**

Initial Service Period: July 1, 2021 – June 30, 2023

February 16, 2021

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****PDF SUBMITTAL FORMS FOR ARE LOCATED ON THE SUPREME COURT WEBSITE UNDER CONTRACTING OPPORTUNITIES.***

<https://supremecourt.nebraska.gov/contracting-opportunities>

SECTION I INTRODUCTION

A. **Introduction**

The Nebraska Administrative Office of the Courts & Probation (“Probation”) has rebranded its traditional “Tracker” service and is shifting away from a compliance-based approach to a strength-based, supportive approach. Community Youth Coaching will serve as an alternative to detention that will be targeted and short-term.

Probation is issuing this Community Youth Coaching Request for Qualification (“RFQ”) in order to qualify Providers to deliver Community Youth Coaching to justice-involved youth throughout the state for the initial period of July 1, 2021 through June 30, 2023 with the option of extending the service period in renewal increments of two (2) years, or until Probation issues a new RFQ. The Service Definitions detailed in this RFQ contain the mandatory minimum requirements Providers must meet in order to provide this service.

B. **Evaluation**

Responses will be evaluated based upon the criteria outlined in Section 4 of this document and scored accordingly. Providers’ scores that meet the minimum standards set by Probation will be put on the Community Youth Coaching Qualified Provider listing and will remain on that Listing until a new RFQ is issued. Should there be a need for additional Providers to provide Community Youth Coaching, a Qualified Provider will be contacted, unless a Qualified Provider is unavailable for service in that location.

Contracts may be entered into with those Qualified Providers whose submissions are the highest scoring, taking into consideration the evaluation factors set forth herein. Probation reserves the right to contact individual references and to consider other sources of information to determine evaluation scores.

Probation may reject any or all responses or parts thereof and/or cancel this RFQ and re-solicit, if such action is in Probation’s best interest. Probation may waive informalities and minor irregularities on responses received. This RFQ does not commit Probation to award any contract or to pay any costs incurred in the preparation of responses.

SECTION II INSTRUCTIONS AND PROCEDURES

A. **Necessary Documents**

Providers who wish to submit a response shall complete all necessary documentation as identified in Section 5 of this RFQ.

B. **Specifications**

The specifications included in this RFQ provide adequate information as to whether or not Provider can meet the needs of Probation. Deviations from the specifications may result in lower scores or be grounds for disqualification.

C. **Questions**

Probation believes this RFQ contains sufficient information to respond and will not be accepting questions or comments regarding the RFQ.

D. **Subcontractors**

All direct service rights or obligations that will be assigned, delegated, or subcontracted in whole or in part, must be identified in the RFQ response.

E. **Provider Certification**

By submission of a response, Provider certifies that Provider has neither paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

F. **Preparation of the Response**

Providers are expected to examine all service requirements, rules, documents, forms, specifications, standard provisions, instructions, and review its response for accuracy before submitting its response: Failure to do so may result in lower scores or be grounds for disqualification.

G. **Response Requirements**

Responses should be completed and submitted electronically for Appendix A-B, Appendix C and Letters of Recommendation and Resumes.

Pdf forms of Appendix A-B and Appendix C can be found on the Nebraska Supreme Court website under Contracting Opportunities <https://supremecourt.nebraska.gov/contracting-opportunities>. Except for letters of recommendation and resumes, responses are limited to the pdf forms and the space provided in those forms. Do not submit handwritten forms.

SECTION III SPECIFICATIONS

A. INTRODUCTION AND OVERVIEW

Probation is issuing this Community Youth Coaching Request for Qualification (“RFQ”) in order to qualify Providers to deliver Community Youth Coaching to justice-involved youth throughout the state for the initial period of July 1, 2021 through June 30, 2023 with the option of extending the service period in renewal increments of two (2) years, or until Probation issues a new RFQ. The Service Definitions detailed in this RFQ contain the mandatory minimum requirements Providers must meet in order to provide this service. The AOCF will select from high scoring qualified Providers to provide Community Youth Coaching.

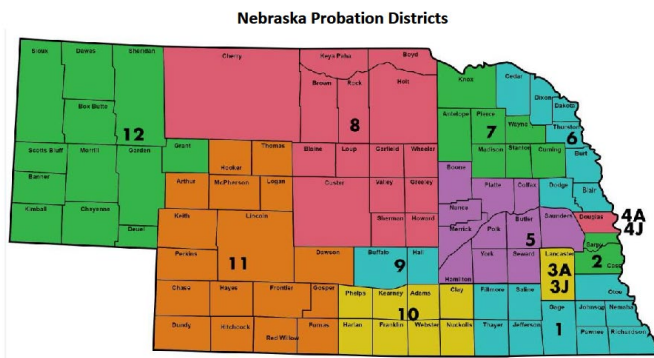
Community Youth Coaching is a youth-guided, family-driven service that provides an innovative individualized Alternative to Detention, strengthening community safety and appearance in court through intensive relationship building, skill building and positive youth development.

Community Youth Coaches (CYC) will be skilled in assisting youth in navigating formal and informal systems, advocating for the youth and building advocacy skills with the youth, and provide individualized coaching.

Community Youth Coaching provides the opportunity for face-to-face contact with the youth in addition to engagement with the Supervising Officer, parent(s)/guardian, and other collateral contacts such as school officials, therapists, etc. Frequent and meaningful contact with the youth is required to facilitate relationship building and influence positive behavior change.

B. LOCATIONS

Community Youth Coaching is needed in Probation Districts throughout the state.



C. COMMUNITY YOUTH COACHING SERVICE

Service Requirements:

1. It is AOC's expectation that there will be one assigned continuous CYC per youth.
2. The Provider must be able to provide all services related to Community Youth Coaching 365 days per year, 24 hours per day.
3. The Provider will accept all referrals made by AOC.
4. The Provider must be able to respond within two (2) hours of referral and must meet with the youth and family within 24 calendar hours.
5. The CYC will complete the Personal Strength's Grid (see Section 3.D.) to determine the youth's strengths and needs that supplements goal planning within 72 hours of the referral.
6. The CYC will develop a written service plan in coordination with the youth and their family, the Supervising Officer, and other identified positive supports within five (5) calendar days of the referral.
7. Development of the service plan should be guided by the 10 Wraparound Principles (Family voice and choice, Team based, Natural supports, Collaboration, Community based, Culturally competent, Individualized, Strengths based, Unconditional, and Outcome based) to ensure the youth and family are intentionally engaged and prioritized in the planning process.
8. Each CYC will have no more than eight (8) youth on their caseload.
9. Each CYC will have experience, knowledge, and education or a combination thereof, in the following:
 - Positive youth development
 - Adolescent brain development
 - Family engagement
 - Strength-based supports
 - Skill building
 - Identifying criminogenic risk and need
 - Rehabilitation
 - Wraparound principles
 - Trauma informed care
 - Skill Training with Directed Practice
 - Increasing Positive Reinforcement
 - Engaging Ongoing Support in Natural Communities
 - Community Resources and Ability to Collaborate
10. CYC will be able to address the following Criminogenic Risk/Need Factors for Juvenile(s):

<u>Risk</u>	<u>Need</u>
<ul style="list-style-type: none">• Antisocial cognition• Antisocial peers• Family discord• Poor school performance• Low engagement in leisure or recreation activities	<ul style="list-style-type: none">• Develop less risky thinking• Reduce association with criminal others• Reduce conflict, build positive relationships• Enhance performance, rewards• Enhance outside involvement

11. CYC will provide the following:

- a. Mentoring/Relationship Building: CYC will work with the youth and their family to develop a mentoring relationship that will assist the youth in not committing new law violations, ensure their attendance at court and ultimately influence behavior change.

Services are based on the individualized needs of the Juvenile, **as determined by the Supervising Officer** and in consultation with the service team.
- b. Skill Building and Personal Development: CYC will develop a positive relationship with the youth and provide positive guidance to affect behavior change. The CYC will address the youth's independent living skills, emotional stability and self-esteem. Additionally, the CYC will assist the youth with integrating back into family and community after detention. The CYC will help the youth develop positive decision-making, relationship and communication skills. The CYC will work closely with the Supervising Officer and other community providers to address the success plan and develop individualized goals (addressing Risk Factors and Needs detailed above).
- c. Collaboration: CYC should participate in regularly scheduled family team meetings consisting of information-sharing, evaluation of progress, and planning for future goals.
- d. Parent and Family Involvement: CYC will engage the family in all parts of aided case management and Community Youth Coaching service. Parents are an important part of the team. Family involvement is encouraged to discuss concerns and frustrations, and to collaborate with the CYC on issues involving their child. Parents have the most important information about their child's needs and goals. Interventions in the family environment include mediation, assistance with setting limits, establishing home rules, problem-solving techniques, and resource referral.
- e. Transportation and Daily Schedule Support: CYC will provide transportation as needed to ensure the youth attends detention hearing, other court hearings, school, drug testing, and scheduled appointments with Probation and other community agencies. (see Section 3.E.) for transportation policy/requirements)
- f. Restorative Justice: CYC will facilitate the youth's involvement in community service requirements by matching the youth with service opportunities within local businesses and organizations. CYC will problem-solve with the youth about the negative effects of their law violation(s) on themselves, their families, and the community.
- g. Leisure and Recreational Activities: CYC may assist the youth with participation in appropriate recreational and leisure activities and may accompany the youth to activities in order to reduce any possible anxiety. CYC may introduce the youth to a variety of free or low cost pro-social activities in the community that are safe and drug and alcohol free.

h. Identification of Support Systems: CYC will facilitate the process of establishing and maintaining appropriate informal support systems. This support network may include positive peers, trusting adults, family members, and community activities.

12. CYC shall document all contacts (including face-to-face and non-face-to-face contacts) and must include the following information on the provider referral page in Probation's case management/information system:

a. Notes: Notes shall be entered into the "Comments" column for each contact (including face-to-face and non-face-to-face). Entry should include a brief narrative summary of the content of daily services and interactions. Simply writing "Face-to-face contact" or "Phone contact with parent" in the comments section is not sufficient; notes should briefly report on:

- The intent of the conversation or other interaction and how it relates to the goals of the written service plan
- The action(s) the CYC is taking
- The response of the youth
- Any collateral information obtained.

b. Strengths: Strengths should be addressed and identified continuously during services.

c. Stage of Change: Factors contributing to the current stage of change should explain why the CYC is determining the youth to be at a certain point in the change process. This includes identifying and addressing barriers to the youth's change process throughout the period of service provision.

d. Strategies to enhance family engagement should address actions the CYC is taking to improve family involvement, communication, accountability and overall engagement. These should not be passive statements, such as "Parents appear involved" or "Parents will call with concerns." If there is a language barrier, facilitation needs must be addressed to ensure the CYC is consistently communicating, or attempting to communicate, with the parents. Language barriers do not eliminate the need for regular family involvement in any youth's life and services.

e. Criminogenic risk/need factors need to be addressed and filled out. "N/A" or "none" is not an acceptable response for any of these items.

f. The summary of the youth's progress during the reporting period. This should be a brief summary of what appears in the "Comments" boxes above and address the youth's overall progress, behavior, and compliance during that particular week.

g. Documentation shall be entered based on a seven (7) day cycle (Monday through Sunday). A workweek cycle of Monday through Friday will not be accepted.

***If Provider/CYC's documentation does not meet the documentation requirements specified above, at Probation discretion, payment may be denied, delayed, or**

reduced. Continued non-compliance with these requirements may result in removal from the Qualified Provider Listing and termination of contract.

13. If a CYC has a foreseeable absence, such as a planned vacation, the CYC/Provider needs to make arrangements for another qualified CYC to provide coverage to ensure there are no gaps in services.
14. Unless specifically requested by the Supervising Officer and approved by Probation, community youth coaching will be temporarily suspended during periods of detention, hospitalization, or other facility placement to avoid duplication of services and unnecessary expenditure of funds.
15. Providers should ensure that the CYC is housed at the office closest to the Juvenile. This is to ensure funding is being used efficiently.
16. Provider must be able to substantiate, either through court-submittable documentation or expert testimony, that the services provided meet the established standards of accuracy and reliability as required by the courts.

Pricing:

1. The rate for Community Youth Coaching is detailed below. *The AOCP reserves the right to modify the rate at any time without reissuing this RFQ if it is in the best interest of the AOCP to do so.*
2. Billing for Community Youth Coaching begins upon face-to-face contact with the Juvenile and parent(s)/guardian. Phone calls to arrange the initial meeting do not constitute the beginning of services.
3. Rates are inclusive and mileage will NOT be reimbursed.
 - a. Service provided in Probation Districts 3J & 4J will be reimbursed at a rate of \$17.50 per 15 minute unit increment (\$70.00 per hour).
 - b. Service provided in Probation Districts 1, 2, 5, 6, 7, 8, 9, 10, 11 & 12 will be reimbursed at a rate of \$18.75 per 15 minute unit increment (\$75.00 per hour).
 - c. Unit billing can occur at a quarter of an hour for services rendered, which includes face-to-face contact and indirect support, such as:
 - Phone contact between youth/family
 - Obtaining collateral contacts
 - Contact with the Supervising Officer to provide updates
 - Documentation of contacts and status of service plan progress
 - d. No more than **25 hours (100 units) of service shall be provided each month** and should gradually decrease as service continues. The following requirements are inclusive of the 25 hours:
 - A minimum of three hours (12 units) of face-to-face contact each week.
 - Indirect support, which cannot be greater than the total of face-to-face contact.

4. Reduction in Payment:

If Provider/CYC's documentation does not meet the requirements specified above, at Probation's discretion, payment may be denied, delayed, or reduced. Continued non-compliance with these requirements may result in removal from the Qualified Provider Listing and termination of contract. Probation's intent is to have a collaborative working relationship with the Provider. Denied or reduced payments will only happen after remediation efforts have failed.

By responding to this RFQ, you are agreeing to the rate for Community Youth Coaching Service. *Note: Probation will not pay for mileage equipment, meals, lodging, taxes, and fees related to the provision of this Service.*

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D. PERSONAL STRENGTH'S GRID

Sources of Information Regarding Strengths:

- Youth Interview Caregiver Interview Other
 Teacher Interview Observation

Strength Domain	Social	Academic	Athletic
Capacities	<input type="checkbox"/> Initiates relationships with ease <input type="checkbox"/> Sustains relationships over time <input type="checkbox"/> Good interpersonal boundaries <input type="checkbox"/> Relates well with peers <input type="checkbox"/> Relates well with adults Comments: _____ _____ _____	<input type="checkbox"/> Good reading skills <input type="checkbox"/> Good writing skills <input type="checkbox"/> Good math skills <input type="checkbox"/> Good verbal skills <input type="checkbox"/> Good computer skills Comments: _____ _____ _____	<input type="checkbox"/> Good at team sports (e.g. basketball, foot-ball, baseball) <input type="checkbox"/> Good at independent or non-competitive sports (e.g. swimming, gymnastics, jogging, rock- climbing, yoga) Comments: _____ _____ _____
Interests	<input type="checkbox"/> Wants to have friends <input type="checkbox"/> Wants relationships with caring adults <input type="checkbox"/> Wants to belong to peer groups, clubs <input type="checkbox"/> Likes to help others Enjoys caring for animals Comments: _____ _____ _____	<input type="checkbox"/> Enjoys reading <input type="checkbox"/> Enjoys writing <input type="checkbox"/> Enjoys math or science <input type="checkbox"/> Enjoys computers Comments: _____ _____ _____	<input type="checkbox"/> Wants to play team sports <input type="checkbox"/> Wants to learn individual or non-competitive sports Comments: _____ _____ _____
Resources	<input type="checkbox"/> Has close (pro-social) friend(s) <input type="checkbox"/> Has access to adult mentor <input type="checkbox"/> Has access to naturally occurring groups, clubs, volunteer work, opportunities etc. Comments: _____ _____ _____	<input type="checkbox"/> Has access to opportunities to display, share, or enhance academic abilities Comments: _____ _____ _____	<input type="checkbox"/> School offers athletics programs <input type="checkbox"/> Neighborhood offers athletics programs Comments: _____ _____ _____

Personal Strengths Grid (Continued)

Strength Domain	Artistic/Creative	Mechanical	Cultural/Spiritual
Capacities	<input type="checkbox"/> Talent in visual arts (drawing, painting, etc.) <input type="checkbox"/> Talent in performing arts (singing, dancing, drama, music, etc.) <input type="checkbox"/> Skills in domestic arts (cooking, sewing, etc.) Comments: _____ _____ _____	<input type="checkbox"/> Able to assemble & disassemble bikes, appliances, computers, etc. <input type="checkbox"/> Skills in using tools for carpentry, woodworking, etc. <input type="checkbox"/> Skills in car maintenance/repair Comments: _____ _____ _____	<input type="checkbox"/> Knowledge of own heritage <input type="checkbox"/> Knowledge of spiritual belief system <input type="checkbox"/> Practices cultural/spiritual customs/ rituals Comments: _____ _____ _____
Interests	<input type="checkbox"/> Desires to develop talent in visual arts <input type="checkbox"/> Desires to develop talent in performing arts <input type="checkbox"/> Desires to develop talent in domestic arts Comments: _____ _____ _____	<input type="checkbox"/> Enjoys fixing appliances, etc. <input type="checkbox"/> Enjoys building, wood working <input type="checkbox"/> Enjoys working on cars or desires to learn mechanics Comments: _____ _____ _____	<input type="checkbox"/> Likes to attend church or other pace of worships <input type="checkbox"/> Desires to learn about own heritage <input type="checkbox"/> Desires to participate in cultural or spiritually oriented activities Comments: _____ _____ _____
Resources	<input type="checkbox"/> School offers programs in type of art preferred <input type="checkbox"/> Neighborhood offers programs in type of art preferred Comments: _____ _____ _____	<input type="checkbox"/> School offers vocational program in mechanical area of interest/skill <input type="checkbox"/> Has opportunity to serve as apprentice in mechanical area of choice Comments: _____ _____ _____	<input type="checkbox"/> Connected to place of worship <input type="checkbox"/> Has access to opportunities to participate in culturally oriented activities Comments: _____ _____ _____

Other strengths: _____

Completed by: _____

Date: _____

Supervisory Review: _____

Date: _____

E. TRANSPORTATION REQUIREMENTS

Provider/CYC shall comply with the requirements of this section and all applicable federal and state laws, rules and regulations. Violation of such laws, rules and regulations may result in non-payment and/or termination of contract.

Vehicular and Driver Requirements. Provider/CYC transporting any youth shall ensure compliance with the following:

1. The vehicle shall be maintained in a mechanically safe condition;
2. The vehicle driver shall be 19 years of age or older and hold a current, and valid driver's license;
3. Youth shall not be transported in portions of vehicles not constructed for the purpose of transporting people, such as truck beds, campers or any trailer attachment to a motor vehicle;
4. Every youth shall be seated on a seat which is securely fastened to the body of the vehicle and which provides sufficient space for the youth's body;
5. The driver and every passenger shall comply with Nebraska law regarding the use of seat belts;
6. The driver and every passenger shall not stand, sit or lay on the floor while the vehicle is in motion;
7. Every vehicle used to transport youth shall have adequate heating and air conditioning;
8. A first aid kit, sufficient drinking water and equipment for winter weather for all youths shall be maintained in the vehicle;
9. Provider/CYC shall maintain records of all services and repairs for owned or leased vehicles for as long as Provider/CYC uses the vehicles;
10. Drivers shall have no current limitations that would interfere with safe driving;
11. If personal vehicles are utilized, they will need to be uncluttered, clean and smoke-free;
12. No smoking/vaping while transporting any youth;
13. No transport of a youth while under the influence of alcohol or any substance that could impair the ability to drive safely including prescription medication.
14. Wear appropriate attire, including footwear;
15. Report all driving violations to their registered agency;
16. Shall not simultaneously transport a youth and an adult, unless the adult is acting in a caretaker role or is a guardian/family member;
17. If transporting multiple youth, Provider/CYC must ensure youth are safe from victimization and/or harm; and
18. Maintain the necessary liability insurance for transporting youths.

SECTION IV
RESPONSE EVALUATION CRITERIA

Responses will be evaluated through in depth analysis and will be based on the following criteria:

1. How well Provider follows the RFQ directions. (max of 18 points)
2. Provider's demonstration of understanding the Service Definition requirements. (max of 30 points)
3. Provider's demonstration of experience, knowledge and education (or a combination thereof) in the following: (max of 30 points)
 - positive youth development,
 - adolescent brain development
 - family engagement
 - strength-based supports
 - skill building
 - identifying criminogenic risk and need
 - rehabilitation
 - wraparound principles
 - trauma informed care
 - skill training with directed practice
 - increasing positive reinforcement
 - engaging ongoing support in natural communities
 - community resources and ability to collaborate
4. Provider's demonstration of understanding of risk/need and how Provider will address Criminogenic Risk/Need Factors with justice-involved youth. (max of 30 points)
5. Provider's demonstration of experience with justice-involved youth and coaching and skill building in order to effect positive outcomes for youth. (max of 30 points)
6. Provider's Letters of Recommendation, reputation, professionalism, and completeness of response to RFQ. (max of 18 points)

The total possible scoring points per scorer is 156. There are five scorers and the total possible points is 780. Providers must score a minimum of 390 points to become a Qualified Provider for Community Youth Coaching.

SECTION V
TIMELINE / SUBMITTAL DOCUMENTS

A. Timeline

1. Provider Submittal Documents are due no later than **12:00 p.m. (“Noon”) Central Standard Time, Friday, April 16, 2021.**
2. Responses will be evaluated from April 19, 2021 through May 14, 2021. During this time, Probation may require Provider to accommodate further discussions with evaluation team. Provider will be notified in writing or by phone if this is requested.
3. Discussions may be conducted with Provider(s) for the purpose of clarifying responses to ensure the evaluation team has a full understanding of the responses to this RFQ. In conducting discussions, there shall be no disclosure of any information derived from responses submitted by competing Providers. However, once this competitive procurement process is complete, all records and associated contracts are considered public record and may be released to third parties upon appropriately submitted public records request(s). Probation reserves the right to conduct discussions if determined necessary. Discussions shall not constitute a contract award nor shall they confer any property rights on a Provider. Award may be made without discussions, therefore, offers shall be submitted complete and on most favorable terms.
4. Providers **selected to provide Community Youth Coaching** will be contacted by end of business on Friday, May 21, 2021. Contract negotiations will follow with a start date of July 1, 2021.
5. Providers not selected to provide the services, but that meet the minimum score threshold, are put on the Qualified Provider Listing and will remain on that Listing for the full RFQ cycle. Should there be a need for additional Providers to provide Community Youth Coaching, a Qualified Provider will be contacted, unless a Qualified Provider is unavailable for that service in that location.

B. Submittal Documents

Responses must utilize the pdf Submittal Forms (do not submit handwritten forms) located on the Supreme Court website under contracting opportunities.

<https://supremecourt.nebraska.gov/contracting-opportunities>

1. Email submittal documents with the following attachments to:
nsc.contractingopportunities@nebraska.gov
 - a. The Subject Line in the email for submissions must include the title of the contracting opportunity (Community Youth Coaching-RFQ) and your organization’s name (e.g. Community Youth Coaching RFQ-ABC Company)
 - b. Submittal documents should be attached to the email and named pursuant to the naming conventions listed below.

- Appendix A-B Provider Submittal Letter and Profile: *Providername-AppendixA-B.pdf*
- Three (3) Professional Letters of Recommendation: *Providername-Recommendations.pdf*
- Appendix C-Service Response Form(s): *Providername-AppendixC.pdf*
- Resumes and cover letters for providers/CYCs, facilitators, substitutes, and subcontractors responsible for direct service provision. *Providername-Resumes.pdf*

Example: When ABC Company responds to this RFQ, the Provider shall attach the following submittal documents to the Community Youth Coaching RFQ-ABC Company email:

- 1. ABCCounseling-AppendixA-B.pdf*
- 2. ABCCounseling-Recommendations.pdf*
- 3. ABCCounseling-AppendixC.pdf*
- 4. ABCCounseling-Resumes.pdf*

**SECTION VI
COMMUNITY YOUTH COACHING SERVICE DEFINITION**

SERVICE NAME	COMMUNITY YOUTH COACHING (CYC) <input type="checkbox"/> Adult <input checked="" type="checkbox"/> Juvenile
Category	Non-Treatment
Setting	Community-based in-home service
Facility License	License is not required for this service
Service Description	<p>Community Youth Coaching is a youth-guided, family-driven service that provides an innovative, individualized alternative to detention, strengthening community safety and appearance in court through intensive relationship building, skill building and positive youth development. Community Youth Coaches will serve as positive role models, provide advocacy and individualized coaching, and support the youth in building and developing critical problem-solving strategies to help interrupt cycle(s) of negative behavior.</p> <p>This service may be implemented during juvenile intake or anytime during case management when a youth is at risk of violating conditions of probation that could result in detention.</p>
Service Expectations	<ul style="list-style-type: none"> • The Community Youth Coach (CYC) will respond within two (2) hours of the referral; initial contact with the youth and parent/guardian may be completed in-person or by phone contact. • The CYC will meet in person with the youth and parent/guardian within 24 hours of the referral. • The CYC will partner with the supervising officer to provide guidance and prepare the youth on what to expect about the court process and assist them in problem solving potential barriers to attending their scheduled court hearing. • The CYC will complete an approved strengths-based screening tool to determine the youth’s strengths and needs that supplements goal planning within 72 hours of the referral. • The CYC will develop a written service plan in coordination with the youth and their family, the supervising officer, and other identified positive supports within five (5) calendar days of the referral. <ul style="list-style-type: none"> o Development of the service plan should be guided by the 10 Wraparound Principles (Family voice and choice, Team based, Natural supports, Collaboration, Community based, Culturally competent, Individualized, Strengths based, Unconditional, and Outcome based) to ensure the youth and family are intentionally engaged and prioritized in the planning process.

	<ul style="list-style-type: none"> ○ Individualization of the service plan will be based on the youth/family’s skills, interests, abilities, and goals, relevant collateral documentation/assessments and necessary crisis planning. ○ The service plan must also incorporate referral information (driver, skill development, etc.) from the supervising officer and any conditions/expectations outlined by the judge during the detention hearing. ○ Once developed, the service plan will be shared with the youth, parent/guardian and the supervising officer. ● The CYC will meet with the youth a minimum of three (3) hours face-to-face per week; it is expected that the service will be more intensive at the onset of the referral and may decrease as the youth and family make progress toward the identified service plan goals. ● The CYC will work with the youth and family building on personal strengths, skills and capabilities, to help address areas of need that can include but are not limited to: <ul style="list-style-type: none"> ○ Interpersonal development, positive relationships and boundary setting ○ Parent and family engagement ○ Self-management and coping strategies ○ Problem-solving and communication ○ Employment/education ○ Prosocial activities ○ System navigation and community resources (such as transportation to scheduled court hearings) ● For youth who are already under probation supervision, the CYC will connect with the supervising officer to collaborate on the existing success plan.
Service Frequency	Minimum of three (3) hours per week; face-to-face; in person, not to exceed 25 hours per month
Length of Stay	Up to forty-five (45) days
Staffing	<ul style="list-style-type: none"> ● Bachelor’s degree in related field preferred; two years of coursework in a human services field and/or two years of experience/training or two years of lived experience with justice system involvement with demonstrated skills and competencies in advocacy, engagement and skill building acceptable. ● Must be affiliated with a selected RFQ provider who is a Registered Service Provider. ● Staff shall be educated/trained in positive youth and adolescent brain development, family engagement, strengths-based supports, skill building, criminogenic risk and need, rehabilitation, wraparound principles, and trauma-informed care.
Staff to Client Ratio	No more than 8 youth per Community Youth Coach

Hours of Operation	24 hours/day, 7 days/week; The CYC must be available during times that meet the needs of the youth and family to include after school, evenings and weekends. Scheduled services should not interfere with the youth's academic and extracurricular schedule. Face-to-face services should occur within the family home or in the community outside of the educational environment.
Service Desired Outcomes	<ul style="list-style-type: none"> • The CYC will meet with the youth and parent/guardian within 24 hours of referral • The youth can remain safely in the community without the need for detention • The youth will not receive a new law violation prior to their next hearing • The youth will appear for their next scheduled court hearing • The CYC will help the youth and their family identify strengths and problem-solving skills
Unit and Rate	As set forth in the RFQ; The AOCP reserves the right to modify the rate at any time without reissuing the RFQ if it is in the best interest of the AOCP to do so; updated rates shall be reflected in the rate sheet.

**APPENDIX A
SUBMITTAL LETTER**

Suzanne Eggert
Contracts & Grants Manager
Administrative Office of Probation
521 S. 14th St.
Lincoln, Nebraska 68508

Dear Ms. Eggert:

In response to your Request for Qualification (RFQ), this response is submitted for the following agency/organization/individual provider: _____.

Agency/Organization Individual Provider

In submitting this response, I hereby certify that the RFQ has been read and understood and I will comply with the requirements set forth in the RFQ, the materials requested by the RFQ are enclosed, all information provided is true, accurate and complete to the best of my knowledge, and this response is submitted by, or on behalf of, the party that will be legally responsible for service delivery should a contract be awarded.

Signature of Authorized Official _____ Date _____

Name of Signatory: _____

Provider: _____

Title: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Federal Employer
ID# or SSN#: _____

APPENDIX B
PROVIDER PROFILE/REQUIREMENTS

PROVIDER'S LEGAL NAME: _____

Responses to the following questions or statements should fit in the space provided.

1. What is Provider's physical address, mailing address, telephone number, and fax number?
2. Who will be the primary point of contact (must be authorized to negotiate a contract) during the evaluation process? (Please provide name, title, phone number, e-mail address, fax number, and mailing address.)
3. Provide a brief history of Provider's business.
4. Indicate the total number of employees and their distribution by function.
5. Comment on any partnership(s) with other Providers.
6. Has Provider had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract? If yes, please provide detailed explanation.
7. List any background checks run on employees when hired. Also, include what vetting procedures and background checks are done on subcontractors prior to contracting with them.
8. Provider shall provide three (3) Letters of Recommendation (see Submittal Documents in Section 5). Recommendations from Probation staff and Judges will not be accepted.

Letters of Recommendation are included in submittal documents: Yes No

9. Provide the resume(s) of all CYC, substitutes, and subcontractors that will provide Community Youth Coaching (provide resumes as one attachment per the requirements set forth in the RFQ). In addition the resumes, include the following information as a cover page for each resume submitted:
 - a. Whether the facilitator is the main facilitator or a substitute,
 - b. Whether the facilitator is an employee or a subcontractor, and
 - c. A short paragraph explaining what the facilitator's approach or theory is when working with justice involved youth.

Resumes are included in submittal documents: Yes No

10. Provider will be responsible for obtaining and maintaining general and professional liability insurance at \$1,000,000 per occurrence and \$3,000,000 aggregate levels while providing services to Probation. If subcontractors are providing direct service, Provider shall require the subcontractor to obtain and maintain general and professional liability insurance at the levels specified in this section.

Check this box to indicate Provider acknowledgement of this requirement.

11. Provider, facilitators, substitutes, and subcontractors responsible for direct service provision to are required to be Registered Service Provider(s) with the Administrative Office of the Courts & Probation. Please note: Supervisor(s) of Provisionally Licensed individuals must also be Registered Service Provider(s).

Check this box to indicate Provider acknowledgement of this requirement.

12. Once a Provider has been qualified and a contract awarded, any new provider/CYC/substitute/subcontractor not specified in the response to the RFQ, must meet the RFQ requirements. Provider must submit the applicable resume to the AOCB Program Manager (“Program Manager”) for review **prior to the start of service**. Program Manager reserves the right to deny new personnel or subcontractors from providing service. Whenever possible, the current CYC is expected to train the new CYC to include job shadowing for one month.

Check this box to indicate Provider acknowledgement of this requirement.

13. For Agencies: It is vital that continuity exists in the provision of Community Youth Coaching. While understanding that Agencies do experience turnover, it is important that the turnover is not excessive. Should a CYC turnover more than two times, Probation may terminate its contract with the Provider.

Check this box to indicate Provider acknowledgement of this requirement.

14. For Agencies: If ownership of the Agency changes, or if there are any substantive changes from what was originally submitted as a response to the RFQ, Agency shall notify Probation. Failure to notify Probation in a timely manner may result in termination of the contract.

Check this box to indicate Provider acknowledgement of these requirements.

15. Provider shall be responsible for substitutes to provide services if the main CYC is on vacation, sick, etc. As stated above, substitutes shall be meet the minimum requirements of this RFQ and Service Definitions.

Check this box to indicate Provider acknowledgement of this requirement.

16. Has Provider provided services to youth under Probation supervision in the past? If so, list the service(s) and how long Provider has delivered such service(s)?

17. If selected to provide Community Youth Coaching, Provider shall be paid for services provided directly to youth and their families through the Financial Assistance Voucher Program at the published rate. Such payment shall be made pursuant to the rules and requirements of the Financial Assistance Voucher Program.

Check this box to indicate Provider acknowledgement of this requirement.

18. If selected to provide Community Youth Coaching, the CYC is required to meet the documentation requirements set forth in this RFQ.

Check this box to indicate Provider acknowledgement of this requirement.

19. Probation, as part of the Judicial Branch, maintains high standards. Probation staff are expected to act as role models in both manner and dress. It is expected that our Providers also maintain these same high standards. Therefore, a business casual dress code is enforced. Tattoos should be covered and facial piercings (excluding ears) removed when providing services to justice-involved youth.

Check this box to indicate Provider acknowledgement of this requirement.

20. Provider shall coordinate his/her activities with the applicable Supervising Officer and shall abide by all rules and regulations as set forth by Probation. The Supervising Officer shall determine of the disposition of a youth's discharge from Community Youth Coaching.

Check this box to indicate Provider acknowledgement of this requirement.

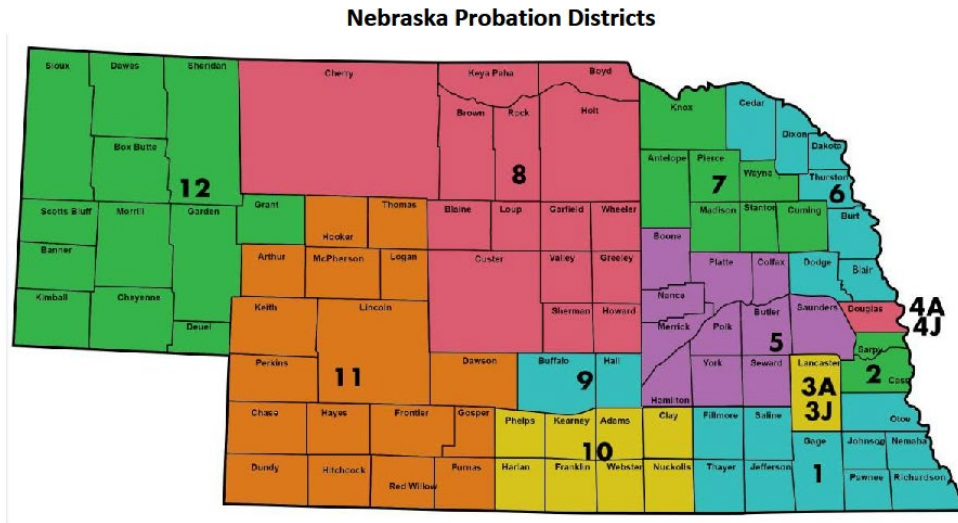
21. The standard rate for the Service is specified in this RFQ.

Check this box to indicate acknowledgement of the rate.

APPENDIX C SERVICE RESPONSE FORM

PROVIDER (AGENCY) NAME: _____

LOCATION: Check the box next to the District(s) that you are willing to provide Community Youth Coaching. **Partial Districts will not be accepted.** *Note: If selected, it may not be for all locations you selected.*



District	County	Location (check all that apply)
1	Fillmore, Gage, Jefferson, Johnson, Nemaha, Otoe, Pawnee, Richardson, Saline, Thayer	<input type="checkbox"/>
2	Sarpy	<input type="checkbox"/>
3J	Lancaster	<input type="checkbox"/>
4J	Douglas	<input type="checkbox"/>
5	Boone, Butler, Colfax, Hamilton, Merrick, Nance, Platte, Polk, Saunders, Seward, York	<input type="checkbox"/>
6	Blair, Burt, Cedar, Dakota, Dixon, Dodge, Thurston	<input type="checkbox"/>
7	Antelope, Cuming, Knox, Madison, Pierce, Stanton, Wayne	<input type="checkbox"/>
8	Blaine, Boyd, Brown, Cherry, Custer, Garfield, Greeley, Holt, Howard, Keya Paha, Loup, Rock, Sherman, Valley, Wheeler	<input type="checkbox"/>
9	Buffalo, Hall	<input type="checkbox"/>
10	Adams, Clay, Franklin, Harlan, Kearney, Nuckolls, Phelps, Webster	<input type="checkbox"/>
11	Arthur, Chase, Dawson, Dundy, Frontier, Furnas, Gosper, Hayes, Hitchcock, Hooker, Keith, Lincoln, Logan, McPherson, Perkins, Red Willow, Thomas	<input type="checkbox"/>
12	Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Grant, Kimball, Morrill, Scotts Bluff, Sheridan	<input type="checkbox"/>

LANGUAGE(S): Check the box(es) next to the language(s) that you are able to provide:

English: Writing Speaking
Spanish: Writing Speaking
Other: _____ (list language) Writing Speaking

SERVICE EXPECTATIONS:

1. Describe Provider’s experience with the target population. Also include information about Provider’s knowledge of and experience with criminogenic risk/need factors with justice-involved youth.
2. Describe Provider’s experience with coaching and skill building in order to effect positive outcomes for youth.
3. Describe how Provider will meet the service requirements detailed in this RFQ.
4. Detail Provider’s experience, knowledge and education (or a combination thereof) in the following:
 - positive youth development,
 - adolescent brain development
 - family engagement
 - strength-based supports
 - skill building
 - identifying criminogenic risk and need
 - rehabilitation
 - wraparound principles
 - trauma informed care
 - skill training with directed practice
 - increasing positive reinforcement
 - engaging ongoing support in natural communities
 - community resources and ability to collaborate
5. Describe Provider’s understanding of risk/need and how it will address Criminogenic Risk/Need Factors with justice-involved youth.
6. Describe Provider’s experience with justice-involved youth and skill building in order to effect positive outcomes for such youth.