

REQUEST FOR PROPOSALS (RFP)
FOR TRAINING AND TECHNICAL ASSISTANCE TO COMMUNITY-BASED YOUTH
SERVICES PROVIDERS
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INTRODUCTION

The Oklahoma Office of Juvenile Affairs (OJA) is soliciting proposals from responsible suppliers to provide training and technical assistance to Community Based Youth Services providers in the State of Oklahoma.

I. GENERAL INFORMATION

The deadline for submission of Proposals is Friday, June 20, 2008, 4:30PM. The award of Contract is governed by OJA purchasing procedures. Offerors are advised to become familiar with the OJA Purchasing Procedures. Any questions or requests for clarification of this solicitation should be directed to the OJA Contracts and Procurement Unit prior to the Proposal deadline.

The point of contact for this solicitation is Denise Stewart, the OJA Contracting Officer, at (405) 530-2996. The OJA Facsimile number is (405) 530-2946. All inquiries and responses will be conducted via facsimile transmission or email. The email address for questions is: cbysrfa@oja.ok.gov.

II. SCOPE OF WORK

A. Training

OJA will require the Contractor to develop training curriculum and schedule trainings of Youth Services Agencies' staff and referencing the operations manual that was developed during FY 2007 and updated FY 2008. Training shall be made available to address the areas contained within the previous manual.

B. Technical Assistance

Contractor shall provide consultation and agency coordination between the Office of Juvenile Affairs and Youth Services Agencies designated by OJA. Technical assistance will include coordinating the peer review process with designated youth service agencies, the Community-Based Youth Services Division of OJA, and the organization authorized to provide the peer reviews. Peer reviews for all designated youth service agencies will be completed no later than March 15, 2009. A completed peer review is defined as a completed review and report to the Office of Juvenile Affairs of the organization, programs, records, and financial condition of a designated youth service agency. The peer review may include a documented review of the following based upon the review criteria set for by a consensus of Designated Youth Services Agencies: governing authority, agency management, agency financial, personnel, client rights, confidentiality, record keeping, community prevention & diversion, first-time offender program, shelter program (if applicable), and records check & forms.

Contractor shall provide the following to the OJA Designated Youth Services Agencies:

a. Training and Technical Assistance

- 1). Contractor shall provide training, as needed upon request from Designated Youth service agencies or OJA and in coordination with OJA IT Unit. The purpose of such

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- training is to ensure uniform service definitions, documentation and data entry into the JOLTS management information system for all major service categories.
- 2). Contractor shall provide training and technical assistance to support and facilitate the efficient operation of existing programs and the implementation of any new programs as approved by the Division Director of Community-based Youth Services or Designee. The training curriculum must be submitted to the Division Director of Community-based Youth Services or Designee for approval within 21 days prior to the delivery of any scheduled training. Contractor shall also provide materials and supplies necessary to deliver technical assistance, training of personnel and support of youth service programs. Contractor shall provide to the Division Director of Community-based Youth Services or Designee samples of all training materials used with updates when changes occur.
 3. Contractor shall provide training for new Youth Services Agency Board members, Agency Directors and orientation for new Youth Services staff within 30 days of employment upon request from Agencies.
 - 4). Contractor shall provide training and technical assistance to prospective new Youth Services Agencies.
 - 5). Contractor shall assist the OJA Information Technology (IT) Youth Services Agencies Liaison in training Youth Service Agency staff about proper and acceptable data entry. The description shall also address the steps the Contractor will take in resolving disagreements and remedying problems that occur with data entry as a result of a Youth Service Agency's failure to input complete and acceptable data on Youth Service Agency clients into the OJA Client Information System.
- C. Recommendations for continued update of State Plan for Community Based Youth Services.
- Contractor will examine current funding levels for designated youth services agencies. This examination will include a report to OJA that may include as coordinated with the Division of Community-based Youth Services:
1. An examination of current allocation of funds for designated youth services
 2. The methodology for retention or potential realignment of funds for designated Youth Service Agencies
 3. A plan for potential future funding increases for designated Youth Service Agencies that includes program performance measures, financial viability, and documented need for increased funding
 4. Statistical analysis of documented need for Community-based Youth Services by catchment area designated in Attachment B-1.
 5. Statistical analysis, document preparation, and document presentation of reports that various entities request of the Office of Juvenile Affairs that relate to or could influence designated youth services agencies or their relationship with/to the Office of Juvenile Affairs.

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III. **COMPENSATION AND CLAIMS SUBMISSION**

A. **Compensation**

Under the terms of the Contract, OJA shall compensate Contractor for approved claims for cost reimbursement not to exceed the amount awarded pursuant to this RFP.

B. **Travel Expenses**

Allowable travel expenses incurred by Contractor pursuant to the Contract shall be included in the total amount of the Contract award. OJA may pay travel expenses (including per diem) specified in the budget and charged against the total amount of the contract award. In addition, OJA will reimburse authorized travel expenses in accordance with the Oklahoma State Travel Reimbursement Act, 74 O.S. §500.2. Contractor shall not charge out of state travel against this Contract without prior written approval of the OJA Executive Director.

C. **Claim Submission Requirements**

Contractor shall submit monthly claims to OJA for payment in accordance with procedures and in the format prescribed by OJA. The OJA prescribed claim form is available on the OJA website, www.oja.ok.gov. Contractor shall maintain detailed supporting documentation to include but not limited to paid invoices, claims for travel reimbursement, payroll records and time reports including name of employee, description of any contract labor, and description of costs included in building(s) category (rent, telephone and utilities) .

Claims for cost reimbursement shall be in accordance with the standards set forth in OJA's Guidelines for allowable costs for Cost Reimbursement Contracts posted on the above referenced website.

D. **Budget**

All budget changes from the initial budget must be submitted in writing and in the format as prescribed by OJA with a budget narrative and supporting documentation attached. Budget changes must be approved by OJA in writing prior to becoming effective.

IV. **CONTRACT TERM**

The term of the Contract shall be effective from the latter of July 1, 2008, or date of execution, to June 30, 2009. Work done before the effective date of the Contract is at the Contractor's risk.

V. **CONTRACT MANAGEMENT.**

- A. The Contractor shall provide all the personnel, services, equipment, and facilities to ensure the performance of the contract. The Contractor shall be responsible for overall performance and shall define and maintain appropriate subcontract and associated contract relationships to support all necessary requirements and interfaces. The Contractor shall develop internal and external communication procedures to

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- ensure maximum benefit from organizational structure and practices. The Contractor shall comply with all state, federal, and local laws and regulations.
- B. Contractor shall coordinate and meet with Youth Services Agencies as required in order to perform the tasks and activities described in Section II. Scope of Work.
 - C. The Contractor shall be responsible for all financial management and fiscal accountability associated with the services provided in this RFP and for the entire Contract period.

VI. PROPOSAL SUBMISSION REQUIREMENTS - Format and Content

Offerors must submit all information required under this mandatory section in response to the requirements for the project. Any Proposal, which does not address these mandatory program requirements, will cease to be evaluated and no longer be considered for a resultant contract award. Proposals must be complete, when submitted, and should clearly describe the Offeror's ability to meet the requirements of the RFP.

Offerors shall acknowledge receipt of any and all amendments to the RFP by signing and returning a copy of the amendment form. Acknowledgment shall be included with the proposal or submitted separately. If submitted separately, amendment acknowledgments must contain the RFP title and opening date on the envelope. OJA must receive any acknowledgments submitted separately prior to the Proposal deadline. Failure to timely acknowledge an amendment may be grounds for rejection of a proposal.

Proposals received after the proposal deadline date and time will be deemed non-responsive and will not be considered further.

The Proposal shall be executed in the name of the Offeror, signed by an authorized person for that entity who has full knowledge and acceptance of all its provisions of the proposal and such signature shall be notarized.

Proposals shall be in strict conformity with the instructions stated on the RFP. Handwritten proposals will not be accepted. Any changes or corrections to the proposals must be initialed in ink.

All proposals must be submitted as legal offers and any proposal, when accepted by OJA, will constitute a firm contract. In case of conflict between the proposal and the RFP, the RFP will control. Failure of the Contractor to accept these obligations may result in cancellation of their selection.

The state of Oklahoma is not liable for any cost incurred by Offerors in the preparation or submission of proposals. All proposals submitted become the property of the state of Oklahoma and will not be returned.

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Original proposal must be clearly marked “Original.” Offeror must submit one original and 3 copies. The original proposal and the 3 copies should be submitted in separate 3-ring binders, and mailed or delivered to The Office of Juvenile Affairs, Attn: Contracts and Procurement Unit, 3812 N. Santa Fe, Suite 400, Oklahoma City, OK 73118.

A. **Program Design**

1. Statement of Commitment (Partnership)

The Offeror must submit a statement that describes its commitment towards supporting and enhancing the statewide Youth Services Agency’s programs and operations as it relates to OJA’s mission statement.

“The Office of Juvenile Affairs is a state agency entrusted by the people of Oklahoma to provide professional prevention, education, and treatment services as well as secure facilities for juveniles in order to promote public safety and reduce juvenile delinquency.”

2. Program Description/Approach

The Offeror must present a well-detailed plan and program design/approach, with a clear picture of the program and how the program design/approach is relevant to Section II. Scope of Work. This is the Offeror’s opportunity to explain how the program will be implemented from beginning to end in logical order including detailed timeline, who will be involved, and how a final plan of action will be achieved. Describe goals and objectives for each proposed program component and how they will be accomplished.

B. **Budget –Available on OJA website**

The Offeror shall use the Budget Forms available on the OJA website. In completing these forms, the Offeror shall demonstrate an expenditure plan that will ensure services funded by the resultant Contract are provided as defined in the Offeror’s Proposal for the entire contract period. Proposal cannot exceed available funding.

VII. **PROPOSAL EVALUATION CRITERIA**

Criteria are listed in descending order of importance. A point system will be used for this evaluation.

A. **Program Design**

The Proposal demonstrates the overall need and program rationale as evidenced by providing the following:

1. A clear and concise commitment statement.
2. A Well detailed plan (including a timeline) with measurable goals and objectives that are clearly defined as to how the contractor will implement the scope of work and how the goals and objectives will be achieved.

B. **Offeror’s Information -**

1. Relevant past performance: Offeror shall provide documentation of 3 to 5 years experience providing technical assistance to social services agencies in community-based settings.

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C. **Price** -

Formula allocation, rating each proposal received against lowest responsive proposal received. -

FORMULA:
$$\frac{\text{Price of Lowest Responsive Proposal received} \times \text{\# points}}{\text{Price of Proposal Being Evaluated}}$$

D. **Budget** -

Budget documents consist of accurate and complete Budget Summary Form and a Budget Narrative Justification. Offeror's proposed budget shall provide:

1. A reasonable and appropriate cost for the scope and nature of the program
2. A budget narrative justification that is detailed and sufficient to demonstrate the link between the requested funds and the program description/approach being proposed; and that costs are reasonable and sufficient to support the proposed programs Contract/Entire Agreement

IX. **Selection, Award and Protests/Appeal of Award**

The process for selection, award and protests/appeal of award shall be conducted pursuant to OJA purchasing procedures, as approved by the Department of Central Services.

X. **Contract/Entire Agreement**

A binding contract shall consist of: (1) the RFP and amendments thereto (2) the contractor's proposal, (3) clarifications of the proposal, if any; and (4) OJA acceptance of the proposal by "notice of award". All Attachments included in the RFP shall be incorporated into the contract by reference.