

**Corey R. Steel**  
State Court Administrator



**Gene Cotter**  
State Probation Administrator

**TO: ALL HIGHLY QUALIFIED AGENCIES TO PROVIDE COMMUNITY YOUTH COACHING**

**RE: REQUEST FOR QUALIFICATIONS – COMMUNITY YOUTH COACHING (CYC)**

**ISSUE DATE:** May 12, 2025

**RESPONSE DUE DATE:** June 6, 2025, by 11:59 PM CST

**ISSUED BY:** Gene Cotter, State Probation Administrator

Kari Rumbaugh, Deputy Probation Administrator, Juvenile Probation Services Division

## **I. INTRODUCTION**

- A. The Administrative Office of the Courts and Probation (AOCP), on behalf of the Juvenile Probation Services Division, is issuing this Request for Qualification (RFQ) to identify qualified providers to deliver Community Youth Coaching (CYC) services to youth on probation for the period of August 01, 2025, through June 30, 2028.

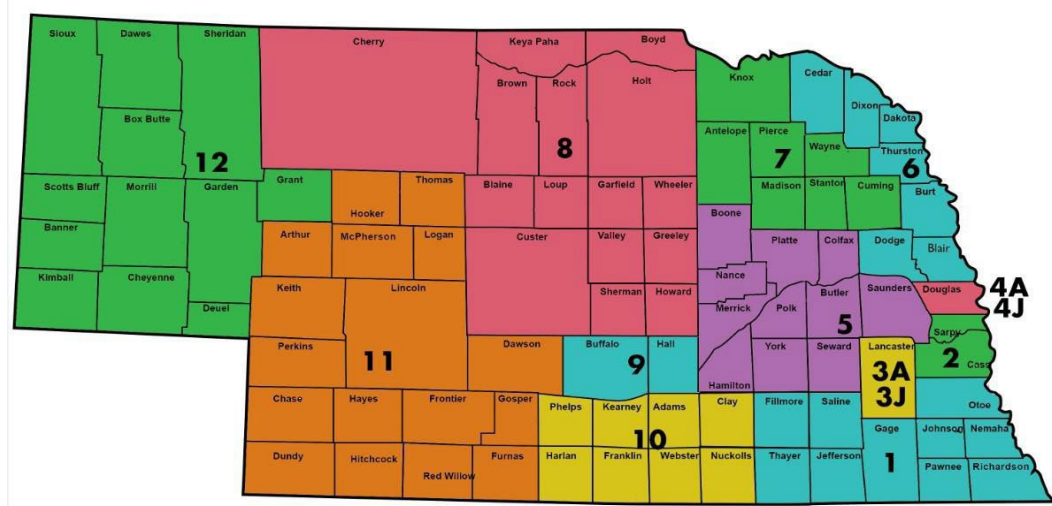
## **II. SERVICE OVERVIEW**

- A. Community Youth Coaching (CYC) is a youth-guided, strengths-focused service that provides innovative and individualized engagement through intensive relationship building, skill building and positive youth development. Community Youth Coaches (CYC) serve as positive role models, provide advocacy and individualized coaching, while supporting the youth in building and developing critical problem-solving strategies to help interrupt cycle(s) of negative behavior. 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. Services are provided in the community, primarily after school, on evenings, and weekends, and should reflect the youth's needs, interests, and identified criminogenic risk factors. The goal is to reduce further system involvement by helping young people build sustainable support networks and skills for success.

### III. SCOPE OF INTEREST

- A. AOCPS invites responses from agencies with experience providing community-based youth services, mentorship, skill-building or related support. Providers must be capable of aligning with the expectations set forth in the AOCPS Community Youth Coaching (CYC) Service Definition and the AOCPS [Standard of Practice](#) in accordance with the minimum requirements outlined in the AOCPS Community Youth Coaching (CYC) Service Definition (Attachment A).
- B. CYC services are provided throughout the state. Respondents are required to identify the Probation District(s) where their agency can successfully provide CYC services across the entire district. Providers may apply to serve one or more Districts.

**Diagram 1: Probation District Map**



### IV. PROVIDER RESPONSIBILITY

- A. Agencies shall perform services in accordance with the requirements set forth in the AOCPS Community Youth Coaching (CYC) Service Definition (Attachment A), Community Youth Coach (CYC) Responsibility Matrix (Attachment B) and [Standards of Practice](#). The following outlines key operational and performance expectations specific to this service engagement:
1. Provide all services related to Community Youth Coaching 365 days per year, 24 hours per day
  2. Accept all referrals made by AOCPS.
  3. Assign one (1) continuous CYC per youth.
    - a) 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.
    - b) Each CYC will have no more than twelve (12) youths on their caseload.
  4. The CYC must have a minimum contact of one (1) hour face-to-face per week with the youth; 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.

5. The 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.
6. In person contact with the youth and parent/guardian will occur within 24 hours (1 calendar day) of the referral.
7. The CYC will complete a strengths grid and develop a written service plan in coordination with the youth and their family, the supervising officer, and other identified positive supports within five (5) business days of the referral.
  - a) 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
8. Document all face-to-face and non-face-to-face contacts weekly in Probation's case management system, including detailed narrative notes addressing service goals, youth response, family engagement efforts, criminogenic needs, strengths, stage of change, and weekly progress, following a Monday–Sunday reporting cycle.
9. Each CYC must have experience, knowledge, or education in positive youth development, adolescent behavior, family engagement, trauma-informed care, criminogenic risk, and effective intervention strategies, including skill-building and community collaboration.
10. CYC must address key criminogenic risk and need factors by promoting prosocial thinking, reducing negative peer influences, improving family relationships, supporting school success, and increasing youth engagement in positive activities.
11. 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.
12. If transporting a youth, the provider must ensure full compliance with all federal and state laws, including vehicle safety standards, and driver qualifications.
13. Assist with transition planning.
14. Maintain required insurance, professional standards, and supervision of staff.

## **V. AOCPP AND INTAKE/SUPERVISING OFFICER RESPONSIBILITY**

- A. AOCPP and Field Staff will do the following:
  1. Provide login credentials for the voucher system.
  2. Initiate CYC voucher and notify provider of referrals.
  3. The Intake/Supervising Officer will follow the Community Youth Coach (CYC) Responsibility Matrix when a youth is referred.

## VI. RFQ SCORING RUBRIC

A. Responses will be evaluated on a 100-point scale based on the following criteria:

Scoring Domain	Point Value
<b>1. Submission Completion &amp; Quality</b> <ul style="list-style-type: none"><li>Completeness and accuracy in responding to all RFQ sections.</li><li>Overall organization, clarity, and professional structure of narratives.</li></ul>	<b>5%</b>
<b>2. Professional Experience</b> <ul style="list-style-type: none"><li>Description and relevance of experience in providing CYC services.</li><li>Experience working with juvenile justice systems and diverse populations.</li></ul>	<b>20%</b>
<b>3. Knowledge of Services Requirements</b> <ul style="list-style-type: none"><li>Program description prioritizes AOCP's specific service expectations and requirements.</li><li>Demonstration of familiarity with Community Youth Coaching (CYC) and other service guidelines.</li></ul>	<b>35%</b>
<b>4. Demonstrated ability to Provide Service</b> <ul style="list-style-type: none"><li>Detailed description of capabilities and strategies to deliver services meeting requirements across selected district(s).</li><li>Implementation and readiness to provide services within the required timeframes for each youth referred.</li></ul>	<b>40%</b>

## VII. SUBMISSION GUIDELINES

A. All Responses must be submitted electronically no later than June 6, 2025, via Qualtrics at the following link:

[RFQ –COMMUNITY YOUTH COACHING \(CYC\)](#)

B. Respondents are expected to review the RFQ in its entirety including the Community Youth Coaching (CYC) Service Definition (Attachment A), the Community Youth Coaching (CYC) Responsibility Matrix (Attachment B), and AOCP [Standards of Practice](#). Additionally, provide complete and thorough responses to all questions asked in Qualtrics. Respondents will receive an on-screen confirmation upon submission.

C. 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.

## VIII. RFQ TIMELINE

<u>May 12, 2025</u>	RFQ opens & accepting responses begins.
<u>June 06, 2025</u>	RFQ closes & provider-responses accepted until 11:59 PM CST.
<u>June 27, 2025</u>	Selection notifications & contract awarding.
<u>August 1, 2025</u>	Selected provider must ensure operational readiness to begin service.

## IX. OTHER REQUIREMENTS

- A. Questions. AOCPP believes that this RFQ, including the content and instructions on Qualtrics, provides adequate information and understanding on how to respond, therefore AOCPP will not accept any questions or comments regarding the RFQ content.
- B. Maintaining Status as a Registered Service Provider (RSP). CYC providers are required to be a Registered Service Provider(s) with the AOCPP.
- C. Service Rate & Voucher Completion. All service vouchers must be submitted within 30 calendar days of service completion with required documentation. Reimbursement is based on AOCPP's established fee-for-service rate as indicated on the [Juvenile Rate Sheet](#).
- D. Submission Clarifications. Discussions may be conducted with Providers(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.
- E. 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).
- F. 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 AOCPP. 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.
- G. 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.
- H. Certifications. By submission of a response, the Provider acknowledges, certifies, and agrees to comply with the terms, conditions, declarations, and requirements set forth herein.
- I. Compliance. All contracted services must be performed in accordance with AOCPP [Standards of Practice](#), applicable service definitions (including appendixes or matrix), contract terms and conditions, and must strictly comply with all governing state and federal laws and regulations.

**X. RFQ QUESTIONS & CONTACT INFORMATION**

- A. AOCB believes that this RFQ, including the content and instructions, provides sufficient information for a response. If you have questions regarding your submission, please direct them to the following point of contact:

Dawn LaBay  
Business Manager  
Nebraska Administrative Office of the Courts & Probation  
521 S. 14<sup>th</sup> Street  
Lincoln, NE 68509-8910  
[dawn.labay@nejudicial.gov](mailto:dawn.labay@nejudicial.gov)

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