

# MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

## Juvenile Justice Incentive Grant Program

For

Juvenile Court of Macon-Bibb County

16-061-KMB

952-17  
948-74



## MACON-BIBB COUNTY

ISSUE DATE: 6/07/2016

DUE DATE: 6/30/2016

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or [jbumpus@maconbibb.us](mailto:jbumpus@maconbibb.us)

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 5 copies**) in the Procurement Department, 700 Poplar Street, Room 308<sup>th</sup> Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, June 30, 2016, for Juvenile Justice Incentive Grant Program for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, June 30, 2016, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd<sup>h</sup> Floor of the Macon-Bibb County Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Commercial General Liability:

Each Occurrence Limit: \$1,000,000

Personal & Advertising Injury Limit: \$1,000,000

General Aggregate Limit: \$2,000,000

Products/Completed Ops. Aggregate Limit: \$2,000,000

Automobile Liability (Combined Single Limit): \$1,000,000

Professional Liability (malpractice): \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**"RPS# 16-061-KMB – Juvenile Justice Incentive Grant Program"**

Macon-Bibb County Procurement Department

700 Poplar Street

Room 308

Macon, Georgia 31201

Telephone: (478) 803-0554

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

#### F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

#### G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

#### H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest. The implementation of this program will ONLY be possible if Macon-Bibb County is awarded said grant funds.

The Program anticipated implementation shall begin no later than July 1, 2016 and end June 30, 2017.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

## II. BACKGROUND

Thinking for a Change 4.0 (T4C) is an integrated cognitive behavioral change program authored by Jack Bush, Ph.D., Barry Glick, Ph.D., and Juliana Taymans, Ph.D., with Michael Guevara, in cooperation with the National Institute of Corrections (NIC). T4C incorporates research from cognitive restructuring theory, social skills development, and the learning and use of problem solving skills.

T4C is comprised of 25 lessons that build upon each other, and contains appendices that can be used to craft an aftercare program to meet ongoing cognitive behavioral needs of your group. Not all lessons can be completed in one session, so a typical delivery cycle may take 30 sessions. Sessions should last between one and two hours. Ideally, the curriculum is delivered two times per week, with a minimum recommended dosage of once per week and a maximum of three times per week. Participants must be granted time to complete mandatory homework between each lesson.

The program is designed to be provided to justice-involved adults and youth, males and females. It is intended for groups of eight to twelve and should be delivered only by trained facilitators. Due to its integrated structure, T4C is a closed group, meaning members need to start at the beginning of a cycle, and may not join the group mid-stream (lesson five is a logical cut-off point for new group members).

T4C is provided by corrections professionals in prisons, jails, detention centers, community corrections, probation, and parole settings. The National Institute of Corrections has trained more than 10,000 individuals as T4C group facilitators, and more than 500 trainers who can train additional staff to facilitate the program with justice-involved clients.

T4C 4.0 represents a significant evolution in the curriculum, both in content and use. It is the most sincere hope of NIC and the authors that the changes enable you and your agency to better serve your clients. Correctional agencies can consider Thinking for a Change as one option in a continuum of interventions to address the cognitive, social, and emotional needs of their client populations.

## III. SCOPE OF SERVICES

While the immediate goal is to keep the youth from re-offending; the overall purpose is to assist the youth in becoming a productive citizen. Juvenile Justice Incentive Grant Program is a model program that may take place in the home of the youth participant, according to the schedule of the youth/family.

### **Target Population**

All youth receiving services from this grant award MUST score a medium to high on the Pre-Disposition Risk Assessment (PDRA) and be appropriate for the selected evidence-based program.

### **Goals, Objectives and Evaluation**

a. Each applicant must utilize all the following goals and performance objectives for its project

Applicants may add additional goals or objectives specific to their program.

- Goal 1.** Reduce felony commitments to Department of Juvenile Justice and Short Term Program (STP) admissions in the target county.
- Goal 2.** Increase the use of evidence-based practices in Georgia's juvenile justice system by initiating community-based juvenile justice programs.
- Goal 3.** Reduce the recidivism rate of youth involved with Georgia's juvenile justice system by initiating community based juvenile justice programs.
- Goal 4.** Reduce annual secure detention rate of Bibb County.
- Goal 5.** Reduce annual secure confinement rate of Target County.
- Goal 6.** Demonstrate a cost-saving to citizens of Georgia through provision of research-informed services to youth in juvenile justice system

### **Performance Objectives**

1. The DAI and PDRA will be used on all youth considered for grant funding with all scores reported in JTS or the Juvenile Data Exchange (JDEX) when available. Additional, when available, grantees are encouraged to use the Juvenile Needs Assessment (JNA) on all youth considered for grant funding.
2. 100% of project participants will score a medium to high on the PDRA.
3. At least 75% of project participants will complete program requirements
4. At least 55% of youth completing services will not re-offend as calculated using the recidivism definition below:
5. Project will report cost-savings per youth by calculating average cost to provide targeted intervention subtracted from average cost to detain youth. (Selected projects will be provided a marginal cost rate in order to perform this calculation).

### **Frequently Asked Questions**

#### **How long is T4C?**

- a. 10 weeks, meets 2 to 3 times per week lasting 1-2 hours each session.
- b. 25 lessons, plus option of aftercare component.

#### **What does co-facilitated mean?**

T4C is to be facilitated by two individuals who are formally trained in the model. The same two facilitators are to complete the cohort, or facilitate together all 25 sessions. Professional rapport is an important part of group-based therapies, and consistency in facilitators will also ensure continuity in the lessons.

#### **What is the suggested group size for T4C?**

- a. It is recommended groups have between 8 and 12 youth in order to preserve program integrity. More than 12 youth would require more time than is allotted for each lesson, and fewer than 8 members would compromise the group process and diminish the effectiveness of youth's learning.

- b. Program must be completed from beginning to end due to the integrated nature of the program (closed-group).

**What are the qualities of effective facilitators?**

Empathy, facilitation/teaching techniques, understanding group processes and interpersonal interactions. Ability to control a group of offenders, at-risk youth, or problem individuals through non-coercive means.

**What do the T4C sessions cover?**

Lesson 1 begins the program with an overview and introduction

Lessons 2-5 and 11-15 teach social skills

Lessons 6-10 teach the cognitive self-change process

Lessons 16-24 teach problem solving skills

Lessons 25 provides a wrap up of the program with the option of extending the program based on the needs of group members.

**IV. SUBMITTAL FORMAT AND REQUIREMENTS**

Submissions must be limited to a total of fifty (50) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Service Provider Background

- Letter of Interest
- History of the Provider (including years in business)
- Contact information (including address (es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
- Level of experience of facilitators (include resumes', certifications, etc.)
- Reference list of customers to whom similar services have been supplied
- History/experience of implementation of program; (i.e., months/dates of program implementation; location of implementation; successes)

Service Provision Approach

- Proposed program to be implemented.
- Address how expected program implementation will directly affect the goals/objectives of the proposed pilot program. (Refer to Scope of Services for the Goals and Objectives.)

Project Timeline

- Proposed schedule of service delivery
- Provide a project schedule outlining each identified deliverable

Budget

- Budget Please present budget for direct services per juvenile. This grant will not allow for indirect services, such as rent, food, transportation, staff training and/or administrative costs.

Required Submission Documents

- Attachment A – Does not count against 50 page limit.

V. SCORING

| Category   | Possible Points |
|--|-----------------|
| Qualifications of the Organization   | 20              |
| Qualifications of the Lead Professional  | 20              |
| Experience of the Organization   | 10              |
| Experience of the Lead Professional  | 10              |
| Description of How the Organization will address, incorporate and coordinate all components of the Scope of Work | 25              |
| Budget   | 15              |
| <b>Total Possible Number of Points Available</b>   | <b>100</b>      |

VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.

|                        |    |
|------------------------|----|
|                        |    |
| <b>Total Bid Price</b> | \$ |

I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

**Total Bid price based on Award of Grant Fund.**

Respectfully Submitted,

Authorized Signature:

\_\_\_\_\_ Dated: \_\_\_\_\_

Typed Name:

\_\_\_\_\_ Title: \_\_\_\_\_