

Corey R. Steel  
State Court Administrator



Deborah A. Minardi  
State Probation Administrator

**TO:** All Highly Qualified Community-Based Service Providers

**RE:** **Request for Qualifications – Reporting Center Services (FY2023- FY2025)**

**DATE OPEN:** February 1, 2023

**SUBMISSION DEADLINE:** March 15, 2023, @ 11:59 pm CST

**FROM:** Deborah A. Minardi, State Probation Administrator  
Robert Denton, Deputy ADM, Community-Based Programs & Field Services Division

## **I. Introduction**

The Nebraska Administrative Office of the Courts & Probation (“AOC”) is issuing this Reporting Center Services Request for Qualification (“RFQ”) for, and on behalf of, the Community-Based Programs and Field Services Division (Adult Probation). The call of this solicitation is to identify and register qualified providers to deliver programming and services at State Probation Reporting Centers, Service Centers & Satellite Offices, or other locations assigned by AOC for the period of July 1, 2023 - June 30, 2025.

Respondents are required to complete the [AOC Provider Registration](#) process and maintain their status as a Registered Service Provider throughout the 2-year period. There are 8 (eight) clinical and 5 (five) non-clinical community-based services offered at the Reporting Centers throughout Nebraska plus 4 (four) District-specific pilot services. The number of groups established, and types of services offered in a particular Probation District are based on the collective needs of the individuals being served, and the programmatic needs and goals of State Probation as determined by AOC. Providers can request and be selected to provide one or more services in one or several districts or Reporting Center locations. The minimum requirements specific to each service, that providers must agree to meet and maintain while providing any of the 14 service types. The RFQ Service Requirements are included in a separate attachment.

## **II. RFO Contract Opportunity**

On or around May 1, 2023, AOC shall begin contract negotiations with any number of qualified Registered Service Providers. The contract performance period is 24 months, starting July 1, 2023, and terminating on June 30, 2025. Contracts will be negotiated and awarded by Probation District, based on AOC’s determination of district-specific service needs, and other criteria. AOC is responsible to act in the best interest of the Supreme Court and shall use its administrative discretion when making decisions to offer contracts. Contracts may be entered into with those Qualified Providers whose submissions are determined to be the most advantageous to AOC, taking into consideration the evaluation factors set forth herein.

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### **III. 2023-2025 REPORTING CENTER CORE SERVICES**

- A. Clinical services are reimbursed at **\$104.50** per service hour.
  - 1) Anger Management Group
  - 2) Dialectical Behavior Therapy (DBT) Skills Group
  - 3) Men's Group
  - 4) Pre-Treatment Group
  - 5) Relapse Group
  - 6) Sex Offender Group
  - 7) Trauma Group
  - 8) Women's Group
- B. Non-Clinical Services are reimbursed at **\$44.00** per service hour except where noted.
  - 1) Behavioral Change Intervention Support Programming (BCISP)
  - 2) Crime Victim Empathy Group (rate is \$95/service session)
  - 3) Employment Services
  - 4) Money Management Group
  - 5) Parenting Group
- C. Pilot - Clinical Services are reimbursed at **\$104.50** per service hour.
  - 1) Co-Dependency Group (District 9)
  - 2) Resiliency Group (District 8)
- D. Pilot – Non-Clinical Services are reimbursed at **\$44.00** per service hour.
  - 1) Overdose Prevention Group (District 5)
  - 2) Young Men's Group (District 6)

❖ Additional pay incentives for group services to non-English-speaking individuals & rural commuting may apply.

### **IV. Response Evaluation**

- A. Beginning March 16, 2023, through April 12, 2023, responses will be evaluated and scored based on the criteria outlined in Article III below. All respondents who meet the requirements of this RFQ will be deemed qualified and designated as such in the AOCP Provider Information System.
- B. During the evaluation and scoring of submitted responses:
  - 1) AOCP reserves the right to request and contact individual references and to consider other sources of information to determine evaluation scores. All respondents/persons delivering direct service are subject to a background check.
  - 2) AOCP may reject any or all responses or parts thereof and/or cancel this RFQ and/or re-solicit if such actions are determined to be in AOCP's best interest.
  - 3) AOCP may waive informalities and minor irregularities on responses received. This RFQ does not commit AOCP to award any contract or to pay any costs incurred in the preparation of responses.
  - 4) AOCP may request certain professional documents when necessary to provide more detail regarding a respondent's qualifications which may include but are not limited to:
    - a. Current Resume
    - b. Professional Letters of Recommendation

## **V. Scoring Criteria**

- A. Responses will be evaluated and scored based on the following criteria:
- 1) Adherence to the RFQ instructions and submission completeness. (5pts.)
  - 2) Provider Professional Profile and self-assessment (15 pts)
  - 3) Provider / Facilitator's experience with justice-involved clients. (15 pts.)
  - 4) History of satisfactory performance with AOCP. (10 pts.)
  - 5) Alignment with AOCP's therapeutic approach, philosophy, & objectives. (10 pts.)
  - 6) Reporting Center Coordinator observation/input and client feedback. (18 pts.)
  - 7) Demonstrated understanding of and commitment to:
    - a. Standardized Model, (3pts)
    - b. Use of Evidence-Based Practices (EBPs), (3pts)
    - c. Trauma Informed Care, (3pts)
    - d. Model fidelity. (3pts)
- B. Total possible points equal 85 per scorer times 6 (six) reviewers equals a maximum raw score of 510 points.

## **VI. Timeline**

- **February 1, 2023** - RFQ Open and accepting provider-submitted responses.
- **March 15, 2023** – Provider RFQ response submissions are due by 11:59 pm CST.
- **March 16, 2023** – Responses will be extracted and evaluated for completeness.
- **March 29, 2023** – Complete and responsive submissions will be scored and ranked.
- **April 28, 2023** – Notice will be sent to all qualified providers.
- **May 1, 2023 – May 31, 2023** – Selected providers will be offered a contract.
- **June 1, 2023** – During the month of June group scheduling will occur. New RC providers may be invited to an orientation conducted by the District RC Coordinator.

## **VII. Submission Requirements (subject to change, as needed)**

- A. To earn the most points possible, Respondents should read the entire RFP and all available information thoroughly, follow instructions, and answer all questions fully. Deviations from the submission requirements may result in lower scores.
- B. Responses to this RFQ must be completed electronically via Qualtrics and submitted no later than March 15, 2023, by 11:59 pm CST.
- C. All required documents must be uploaded to Qualtrics for the submission to be considered complete. This includes:
- 1) Facilitator Response - Professional Profile & Self-Assessment for everyone who will perform direct client services.

- D. Providers are expected to examine all Service Requirements attached hereto and attest to understanding and committing to following the requirements for each individual service they are applying to provide.
- E. This RFQ announcement along with the information included in Qualtrics should sufficiently explain everything necessary for respondents to determine the roles and responsibilities associated with the service request, sufficient to formulate a response to this opportunity. Therefore, no questions or comments will be accepted.
- F. Respondents must attest to understanding and agreeing to follow AOCP's policy regarding the assignment, delegation, and use of subcontractors, maintaining AOCP registration status and Standards of Practice, any required professional license in good standing, professional insurance, etc.

### **VIII. Other Specifications**

- A. Questions. AOCP believes that this RFQ including the content and instructions on Qualtrics, provides adequate information and understanding on how to respond, therefore AOCP will not accept any questions or comments regarding the RFQ content.
- B. Submission Clarifications. Discussions may be conducted with Provider(s) for the purpose of clarifying responses to ensure the Scoring Committee has a full understanding of the responses to this RFQ. During such discussions, there will be no disclosure of any information derived from responses submitted by competing Providers. Providers will be notified in writing or by phone if this is requested.
- C. Access to RFQ Records. Once this competitive procurement process is complete, all records and associated contracts are considered public records and may be released to third parties upon appropriately submitted public records request(s).
- D. Subcontractors. All direct services rights or obligations are bestowed upon the contracted provider and shall not in whole or in part be assigned, delegated, or subcontracted to any other person or entity with the expressed consent of AOCP. Any such relationships must be disclosed and approved in the RFQ response and/or in advance of the performance of any services by said third party.
- E. Preparation Fee. 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. Certifications. By submission of a response, the Provider acknowledges, certifies, and agrees to comply with the terms, conditions, declarations, and requirements set forth herein.

## **IX. Submission Instructions**

- A. Please read these instructions carefully to ensure that your submission is received in its entirety.
- B. To begin the submission process, select one of the following links below and complete the corresponding questionnaire.
  - 1) If you are applying as an agency/business entity with one or more employee(s) or contractor(s) who will perform services on behalf of the agency/business entity select the link for **Agency Response**.
  - 2) If you are applying as a sole practitioner who will perform services as an individual provider select the link for **Individual Response**.
- C. In both cases, you will need to provide the name and email address of any person who will perform services either on behalf of the agency or as a potential substitute if you are a sole practitioner. Each person you list must complete the AOCF Provider Registration process and be authorized before performing services.
  - 1) Each person identified in your response that may perform services must complete the questionnaire found at the link below for **Facilitator Response**. This includes you as well if you will lead a group or perform direct services to participants.
  - 2) Please copy the link to the questionnaire and share it with the person you identified in either of the responses above for them to use to access the facilitator questionnaire. Their response will be matched to the Agency or Individual Response and incorporated into the total earned score.
  - 3) It's recommended that you email the Facilitator link to those individuals who will need to complete the survey and ask them to confirm that they have completed it. It should take them about 10 minutes to complete.

**[Agency Response – Provider Professional Profile & Self Self-Assessment](#)**

**[Individual Response – Provider Professional Profile & Self Self-Assessment](#)**

**[Facilitator Response - Professional Profile & Self Self-Assessment](#)**

AOCF Primary contact regarding this RFQ:

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