

**Nebraska Supreme Court
Office of Probation Administration
Request for Proposal (RFP)
Tracker and Electronic Monitoring Services
for Juvenile Probation District 4J
(Omaha, Douglas County, Nebraska)**

Proposal Guidelines and Requirements

- This is an open RFP process, and all who are interested are encouraged to submit a proposal.
- The proposal must contain a letter of interest and attached resume of the contractor.
- If the execution of work to be performed by your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal, please provide the name, address, and Employer Identification Number of the sub-contractor. The Office of Probation Administration will not refuse a proposal based upon the use of sub-contractors; however, we retain the right to refuse the sub-contractors you have selected.
- Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Purpose

The Nebraska Office of Probation Administration is currently seeking a Request for Proposal (RFP) for the purposes of contracting for juvenile tracker services and electronic monitoring services for District 4J Juvenile Probation in Omaha, Nebraska. The goal of this contract is to provide a coordinated approach for the utilization of juvenile tracker and electronic monitoring services for juveniles placed on probation by the Separate Juvenile Court of Douglas County. This is a RFP for combined services for tracker and electronic monitoring including response to events/alerts on electronic monitoring.

The main role of the juvenile tracker is to assist the juvenile probation officer in the case management and supervision of juveniles placed on probation. The main goal of electronic monitoring services is to provide the most up-to-date electronic monitoring and support of electronic monitoring services as a tool to aid probation officers in their case management.

The proposed budget should outline cost per unit which is equal to:

1. Level of tracker intensity for 1 week
Levels to include (outlined in Tracker program Description):
 - High
 - Medium
 - Low

2. The cost per day per electronic monitoring device to include all electronic monitoring technology and initial response to all events/alerts:
 - Land line Non-GPS electronic monitoring units
 - Cellular electronic monitoring units
 - GPS electronic monitoring units
 - CAM (Continuous Alcohol Monitoring)

Electronic Monitoring is defined as an electronic system that provides the probation officer/tracker a report about whether the juvenile is at home when the probationer was required to remain at his/her home or through use of other technologies where the juvenile is or has been at any given time.

Statement of Work

Tracker Program Description

The tracker program is a community-based programming, aids the probation officer in case management functions in the least restrictive manner. The tracker program is an intensive one-on-one service providing aided supervision and support to juvenile probationer through the development of a mentoring relationship with a positive role model. Tracker services provide the opportunity for face-to-face contacts in addition to contact with the Probation Officer. Increased contact with the youth facilitates accountability and provides enhanced aided supervision.

Supervision

The tracker program provides monitoring and supervision guided by the probation officer for youth through multiple scheduled and unscheduled face-to-face contacts, as well as telephone contacts. Services are based on the individualized needs of the client, as determined by the probation officer and in consultation with the service team. Random, unannounced and announced, checks on the youth may be completed at various times in the community, at school, at employment sites, and in the youth's home.

Skill Building and Personal Development

Trackers provide the youth with positive guidance. Trackers address the youth's independent living skills, emotional stability and self-esteem, and assist the youth with integrating back into family and community after out-of-home placement or detention. Trackers target these risk factors and help the youth develop positive decision-making, relationship and communication skills. Trackers work closely with probation officers and other community providers to address the probation plan and develop individualized programming and goals.

Case Coordination and Collaboration

The program will provide case coordination process to provide systematic, holistic and coordinated delivery of services to youth and their families. Successful coordination with a partnership with the family and other systems is required. Regularly scheduled team meetings

consist of information-sharing, evaluation of goals, and planning for the future will be done on a monthly basis.

Parent and Family Involvement

Parents are an important part of the team and are encouraged to discuss their concerns and frustrations, and to collaborate with the trackers 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. The tracker will engage the family in all parts of aided case management and supervision.

School

Trackers successfully collaborate and coordinate efforts with teachers, administrative personnel, and school counselors to address school-related problems. Trackers also perform scheduled and unscheduled drop-ins to monitor truancies and grades, attend district suspension meetings, or provide wake-up calls and transportation to and from school. The youth, parents, teachers, and trackers work closely as a team to develop interventions designed to reduce the risk of an incomplete school term.

Transportation and Daily Schedule Support

As part of the tracker program direct service delivery is included. This direct service delivery includes transportation, attendance of court hearings, probation and other community appointments.

Restorative Justice

Tracker staff will facilitate the youth's involvement in community service requirements by matching youth with service opportunities within local businesses and organizations. Trackers also problem-solve with youth about the negative effects of their law violation(s) on themselves, their families, and the community.

Leisure and Recreational Activities

Trackers may assist a youth with participation in appropriate recreational and leisure activities and may accompany youth to activities in order to reduce the anxiety associated with making new friends. Trackers introduce youth to a variety of no or low cost activities in the community that are safe and drug and alcohol free.

Identification of Support Systems

The tracker program emphasizes the importance of appropriate informal support systems and will facilitate the process of establishing and maintaining appropriate links. This support network may include positive peers, trusting adults, family members and community activities.

Level of Tracker Intensity

High

The intensive level of tracker services is for those juveniles that are in need of extensive supervision and guidance. High Level has 4-7 face-to-face contacts per week with one of those meetings being with a parent/guardian, and 2-4 collateral contacts with one of those contacts being with a parent/guardian. Trackers meet with the supervising probation officer on a weekly basis to ensure goals of case management are being met. Weekly written progress reports are submitted to the probation officer. Curfew calls are made as needed.

Duration in this level is 2 weeks to 2 months.

Medium

The Medium level of intensity has 1-4 face-to-face contacts per week with one of those meetings being with a parent/guardian, and 1-3 collateral contacts per week. The trackers also meet with the supervising probation officer 2-3 times per month to ensure goals of case management are being met. Weekly written progress reports are submitted to the probation officer. Curfew calls are made as needed.

Duration in this level is 1 - 3 months.

Low

The Low level of intensity has 2-3 face-to-face contacts per month with one meeting with one of those meetings being with a parent/guardian, and 1-3 collateral contacts per month. The trackers also meet with the supervising probation officer one time during the month to ensure goals of case management are being met. Weekly written progress reports are submitted to the probation officer. Curfew calls are made as needed.

Duration in this level is 1-3 months.

Electronic Monitoring Service

The scope of electronic monitoring service is to provide active direct supervision of any juveniles placed on electronic monitoring under the jurisdiction of the Office of Probation Administration in District 4J, Omaha Juvenile Probation. A company is required that can, at all times, within the length of an established contract, be able to provide effective and timely monitoring services and response to alerts of those placed on electronic monitoring in Omaha, Nebraska. This includes hook-up and take-off of all electronic monitors, and initial response to all events/alerts of probationers on the electronic monitoring unit. This service includes all costs associated with electronic monitoring of probationers. The electronic monitoring units are property of the contractor.

In response to an event/alert by electronic monitoring company, the event/alert will be addressed immediately by the contractor with a phone call or in-person with the juvenile/guardian. Some events/alerts will require immediate notification to the probation officer assigned to the case. Other events/alerts will be documented and notification will be made by the next business day.

The Office of Probation Administration strongly supports the use of the newest technologies and techniques in order to maximize the efficiency and effectiveness in the monitoring of offenders. If your company provides additional services beyond our minimum guidelines stated below, we would strongly encourage you to acknowledge and provide information on the availability of such services. The selected company must, however, meet the following minimum guidelines for each of the following services:

Electronic Monitoring (EM)

- The selected company shall be able to administer services and response within a timely manner to any of the locations.
- The selected company shall be compatible and available for effective use with both analog and digital communication lines.
- The selected company shall have an accessible and efficient means of establishing changing curfews and approved locations for each probationer on a case by case basis to be determined by the supervising officer(s).
- The selected company shall be able to efficiently report and communicate any and all violations of curfew, location, tampering, or program regulations to the designated supervising officer within specified time frames.
- The selected company must be able to provide, either through court-submissible documentation or expert testimony, that the services provided meet the established standards of accuracy and reliability as required by the courts.

To be effective, the services must be:

- User friendly
- Dependable
- Cost-efficient
- Non-labor intensive
- Include rapid response
- Quality customer support

Timeline

1. Letters from interested parties and resumes are due no later than 12:00 p.m./Noon CST, Friday, November 30, 2012.
2. Letters from interested parties and resumes will be evaluated immediately thereafter. During this time we may require interviews at our office with our evaluation team on or about December 7, 2012. You will be notified in writing or by phone if this is requested.

3. Negotiations will begin immediately with the successful contractor and should conclude no later than December 17, 2012.
4. All other applicants will be notified on or about December 28, 2012 by mail.

Budget

The contract term is for six (6) months, January 1, 2013, through June 30, 2013. Total compensation under this contract will be determined based on the weekly rate per tracker level and daily electronic monitoring based on electronic monitoring unit per juvenile to include initial response to all events/alerts. Based on the past year's tracker referrals in a 6-month period of time, there is the potential to be working with 200+ juveniles and up to 40+ juveniles on electronic monitoring at one time. The contractor is responsible for all expenses including, but not limited to, transportation, meals, lodging, equipment, taxes, and fees. Statewide travel is required.

Billing

Billing for electronic monitoring and tracker services will be through the use of the Fee for Service Voucher Program administered by the Office of Probation Administration. Your organization will be reimbursed for services rendered on a monthly basis.

Background of the Office of Probation Administration

Our Mission

"We, the leaders in community corrections, juvenile and restorative justice are unified in our dedication to delivering a system of seamless services which are founded on evidence-based practices and valued by Nebraska's communities, victims, offenders and courts. We create constructive change through rehabilitation, collaboration, and partnership in order to enhance safe communities."

Probation System Overview

Nebraska State Probation has been serving Nebraskans since 1958. Initially, the newly functioning system in the State of Nebraska primarily supervised adult felons along with providing courtesy supervision for the County Courts and misdemeanors. District Court Judges within each probation district appointed their own Chief Probation Officers.

The Nebraska State Probation has expanded over time with the Nebraska Probation Administration, which oversees 14 Chief Probation Officers in 14 districts. The Chief Probation Officers are responsible for the supervision of a multitude of probation officers in each district who supervise adults and juveniles with misdemeanor and felony offenses. Within this structure are two separate juvenile probation offices and two separate adult probation offices located in Douglas and Lancaster counties. Twelve Probation districts have juvenile supervision within their purview.

Each Probation district supervising juveniles has a community approach to case management. Probation officers use many community based services to assist with behavior change. The eight core strategies of JDAI (Juvenile Detention Alternative Initiative) compliment the case management philosophy of Probation. Many communities in Nebraska lack resources and alternatives, therefore utilizing detention services unnecessarily. With the passage of LB 985, the Administrative Office of Probation was given service delivery dollars to fund needed services for those juveniles on probation.

The Probation System in Nebraska continues to grow and expand. It continues utilizing communication between service providers and expanding networks with an open mind and growing with technology with the overall goal of reducing recidivism, changing behaviors and keeping the community safe.

Deliver RFP to the attention of:

Corey R. Steel
Assistant Deputy Administrator
Office of Probation Administration
521 South 14th Street, Suite #104
Lincoln, Nebraska 68508

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal – The contractor can meet the needs and criteria set forth in the RFP.
- Contractor Experience – Contractor has the experience and qualifications necessary to complete this service.
- Contractor Knowledge – Preference will be given to contractors with extensive experience in tracker services, supervision of juveniles, case management of juveniles, and knowledge of the juvenile justice system.
- Demonstrated commitment to providing high levels of quality service.
- Final selection of the contractor is solely determined by the Office of Probation Administration. Prior to approval of the contractor, a criminal history and background check will be completed by the Office of Probation Administration for the contracting agency.