



**VENTURA COUNTY PROBATION AGENCY**

**800 S. VICTORIA AVE.**

**VENTURA, CA 93009-1080**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ# 2018-02**

**for**

**Service Providers for Aggression Replacement Training  
for Youth in the Juvenile Facilities**

**Budgeted for up to \$35,000 per year.**

**Date Issued:** April 26, 2018

**Deadline for Written Questions:** May 25, 2018 @ 3pm

**Deadline for Submissions:** June 1, 2018 @ 3pm

**Estimated Start Work Date:** Within 3 months of Applicant signing a valid contract with the County

## I. INTRODUCTION

This is a Request for Qualifications (RFQ) to determine applicant's qualifications to provide an **Aggression Replacement Training** for youth housed in the Juvenile Facilities, for the possibility of contracting with the Ventura County Probation Agency (VCPA).

The successful Applicant will be expected to work collaboratively with VCPA stakeholders and juvenile justice partners to enhance community and institutional programming to safely and most effectively service the youth population and increase public safety. Services should be designed to support youth who are supervised by Ventura County Probation Agency.

## II. OBJECTIVES

Aggression Replacement Training (ART) is a cognitive behavioral intervention program to help children and adolescents improve social skill competence and moral reasoning, better manage anger, and reduce aggressive behavior. The program specifically targets chronically aggressive youth and adolescents ages 12-17. VCPA desires to have a provider teach ART to youth housed in the Juvenile Facilities under VCPA supervision.

## III. REQUIREMENTS/SCOPE OF WORK

Applicants must have experience and be qualified to teach Aggression Replacement Training (ART), as based upon the Goldstein, Glick & Gibbs model.

In addition, VCPA desires the following capabilities for these services:

**A. Case Management:** A case manager will track progress of each youth, co-create a personalized plan for 30-45 days, and will report their progress and attendance/non-attendance results to VCPA.

**B. Conduct Aggression Replacement Training (ART):** Conduct ART in accordance with nationally recognized standards, including social skills, anger control training and moral reasoning.

- 1. Group Classes:** Teach ART group classes for up to 10 youth at a time.
- 2. Individual Therapy/Consultation:** Be available for individual consultation with youth to help with aggression and anger management.
- 3. Provide Learning Materials:** Provide materials for youth and VCPA staff for learning and reference.
- 4. Train VCPA Staff:** Train DPOs & CSOs in ART and techniques for managing aggression in youth.

## **5. Attend California Institute of Mental Health (CIMH) Annual Symposium**

### **B. Coordinate with Other Agencies and Service Providers and Give Presentations to the Juvenile Justice Coordination Council**

Applicants must demonstrate agency leadership representation at either the Juvenile Justice Coordination Council (JJCC) meetings or a history of recognized and publicized involvement with intervention programs for at risk youth in Ventura County.

### **C. Performance Measures**

Develop effective performance measures for services provided by Applicant as well as a self-evaluation of the program management. This may include surveys from the youth, parents, and teachers.

### **D. Background Investigations**

Successful applicants and their employees will be required to provide services to youth in the VCPA Juvenile Facilities (JF) and pass a background investigation conducted by VCPA. This will include Live Scan fingerprinting, criminal records, judicial records, civil and traffic records.

### **E. Billing/Invoicing Requirements**

Funding for these services may come from various grants and sources. Applicants MUST be able to initiate specific billing codes for each line of funding. All billing must be based on fee for service per client, based upon caseload, broken down into a fully loaded hourly rate.

### **F. Data Reporting Requirements**

Applicants must be able to accurately and timely track and report data on a monthly basis as part of the invoicing. Data metrics will include number of youth, type of services provided, youth progress, drop-out rates, reasons for drop out, relapse rates, behavior problems, and other data that may be required or useful under each funding source.

### **G. Confidentiality Requirements**

Applicants must be able to keep all youth information secure and confidential. Applicants must follow rules and regulations for youth/client confidentiality.

### **H. Evidence-based Program Management**

Applicants must have experience and ability to expertly manage evidence-based programs and practices.

## **I. Spanish and Other Languages**

VCPA desires Applicants to have the ability to provide services in English and Spanish, either from direct providers or staff who can translate.

**J. Hours Available:** Must be available 3pm to 8pm Monday through Friday and available on weekends as needed.

## **IV. APPLICATION PROCESS**

**A. Required Documents:** All Applicants must submit copies of the following documents with their LOQs:

1. **Professional License:** Current professional license(s), for all staff possessing one, from the license awarding authority demonstrating the legal authority to provide these services, if required.
2. **Business License:** Include corporate or LLC filings with California Department of State, and/or local City business permits. Include any licenses for your facilities.
3. **Certificates of Insurance**
  - a. **Professional Liability:** (e.g., Medical Malpractice, etc., if applicable)
  - b. **General Liability**
  - c. **Worker's Compensation:** (if Applicant employs one or more people)
4. **IRS Form W-9:** Most current completed and filed W-9.
5. **IRS Form 990:** If your organization is a non-profit.

All documents must be current and valid.

VCPA reserves the right to **COMPLETELY DISQUALIFY** and eliminate from consideration any application that does not include these documents.

**B. Letter of Qualification (RFQ):** For consideration, Applicants must submit a written LOQ that describes the Applicant's professional qualifications and relevant experience in the format below:

1. **Cover Letter:** A cover letter, which shall be considered an integral part of the response, shall be signed by an individual(s) who is/are authorized to bind Applicant contractually. Must include the following information:
2. **Individual or Organization Profile/Experience:** Provide a brief company profile. Information provided shall include:

- a. Organization Chart: Name address, telephone number and e-mail for you and each of your providers.
- b. Organization History & Background: Include why Applicant is qualified to provide the services described in this RFQ.
- c. Previous Contracts: Include a brief resume of all similar projects your organization has performed in the past five (5) years both in the public and private sector. Include the following:
  - Client Name
  - Client Address, Points of Contact, Phone, E-mails
  - Project Description/Services Provided
  - Number of People Served
  - Outcomes/Results
- d. Experience Coordinating with Other Organizations: Describe your organization's experience in making presentations to and coordinating with other organizations.

### 3. Employee Information

- a. Employees: Number of employees, including independent contractors and sub-contractors, both locally and nationally.
- b. Staff Qualifications and Availability: LOQs are to include information specifically on those persons actually performing work on the project including:
  1. staff hourly rate and percentage of involvement for each person,
  2. educational background,
  3. experience and professional resumes,
  4. technical expertise,
  5. any professional licenses with the issuing authority,
  6. language capabilities, other than English
- c. Sub-contractors: If you plan to sub-contract work, you must indicate the name and address of each firms and the type of work, or tasks, it will perform. Identify the personnel to be assigned along with the information in b. above.

**Note:** Staff, including independent contractors and sub-contractors, may be subjected to background investigation, which may review records from California

Department of Justice, Federal Bureau of Investigation, Department of Motor Vehicles, and other agencies. If such investigation reveals disqualifying information regarding a staff member, the County, in its sole discretion, may restrict that staff member from access to County buildings, youth, and youth's records.

4. **Plan and Approach:** This section shall serve to provide the County with key elements and unique features of your LOQ.

- a. Case Management: Include a description of any software used or methodology.
- b. Group Classes: Size & type
- c. Individualized Services: Types and capabilities
- d. Family Services: Describe outreach to family
- e. Capacity and Availability: Number of youth you are able to serve per week. Include times during the day or evening showing availability for providing services.
- f. Staff to youth ratio.
- g. Languages: Ability to provide services in Spanish and other languages.
- h. Collaboration abilities with other agencies and service providers: Schools, families, law enforcement, social workers, medical professionals, etc.
  - Approach to the project
  - Guiding philosophy
  - Schedule of Milestones
  - Techniques for operating the project
  - Special features that set your program apart from others
- i. Data Collection & Reporting: Describe types and frequency of data you will collect and results you will report.
- j. Fidelity to the ART processes and program.

5. **Financial Information:**

- a. Budget History: Proposal should include a brief description of how you or your organization has adhered to budget and schedule constraints for similar projects in the past.

- b. Dun and Bradstreet number: If you have one.
- c. Current Financial Statement or Annual Report.
- d. Applicants shall make a definitive statement regarding their financial ability to perform the requirements hereunder.
- e. Budget/Compensation for Services: The LOQ should contain all pricing information relative to performing the services described in this RFQ. Cost of service must be broken down as a fee for service, preferably in ***an hourly rate per youth, per instructor or per session.***
- f. Identify a proposed budget and schedule with the work hours of key personnel, hourly rates, estimates for materials and other resources, and the schedule for the work.
- g. Pricing shall include everything necessary for completion and fulfillment of the agreement. All costs and the calculation of fees for every service must be detailed in a budget worksheet. No additional charges (e.g., for transportation, out-of-pocket expenses, etc.) will be allowed unless so specified herein.
- h. **No Fixed Assets or Equipment**: VCPA does NOT pay or reimburse vendors for purchases of fixed assets and equipment. DO NOT include these costs in your budget.

## 8. Disclosures

- a. Suspension, Debarment, Corporation Active Status Designation  
In order to submit a Proposal, Applicants must not be listed as an ineligible person on the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities from federal programs or the California Department of Health Care Services Suspended and Ineligible Provider List for Medi-Cal program services. VCPA plans to use the following links to identify individuals and entities that are not eligible to contract with VCPA:

<http://exclusions.oig.hhs.gov/>

and

<http://files.medi-cal.ca.gov/pubsdoco/SandILanding.asp>.

Applicants registered with the California Secretary of State as a corporation, limited liability company, or limited partnership must have an active status designation on the California Secretary of State Business Entities Search website. VCPA plans to use the following link to verify a business entity's status: <http://kepler.sos.ca.gov/>.

b. Contract Failures, Sanctions, and Disciplinary Actions

VCPA requires that all Applicants self-disclose any:

1. contract failures within the past two (2) years,
2. convictions against them or any individual with their organization for violations of criminal law,
3. any sanctions,
4. any disciplinary actions by any federal or state law enforcement agency, regulatory agency, or licensing agency (including exclusion from Medicare and Medicaid programs), and
5. any corrective action plans or complaints from other contracted entities, agencies, or jurisdictions.

c. Option to Reject LOQ

VCPA reserves the right at any time to reject any LOQ based upon a Applicant's prior history with the County or with any other party based on their prior unsatisfactory performance, criminal, adversarial or contentious behavior, significant failure(s) to meet contract milestones, or other significant contractual failures.

**C. Method of Publishing:** VCPA posting an RFQ on the VCPA website, Facebook, or Twitter is considered constructive notice to potential Applicants. Applicants are encouraged to monitor and bookmark the VCPA website under the Services tab and scroll down to RFPs. VCPA may e-mail the RFQ to certain potential Applicants who send their complete contact information. **This MUST include e-mail.** VCPA will ONLY send RFQs via e-mail.

If a potential Applicant wants to be considered for future e-mail delivery, it must either clearly post its contracting point of contact e-mail on its website AND actively send its contracting points of contact (address, phone numbers and e-mails) to:

[aramis.nahabedian@ventura.org](mailto:aramis.nahabedian@ventura.org).

**D. Questions Regarding this RFQ:** Applicants must promptly notify VCPA in regard to any ambiguity, inconsistency, or error that may be discovered upon examination of the RFQ documents. Questions must be specific and should correspond to the relevant paragraph in this RFQ. County will not assume any responsibility for errors or misinterpretations resulting from the use of RFQ documents.

\*\*\*All questions must be submitted in writing via e-mail no later than **May 25, 2018** to:



[aramis.nahabedian@ventura.org](mailto:aramis.nahabedian@ventura.org).

**E. VCPA Website:** The RFQ, Questions and Answers, and any general updates will be posted on the VCBH website at the following address:

<http://venturaprobatation.org/index.php/services/RFP-s>

## F. LOQ Delivery Process

1. **Deadline:** LOQs will be received by the Ventura County Probation Agency until 3:00 p.m. on **June 1, 2018**.
2. **Method of Delivery:** All LOQs must be in writing and received by the deadline above **ONLY** by the following methods:
  - a. **Submit In Person:** Come to the Government Center at 800 South Victoria Ave. The Probation offices are located on the 3<sup>rd</sup> Floor of the Pre-Trial Detention Facility (County Jail Building). Go through the glass doors and take the elevator to the 3<sup>rd</sup> floor and follow the signs. Submit the LOQs to the receptionist at the front desk. Proposals will be date/time stamped at the time they are received.
  - b. **Submit Via Mail:** Make sure you have enough time for your LOQ to be **RECEIVED** by VCPA **BEFORE** the deadline. VCPA will not accept or review any proposals received after the deadline regardless of when they were postmarked. Mail your Proposal to the following address:

Ventura County Probation Agency  
Pre-Trial Detention Facility, L#3200  
800 S. Victoria Avenue  
Ventura, CA 93009

Attn: Contracts Administrator

3. ***Proposals MAY NOT be submitted via facsimile or electronic mail.*** LOQs MAY be hand delivered **BEFORE** the deadline above.
4. **Copies of Proposal:** Submit one (1) original and five (5) copies of the LOQ.
5. **Title:** The original and copies must be marked with RFQ# 2018-02.
6. **Duration:** Proposals, including information provided therein, must be valid for a minimum of 90 days.

## V. EVALUATION PROCESS

The RFQ will allow for an open, fair, and competitive evaluation process.

**A. Evaluation Criteria:** Criteria below are not listed in any order of preference. Qualifications will be evaluated on the basis of:

1. **Experience & Qualifications:** Experience providing services to the target population. Expertise providing services, including data reporting, performance measures and quality control. Qualifications of organization and staff. History of providing services to other entities, including customer satisfaction.
2. **Capability & Availability:** Ability to provide services to the target population at the convenience of VCPA and adapt to the needs of the youth. Include number of youth able to serve, available days and times to see youth, and the ability to provide services.
3. **Plan & Approach:** Your overall comprehensive strategy to providing services. Approach to the project, evidence based practices, condition of facilities, staffing, activities, and services.
4. **Financial History & Budget:** Financial stability and resources of the Applicant. Ability to maintain compliance with contract terms and conditions. Compliance with invoicing deadlines and submitting required supporting documentation. Reasonableness of cost.

***The County is not obligated to select LOQs based upon the lowest bid or to select Proposals at all.*** Selections will be in the best interests of the County after all factors have been evaluated. The County reserves the right to reject any or all LOQs submitted and shall be the sole and final authority for determination of any selection. County reserves the right to cancel this solicitation at any time, prior to the submittal deadline.

**B. Statement of Non-Binding:** This RFQ is not a contract and nothing herein is construed as a binding offer or obligation on behalf of the County. The County will only incur any obligations when a final contract, based upon the standard County contract (**see Attachment 1**), is approved and executed. A notice of intent to award letter to Applicant merely awards an opportunity to negotiate a contract and not any entitlement to a contract, or grant, nor monetary compensation of any kind.

**C. Post Evaluation:** After evaluation, the County may contact an Applicant who meets the requirements of the grant and the County for further consideration to enter into a contract with the County to provide services under the terms of the grant. County will establish an Evaluation Committee which will evaluate the LOQs. The Evaluation Committee may also:

1. Contact and evaluate Applicant's references
2. Contact Applicant to clarify any response
3. Contact any user of Applicant's services
4. Solicit information from any available source concerning any aspect of an LOQ
5. Seek and review any other information deemed pertinent to the evaluation process
6. Request that Applicants make presentations to the Evaluation Committee or County staff
7. Request site visits to Applicant's facilities or operational sites
8. Ask follow up questions

**D. Agreement:** Applicant shall review the County's standard agreement (**see Attachment 1**), which shall form the **basis** for any agreement entered into hereunder. Any comments/exceptions to this agreement must be included in your LOQ. Precise substitute wording must be offered in place of the paragraph objected to. It is not sufficient to state merely that an exception is noted to a particular paragraph. Material or significant deviations by Applicant from the County's standard agreement may disqualify Applicant from further negotiations under this RFQ, solely determined by and at the discretion of the County. The timeliness of negotiating any contract depends on how organized the Applicant is with documentation and detailed description of services. To avoid delays, please have your services and corresponding budget, scope of work, proposed staffing and work plan described in detail before negotiations begin.

**E. No Payments:** A notice of intent to award does not obligate County to compensate any Applicant or Contractor. If the County and Applicant enter into a contract, any payments made by County will be contingent upon satisfactory performance of services by Applicant. Applicant must provide to County sufficient and timely invoicing and documentation demonstrating absolute proof that services were performed according to contract in order to be compensated. Compensation may depend upon written referrals by VCPA employees to services provided by Applicant or certain deliverables due from Applicant to VCPA.

If further information is needed, please feel free to contact Aramis Nahabedian at (805) 654-2101 or [aramis.nahabedian@ventura.org](mailto:aramis.nahabedian@ventura.org)