



GENESEE COUNTY PURCHASING DEPARTMENT

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ERIC F. HOPSON
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September 18, 2009

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #09-021, 09-022, 09-023 and 09-024

1. Please include the following minutes from the Pre-proposal meeting as part of the above referenced RFP.

Indicate on the Signature Page item #5 and the exterior of the envelope containing your proposal:

“ADDENDUM #1 RECEIVED”

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 200
FLINT, MI 48502**

Eric F. Hopson
Eric F. Hopson, Purchasing Director
G:/bid2/2009/09-021add1

**PRE-PROPOSAL MEETING
THURSDAY, SEPTEMBER 10, 2009**

**09-021 –
YOUTH DIVERSION PROGRAM FOR 7TH CIRCUIT COURT, FAMILY DIVISION.**

**09-022 –
YOUTH/FAMILY DOMESTIC VIOLENCE INTERVENTION PROGRAM FOR 7TH
CIRCUIT COURT, FAMILY DIVISION.**

**09-023 –
STATUS OFFENDER DIVERSION PROGRAM FOR 7TH CIRCUIT COURT, FAMILY
DIVISION.**

**09-024 –
SEXUAL OFFENDERS INTERVENTION PROGRAM FOR 7TH CIRCUIT COURT,
FAMILY DIVISION.**

Ms. Carnes explained that she will be going over the RFP and what needs to be submitted in order to have your proposal considered. She will review and explain some of the items necessary to submit a responsive proposal. However, you should review the entire Request for Proposal in its entirety and ask questions if you need to.

Each of the above proposals must be submitted individually.

All proposals must be submitted by Thursday, October 1, 2009, at 3:00 pm. After 3:00 pm proposals will not be accepted. **ALL PROPOSALS MUST BE RETURNED TO THE GENESEE COUNTY PURCHASING DEPARTMENT.** You may submit them early and they will be opened on the due date.

Instructions for Proposers, Page 3:

#3 Submit one original proposal with an original signature page. Mark the cover “Original”. One additional copy must be submitted and one electronic version as well in Word or Adobe Format.

#4 A “Certificate to do Business with Genesee County” must be attached to the proposal. You should submit a Model Equity & Diversity plan to the Genesee County Office of Equity and Diversity office, and you will be issued a Certificate to do Business with Genesee County. If you do not receive it back in time to submit your proposal, please put a note with your proposal (on your letterhead) stating the date you submitted your Model Equity & Diversity plan to the County. You may need to do a renewal if you have a previous certificate.

#5 A Standard Proposed Services Contract is attached for you to read through to see what our expectations are with regard to a contract.

#6 The minutes of this meeting will be posted on our website. You must check the website for any additional addenda that may be added pertaining to these Request for Proposals prior to submittal of your proposal(s).

#7 Bidders Insurance Checklist. You should go over this checklist with your insurance agent and return the form with the signature of your insurance agent and your company representative. This is the insurance coverage that will be required from you as the successful proposer. Your agent may want to give you a certificate to show you have the coverage that would be required, which you may attach to your proposal.

Standard Terms and Conditions

Please review these items so you understand the process and what it means to be doing business with the County.

Additional Terms and Conditions

If you have questions after today's meeting, please submit them by email to Cindy Carnes, Genesee County Purchasing Department and they will be addressed in the addendum, which will be posted on the web site. All questions should be submitted to Cindy after this meeting to insure that everybody has the same opportunity to review the question and answers.

#11 Disclosure

Once the contract is awarded the information submitted is available to the public. All information submitted by proposers is available to the public under the Freedom of Information Act.

#13 Best and Final Offer

Best and final offer is available on this proposal meaning that the day the proposals are opened it will not be a public opening. The proposals will be reviewed and we may take the opportunity to request Best and Final offers from the proposers if we have additional questions or need clarification.

#14 Prime Contractor Responsibilities

The successful offeror(s) shall be required to assume responsibility for all services offered in the proposal regardless of who produces them. Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

#15 Non-Assignability

The contract may not be assigned, transferred, or conveyed by the Contractor without the expressed written consent of Genesee County.

Q. How should I submit my proposal if my firm services a portion of the County?

A. The intent is for one vendor to be awarded each RFP. When your expertise is in a portion of the county and there is another firm in the remaining portion to provide the service, community collaboration is encouraged and should be presented in the proposal.

SCOPE OF WORK, page 10

The youth that we serve in the Courts come from the entire county. We want you to be creative and propose what your firm can do. You have to spell out very clearly how you are going to achieve the results we are looking for.

Item G: Proposed Cost of Services The proposal does need to have a breakout of all cost showing us that you are considering all your costs for this service.

MINIMUM QUALIFICATIONS OF PROPOSER, page 15

Core Competency

We will be looking for people with experience. We want to know that you have worked with this youth population in the past.

Years of Experience –minimum of 5 years

Professional Experience & Qualification minimum Bachelor's Degree, on RFP 09-024 a Master's Degree is required. These requirements refer to the staff interacting with the youth.

Ability to Set Up and Perform The Proposer must have a proven ability for a contract start-up within one month of contract award.

Financial Stability Submit financial reports that shows your ability to provide services for the duration of the contract.

Proposal Requirements Content/Format

This can be used as a checklist which your proposal should follow. If you submit all of these items in your proposal it will be considered to be a responsive proposal. If something is missing your proposal will be considered non-responsive. Information to be included:

- A copy of the RFP#09-021 or #09-022 or #09-023 or #09-024 pages 1-36 consisting of:
- A completed signature page acknowledging that all addenda have been reviewed. Who the contact person is that the County will be working with when it is time to award a contract.
- A completed reference page with a minimum of 2 youth related references.
- A certificate to do business (or a letter explaining that you have submitted the information but have not received the certificate as of date of submittal).
- Item i – List the qualifications and prior experience of the firm and staff.
- Financial Cost Proposal - Reflects how much you will be charging for your services. This form needs to be completed with the fixed cost and the unit of service cost.

Any Alternate pricing must be submitted separately. This contract will pay for services performed. We are looking to move in the direction of performance based payments. These contracts are being awarded for one year. After one year, we will evaluate the success of the programs and continue with the successful services or make changes and issue a new RFP where necessary.

Q. How will the youth be assigned to the program?

A. The Court will make referrals to you. Everyone that you will be working with will be referred from the appropriate Court staff.

Q. How can I plan to add staff if we are not guaranteed a set number of clients?

A. The number of youth that will be served will not be guaranteed. We don't know what the climate is going to be out in the community from year to year. One year, we could be bombarded, or one year it could be a good year and kids aren't getting in trouble. It is possible to provide you past trends.

Q. Financial Stability – we don't have audits.

A. A year end financial statement (balance sheet and income statement minimum) and federal tax return forms for the same period can be accepted. We need to know that your company is solvent and established and able to do the work.

Q. Are we to offer some type of job training skills as a part of the proposal?

A. It is not something we ask specifically in the proposal, but we are asking you to be creative. So if there is something that you don't see in the proposal that you want to add in addition to these requirements, please feel free to do so.

Q. Is this a reimbursable contract or when the youth reach benchmarks?

A. You will be paid for the services provided. You will provide the service initially, then the following month you will bill for services that were provided. My future goal is to move towards a performance based billing, as certain benchmarks are met, and then you would be paid.

Q. Is this fee for service?

A. Reimbursed after services is provided. And that is why being an established company is important.

Q. When you ask for a copy of the RFP #09-022, is that this document? Can we complete the forms in it?

A. Yes, all pages of the RFP must be included with your proposal, the signature page, and reference page can be completed in those pages or additional completed pages can be included. A responsive proposal follows the proposal format in the RFP. If the proposal is responsive then the proposal is forwarded to the requesting department for further evaluation and to be considered for award.

Diane Melton, Juvenile Section Administrator presents the Scope of Work.
Most of this information will apply to all of the RFP's

09-021 Youth Diversion Program

The court has a number of youths that come to the attention of the court. They are all juvenile delinquents. So they have committed some type of an offense. The general ages are from 10 – 17. Based on the offense and the background information that we gather, we find out that these youths have varying sorts of needs. This RFP will be for youth with lower level type offenses. Maybe it's their first time they have been involved with the courts. All RFPs are to make sure the youths don't continue to come into the criminal justice system. However, with this particular one, we want to give youth an opportunity to make some amends and to also complete a certain number of requirements and be left to go ahead with their lives and discontinue their court involvement and hopefully learn from their experience with the court.

This particular program has the most number of youths being served. We're anticipating that 125 youth will be served annually within this program. We want someone to maintain supervision over these kids without the court providing supervision.

Have an orientation with the youth and the family and let them know what the program is about and what the expectations are. It is detailed on page 10 item no. 1. As you have the orientation, I also want the youth and the family to understand that they need to have input and they need to evaluate how they think your program has benefitted them. I want the orientation held within 5 days of the court providing the referral to you.

Because we serve such a broad section of youth, I would like for the agency to have a location that is centrally located or make some kind of accommodation or provisions for individuals that don't have transportation or not on a bus route. Many of our families that come into the court are indigent with very limited resources. Since we are dealing with youth, they don't have the ability to get to your agency; a lot of times they don't have very responsible parents. We have to do what we can to help the youth.

Page 11 Intervention – We need you to:

Supervise the youth in the community, check up on them when they are in school, in their homes, not only make contact with the youth, but whoever is their primary caregiver. Design programming to help them learn to grow and make sure they don't continue to get involved with the court system. Change some of their thinking, show them that they should pay back to the community, provide community service work to do something to make amends for their behavior.

In this particular program, I want to make sure that services provided to youth address some substance abuse issues. So I want every youth that comes into this program to have a base line drug screen. Based upon the results of the drug screen, there may be some education that needs to be provided to that youth, or they may need to get substance abuse treatment. As you work with that child, and you uncover issues within that home and within that family, you may determine that additional drug screens are needed for this child so you can monitor if this child is continuing to use drugs, not using

drugs, experimenting, what's going on. If that is the case, that needs to be documented. We will continue to drug test this child beyond the base line.

Q. Will the County do the drug test?

A. Genesee County will not do the drug screening. That is something either you would perform within your agency or contract and tell us how you are going to contract that service.

We are going to want to know as well, that you are utilizing proper chain of custody and how you are going to provide drug screens for youth and take into consideration that you are not dealing with an adult. There will be uneasiness there because it is a child being subjected to drug screening. As you explain the proper chain of custody, tell me what you would do to take into consideration that you are dealing with the youth population.

As you maintain contact with the child's school, find out how their attendance is, their grades are, how their behavior is. You are going to want to have a contact and relationship with someone at the school so you can find out their progress.

As you gather information about the child from the home and school, I am going to expect you to input case notes into a case management information system. That is an information system that will be used jointly by the courts and the awarded agency. It will be a good method of communication where you will be able to know what is going on in the court end and we can know what is going on in your end. The information you gather, as you work with this kid, will need to be put into this court information system. The court will provide you training. It is a fairly user friendly system. It is a web based system that can be accessed anywhere that you have internet access. You do have to purchase a user license that has an annual fee of no more than \$250.00.

As you work with the kids, and there are other services that you see that they need, feel free, and I encourage you to definitely make referrals to other assistance that they may need. Whether it's tutoring, help with getting clothes, basic needs, substance abuse treatment, anger management, things of that nature. Follow up to make sure they are getting there and how they are doing once they are there. Really work hard to find out what are the barriers that face this kid and not allowing this kid to be successful.

In this particular program, the juvenile will be assessed, by the court, a \$75.00 oversight fee. If the juvenile is successful in completing all of the requirements, then we will waive that. Notification of that fee assessment should be given to that youth and family at the orientation.

Youth may be referred to you during the summer months when school is not in session. If this happens, tell me how you are going to work with this child during the summer.

The length of this program traditionally averages 90 days. I would like you to work with the kids minimally 90 days, maximum no more than 6 months. If you are working with this child more than 90 days, you need to send me some documentation as to why you need

to continue more than 90 days. These children are low level first time offenders, and we don't need to spend a tremendous amount of services for them. We just need to get them back on track. If this population of youth successfully completes this program, their case is dismissed. If the child is successful, it would be your responsibility to notify the court that the program has been successful. You'll be required to file a dismissal form.

As you are working with these youths, entering your case notes, working with that family, and the child is unsuccessful, you can come to the court and say, this child is not participating in services and is being uncooperative. The court has the ability to look at the child's behavior, look at what the agency has done, and escalate this child to what we call being placed on the formal docket. They will no longer be supervised by an outside agency. They will come into the juvenile probation department, be assigned a probation officer, and they will continue with their judicial supervision, court supervision, and the process becomes much longer. The purpose of this program is to eliminate this from happening. Please be very creative on how you can deal with a low level offender and keep them out of the court system.

Q. How does the court get involved with local churches?

A. The court will never mandate a child being involved in any faith based organization. However, if a child is willing to be involved and a parent is willing for the child to be involved in a faith based organization, then we definitely want to see that happen. Courts around the country have more partnership than they have ever had with faith based organizations. However, the court will never order that or make that mandatory. Be careful to ensure, if you have a faith based organization collaboration that it is not mandatory, and the child has the ability and the parent has the ability to say "I don't want to be involved with that" and not suffering any kind of negative consequences because of non-participation in a faith based organization.

If you determine that a child is not successful, you will have a contact in the court that you are going to be working with. When there is a collective decision made regarding lack of success, the youth will be escalated to the formal calendar and your agency will be required to come to the initial court hearing, which is called a preliminary hearing, give an anecdotal summary of your experience with the child, and then the court will take over supervision of the child, and that is where your services would end.

Section C page 12 – Performance measurements

Biannual report is needed – as outlined here. What you did, results of drug test, etc. In terms of reimbursement, your agency must perform the service and keep track of the services performed. Once we make the referral and the child walks through your door, begin to track what happens. The following month the bill is due the 5th of the month. You report to the court all of the services your agency provided.

Q. Can reporting data be taken from the DCCMIS system?

A. Are you referring to CMH's system? (Answer: No. I'm referring to the drug court system.) The system that we have in Juvenile Probation is very different than the Drug Court MIS system. It's not as broad. The juvenile system is a new MIS system. We do

have some ability to still develop reporting tools in this system. Initially, I'm expecting the agency to provide the information requested. Can we work together in the future and try to automate some of these things? I'd like to think that is possible.

Q. Confidentiality?

A. As you work with our youth, know that court records are not sealed. The information you are providing is not confidential. Every youth has a court file and a social file. The social file is always confidential. No one can view that. But the court information is actually a public record. I do ask that you be sensitive and that you do not discuss and disclose information about the youth even though it is not confidential information. Now evaluations and things of that nature, yes, that is confidential. Yes, you do want to get releases to be able to talk to the assigned worker regarding things that are of a confidential nature. General Court information is on the record.

Q. If an agency sees something that should be reported to Protective Services, would we do that and how do we notify the Court?

A. Yes, you would report them as you would normally to Protective Services. Regarding notification to the court, when you enter a case note, the MIS system has a feature where you can check on the assigned caseworker, and an email will automatically go to the assigned worker. This is an easy way for you to be able to communicate with us. We would like to know that information. But yes, as far as Protective Services, you would follow your normal procedures.

Q. Can you make ancillary referrals within your own agency if offered?

A. If it is offered within your agency, yes. You can refer within your own agency. But I want you to understand, when you make those referrals for those additional services, it is not a reimbursable service to the court. There are a lot of indigent people that we work with in the court, so if there are free services out there, we would encourage you to use those services first. Or, if that family has Medicaid, or any kind of private insurance, which a few of them do, then you can refer them to a service within your agency and do the appropriate billing within your agency. You are free to do that.

09-022 YOUTH / FAMILY DOMESTIC VIOLENCE INTERVENTION

This is brand new. We have a lot of families that are struggling with domestic violence. We have a lot of minors coming in that have hit Mom, they've hit Dad, they've hit siblings, and Mom and Dad want this child out of the house immediately, and don't want this kid back. But unfortunately, it is not that simple. We have to teach the family how to interact more appropriately with each other.

This covers the same population of youth ages 10 -17. Youth will be adjudicated on a delinquency charge, generally. There may be a small percentage of them that have not been adjudicated, but 90% of the kids will be adjudicated. When I say adjudicated, in the adult world, we look at this as a conviction.

We are looking for you to work with the youth individually, and try to get the youth to respond to treatment, to understand appropriate response techniques, anger

management, and things of that nature. We also would like for you to work with the primary care giver individually, because there are some dynamics between the youth and the primary care giver. Then bring them together collectively and work with them as a whole.

Provide an orientation within 5 days of referral at an appropriate location, or offer some type of assistance to help them get to that orientation. We would like you to do a full bio-psycho-social assessment and gather what ever kind of historical information you need, obtained from the youth and the family, to help you develop a treatment plan to serve the youth and family. We need you to do that within 72 hours.

Provide individual, group, and family counseling with a curriculum that will help them deal with whatever is going on in the home. Track their attendance at the session. The court really needs to know: what session was scheduled, did they attend, did they not attend, did they reschedule. We need to be able to collectively look at that, so we can know if we are dealing with a family who is attending treatment as the court has ordered them to do, or are they consistently not showing up. We have seen that when we look at the list of the treatment sessions that they have attended, a lot of times they don't get much treatment at all. The court has the power to make them attend that treatment. That is why we need that information. I understand it is a tedious task, but it is something that is critical for us. The Court knows you can't expect behaviors to change without treatment, or with very little treatment.

This population needs a drug screen. We need to know what is going on. Be aware of the population that you are screening, make sure to follow the proper chain of custody, and if you see a need for continued drug testing, document that and let us know.

Q. Are we drug screening the entire family, or just the youth?

A. Youth. What I would encourage you to do is talk to that primary care giver. Use your skills and ability and to try to uncover contributing issues. Be the clinician to help the primary care giver deal with their issues as well. A lot of times they coincide.

Q. If there are drugs used by adults with adults within that home setting, we have to contact Protective Services, because that is an environmental issue.

Any need that you feel to contact Protective Services, I'm not going to get in the way of you doing that. That is appropriate. However, you want to be able to also continue to work with the family and maintain a relationship, not alienate that family, but yet, you have a duty to protect that child. So it's being able to find that balance.

Q. Will we work with other family members?

A. Your primary responsibility is to work with the referred court-involved youth. Yes, we understand there are other needs, and we are unable to serve all of those needs. The court would like to be able to fix the entire family, but we can't always do that. We have an obligation to serve the youth that is before the court. All of these proposals are asking you to serve the youth that is before the court.

Q. Can we provide siblings supportive services?

A. If you have the means to provide supportive serves to siblings, that's great. The Court will not reimburse you for that.

As with the other proposals listed, make referrals for other services, track that information, assist that family to get to other referrals, be able to utilize an MIS system for the caseload, and pay a user fee. The program length is undefined. We want you to tell us what you think an appropriate program plan would be for this type of population. There are performance measurements also listed here with a request for an annual report. We have laid out the types of things we want you to report on with the same type of billing reimbursement that I explained earlier.

09-023 STATUS OFFENDER DIVERSION PROGRAM

The population that we deal with that are status offenders, are youth that are committing offenses that would not come to the courts attention except for the age of the child. Status offenders are youth with incorrigible behavior, curfew violations, are runaways, or youth truant from school with the same age group of 10-17.

The difference with this population is it is a voluntary program. Kids are not court ordered or court mandated to be involved. However, we do see this as an essential service because we are hoping to provide services to these youth with the hope that they never become court involved.

With these youth, a lot of them may also be in need of some type of respite or emergency shelter care. The anticipated number of youth that we have served traditionally in the past, annually, is about 65. The average length of services should be around 90 days.

Be creative in what you think would work for this population. This population will need an orientation. Because this population of youth has more of an immediate need for services, we need that orientation to be held within 3 days at a central location or some type of alternate service provided for those that don't have transportation. As far as services that you provide, I would like you to be able to accept a walk-in referral and be ready to immediately deal with this youth and the family.

Complete within 72 hours, a bio-psycho-social assessment and collect the other historical background information that will help you be able to develop a treatment plan and case manage. You do need to provide individual and family counseling for the youth and the other pertinent family members. Find out what is going on. What's causing this child to run away? What's causing this child to not go to school?

Tell me what those counseling services will be. Explain what kind of curriculum you will develop to service this population. They are not criminals. We do not want to see them come into the court system. But, there are family issues that need addressing so they do not get involved with the court system at all. Have the ability to provide some mental health screening and make referrals if appropriate. Track their attendance for sessions

that you have within your agency and/or sessions that you schedule outside of your agency. Also develop in your curriculum some type of education for them, some type of teaching scenario, community service work that will get that child to begin to engage differently and think differently. Make referrals, outside referrals, make those school and home visits. Have the ability to provide temporary respite or shelter care.

These children are running away from home for a specific reason, and we need to find out what that reason is and what is going on. Why is this child out at 1 and 2 o'clock in the morning? Parents requests assistance from the court because they can't control them. They may report that the youth "won't get up in the morning, they won't do what I tell them to do, I tell them not to leave and they leave anyway".

We want to be able to provide some intervention before this youth gets into trouble. For respite and emergency care, services need to be available 24 hours a day, 7 days a week. If the police call and say there is a kid out here at 3 o'clock in the morning, we need you to be able to deal with that immediately. For this particular population referrals come from Court, schools, police, or parents. The Court would like to provide intervention services for the youth/families in our community.

Q. If court is not involved is re-unification the goal or are we to just provide respite?

A. Yes, we are asking you to provide respite services. These youth have a home, they are just not staying in it, or they are having some issues within that home. Parental rights may already be terminated, but they may have a legal guardian and they are running away from the legal guardian's home. Or they live with their parents, but the parents can't control them yet the parents still have legal custody of the child.

This is a diversionary program. The Court doesn't want to get involved. The Court wants an agency to intervene and hopefully fix some of the issues and provide some guidance. Provide some preventative tools to keep them from coming into the court system. However, again if this child isn't successful, because of the fact of their age, the offense can be adjudicated by the Court. If they are unsuccessful, you would have a contact within the Court to sit down and discuss the case to see if there are any options.

If it is not possible for you to work with this family longer, or if you've exhausted all of the options and there is nothing left for you to do, then the matter can be petitioned before the Court upon approval. Then youth are formally involved with the Court, the Judge, and the Probation Agent. We do not want to see them before the Court especially for status offenses.

If unsuccessful, the case would be petitioned formally before the Court and there would be a preliminary hearing where you would be expected to give a summary of the case. Then your job would end. The same performance measurements – reporting annually. The same reimbursement schedule applies as discussed earlier.

09-024 SEXUAL OFFENDERS INTERVENTION PROGRAM

There should be an evaluation of child and family. A recommendation should be provided to the Court regarding the most appropriate method of treatment that should be administered - either within community with specified services or a residential facility.

If treatment is provided in community, what is your curriculum – youth, family or both. The following should be provided: Orientation, intake, counseling, carefully track attendance, referrals for additional services and track. Annual Report is required. Client records must be maintained. Services are reimbursable.

Q. What age group?

A. 10-17

Q. If offense happens in the home are there any special requirements?

A. No, the challenge is how treatment should be administered with concern for victim being in the home. Will the victim remain in the home? If so, for the youth before the Court, it may be appropriate to provide community treatment but they cannot return to the prior custodial arrangement. This should be taken into consideration during evaluation with appropriate recommendations given. Or, is out of home treatment the best option with possible reunification in the future. This is all part of the evaluation.

Q. What is the average number of youths served?

A. 50 Annually.

Q. Funding and reporting - Are we required to report to other agencies?

A. Only responsible to report to the Court.