



STATE OF
NEBRASKA
JUDICIAL BRANCH

Probation Juvenile
Services Division

Request for Qualification (RFQ)
On-Site Sustainable Replication of Boys Town
Ecological In-Home Family Treatment Model for
the Juvenile Justice Home-Based Initiative

May 3, 2018

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SECTION I INTRODUCTION

1. SUMMARY AND BACKGROUND

Summary:

The Nebraska Supreme Court, Administrative Office of Probation, Juvenile Services Division (AOP), working in conjunction with Father Flanagan's Boys Home dba Boys Town, is seeking to replicate the Boys Town Ecological In-Home Family Treatment (EIHFT) Model on-site with an existing community-based rural provider in western Nebraska as part of the Juvenile Justice Home-Based Initiative for youth involved in the juvenile justice system. The Administrative Office of Probation (AOP) is issuing this Request for Qualification (RFQ) for the purpose of building a network of qualified providers. The network of providers determined by this RFQ process will be placed on the Qualified Agency Listing for EIHFT. EIHFT service requirements are defined in Section III of this RFQ and contain the mandatory requirements that an Agency must meet to provide such services to the target population.

While the AOP is seeking to create a network of providers of the EIHFT, this RFQ will result in a selection of one (1) Agency in western Nebraska at this time. Should the need for this service exceed the resources of the selected Agency, additional Agency(ies) may be selected from the Qualified Agency Listing for EIHFT. This Qualified Agency Listing for EIHFT shall be in effect until superseded by a new RFQ.

In addition to providing payment for services associated with the provision of EIHFT by the selected Agency, in order to build a long and sustainable continuum of EIHFT services, the AOP will be allocate grant funds to support the selected Agency for training, ongoing support, Consultation, and Evaluation for the initial implementation of the Juvenile Justice Home-Based Initiative utilizing the EIHFT Model.

Background:

The AOP is highly engaged in juvenile justice reform with the goal of reducing the number of out-of-home placements for youth while increasing services to youth within their own homes, schools, and communities.

There is consistent evidence of more favorable outcomes when youth are treated in their homes and communities. However, effective intensive in-home family and community-based services are not available in many Nebraska communities. Where services are available, they often lack the capacity to meet the needs of eligible youth, limiting the ability

for Judges, attorneys, and probation officers to recommend that youth receive services in their communities. Nebraska communities need more evidence-based, evidence informed, and promising practice community services available to youth.

To support implementation of the home-based initiative, a grant was awarded in 2016 from the Sherwood and Scott Family Foundations, to address the needs of youth on probation in their homes, schools, and communities, by implementing evidence-based and research supported home-based programs. One of the selected programs was EIHFT, a strength-based home and community-based program designed to reduce risks that contribute to delinquent behavior and family dysfunction. The grant provides funding for planning and implementation of the selected models, including training and start-up assistance for an Agency, within the state of Nebraska with youth involved with the juvenile justice system. Upon grant expiration, the agency selected will be responsible for continued costs.

2. WHAT IS EIHFT?

The Ecological In-Home Family Treatment (EIHFT) Model is an intensive in-home service for youth and their families. EIHFT is designed to:

- Stabilize youth within the family
- Prevent future involvement with the juvenile and adult justice systems
- Improve family involvement in service planning
- Address behavioral problems of youth
- Improve family functionality and stability
- Increase youth and community safety

The AOP utilizes this service for justice-involved youth between the ages of 12-18 with extensive family-related risk factors. Family Consultants work collaboratively with probation officers, youth, schools, mental health professionals, family members and others as identified by the family to enhance and improve the youth and family's functionality in the home and community and, to the extent possible, prevent the need for the youth to be detained or referred to an out-of-home setting and to safely maintain at home and in the community. This service is designed to promote long-term family stability and healthy developmental functionality of youth served.

The Agency will partner with the family, identify family-defined stressors, and work towards solutions. The Agency will engage the family early, establish a positive bond, and reduce potential barriers to increase the likelihood of family success.

3. EVALUATION GUIDELINES

Responses will be evaluated based upon the criteria outlined in Section IV of this document and scored accordingly. The AOP may contact individual references and may consider other sources of information to determine evaluation scores. Agencies whose submissions are determined to be the most advantageous to the AOP, taking into consideration the evaluation factors set forth, shall be included on the Qualified Agency Listing for EIHFT. Note: while the AOP is seeking to create a network of Agencies utilizing the EIHFT Model, this RFQ will result in a long-term selection of one (1) Agency in western Nebraska at this time. Should the need for this service exceed the resources of the selected Agency, additional Agencies may be selected from the Qualified Agency Listing for EIHFT (implementation aid may or may not be available at such time).

Prior to any award to provide EIHFT, the highest scoring qualified Agency shall, at the discretion of the AOP and Boys Town, be selected for a feasibility review. The Agency agrees, by responding to this RFQ, to a feasibility review (a one-day on-site initial review by Boys Town of its protocol and practices). Boys Town will provide a feasibility report to the AOP of the Agency's suitability for provision of EIHFT.

The AOP may reject any or all responses and/or cancel this RFQ and re-solicit, if such action is in the AOP's best interest. The AOP may waive informalities and minor irregularities on responses received.

If there is not an Agency who adequately meets and agrees to AOP's specifications, pricing, or any other standards, the AOP reserves the right to reject any or all responses or parts thereof. This RFQ does not commit the AOP to make an award or to pay any costs incurred in the preparation of responses.

SECTION II INSTRUCTIONS AND PROCEDURES

1. NECESSARY DOCUMENTS

An Agency who wishes to submit a response shall complete all necessary documentation as identified in Section V of this RFQ.

2. SPECIFICATIONS

The specifications included in this package provide adequate information as to whether or not the Agency can meet the needs of the AOP. Deviations from the specifications may be grounds for disqualification.

3. QUESTIONS

Questions will be accepted pursuant to the requirements specified in Section V, Subsection 1.B.

4. SUBCONTRACTORS

Subcontractors are not permitted under this RFQ. All Family Consultants and Supervisor(s) must be employees of the Agency.

5. AGENCY CERTIFICATION

By submission of a response, the Agency certifies that they have not 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.

6. PREPARATION OF THE RESPONSE

The Agency is expected to examine all documents, forms, specifications, standard provisions, instructions, and examine its response for accuracy before submitting an offer: Failure to do so will be at the Agency's risk.

SECTION III SERVICE REQUIREMENTS

1. SERVICE DESCRIPTION

The Ecological In-Home Family Treatment (EIHFT) Model is an intensive in home intervention for youth and their families. EIHFT is designed to:

- Stabilize youth within the family
- Prevent future involvement with the juvenile and adult justice systems
- Improve family involvement in service planning
- Address behavioral problems of youth
- Improve family functionality and stability
- Increase youth and community safety

EIHFT utilizes the Strengths and Stressors Assessment to capture family input, referral information and collateral contacts to create a baseline for understanding basic family functioning. The Strengths and Stressors Assessment tool is an evidenced-informed tool that effectively helps to develop an individualized service plan to focus on youth and family risk and protective factors.

The Family Consultant determines risk and protective factors. The Strengths and Stressors Assessment provides a behaviorally based, ecological assessment of families – including their physical environment and social supports. It identifies the greatest stressors that might prevent a family from reaching their target goal(s) for services and the greatest strengths a family can rely on or use to solve problems. The Strengths and Stressors Assessment Tool consists of 35 items within six domains: 1) Environment; 2) Social Support; 3) Parental Capabilities; 4) Family Interactions; 5) Family Safety; and 6) Child Well-Being.

Family Consultants also complete the Social Network Map with every family receiving EIHFT. The purpose of this assessment is to gather information on the types and strength of informal and formal supports available to the family. Specifically, the map compiles lists of people who have been involved in the family's life in the previous month in the areas of household, other family, work/school, clubs/church, friends, neighbors, and formal services.

Based upon the Strength and Stressors Assessment, Social Network Map, discussions with the family and youth as well as observations, the Family Consultants will develop a service plan that documents goals and objectives with specific concrete strategies to address needs and issues identified through the referral process, through assessment and ongoing discussions with the youth, family, probation officer and others involved. Service plan

updates will occur consistently throughout the case based upon ongoing criminogenic risk/needs identified and based upon youth and family input.

2. SERVICE EXPECTATIONS:

Several primary program characteristics enable us to accomplish these tasks. They include:

1. Using systematic procedures for engagement, assessment, and intervention with families
2. Partnering with families in all aspects of the intervention
3. Assisting families to become self-sufficient through their use of resources, skills, and supports
4. Offering a replicable program that uses individualized interventions

3. SERVICE PROVISION REQUIREMENTS:

- A. Family Consultants must attempt communication with families upon receipt of referral and arrange for face-to-face contact with each family within 48 hours (immediately, if an emergency) from time of referral to EIHFT.
- B. Complete a safety assessment and safety plan during the initial visit.
- C. Complete formal assessments within the first two weeks which will provide a comprehensive picture of the family's situation. Assessments will include the Strengths and Stressors Assessment (which is an evidenced-informed tool that looks at family strengths over six domains: Social Support, Environment, Parental Capabilities, Family Interactions, Family Safety and Child Well-Being) and a Social Network Map. Other assessments may be utilized based upon the individual needs of the family.
- D. Complete an individualized service plan for the family within the first 30 days of EIHFT.
- E. Complete a case closure Strengths and Stressors Assessment near the expected close of EIHFT.
- F. Provide comprehensive EIHFT to each family that is individualized and family-centered. The treatment process shall begin with goal setting that addresses the changes that the family would like to see over the treatment period (typically, approximately four months). This process shall focus on specific areas of action to be addressed on a daily or weekly basis.
- G. Address barriers to treatment success as soon as they are identified. Conduct ongoing assessment(s) as needs are identified.
- H. Provide 24-hour/day, 7-day/week on-call crisis coverage for the family. This may include the Family Consultant going to the home, or other current location of the family, upon receiving a crisis call. The Family Consultant must be within a maximum 90-minute response time to the family in a crisis situation. If the assigned Family Consultant is going to be unavailable, the family must be notified in advance and be provided with alternatives to ensure they have access to another EIHFT staff member.

- I. Collaborate with the family in developing an enduring social support network in their natural environment.
- J. Family Consultants will provide a range of goal-directed services to each client/family. Such services may include, but are not limited to, the following:
 - 1. Improving parenting practices.
 - 2. Increasing association with pro-social peers and activities.
 - 3. Improving school/vocational performance.
 - 4. Engage youth/family in positive recreational activities.
 - 5. Improve family/community relations.
 - 6. Empower family to solve future difficulties.
 - 7. Teach appropriate parenting skills, such as:
 - a. Alternatives to corporal punishment.
 - b. Appropriate supervision of children.
 - c. Age appropriate expectations.
 - d. Choices and consequences.
 - e. Displays of greater parent/child affection and trust.
 - 8. Ensure family interventions are consistent with EIHFT principles.
 - 9. Aid the family in meeting concrete needs such as housing, medical care and legal assistance and assisting in making available follow-up support resources as needed.
 - 10. Teach the family organizational skills needed to provide a positive environment (e.g. teaching budgeting skills, etc.).
 - 11. Refer and link the family to follow-up services when necessary to ensure continued success meeting the family's EIHFT treatment goals.
 - 12. Transport youth/family when necessary and help identify formal and informal resources to meeting ongoing transportation needs.
 - 13. Provide services in the client's home, or, at the client's request, at a location mutually agreed upon by the Family Consultant and client.
 - 14. Family Consultants provide services to the youth/family for an average of four months. If needed, a family responding positively to treatment may receive services for a longer duration for more difficult problems, if approved in writing by the probation officer.
 - 15. Provide ongoing documentation during service delivery and at the conclusion of the service. This information will include level of participation, engagement, and progress.
 - a. A progress report shall be submitted monthly, at minimum, to the probation officer via the Voucher system or other system as determined by the AOP. At the completion of service, a discharge summary will be submitted to the probation officer.
 - b. Discuss discharge recommendations with the probation officer, in person or by phone. The youth's family will be involved in discharge planning whenever

possible. The discharge staffing shall occur no later than seven days prior to the anticipated closure of the case. A written discharge report, using the Voucher system or other system as determined by the AOP, shall be submitted to the probation officer no later than seven days after the case closure. The discharge report shall be approved, in writing, by the Supervisor.

- c. Provide the family with a survey that allows them to give feedback on their satisfaction with EIHFT services and a summary on their view of progress made,
- d. Contact the youth and the most involved parent in each family served by EIHFT and administer a follow-up evaluation at 6 and 12 months after discharge, according to guidelines established by Boys Town. If a home visit is not possible, a telephone contact shall be made and documented. This evaluation shall determine the status of the family and whether placement of the youth has occurred.

4. QUALITY ASSURANCE REQUIREMENTS

- A. Adhere to a Continuous Quality Improvement System for tracking and evaluating effectiveness of service delivery through continuous quality improvement efforts and initiatives.
- B. Register as a Registered Service Provider for Juvenile Services.
- C. Complete discharge summaries on all families and close out each discharged family.
- D. Complete yearly evaluations to assess knowledge of, and compliance with, EIHFT philosophy and intervention strategies.
- E. Participate in quality assurance evaluation activities related to evaluation a, program fidelity and others as needed. Activities include, but are not limited to group meetings, site visitations, trainings and ongoing consultant and supervision.

Consumer Questionnaires are distributed to persons and families served, members of the governing body and advisory boards, consumer advocates, donors and other stakeholders either in person, by mail or by telephone. These questionnaires emphasize participation, satisfaction with provided services, and communication and cooperation. Consumer questionnaires are used to define the mission and values, identify quality improvement and long-term goals, choose service outcomes, and review the overall program performance. Youth and families served will also be invited to participate in 6 month and 12 month follow-up interviews which allow Boys Town to see the long term impact of EIHFT Services on youth and families.

The requirements expected within EIHFT are supported by Boys Town's Supervision Model. This model is based upon initial as well as ongoing training, consultation and evaluation. Due to the small number of Family Consultants assigned to each Supervisor, Supervisors are able to ensure Family Consultants receive consistent training, consultation

and evaluation. Boys Town's Supervision Model, the Supervisor to Family Consultant ratio is no more than 1:6. Supervision focuses on ensuring that Family Consultants receive the support and knowledge necessary to help families while also ensuring all requirements are met when it comes to contract expectations. Requirements of EIHFT Services are discussed with Family Consultants during regularly scheduled consultation meetings to ensure timely implementation of all requirements. Supervision activities include weekly meetings in addition to direct observation, model implementation and evaluation preparation. Supervisors and Family Consultants are formally evaluated once a year by Boys Town model experts. The Agency will be evaluated on an ongoing basis and at the completion of 12 months as part of the qualified annual provider review.

5. RECORDS MAINTENANCE AND REPORTING REQUIREMENTS:

- A. Maintain a case record for each case accepted. This record shall include, but is not limited to, the following:
 - 1. Client referral sheet.
 - 2. Date of initial request for service (i.e., Referral Date).
 - 3. Results of the strength and needs assessment.
 - 4. Service plan.
 - 5. Goal attainment summary.
 - 6. Family's response.
 - 7. Ongoing progress reports, at least monthly, detailing:
 - a. Specific interventions used and outcomes.
 - b. Placement status determination, including date.
 - 8. Termination summary.
 - 9. Other material as may be specified by the probation officer.
- B. Collect, maintain and report to the agency, on a quarterly basis, information documenting progress towards achieving the program outcome objectives.
- C. Allow AOP representatives full access to all case files and administrative records for the purpose of contract monitoring.

6. SERVICE FREQUENCY:

An average of 4 hours per week for up to 4 months but will vary on youth's progress and will generally be more intensive at the beginning of service delivery.

7. LENGTH OF STAY:

Approximately 3-6 months, with an average of 4 months. The actual length of stay in the service varies based on the progress displayed by the youth and family.

8. STAFFING/ROLES:

- A. Education Requirements
 - 1. Family Consultants require:

- a. Bachelor's Degree in a related field.
 - b. One to two years of experience working with youth and families.
- 2. Supervisor requires:
 - a. Bachelor's Degree in a related field (prefer a Master's Degree in a related field).
 - b. Two to three years of experience working with youth and families.
- B. Team Requirements
 - 1. A Fully Staffed Team shall consist of six (6) full time Family Consultants and one (1) supervisor. In no event shall the Supervisor supervise more than six (6) Family Consultants.
 - 2. Staff shall be 100% allocated to the Family Consultant role. (Exception: While unlikely, permission to reduce in the % of time allocated to this role may be granted under special circumstances upon review and approval by Boys Town.)
- C. Roles:
 - 1. Family Consultants develop and maintain effective working relationships with families and with community service resources, including medical professionals, public welfare personnel, lawyers, therapists, law enforcement staff, school officials, neighbors, and religious and youth organization representatives utilizing referral sources as necessary.
 - 2. Family Consultants provide screening and assessment to determine program eligibility and identifies areas to address in the service plan if applicable.
 - 3. Family Consultants provide training and support in the development and utilization of functional skills to families with problems and individuals associated with the families.
 - 4. Family Consultants assess problems and provide care to youth and families; monitors individual and family progress in the attainment of predetermined goals providing regular review and update of service plans.
 - 5. The Family Consultant, Supervisor and family all meet to develop and prepare a service plan. Service plans shall include the youth.
 - 6. The Supervisor, due to the small number of Family Consultants assigned to them, will ensure Family Consultants receive consistent training, consultation, and evaluation.
 - 7. The Supervisor to Family Consultant is no more than 1:6.
 - 8. The Supervisor shall focus on ensuring that Family Consultants receive the support and knowledge necessary to help families while also ensuring all requirements are met when it comes to contract expectations.
 - 9. The Supervisor shall discuss the requirements of EIHFT during regularly scheduled consultation meets to ensure timely implementation of all requirements.
 - 10. The Supervisor shall conduct weekly meetings in addition to direct observation, model implementation, and evaluation preparation.

11. The Supervisor, through the use of a model fidelity instrument, shall provide precise feedback on the Family Consultants' implementation of EIHFT. This involves a review of case notes, overall communication with Agencies, families, other consumers, and a review of Service Plans.

12. The Supervisor shall formally evaluate each Family Consultant once per year, which if warranted, may result in a Certification.

9. STAFF TO CLIENT RATIO:

1 Family Consultant for up to 6 families

10. HOURS OF OPERATION/EXPECTATIONS:

- 24 hours/day, 7 days/week
- Response time – Crisis, 15 minutes
- Response Time – Referral, Initial contact within 24 hours
- Response Time – Referral, Face to face within 72 hours

The Family Consultant shall be within 90 minutes' drive time to the youth/family. Exceptions may be granted on a case-by-case basis upon the request of the probation officer.

11. SERVICE DESIRED OUTCOME:

- Families will remain intact and youth will reside at home
- Youth will have improved relationships with peers and adults
- Youth will be attending school or will have graduated
- Youth ages 13 and older will be arrest-free at the 6- and 12-month follow up
- Family functionality has improved
- Youth has improved in their daily functionality and their behavioral health symptoms have diminished
- Youth criminogenic risk is reduced
- Youth and family have implemented informal and formal support systems secured and crisis plan in place to help maintain stability in the community
- Crisis plan is in place; youth and parents/caregiver know how to implement it
- Youth and parents/caregiver have been connected to community supports as needed
- Agency has coordinated with other treating community professionals as needed

12. RATE RECEIVED FOR SERVICES

The rate for EIHFT is \$80.00/hour and shall be paid to Agency via the financial assistance voucher program. The rate shall be paid for direct service provision to youth and families, as well as for collateral contacts that enhance and improve the youth and family's functionality in the home and community.

13. TRAINING REQUIREMENTS

Following final selection of a qualified Agency, Boys Town will conduct on-site training for Agency's identified Family Consultants and Supervisor(s). Identified Family Consultants and Supervisor(s) must be available for all training, and must agree to 100% fidelity of the model of service delivery. Unless pre-approved by AOP, Agency is required to have a minimum of 50% of a Fully Staffed Team prior to the start of the initial training. Such staff will be required to attend the initial training listed below.

- The initial training for Family Consultants and Supervisor(s) is one full week, Monday – Friday, 8:00-5:00
- The initial training for the Supervisor(s) is an additional three full days, days TBD, 8:00-5:00
- Trainings shall be conducted on-site of the selected Agency.

Ongoing training will be provided at Boys Town campus located in Omaha, Nebraska unless otherwise agreed upon or as Agency needs are identified.

14. ONGOING CONSULTATION, SUPPORT, AND EVALUATION

Boys Town shall:

- During the first two (2) years, conduct on-site consultation and evaluation will occur quarterly (every three months). Such consultation and evaluation may be extended should the need arise (e.g. significant Agency staff turnover).
- During the third year, or following any extension of the quarterly consultation and evaluation schedule, on-site consultation and evaluation will occur semi-annually (every six months).
- Provide endorsement of the Agency at the completion of year one (1) (if appropriate).
- Conduct weekly phone consultation with Supervisor.
- Conduct weekly phone consultation with Family Consultants.
- Provide a Boys Town model expert to ensure fidelity.
- Provide ongoing support and consultation to the program.
- Provide guidance in the creation of job descriptions, policies, and procedures related to EIHFT and provision of services.

15. COSTS AND FEES

The AOP shall pay the fees listed below associated with Service Delivery for the implementation of the Juvenile Justice Home-Based Initiative utilizing the EIHFT Model out of grant funds.

Upon completion of the grant, the Agency will assume payment for any of the fees associated with Service Delivery in order to build long term and sustainable services utilizing the EIHFT Model.

Initial on-site assessment and training	\$21,200
Year one consultation and evaluation	\$51,000
Initial National Database system set-up	\$12,000
Total	\$84,200
Additional Costs:	
Training additional staff at Boys Town (to be pre-approved by AOP)	\$3000 (per participant)
Annual fees year two (Qualified Provider)	\$37,700
**Annual fees year three and beyond (Qualified Provider)	\$24,000

(Note: Travel costs are not included in above fees)

Service Delivery—Initial Start-Up:

- Boys Town Ecological In-Home Family Treatment model on-site replication feasibility assessment
- On-site training for one team of Family Consultants and Supervisor
- Community and partner agency development and support
- On-site consultation and evaluation at 3, 6, 9, and 12 months
- Weekly phone consultation for supervisor and consultants
- Data collection, monitoring and troubleshooting
- Boys Town National Hotline support for families, consultants, and supervisor
- National Database infrastructure development (for start-up)

Service Delivery—Year two for Qualified Provider

- On-site consultation and evaluation at 3, 6, 9, and 12 months
- Weekly phone consultation for supervisor and consultants
- Data collection, monitoring and troubleshooting
- Boys Town National Hotline support for families, consultants, and supervisor

Service Delivery—Year three and beyond for Qualified Provider

- On-site consultation and evaluation at 6 and 12 months
- Twice monthly phone consultation for supervisor and consultants
- Data collection, monitoring and troubleshooting
- Boys Town National Hotline support for families, consultants, and supervisor

**Potential cost reductions beyond year three for a Qualified Provider who becomes eligible based on program outcomes to be trained as an Ecological In-Home Family Treatment Model Expert.

16. CULTURAL COMPETENCY

The AOP requires that providers interact in ways that are individualized, strength-based, culturally sensitive, developmentally appropriate, and trauma informed. Agency shall utilize clear and understandable language when discussing issues related to informed consent, treatment and programming. The Agency will take all the steps necessary to communicate with the client (arranging and paying for interpreter services). Interpreters must be certified or authorized from a language line to ensure comprehension by client. The Agency shall verify certification and maintain documentation in the client's file. Agency shall not utilize family members of the client for interpreting.

SECTION IV

RESPONSE EVALUATION CRITERIA

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

- How well Agency demonstrates how they will meet the 16 subsections of the Service Requirements specified in Section III.
- Agency's experience with target population.
- Agency's references and history of service provision.
- How well Agency meets the submission requirements of this RFQ.

Once Responses are scored, Boys Town will conduct an on-site feasibility review of the Qualified Agency selected by the AOP. Any award related to this RFQ is contingent upon the results of the feasibility review(s).

SECTION V TIMELINE / SUBMITTAL DOCUMENTS

1. **Timeline**

- A. Agency Submittal Letter, Agency Profile, Service Requirement Response Form, and Reference Letters are due no later than **12:00 Noon Central Standard Time, Friday, July 13, 2018.**
- B. Any questions concerning this RFQ should be submitted electronically to suzanne.eggert@nebraska.gov by **Friday, May 18, 2018**. Questions should clearly identify the section(s) of the RFQ to which they pertain. Responses shall not be considered an amendment to the RFQ, unless an amendment is specifically drafted and posted to the Supreme Court website. Answers to the questions submitted by the deadline will be posted by **Friday, June 1, 2018** on the Nebraska Supreme Court website: www.supremecourt.nebraska.gov under Contracting Opportunities.
- C. Responses will be evaluated from July 16, 2018 through August 17, 2018. During this time, AOP may request Respondent(s) to accommodate further in-person discussions with evaluation team. Respondent(s) will be notified in writing or by phone if this is requested.
Discussions may be conducted with Respondent(s) for the purpose of clarification to ensure full understanding of responses to this RFQ. Discussions shall not constitute an award nor shall it confer any property rights on the successful Respondent. Award(s) may be made without discussions, therefore, responses shall be submitted complete and on most favorable terms.
- D. The Agency that has been qualified to provide EIHFT Services and has been selected for the feasibility review will be notified around August 20, 2018. Upon completion of the feasibility review, if the Agency is selected for the award, they will be notified via email.
The Agency selected for the Feasibility Study should be prepared to provide and discuss the information specified in Appendix E.
- E. Agencies that have been qualified through the scoring process but not selected for the feasibility review will remain on the Qualified Agency Listing for EIHFT until a new RFQ for EIHFT is issued. Such Agencies will be notified via email of their qualification status on or around September 7, 2018. This Qualified Agency Listing for EIHFT shall be in effect until superseded by a new RFQ.
- F. Agencies that were not qualified through the scoring process will be notified via email on or around September 7, 2018.

2. **Submittal Documents**

The following materials must be submitted to the AOP either (1) **electronically** to suzanne.eggert@nebraska.gov with “EIHFT Model Replication RFQ” and Agency’s “Name” in the subject line, or (2) with **five (5) hard copies** to the address specified on Appendix A:

- Agency Submittal Letter (Appendix A),
- Agency Profile (Appendix B),
- Reference Letters (Appendix C), and
- Service Requirement Response Form (Appendix D)

Responses will not be considered confidential or proprietary and are subject to applicable public record requests.

APPENDIX A
SUBMITTAL LETTER

Suzanne Eggert
Contracts and Grants Manager
Administrative Office of the Courts & Probation
PO Box 98910
Lincoln, NE 68509-8910

Dear Ms. Eggert:

In response to your Request for Qualification (RFQ) for the Juvenile Justice Home-Based Initiative utilizing the EIHFT Model, this response is submitted for the following Agency:

_____.

In submitting this response, I hereby certify that:

1. the RFQ has been read and understood;
2. Agency will comply with the requirements and expectations set forth in the RFQ;
3. the materials requested by the RFQ are enclosed;
4. all information provided is true, accurate, and complete to the best of my knowledge;
5. this response is submitted by, or on behalf of, the party that will be legally responsible for service delivery should they be selected for an award.

Signature of Authorized Official

Date

Name of Signatory: _____

Agency: _____

Title: _____ Phone: _____

Address: _____

Federal Employer ID# or SSN#: _____

APPENDIX B AGENCY PROFILE

Agency's Legal Name: _____

1. List Agency's physical address(es), mailing address(es), telephone number(s), and fax number(s) of all office locations.
2. Who will be the primary point of contact during the evaluation process? Please provide name, title, direct phone number, e-mail address, fax number, and mailing address(es).
3. Provide a brief overview of the Agency.
4. Provide the Agency's budget/financial report.
5. Provide a brief overview of the Agency's IT Support and Infrastructure.
6. Provide the Agency's Mission and Core Values.
7. What Juvenile Justice Services does the Agency currently provide?
8. Provide a brief history of Agency's experience providing services to at-risk youth and their families.
9. What is the Agency's level of technical experience in providing in home family services similar to EIHF?
10. Is Agency using other evidence-based or promising programs? If so, list the program(s) as well as any organization(s) that have identified such programs as being an evidence-based or promising program (e.g. Blueprints). Briefly describe the service and target population.
11. Please provide a listing of the Agency's licenses, certifications, and accreditations.
12. Has Agency had a contract or account within the last five (5) years that was lost/cancelled or terminated for cause due to breach or similar failure to comply with the terms of the contract? If yes, please provide detailed explanation.
13. Outline the hiring qualifications/procedures for employees (including how you will cover vacation or sick time).
14. Include Agency's Drug Testing Policy and any Policies relating to background checks.
15. Agency 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. Agency agrees: ☐ Yes ☐ No

16. Provide the job description(s), resume(s) of personnel that will be responsible for direct service provision (provide attachments as necessary).
17. Provide professional (BA and MA) staff turnover rate in last 12 months as a percentage of total professional staff.
18. Has your agency experienced any challenges with funding compliance within the last 24 months that either did or may require pay back of funding received? If so, please explain.
19. Provide the name and physical location of personnel that will be providing direct service provision (provide attachments as necessary).
20. Has Agency provided service(s) to the AOP in the past? If so, list the service(s) and how long Agency has delivered such service(s)?
21. Is Agency a registered service provider with the Nebraska Office of Probation Administration? ☐ Yes ☐ No (if “No”, Agency will be required to register prior to providing any service for Probation.)

APPENDIX C REFERENCES

Agency shall provide a minimum of three (3) professional letters of recommendation.

APPENDIX D
SERVICE REQUIREMENTS RESPONSE FORM

1. **LOCATION:** Check the box(es) next to the County(ies) that you are able to provide services utilizing the EIHFT Model.

DISTRICT	COUNTY	ABLE TO PROVIDE SERVICE (CHECK ALL THAT APPLY)
D11	ARTHUR	<input type="checkbox"/>
D11	GRANT	<input type="checkbox"/>
D12	BANNER	<input type="checkbox"/>
D12	BOX BUTTE*	<input type="checkbox"/>
D12	DAWES	<input type="checkbox"/>
D12	DEUEL	<input type="checkbox"/>
D12	CHEYENNE	<input type="checkbox"/>
D12	GARDEN	<input type="checkbox"/>
D12	KIMBALL	<input type="checkbox"/>
D12	MORRILL	<input type="checkbox"/>
D12	SCOTTSBLUFF*	<input type="checkbox"/>
D12	SHERIDAN	<input type="checkbox"/>
D12	SIoux	<input type="checkbox"/>

****HIGH NEED AREA***

2. **SERVICE REQUIREMENTS:** How will you meet all of the 16 areas of Service Requirements specified in Section III? (Provide detail by subsection number.)
3. **CULTURAL COMPETENCY:** In addition to your response to question 2 above, check the box(es) next to the language that you are able to provide the service in:

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

EXHIBIT E

I. Budget/Financials

A. Provide both program and agency-wide budgets including:

1. Information requested in the Program Cost Projection Budget Worksheet and Narrative (Attachment 1 to this Exhibit E).
2. Evidence of sustainability of the program beyond the initial startup funds from the grant, as the program is expected to carry forward indefinitely. This should be done through the following:
 - a. Financial Materials: The Agency shall submit an organization-wide fiscal audit annually by a certified public accountant in accordance with the following standards:
 - i. Generally accepted auditing standards issued by the American Institute of Certified Public Accountants;
 - ii. Government Auditing Standards issued by the Comptroller General of the United States; and
 - iii. OMB Circular A-133 for state and local governmental agencies, if applicable.
 - iv. Accounting System: In order to determine the adequacy of the Applicant's
 - v. accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):
 - vi. Most recent financial audit with management letter.
 - vii. The Agency must describe its fiscal operating procedures for accurate tracking of the cost of related services provided for each youth served.
 - viii. The Agency must submit a policy and procedure to ensure that claims and utilization data are properly supported through appropriate documentation.
 - ix. The Agency must provide a flow chart depicting the Agency's accounting cycle, and an organizational chart of accounting staff.

II. Tables of Organization: Illustrate the lines of authority in two tables:

A. One showing overall operations

B. One showing staff who will provide services under the RFP

EXHIBIT E – ATTACHMENT 1

PROGRAM COST PROJECTION BUDGET WORKSHEET and NARRATIVE

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
A. Salaries						
B. # FTE's						
C. Benefits						
D. Travel						
E. Equipment						
F. Supplies						
G. Training						
H. Other						
I. Direct Cost						
J. Indirect Cost						
K. % of Direct Cost						
L. Yearly Project Cost						
Totals						
Combined Total						

Budget Narrative: