



**2018 Juvenile Justice Commission/Youth Services Commission  
Mandatory Pre-bid Meeting Minutes  
November 6<sup>th</sup>, 2017**

**In Attendance:** Attendance record on file at CPAC.

**Staff/Facilitators :** Rosy Arroyo, YSC Administrator, Hilary Dugger Colbert – CPAC

The Camden County Board of Freeholders is pleased to announce that proposals will be accepted from eligible organizations interested in providing the specified services outlined further for youth and their families who are involved with or at risk of involvement with the Juvenile Justice System. A Review Committee of the Camden County Youth Services Commission administered by CPAC: The Community Planning & Advocacy Council will evaluate proposals and make recommendations through CPAC’s Board of Trustees to the Camden County Board of Chosen Freeholders on the allocation of these funds. **This Request for Proposal (RFP) is based on the availability of funds.**

<b>Amount Available:</b>	To be determined
<b>Pre-Bid Meeting</b>	
<b>Date:</b>	Monday, November 6, 2017
<b>Time:</b>	2:00 p.m.
<b>Location:</b>	CPAC 2500 McClellan Ave, Suite 160 Pennsauken, NJ 08109

<b>Contracting Period:</b>	January 1, 2018 – December 31, 2018
<b>Deadline for Proposal:</b>	
<b>Date:</b>	November 29 <sup>th</sup> , 2017
<b>Time:</b>	1:00 p.m.
<b>Location:</b>	CPAC 2500 McClellan Ave, Suite 110 Pennsauken, NJ 08109

The intent of this Request For Proposals and resulting contract is to obtain the specified services outlined further for youth and their families in Camden County who are involved with or at risk of involvement with the Juvenile Justice System. This RFP is the result of a coordinated process for 2018 Positive Youth Development Services and 2018 Innovative Youth Detention Alternative Services. The RFP is based on the 2018-2020 Comprehensive County Youth Services Plan. Firms responding to this Request for Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein.

**Prevention**

**After-school/Weekend/Summer Services \$50,000.00**

To provide delinquency prevention services in a group setting including but not limited to academic enhancement such as tutoring, help transitioning from middle school to high school and homework help; life skills to increase personal responsibility, self-esteem and confidence. Community building activities to strengthen leadership skills, community awareness and civic responsibility; Recreation/Health & Fitness activities to promote healthy lifestyles such as cooking programs and organized sports. Culture/art activities designed to provide students with opportunities to express themselves through music, dance, photography and drama. Collaborate with external organizations and individuals, particularly with museums, universities, private businesses, and community centers. A structured social program in an already existing setting **MUST** be the basis of all applications.



### **Gender Specific Services, Females \$40,000.00**

To provide individual and group support that addresses the developmental process of female adolescents, provides a structure to channel difficult emotions, promotes positive self-expression and creative thinking, aids in the development of pro-social and leadership skills within a safe and nurturing environment to female youth who have been identified by their local school districts, FCIU, families, local police, or community as being in need of positive female development to reduce at risk behaviors.

### **Youth Mentoring Services \$25,000.00**

To provide individual Leadership and Mentoring services to youth that will address their personal goals and achievements. Youth should have open communication and access to mentors as needed. These mentors will be encouraged to make contact with youth weekly. Time spent with a mentor may include going to sporting events, movies and cultural activities in addition to developing a bond between the mentor and mentee.

### **Gang Abatement Program \$10,000.00**

Provide age appropriate anti-gang programming to youth. These workshops may be conducted in schools, afterschool programs, recreation or community centers, etc. Programming should incorporate a broad spectrum of research-based interventions to address the range of personal, family, and community factors that contribute to juvenile delinquency and gang activity. Additionally the program should provide competence in skills such as problem solving, problem avoidance, refusal and “escape” skills, coping effectively with highest risk factors, asking for help from safe and supportive people, feelings management (self-monitoring and emotional intelligence), gang resistance, and impulse control.

### **Diversion**

#### **Arson Diversion \$37,000.00**

Provide Fire Setters Prevention Services to “at risk” youths exhibiting fire setting behaviors through intervention and assessments. Agencies applying for these funds must have a solid history of offering arson diversion services to this population. No new or start up programs will be considered!

#### **After-School/Weekend/Summer Services \$40,000.00**

To provide diversionary services in a group setting including but not limited to academic enhancement such as tutoring, help transitioning from middle school to high school and homework help; life skills to increase personal responsibility, self-esteem and confidence. Community building activities to strengthen leadership skills, community awareness and civic responsibility; Recreation/Health & Fitness activities to promote healthy lifestyles such as cooking programs and organized sports. Culture/art activities designed to provide students with opportunities to express themselves through music, dance, photography and drama. Collaborate with external organizations and individuals, particularly with museums, universities, private businesses, and community centers. The sole purpose of these funds is to provide diversionary services to referred youth and their families from the Family Court.

#### **Gender Specific Workshops \$10,000.00**

To provide group workshops that addresses Relational aggression that acknowledges and defuses complex social/emotional games that victimize others through exclusion or isolation, rumors, gossip, eye-rolling, pitting friends against one another, sarcasm, revealing and altering personal secrets. The workshops need to be insightful interventions that will help learn other, more appropriate, ways to engage with their friends and family. Develop pro-social, leadership, social media, and healthy relationship skills. Female youth who have been identified by their local court system and local police as being in need of positive female development to reduce at risk behaviors.



### **Anger Management/Cyber Harassment/Anti-bullying Workshops \$10,000.00**

To provide group workshops that addresses Relational aggression that acknowledges and defuses complex social/emotional games that victimize others through exclusion or isolation, rumors, gossip, eye-rolling, pitting friends against one another, sarcasm, revealing and altering personal secrets. The workshops need to be insightful interventions that will help learn other, more appropriate, ways to engage with their friends and family. Develop pro-social, leadership, social media, and healthy relationship skills.

If referred by Family Court, this service should target youth with known anger issues or that have exhibited delinquent behaviors. The service should be intensive and provide intervention services. The service needs to be in an accessible community location, can be offered during non-school hours of operation. The agency should counsel and assist youth with behavior modification methods (including communication, conflict resolution, life skills, and the like).

Proposals must specify the total level of service. Family Court Judge(s) and other referral sources may choose to send any youth deemed appropriate for the service. These youth may have multiple issues and needs, which may include substance abuse, mental illness, juvenile justice involvement, protective service involvement, developmental disabilities, etc., or any combination thereof.

### **Family Crisis Intervention Unit (FCIU) \$193,298.00**

These funds are for the establishment of an out of court Family Crisis Intervention Unit (FCIU) in Camden County. The sole purpose of these funds is to provide crisis intervention services to referred youth and their families from the Family Court, police, schools, community and other agencies. The FCIU can provide services to resolve the immediate crisis leading to delinquency, thereby preventing the juvenile and his or her family from entering the formal court system. Agencies applying for these funds must have a solid history of offering crisis intervention services to this population. No new or start up programs will be considered!

SPECIAL NOTE: The successful applicant must abide by the guidelines of the Administrative Office of the Courts for the Family Crisis Intervention Unit. See Supplement A for Juvenile/Family Crisis Operations Manual. Manual may be downloaded from CPAC's website – [www.cpachvi.org](http://www.cpachvi.org).

### **Detention**

#### **Evening/Weekend Reporting Center \$85,000.00**

The Evening and Weekend Reporting Center is a highly structured program for pre-adjudicated male juvenile offenders who would otherwise be in detention. Program participants eligible for referral can include in school and out of school youths and individuals on electronic monitoring bracelets and on house arrest. Annual level of service is expected to be 48 to 50 male and female youths. The length of stay is expected to be 30-45 days or until the court case is disposed. Agency must have the ability to transport youth. Agency must be able to provide separate environments for female and male youth during downtime of programming.

Services must be provided from Monday through Friday from 3:00 pm to 9:00 pm and on weekends. The successful applicant will determine the actual weekend times of operation. Program schedule should be flexible to accommodate holidays and summer hours.

Program site must be in compliance with appropriate building codes and located in the northwestern end of Camden County.

SPECIAL NOTE: All agencies interested in applying for Evening/Weekend Reporting Center must submit a letter of Intent by November 9<sup>th</sup>, 2017.

### **Dispositional Options**

#### **Intensive Supervision/In-Home Services with Multi-Systemic Therapy Services \$130,000.00**

Provides intensive supervision of youth and in-home services to address circumstances within the family to strengthen the family unit, and maintain youth within their own environment with minimal disruption to daily



activities (i.e., school and employment). Applicant must utilize the Multi-systemic therapy (MST) philosophy as an intensive family-based treatment that addresses the known determinants of serious antisocial behavior in adolescents and their families. MST treats those factors in the youth's environment that are contributing to his or her behavior problems. Such factors might pertain to individual characteristics of the youth (e.g., poor problem solving skills), family relations (e.g., inept discipline), peer relations (e.g., association with deviant peers), and school performance (e.g., academic difficulties). On a highly individualized basis, treatment goals are developed in collaboration with the family, and family strengths are used as levers for therapeutic change. The family will be assisted through referral, advocacy, and case management in utilizing services to address issues contributing to the problem. Case management will be directly related to the Family Court's orders for services.

**Treatment for Outpatient Juvenile Sex Offenders Services \$52,500.00**

Specialized outpatient treatment program for adjudicated juvenile sex offenders. Priority is given to youth on probation. These funds are exclusively for Family Court youth who are not eligible for these services from any other funding source.

**Anger Management \$15,000.00**

Referred by Family Court, this service should target post-adjudicated male youth with known anger issues. The service should be intensive and provide therapeutic intervention services. The service needs to be in an accessible community location, during non-school hours of operation. The agency should counsel and assist youth with behavior modification methods (including communication, conflict resolution, life skills, and the like).

Proposals must specify the total level of service. Family Court Judge(s) and other referral sources may choose to send any youth deemed appropriate for the service. These youth may have multiple issues and needs, which may include substance abuse, mental illness, juvenile justice involvement, protective service involvement, developmental disabilities, etc., or any combination thereof.

**Gang Abatement/Intervention Services \$35,000.00**

This program will provide competence in skills such as problem solving, problem avoidance, refusal and "escape" skills, coping effectively with highest risk factors, asking for help from safe and supportive people, feelings management (self-monitoring and emotional intelligence), gang resistance, and impulse control.

**Re-entry**

**Transitional Support Services \$23,000.00**

Program shall provide an extensive array of supportive aftercare services female and male youths, returning from a JJC (Juvenile Justice Commission) placement, and their families. These services include but are not limited to: advocacy, case management, role modeling, job coaching, education on developmental process of female adolescents, ways to channel difficult emotions and promotes positive self-expression.

**ELIGIBLE APPLICANTS**

In order to be considered for funding, an applicant must be an existing provider of services and a non-profit 501 (c) (3) agency or a public agency (municipal, county, or state). A copy of the IRS letter, or a statement that the applicant is a public agency, must be attached to the proposal. For profit organizations are eligible to apply if they collaborate with a Camden County non-profit organization and adhere to the Management Assistance Program (MAP) requirements as described below.

To be eligible for consideration, agencies must have received a compliance rating of 75% or above from the Management Assistance Program (MAP) administered by CPAC. Agencies wishing to apply for the 2016 Youth Services Commission funds who have not participated in MAP must submit a Notice of Intent to Apply for Camden Youth Services Commission funds form (Attachment K) no later than Thursday November 9<sup>th</sup>, 2017 at 5 pm and schedule a MAP evaluation in time for the Review Committee to be able to consider the results of the evaluation as part of the review process. All MAP documentation must be submitted to CPAC by Wednesday,



November 22<sup>nd</sup>, 2017 at 5 pm. The results of the MAP review will be considered by the Review Committee as one factor among many in recommending allocations to the Camden County Board of Freeholders.

Applicants who have had a minimum of one year of experience in implementing and providing the eligible services (not including Mini Grant funded projects) set forth in this Request for Proposal and who have had a successful monitoring and evaluation review by the Youth Service Commission Monitoring and Evaluation Subcommittee team are strongly encouraged to apply.

Those agencies recommended for funding must have an accounting system and conduct an annual audit in accordance with requirements set forth in Attachment B. One (1) copy of your most recent audit must be included with proposal submittal *or be on file at CPAC: The Community Planning and Advocacy Council, 2500 McClellan Avenue, Suite 110, Pennsauken, New Jersey.*

Applicants must practice non-discrimination and applicants must comply with all requirements of New Jersey Law 1975, Chapter 127 regarding affirmative action. (Refer to Part II, Section XI). When submitting your proposal please complete and sign the attached Affirmative Action Questionnaire (Attachment C).

The foregoing requirements and contracting restrictions should be taken into account when making the application.

### **Innovative Youth Detention Alternative Services**

#### **Girls EAP (Empowerment and Awareness Project) \$40,000.00**

EAP is a detention alternative program that targets young women between the ages of 12-18 who have a Violation of Probation (VOP) filed with the courts. The overarching goal of this program will be to provide young women with the skills and supports they need to be successful on Probation and reduce the number of girls who enter detention because of a VOP. The program should be able to address the physical, psychological and emotional trauma and recurrence of domestic violence and sexual assault by providing mentoring services that empower girls and young women in order to develop their full potential. The program will ensure youth with a history of trauma are afforded the opportunity to connect with support services within the community to assist in exiting the system and recovery.

#### **Juvenile Justice Family Partnership Project \$49,143.00**

Camden County is interested in using this philosophy of family engagement to begin building toward a comprehensive approach to collaborating with families of juvenile justice system-involved youth. Towards this end, Camden County will contract with a single provider agency to provide Family Engagement supports in the form of advocacy, education, telephone line, and support group networks. At a minimum this agency will facilitate and/or encourage families to participate in a family-support network, will link families to both court and community based resources and develop orientation and training programs for involved families and court staff. The family-support network will consist of parents/guardians whose youth have been involved in the juvenile justice system or are currently involved. The participating families that receive training will become a resource for other families.

### **Questions & Answers**

**Q.** What areas of Camden County have the Youth Service Commission planned to target?

**A.** *Seven areas of focus are Camden City, Pennsauken, Lindenwold, Pine Hill, Gloucester Township, Cherry Hill, and Winslow.*

**Q.** Detention- Is the Evening/Weekend Reporting Center expected to serve both male and female youth?

**A.** *Yes, Agencies applying must be able to accommodate both male and female youth and provide separate spaces for male and female youth during program down time.*

**Q.** Detention- In order to determine the staffing levels needed, please provide the number of youth the Evening/Weekend Reporting Center is expected to serve at any given time.



**A. An average of youth at any given time may range from 5-7 youth. Please ensure transportation is provided for these youth. Transportation in the form of bus passes is not an acceptable form for this specific service request.**

**Q. Detention-** Can the Evening/Weekend Reporting Center include off site activities in the community (e.g. field trips, to attend sports or cultural events) or must all program services be conducted at the specified Reporting Center site?

**A. Yes.**

**Q. Detention-** Does the required service time of Monday through Friday from 3:00 pm to 9:00 pm and weekends include transportation of youth (i.e. to the Reporting Center site and back home from the site; and to and from community activities if allowed)?

**A. Yes, Transportation to and from home/school/activities must be included.**

**Q. Reporting-** When does JAMS reports and monthly program reports have to be complete.

**A. JAMS reports must be completed and submitted quarterly (The 15<sup>th</sup> of the month following the end of the quarter.) Programs that are providing services which fall under the Detention, Disposition, and the reentry continuum points must also complete and submit monthly reports to the commission electronically.**

**Q. What will be needed if an agency is going to do work with the schools or collaborate with another agency?**

**A. An agency must provide an MOU ( Memorandum of Understanding) or an Agreement of partnership letter signed by all parties.**

**Q. Can one service be split amongst agencies?**

**A. Awarding for categories is dependent upon reviewer's recommendation. Each service is one award unless otherwise noted by the reviewers.**

**Q. Can one agency apply for multiple programs and does it have to be done separately?**

**A. Agencies may apply to multiple programs. Agencies must respond to each service separately following the guidelines listed in the RFP.**

**Q. Can JAMS reporting information be imported from another database?**

**A. JAMS does not allow for this functionality.**

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**Time frame for the review:**

- The proposals are due Wednesday, November 29<sup>th</sup>, 2017 by 1:00 p.m.
- Agency award notification on or around December 22<sup>nd</sup>, 2017

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**Other Noteworthy Items: From the RFP, special attention should be paid to:**

1. Applicants who have had a minimum of one year of experience in implementing and providing the eligible services set forth in this Request for Proposal and who have had a successful monitoring and evaluation review by the Youth Service Commission Monitoring and Evaluation Subcommittee team are strongly encouraged to apply.
2. Addition to the RFP is Exhibit of Allowable and Unallowable Expenses with notes and gift cards.

Applicants submitting proposals for service provision at points on the juvenile justice continuum where gaps have been identified, **must** include a statement in program description(s) acknowledging that service providers will be sensitive to any needs that emerge in these gap areas, and work collaboratively with the existing network of support services in the County to refer youth for additional supports and services, as needed. This network includes: Camden County's Family Success Centers, the Camden Youth Education and Employment Success (YE2S) Center, the Camden One-Stop/Resource Center, and additional programs developed through the County's Positive Youth Development initiative and the efforts of the Camden Youth Prevention Policy Board.



Applicants should consider the following gaps that have been identified along the continuum, as follows:

Prevention: mentoring programs; job readiness; and, parenting skills

Diversion: programs to address dating violence; and, programs for batterers, Sexting workshops, Anger management workshops

Re-entry: gender specific programs for domestic violence and family planning; substance abuse counseling; and, supportive housing.

3. For FCIU applicants only: a copy of the Juvenile/Family Crisis Operations Manual is available at cpachvi.org
4. Changes made to the RFP :
  - a. Part 1 page 3 Positive Youth Development Services: Arson Diversion \$37,000.
  - b. Pg. 13. After-school/Weekend/Summer Services (Up to \$50,000) To provide delinquency prevention services in a group setting including but not limited to academic enhancement such as tutoring, help transitioning from middle school to high school and homework help; life skills to increase personal responsibility, self-esteem and confidence. Community building activities to strengthen leadership skills, community awareness and civic responsibility; Recreation/Health & Fitness activities to promote healthy lifestyles such as cooking programs and organized sports. Culture/art activities designed to provide students with opportunities to express themselves through music, dance, photography and drama. Collaborate with external organizations and individuals, particularly with museums, universities, private businesses, and community centers. A structured social program in an already existing setting MUST be the basis of all applications.
  - c. Pg. 16 -17 Gang Abatement Program (Up to \$10,000) Provide age appropriate anti-gang programming to youth. These workshops maybe conducted in schools, afterschool programs, recreation or community centers, etc. Programming should incorporate a broad spectrum of research-based interventions to address the range of personal, family, and community factors that contribute to juvenile delinquency and gang activity. Additionally the program should provide competence in skills such as problem solving, problem avoidance, refusal and "escape" skills, coping effectively with highest risk factors, asking for help from safe and supportive people, feelings management (self-monitoring and emotional intelligence), gang resistance, and impulse control. TARGET POPULATION: Camden County youth with preference in Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City youth between the ages of 8-16 years old.
  - d. Pg. 19. Out of School Hours - After-school/Weekend/Summer Services (Up to \$40,000) To provide diversionary services in a group setting including but not limited to academic enhancement such as tutoring, help transitioning from middle school to high school and homework help; life skills to increase personal responsibility, self-esteem and confidence. Community building activities to strengthen leadership skills, community awareness and civic responsibility; Recreation/Health & Fitness activities to promote healthy lifestyles such as cooking programs and organized sports. Culture/art activities designed to provide students with opportunities to express themselves through music, dance, photography and drama. Collaborate with external organizations and individuals, particularly with museums, universities, private businesses, and community centers. The sole purpose of these funds is to provide diversionary services to referred youth and their families from the Family Court. A structured social program in an already existing setting MUST be the basis of all applications. TARGET POPULATION: Camden County youth with preference in Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City youth between the ages of 10-18 years old
  - e. Pg. 20-21. Gender Specific Workshops, Females (Up to \$10, 000) To provide group workshops that addresses Relational aggression that acknowledges and defuses complex social/emotional games that victimize others through exclusion or isolation, rumors, gossip, eye-rolling, pitting friends against one another, sarcasm, revealing and altering personal secrets. The workshops need to be insightful interventions that will help learn other, more appropriate, ways to engage with their friends and family. Develop pro-social, leadership, social media, and healthy relationship skills. Female youth who have been identified by their local court system and local police as being in need of positive



female development to reduce at risk behaviors. TARGET POPULATION: Camden County Female youth with preference in Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City youth between the ages of 10-18.

- f. Pg. 21-22. Anger Management/Cyber Harassment/Anti-bullying Workshops (Up to \$10, 000) To provide group workshops that addresses Relational aggression that acknowledges and defuses complex social/emotional games that victimize others through exclusion or isolation, rumors, gossip, eye-rolling, pitting friends against one another, sarcasm, revealing and altering personal secrets. The workshops need to be insightful interventions that will help learn other, more appropriate, ways to engage with their friends and family. Develop pro-social, leadership, social media, and healthy relationship skills. If referred by Family Court, this service should target youth with known anger issues or that have exhibited delinquent behaviors. The service should be intensive and provide intervention services. The service needs to be in an accessible community location, can be offered during non-school hours of operation. The agency should counsel and assist youth with behavior modification methods (including communication, conflict resolution, life skills, and the like). Proposals must specify the total level of service. Family Court Judge(s) and other referral sources may choose to send any youth deemed appropriate for the service. These youth may have multiple issues and needs, which may include substance abuse, mental illness, juvenile justice involvement, protective service involvement, developmental disabilities, etc., or any combination thereof. TARGET POPULATION: Camden County youth with preference in Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City youth between the ages of 10-18 years old 10-18 years old
- g. Pg. 23. Family Crisis Intervention Unit (FCIU) (Up to \$193,298) These funds are for the operation of an out of court Family Crisis Intervention Unit (FCIU) in Camden County. The sole purpose of these funds is to provide crisis intervention services to referred youth and their families from the Family Court, police, schools, community and other agencies. The FCIU can provide services to resolve the immediate crisis leading to delinquency, thereby preventing the juvenile and his or her family from entering the formal court system. Agencies applying for these funds MUST have a solid history of offering crisis intervention services to this population. No new or start up programs will be considered. TARGET POPULATION: Camden County youth between the ages of 8-17 years of age
- h. Pg. 24. Evening/Weekend Reporting Center (Up to \$85,000) The Evening and Weekend Reporting Center is a highly structured program for pre-adjudicated juvenile offenders who would otherwise be in detention. Program participants eligible for referral can include in school and out of school youths and individuals on electronic monitoring bracelets and on house arrest. Annual level of service is expected to be 48 to 500 female and male youth. The length of stay is expected to be 30-45 days or until the court case is disposed. Agency must have the ability to transport youth. Must be able to provide separate environments for female and male youth during downtime of programming. Services must be provided from Monday through Friday from 3:00 pm to 9:00 pm and on weekends. The successful applicant will determine the actual weekend times of operation. Program schedule should be flexible to accommodate holidays and summer hours. Program site must be in compliance with appropriate building codes and located in the northwestern end of Camden County. Collaboration between community-based agencies is highly encouraged. TARGET POPULATION: Camden County youth up to the age of 18 years of age.
- i. Pg. 43 Section G, B- Goals and Objectives #3. Describe the effect the program that will have on clients.