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Youth Assessment Program (formerly Juvenile Assessment Center – JAC) Application Guide

Revised 4-21-21

- All applications are due by 4:30 p.m. on Thursday, May 13.
- Funding decisions will be announced in late May.
- Funding period: July 1, 2021 through June 30, 2022.

Youth Assessment Program

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Youth Assessment Program Application Guide

GETTING STARTED: The Assessment Center Model

Assessment Centers were created in the early 1990s with the intent to divert youth from initial or further involvement in the justice system. Throughout the 1990s, communities had support from national organizations like the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the National Council for Crime and Delinquency on planning, implementing, and evaluating the newly established Assessment Center Model. The Assessment Center Model has grown organically over the last 20 years. As of January 2021, there are over 80 Assessment Centers throughout the United States.

Scott County, Iowa has identified the Assessment Center Model as an effective approach to diversion and prevention. This RFP seeks to identify a local service provider capable of implementing an Youth Assessment Program that closely aligns to the Assessment Center Model *in Scott County, Iowa*.

GETTING STARTED: Definition of Terms

Below are definitions of specific terms for this investment opportunity, including this document:

“Applicant Proposal” or **“Application”** means the applicant’s application submitted in response to this RFP.

“Grantee” means the applicant who enters into an MOU as a result of this Solicitation.

“Deliverables” means all of the services, goods, products, work, work product, data (including data collected on behalf of the Agency), items, materials and property to be created, developed, produced, delivered, performed, or provided by or on behalf of, or made available through, the Grantee (or any agent, contractor or subcontractor of the Grantee) in connection with any MOU resulting from this RFP.

“Invoice” means a grantee’s claim for payment. At the Agency’s discretion, claims may be submitted on an original invoice from the Grantee or may be submitted on a claim form accepted by the Agency.

“Assessment Center” aims to prevent and divert youth from juvenile justice and child welfare systems through a single point of entry which identifies underlying issues contributing to concerning behavior and partners with youth and families to access individualized services and/or resources. This occurs by means of intervention in schools, at point of or after arrest, at the request of parents/caregivers, or through partnerships with other community stakeholders. Through in-depth interviews and validated screening and assessment tools, centers work to understand the barriers youth and families are experiencing at home, school, or in the community. Following assessment, Centers partner with the youth and family to access individualized resources and services to help overcome barriers and, ultimately, create a stable

environment where they can thrive. When appropriate, centers coordinate with educational, social service, and justice agencies to provide a holistic view of the family's and youth's strengths and needs. Assessment Centers are based on their local community needs and work in one or more of the following domains: Juvenile Justice, Child Welfare, and Prevention.

“Single Point of Contact” means a centralized, coordinated point of contact for youth who are struggling at home, community, or school or at-risk of systems involvement to identify opportunities for services and supports.

“Community” is defined as systems, organizations, leaders, youth, and families that represent the community the Youth Assessment Program serves.

“Screening” is a structured, formal, validated process. Its purpose is to determine which youths warrant immediate attention and intervention and which may need more comprehensive assessment. It evaluates for the possible presence of a problem but does not diagnose or determine the severity of need, risk, or diagnoses.

“Assessment” is a comprehensive and individualized examination of the psychosocial needs and problems, informed by screening that results in recommendations for treatment, services, or other resources. Assessment generally involves more specialized staff and includes multiple sources of information beyond a youth self-report.

“Case Management” is a collaborative, strength-based process aimed at ensuring the needs of youth and families identified in the screening and assessment process are met. To achieve this, Assessment Centers utilize one or more of the following approaches:

“Referral & Information Sharing” - Informed from screening, Assessment Center makes referrals to community-based providers or system partners who can provide a comprehensive assessment of strengths and needs. In this approach, Assessment Centers have strong communication with partners to ensure information from the screening and assessment is received to inform an individualized plan and a case management process can be initiated.

“Comprehensive Case Management” - Comprehensive case management is provided by Tier II Assessment Centers only. It requires an individualized plan that is developed with youth and families and outlines the support and services recommended. Comprehensive case management may include remote/virtual or face-to-face contacts, home visits, and accompaniment of youth and families to providers where necessary to ensure access. Contact and monitoring is made to follow up and determine the status of service and support referrals and to assess whether the youth and family has further needs. Depending on needs, contact and monitoring may be frequent and proactive in order to anticipate problems, stabilize, prevent crises, and support in achieving plan goals.

“Accountability” is the partnerships, processes, and procedures Assessment Centers have in place to ensure collaboration, inclusivity, transparency, and a research-based, data-driven approach in serving youth, families, and communities.

GETTING STARTED: Scope of Work

1. Single Point of Contact

The Youth Assessment Program will serve as a Single Point of Contact, initially, in the preventative domain with contact points (or referrals) to include parents & youth, schools, community, and medical referrals. It is anticipated the selected organization will eventually expand into the justice and child welfare contact points.

The selected Applicant must engage the existing advisory committee as an advisory or governance committee of the program. The Applicant should detail how they will recruit youth and family voice to serve on that committee as well as ensuring the committee accurately reflects the community it serves including the target population.

In order to demonstrate a coordinated, streamlined approach, the applicant must detail the stakeholders in which they anticipate, or already have, an agreement or memorandum of understanding with for youth and family referrals.

In order to remain neutral and unbiased in service and support recommendations, it is a best practice that the chosen grantee be a neutral entity that does not also provide services to which they would be making referrals to. If an Applicant also provides services, they must explain how they will serve the youth and families in a neutral and unbiased approach.

The applicant must detail the objective referral criteria and protocols it will use with community stakeholders and the efforts to ensure and monitor the criteria doesn't lead to increased racial and ethnic disparities.

The applicant must detail their plans for data collection and analysis to ensure the overall referral process is equitable, fair, and transparent.

The applicant must detail their plans for physical or remote location(s) and accessibility to the Youth Assessment Program as well as their plans for a trauma-informed environment and referral process.

The applicant should detail their overall outreach and engagement plans for referral sources as well as engaging families after a referral is received.

2. Screening & Assessment

The Applicant shall confirm their ability to provide both screening and assessment internally. Applicants must detail the staff qualifications and experience of those providing Assessment.

Screening

The applicant must detail the target population served, research or professional literature that identifies common needs for the target population, and the corresponding list of topic domains that will be covered in the screening process.

The applicant must detail their overall evidence-based screening system and process. The system description should include evidence-based screening tools and cut scores.

The applicant must detail their anticipated response protocols to youth who have an identified need during the screening process including connection to internal comprehensive assessment.

Applicants must detail ways in which youth and families will be engaged as partners in the screening process, protect confidentiality, as well as how they will collect feedback from youth and families.

Assessment

The applicant must detail the target population served, research or professional literature that identifies common needs for the target population, and the corresponding list of topic domains that will be covered in the assessment process.

The applicant must detail their overall evidence-based assessment system and process. Included in the detail should be the applicant's approach to ensuring each assessment is strength-based and individualized to each youth as well as grounded in screening results, developmental status, and culture. The system description should also include assessment tools and protocol for determining response and recommendation for services and support referrals.

Applicants must detail ways in which youth and families will be engaged as partners in the assessment process, protect confidentiality, as well as how they will collect feedback from youth and families.

3. Case Management

Applicants must detail their plans for a collaborative, strength-based case management process. Applicants should detail current or planned information sharing agreements with stakeholders and partners to ensure effective linkage.

Applicants must detail their approach to developing individualized plans that are in partnership with youth and families and are informed from the screening and assessment process.

Applicants must detail their approach to matching youth and families to services and supports that align with needs, culture, and identity of youth and families.

Applicant must detail their plans to facilitate access to services and supports to include reducing accessibility barriers.

Applicants must detail ways in which youth and families will be engaged as partners in the case management process to include how they will collect feedback from youth and families.

4. Staff Support and Development

Applicants must detail their approach to creating and sustaining an environment of wellness for staff that recognizes the effects of stress created from daily work. Included should be whether the organization has undergone an organizational assessment for trauma-informed practices or any plans to undergo an organizational assessment.

Applicants must list the trainings and competencies Youth Assessment Program staff will be required to have prior to working with youth and families as well as plans for ongoing professional development.

Applicant must detail how they plan to create an environment where staff are provided support to practice skills they learn in training and integrate them into the work processes (implementation science).

Applicants must detail how they will provide consistent, quality feedback and supervision to staff.

5. Accountability

Information Sharing

Applicants should detail their approach to information sharing that increases system efficiency and aligns with local, state, and federal law. Included in this should be any planned information sharing that will be had with juvenile court, schools, child welfare, and local service providers.

Applicants must explain their anticipated processes to ensure releases of information are signed for all youth and families.

Information Technology & Data Collection

Applicants must explain their current or planned electronic system and process that will allow for the capture, extraction, and analysis of strategic data.

Continuous Quality Improvement

Applicants must submit their own Youth Assessment Program action plan that details outcomes and anticipated measurement.

Applicant must explain plans for continuous evaluation of data and outcomes. Included in these plans should be an analysis process to ensure equitable, fair, and transparent treatment of youth and families.

Community Need

The applicant must detail their plans to manage a diverse directory of service providers.

The applicant must detail any recent service system mapping efforts or provide plans for an approach to service system mapping within the first year of operation.

The applicants must detail their overall approach to gather feedback from youth and families on quality of services and their responses to providers not meeting youth and family needs.

GETTING STARTED: The Letter of Intent

DUE: Monday, April 26, 2021 by 4:30 p.m. Central Standard Time.

If you intend to apply for this opportunity, please let us know by sending an email to kabbott@unitedwayqc.org with the following information:

- Name of your Organization
- Name of the person who will serve as the organization's Single Point of Contact throughout the application process
- Mailing address, email address, and phone number for the Single Point of Contact
- A statement expressing your intent to submit a bid for your organization to be the lead agency on the Youth Assessment Program.

Submitting a Letter of Intent does not obligate the organization to submit an application for final review. Likewise, you do not have to have submitted a Letter of Intent in order to submit a full application.

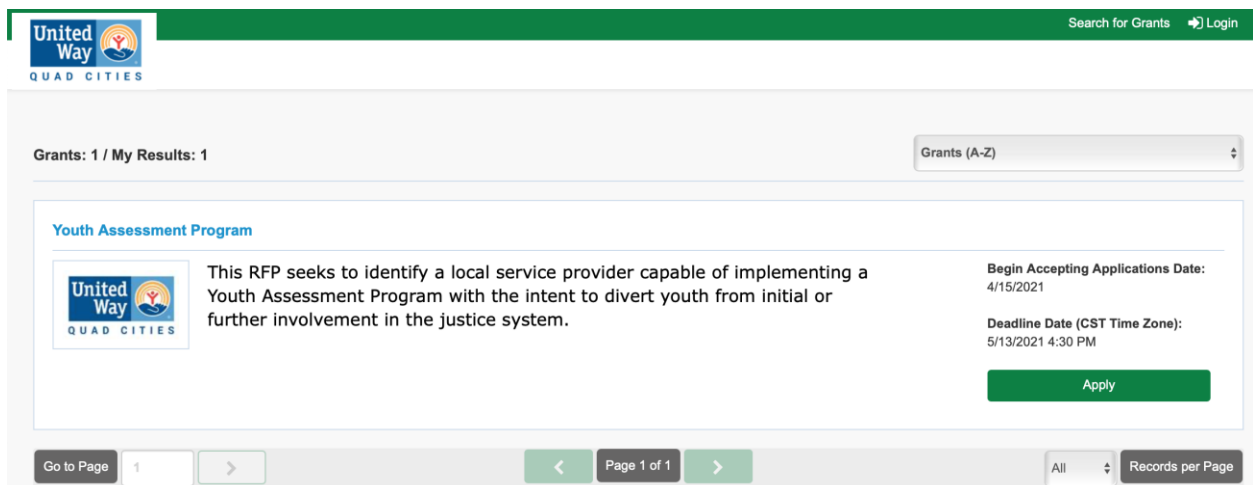
GETTING STARTED: Setting Up an Account and Logging In

You can find detailed information about the Youth Assessment Program application process, including a downloadable copy of this document, on the United Way Quad Cities web site at www.unitedwayqc.org/apply.


You will be submitting your bid application online through the CommunityForce system. You can link to the application itself at:

<http://uwquadcities.communityforce.com>

This will take you to the screen depicted at the top of page 4.



The screenshot shows the CommunityForce application interface. At the top left is the United Way Quad Cities logo. At the top right, there is a search bar labeled "Search for Grants" and a "Login" button. Below the header, the main content area displays "Grants: 1 / My Results: 1" and a dropdown menu for "Grants (A-Z)". The central focus is a card for the "Youth Assessment Program". This card includes the United Way logo, a description: "This RFP seeks to identify a local service provider capable of implementing a Youth Assessment Program with the intent to divert youth from initial or further involvement in the justice system.", and two key dates: "Begin Accepting Applications Date: 4/15/2021" and "Deadline Date (CST Time Zone): 5/13/2021 4:30 PM". A green "Apply" button is located at the bottom right of the card. At the bottom of the page, there is a navigation bar with "Go to Page 1", "Page 1 of 1", and "Records per Page" options.

In the upper right-hand corner is a link marked . Click on this link either to log into the system or to open a new account (look for the “Create New Account” button).

Once you have set up your account, log into the system, which will bring you back to the Start page, above.

Create New Account

Once you are logged in, click the “Youth Assessment Program” link to begin your application.

GETTING STARTED: Navigating the Application

When you first enter the application, you will find yourself on the application dashboard page (see the image at the top of page 10). You will be able to access every section of the application from here.

Each of the ten icons at the bottom of the page links to a different section of the application, as outlined in pages 11 through 18 of this document. You cannot submit your application until all ten sections are complete.

Youth Assessment Program Manage Applicants Application

Applicant: Kolker, Alex | United Way of the Quad Cities Application Status: Pending Submission

[Preview Application](#)











INSTRUCTIONS: Each icon below will link you to a different section of the application. All sections must be 100% complete before you can hit "Submit."

If you need any further information, you can find the following documents at www.unitedwayqc.org/apply:

- The full Request for Proposals document, including step-by-step instructions for completing applications in the CommunityForce system.
- A copy of the Assessment Center Framework that this project is based on.

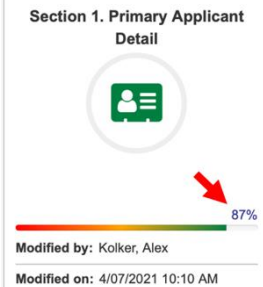
If you have any questions, please contact habbott@unitedwayqc.org.

Applications are due by 4:30 PM on Thursday, May 13. No applications will be accepted after this deadline.

<p>Section 1. Primary Applicant Detail</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>	<p>Section 2. Executive Summary</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>	<p>Section 3. Personnel</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>	<p>Section 4. Single Point of Contact</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>	<p>Section 5. Screening and Assessment</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>
<p>Section 6. Case Management</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>	<p>Section 7. Staff Support Development</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>	<p>Section 8. Accountability</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>	<p>Section 9. Performance Measures</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>	<p>Section 10. Attachments Required</p>  <p>0%</p> <p>Modified by: N/A Modified on: N/A</p>

Some pointers about navigating the CommunityForce system:

- Notice that each of the ten icons at the bottom of the dashboard has a percentage in the lower right-hand corner. This will automatically keep track of what percentage of that section you have completed. You will not be able to submit the application until all ten percentages read 100%.
- All questions with a red asterisk * are required.
- There is no word or character limit for any of the essay questions.
- At the bottom of every application section, there will be three buttons:



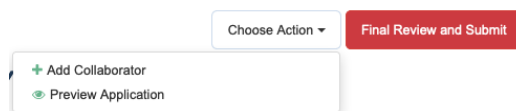

- SAVE will save the application but keep you on the current screen.
- SAVE & RETURN TO DASHBOARD will save the information you have entered and take you back to the dashboard screen.
- RETURN TO DASHBOARD will also return you to the dashboard but **will not save any information you've entered since your last save.**

- In the upper right-hand corner of each screen of the application is an autosave countdown: Auto Save in 9:51

Your application will autosave every ten minutes. However, because of how the system is programmed, occasionally the autosave will not capture the last few lines of text you entered. Because of this, **we strongly recommend that compose your application as a .doc file** and then cut-and-paste your application into the system only when you are ready to submit.

- In the upper right-hand corner of the application dashboard page is a drop-down menu called "Choose Action."

"Add Collaborator" is useful for multi-agency partnerships, allowing multiple individuals access to the same, joint application.



"Preview Application" creates a .pdf version of your application for download, saving, and printing.

- If you have any technical difficulties with the web interface, contact Alex Kolker at akolker@unitedwayqc.org for assistance.

APPLICATION SECTIONS 1 - 3: Basic Information

When you first come to the Dashboard page of the full application, you will have access to only one icon: "Section 1: Primary Applicant Detail." This section asks for basic contact information for the lead applicant organization. Questions marked with a red asterisk * are required.

PRIMARY CONTACT INFORMATION (individual who can address issues re: this Bid Proposal)

- * Name:
- * Address:
- * Telephone:
- Fax:
- * E-Mail:

PRIMARY APPLICANT DETAIL

- * Business Legal Name ("Applicant"):
"Doing Business As"
- Parent Corporation Name (if any):
- Parent Corporation Address of Headquarters (if any):
- * Form of Business Entity:
- * State of Incorporation/Organization:
- * Primary Address:
- * Telephone:

Local Address (if applicable):

Addresses of Major Offices and other facilities that may contribute to performance under this RFP/Contract:

- * Number of Employees:
- * Number of Years in Business:
- * Primary Focus of Business:
- * Federal Tax ID:
- * Applicant's Accounting Firm:

If Applicant is currently registered to do business in Iowa, provide the Date of Registration:

- * Do you plan on using subcontractors if awarded this Contract? (Yes/No)
(NOTE: If YES, you will need to submit a Subcontractor Disclosure Form for each proposed subcontractor in the "Attachments Required" section of the application.)

Below are the questions for "Section 2: Executive Summary":

Executive Summary

- * Briefly review the strengths of the applicant and key features of its proposed approach to meet the specifications of this RFP.

Applicant's Background

The applicant shall provide the information set forth in this section regarding its experience and background:

- * a) Level of technical experience in providing the types of services sought by the RFP.
- * b) Description of all services similar to those sought by this RFP that the applicant has provided to other businesses or governmental entities within the last twenty-four (24) months.
- * c) List any details of whether the applicant or any owners, officers, primary partners, staff providing services or any owners, officers, primary partners, or staff providing services of any subcontractor who may be involved with providing the services sought in this RFP, have ever had a founded child or dependent adult abuse report, or been convicted of a felony.
- * d) Description of experience managing subcontractors, if the applicant proposes to use subcontractors.

Below are the questions for "Section 3: Personnel":

Personnel

The applicant shall provide the following information regarding personnel:

- * a) Illustrate the lines of authority demonstrating overall operations and showing staff who will provide services under the RFP

- * b) **Names and Credentials of Key Corporate Personnel.** Include the names and credentials of the owners and executives of your organization and, if applicable, their roles on this project.
- * c) Include names of the current board of directors, and/or names of all partners, as applicable.
- * d) **Administrative Staff:** Include resumes for all key corporate, administrative, and supervisory personnel who will be involved in providing the services sought by this RFP (Attachments Section). The resumes shall include: name, education, years of experience, and employment history, particularly as it relates to the scope of services specified herein. Resumes shall not include social security numbers.
- * e) **Service Staff.** For the Project Manager and any additional key service personnel who will be involved in providing the services sought by this RFP, provide the following information:
 - * Name
 - * Job Title
 - * Professional degrees
 - * Years of experience providing services
 - * The percentage of time this person will devote to this project on a monthly basis

(NOTE: You will have to upload a resume for each of these individuals in the Attachments section of the application.)
- * f) Include the project manager's experience managing subcontractor staff if the applicant proposes to use subcontractors.

APPLICATION SECTIONS 4 – 8: Deliverables

The applicants will need to address each of the five Deliverables. There is an overview of each of these Deliverables in the “Scope of Work” section of this document (pages 5 through 8).

The five deliverables are:

Process Core Components

- Single Point of Contact
- Screening and Assessment
- Case Management

Structured Core Components

- Staff Development and Management
- Accountability

Each of these five sections of the application requires the applicant to first provide a general overview of their approach to this Deliverable, and then to answer specific questions about its key aspects.

Responses should provide sufficient detail so that the Agency can understand and evaluate the bidder's approach, and should not merely repeat the Deliverable. There are no word limits to your answers. Applicants are given wide latitude in the degree of detail they offer or the extent to which they reveal plans, designs, examples, processes, and procedures.

“Deliverable 1: Single Point of Contact”:

- * Overview: Provide an overview of the applicant’s planned approach to meeting this Deliverable. Responses should provide sufficient detail so that the Agency can understand and evaluate the applicant’s overall approach.

Now please provide specific information in response to the following questions:

- * a) The selected Applicant must engage the existing advisory committee as an advisory or governance committee of the Youth Assessment Program. The Applicant should detail how they will recruit youth and family voice to serve on that committee as well as ensuring the committee accurately reflects the community it serves including the target population.
- * b) In order to demonstrate a coordinated, streamlined approach, the applicant must detail the stakeholders in which they anticipate, or already have, an agreement or memorandum of understanding with for youth and family referrals.
- * c) In order to remain neutral and unbiased in service and support recommendations, Applicants must explain how they will serve the youth and families in a neutral and unbiased approach.
- * d) The applicant must detail the objective referral criteria and protocols it will use with community stakeholders, as well as the efforts to ensure and monitor these criteria doesn’t lead to increased racial and ethnic disparities.
- * e) The applicant must detail their plans for data collection and analysis to ensure the overall referral process is equitable, fair, and transparent.
- * f) The applicant must detail their plans for physical or remote location(s) and accessibility to the Youth Assessment Program as well as their plans for a trauma-informed environment and referral process.
- * g) The applicant should detail their overall outreach and engagement plans for referral sources as well as engaging families after a referral is received.

“Deliverable 2: Screening and Assessment”:

The Applicant shall confirm their ability to serve the community as a Tier II Center where screening and assessment is done internally. Applicants must detail the staff qualifications and experience of those providing Assessment.

- * Overview: Provide an overview of the applicant’s planned approach to meeting this Deliverable. Responses should provide sufficient detail so that the Agency can understand and evaluate the applicant’s overall approach.

Now please provide specific information in response to the following questions:

Screening

- * a) The applicant must detail the target population served, research or professional literature that identifies common needs for the target population, and the corresponding list of topic domains that will be covered in the screening process.

- * b) The applicant must detail their overall evidence-based screening system and process. The system description should include evidence-based screening tools and cut scores.
- * c) The applicant must detail their anticipated response protocols to youth who have an identified need during the screening process including connection to internal comprehensive assessment.
- * d) Applicants must detail ways in which youth and families will be engaged as partners in the screening process, the steps they will take to protect confidentiality, as well as how they will collect feedback from youth and families.

Assessment

- * e) The applicant must detail the target population served, research or professional literature that identifies common needs for the target population, and the corresponding list of topic domains that will be covered in the assessment process.
- * f) The applicant must detail their overall evidence-based assessment system and process. Included in the detail should be the applicant's approach to ensuring each assessment is strength-based and individualized to each youth as well as grounded in screening results, developmental status, and culture. The system description should also include assessment tools and protocol for determining response and recommendation for services and support referrals.
- * g) Applicants must detail ways in which youth and families will be engaged as partners in the assessment process, the steps they will take to protect confidentiality, as well as how they will collect feedback from youth and families.

"Deliverable 3: Case Management":

- * Overview: Provide an overview of the applicant's planned approach to meeting this Deliverable. Responses should provide sufficient detail so that the Agency can understand and evaluate the applicant's overall approach.

Now please provide specific information in response to the following questions:

- * a) Applicants must detail their plans for a collaborative, strength-based case management process. Applicants should detail current or planned information sharing agreements with stakeholders and partners to ensure effective linkage.
- * b) Applicants must detail their approach to developing individualized plans that are in partnership with youth and families and are informed from the screening and assessment process.
- * c) Applicants must detail their approach to matching youth and families to services and supports that align with needs, culture, and identity of youth and families.
- * d) Applicant must detail their plans to facilitate access to services and supports to include reducing accessibility barriers.

- * e) Applicants must detail ways in which youth and families will be engaged as partners in the case management process to include how they will collect feedback from youth and families.

“Deliverable 4: Staff Support and Development”:

- * Overview: Provide an overview of the applicant’s planned approach to meeting this Deliverable. Responses should provide sufficient detail so that the Agency can understand and evaluate the applicant’s overall approach.

Now please provide specific information in response to the following questions:

- * a) Applicants must detail their approach to creating and sustaining an environment of wellness for staff that recognizes the effects of stress created from daily work. Included should be whether the organization has undergone an organizational assessment for trauma-informed practices or any plans to undergo an organizational assessment.
- * b) Applicants must list the trainings and competencies Youth Assessment Program staff will be required to have prior to working with youth and families as well as plans for ongoing professional development.
- * c) Applicant must detail how they plan to create an environment where staff are provided support to practice skills they learn in training and integrate them into the work processes (implementation science).
- * d) Applicants must detail how they will provide consistent, quality feedback and supervision to staff.

“Deliverable 5: Accountability”:

- * Overview: Provide an overview of the applicant’s planned approach to meeting this Deliverable. Responses should provide sufficient detail so that the Agency can understand and evaluate the applicant’s overall approach.

Now please provide specific information in response to the following questions:

Information Sharing

- * a) Applicants should detail their approach to information sharing that increases system efficiency and aligns with local, state, and federal law. Included in this should be any planned information sharing that will be had with juvenile court, schools, child welfare, and local service providers.
- * b) Applicants must explain their anticipated processes to ensure releases of information are signed for all youth and families.

Information Technology & Data Collection

- * c) Applicants must explain their current or planned electronic system and process that will allow for the capture, extraction, and analysis of strategic data.

Continuous Quality Improvement

- * d) Applicants must submit their own Youth Assessment Program action plan that details outcomes and anticipated measurement.
- * e) Applicant must explain plans for continuous evaluation of data and outcomes. Included in these plans should be an analysis process to ensure equitable, fair, and transparent treatment of youth and families.

Community Need

- * f) The applicant must detail their plans to manage a diverse directory of service providers.
- * g) The applicant must detail any recent service system mapping efforts or provide plans for an approach to service system mapping within the first year of operation.
- * h) The applicants must detail their overall approach to gather feedback from youth and families on quality of services and their responses to providers not meeting youth and family needs.

APPLICATION SECTIONS 9 - 10: Documentation

“**Section 9: Performance Measures**” provides a single text box where you and give detailed information about the following:

1. An explanation of what you are measuring and the ways in which it will demonstrate the effectiveness of your strategy.
2. A description of the tool you will use to collect your outcome data, including: (a) the source of your tool, (b) the accuracy and rigor of the tool, and (c) how you will implement this tool throughout the service year.
3. Your proposed target for Year One of your project (for example: “By the end of Year One, 70% of clients will report increased connection to positive community supports.”)

Below are recommended examples of the types of outcomes you might choose:

- Percentage of youth that report an increased connection to positive community supports as a result of connections provided by the AC.
- Percentage of caregivers that report positive differences in youth behavior and increased connection to positive community supports as a result of connections and supports provided by the AC.
- Percentage of system involved Youth that have no new contact with the justice or child welfare system.
- Percentage of non-system involved youth have no contact with justice or child welfare system
- Percentage of community and funders indicate a high degree of confidence that Assessment Centers are meeting their mission/objectives.

Again, these are just examples of possible outcomes; select only those outcomes that (a) you will be able to measure accurately and on an ongoing basis throughout the year, and that (b) will truly demonstrate the effectiveness of your implementation of the Assessment Center model.

“**Section 10: Attachments Required**” is where you will upload all the attachments for the application. All attachments marked with a red asterisk * are required.

- * **Evidence of Nonprofit Status** 501(c)(3) nonprofit organizations should provide their IRS letter confirming their nonprofit status. 170 public institutions should download the “170 Status Form” linked below. Complete this document and upload a copy.
- * **Budget:** Applicants will submit a detailed budget for the cost of running an Assessment Center
- * **Release of Information Form** (Attachment A)
- * **Primary Applicant Certifications Form** (Attachment B)
- Subcontractor Disclosure Form** (only required for use of Subcontractors) (Attachment C)
- * **Resumes** shall include: name, education, years of experience, and employment history, particularly as it relates to the scope of services specified herein. Include resumes for all key corporate, administrative, and supervisory personnel, for the project manager, and for and key project personnel who will be involved in providing the services sought by this RFP. The resumes shall include: name, education, years of experience, and employment history, particularly as it relates to the scope of services specified herein.
- * **Audited Financial Statements** from independent auditors for the last three (3) years. Entities not required to have audited financial statements may submit CPA-prepared unaudited financial statements
- * **Letters of Reference** from three (3) of the applicant’s previous clients knowledgeable of the applicant’s performance in providing services similar to those sought in this RFP, including a contact person, telephone number, and electronic mail address for each reference.

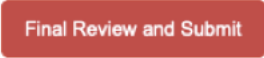
Your “170 Confirmation Form” (if applicable), “Release of Information,” “Primary Applicant Certification,” and “Subcontractor Disclosure” (if applicable) must all be submitted on our official forms, electronic copies of which you will be able to download directly from the “Attachments Required” page of the application. We have also provided hard copies of all four forms on pages 23 through 27 of this document.

There are no additional slots for supplementary material. Please provide only the attachments we request in the application.

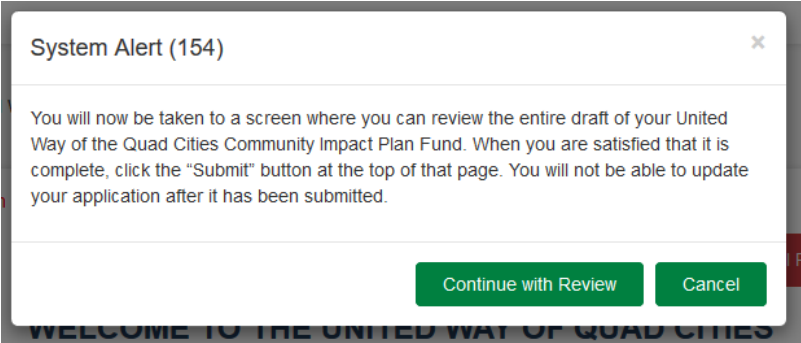
- NOTE:** • All documents must be in .doc, .docx, .xls, .xlsx, or .pdf format.
- Scanned documents are satisfactory so long as they are legible.
 - If your document is too large for the online system to upload, email it directly to kabbott@unitedwayqc.org. Then upload a one-page document in the appropriate slot in CommunityForce indicating that you have submitted the attachment by email.

THE APPLICATION REVIEW PROCESS: Submitting Your Application

Once all of the boxes on the application dashboard page read 100%, you are ready to review and submit your application. Select the "Final Review and Submit" button at the top of the dashboard page:

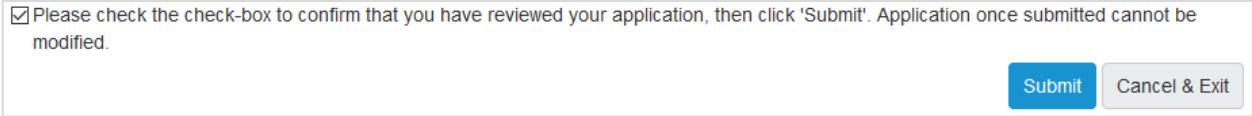


You will see the following message:



When you click the **Continue with Review** button, you will be taken to a .pdf version of your application, which you can review and print.

Once you are satisfied with the application as it is entered, check the box at either the top or bottom of the page and click "Submit."



Once you have submitted the application, you will be able to return to the CommunityForce system to view it, but if you need to make changes you will need to contact the United Way office and ask us to unlock the application for you. (NOTE: The application cannot be unlocked after the May 13th deadline.)

Your application must be complete and submitted in the system by 4:30 p.m. Central Standard Time on Thursday, May 13th, 2021 to be considered for funding.

THE APPLICATION REVIEW PROCESS: Evaluation Criteria

This section describes the evaluation process that will be used to determine which Application provides the greatest benefit to the Agency. Applicants should find this information helpful in the planning and writing their proposal.

When selecting the winning bid, the Agency will not necessarily award an MOU to the applicant offering the lowest cost to the Agency or to the applicant with the highest point total. Rather, a MOU will be awarded to the applicant that offers the greatest benefit to the Agency.

Evaluation Committee.

The Agency intends to conduct a comprehensive, fair and impartial evaluation of applications received in response to this RFP. In making this determination, the Agency will be represented by an evaluation committee.

Application Scoring and Evaluation Criteria.

The evaluation committee will use the method described in this section to assist with initially determining the relative merits of each Application.

Scoring Guide.

Points will be assigned to each evaluation component as follows, unless otherwise designated:

4	Applicant has agreed to comply with the requirements and provided a clear and compelling description of how each requirement would be met, with relevant supporting materials. Applicant's proposed approach frequently goes above and beyond the minimum requirements and indicates superior ability to serve the needs of the Agency.
3	Applicant has agreed to comply with the requirements and provided a good and complete description of how the requirements would be met. Response clearly demonstrates a high degree of ability to serve the needs of the Agency.
2	Applicant has agreed to comply with the requirements and provided an adequate description of how the requirements would be met. Response indicates adequate ability to serve the needs of the Agency.
1	Applicant has agreed to comply with the requirements and provided some details on how the requirements would be met. Response does not clearly indicate if all the needs of the Agency will be met.
0	Applicant has not addressed any of the requirements or has provided a response that is limited in scope, vague, or incomplete. Response did not provide a description of how the Agency's needs would be met.

Technical Application Components

When Applications are evaluated, the total points for each component are comprised of the component's assigned weight multiplied by the score the Application earns. Points for all

components will be added together. The evaluation components, including maximum points that may be awarded, are as follows:

<u>Technical Application Components</u>	<u>Weight</u>	<u>Score (0-4)</u>	<u>Max Points</u>
Applicant demonstrates a thorough understanding of the purpose and scope of the project.	10	-----	40
Applicant demonstrates understanding of the services and deliverables related to the project.	10	-----	40
Applicant proposed a logical approach to fulfilling the requirements of the RFP	20	-----	80
Applicant's proposal includes a logical and feasible timeline	20	-----	80
Applicant exceeded the minimum tasks of the RFP or offers alternatives	15	-----	60
Are there pending legal proceedings that could affect the applicant's performance under the proposed MOU.	10	-----	40
Applicant demonstrates knowledge and experience applicable to the services described in this RFP	15	-----	60
References provided by the applicant support the organization's ability to perform the project	10	-----	40
Resumes demonstrate applicable education and experience of key personnel designated to work on the project.	10	-----	40

Recommendation of the Evaluation Committee

The evaluation committee shall present a final ranking and recommendation(s) to the Youth Assessment Program Taskforce for consideration. In making this recommendation, the committee is not bound by any scores or scoring system used to assist with initially determining the relative merits of each Application. This recommendation may include, but is not limited to, the name of one or more applicants recommended for selection or a recommendation that no applicant be selected. The Youth Assessment Program Taskforce shall consider the committee's recommendation when making the final decision, but is not bound by the recommendation.

THE APPLICATION REVIEW PROCESS: Application Review Timeline

Below is the timeline for the review, selection, and administration of project bids.

Event	Date
Application Released	Thursday April 15, 2021
Applicant's Information Session Join via Zoom: https://zoom.us/j/97630112440?pwd=U1hJMGxtRGlxODVPczc0VFI1ZlICUT09 Meeting ID: 976 3011 2440 Passcode: 201532	Wednesday, April 21, 2021 at 3:00 p.m.
Applicant Letter of Intent to Apply Due You can find specifications for the Letter of Intent on page 8 of this document.	Monday, April 26, 2021 at 4:30 p.m.
Applications Due By	Thursday, May 13, 2021 at 4:30 p.m.
Announcement of Successful Applicant / Notice of Intent to Award	Thursday, May 27, 2021
MOU Negotiations and Execution of the MOU Completed	Friday, June 18, 2021
Anticipated Start Date for the Provision of Services	Thursday, July 1, 2021

FOR MORE INFORMATION

If you have any questions about the application process or this opportunity, please either:

- Contact Karrie Abbott at kabbott@unitedwayqc.org or at (563) 344 – 0330
- Review the information about the Youth Assessment Program on the United Way Quad Cities' web site at www.unitedwayqc.org/apply.



170 Public Institution Status Confirmation Form

Please provide the information below:

1. Organization Name: _____

2. Organization Executive Director/CEO/President: _____

3. Please select one of the options below and provide other information if requested:

- My organization qualifies for 170 nonprofit status as a church or religious institution.
- My organization qualifies for 170 nonprofit status as an educational institution (other than a public K-12 school).
- My organization qualifies for 170 nonprofit status as a hospital or medical research institution.
- My organization qualifies for 170 nonprofit status as a governmental unit. As such, the following government entity(s):

Provides organization funding: _____

Directs organization operations: _____

- My organization has 170 nonprofit status as a _____

Signature

Printed Name

Title

Date

Release of Information

_____ (name of applicant) hereby authorizes any person or entity, public or private, having any information concerning the applicant's background, including but not limited to its performance history regarding its prior rendering of services similar to those detailed in this RFP, to release such information to the Agency.

The applicant acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The applicant acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Agency or may otherwise hurt its reputation or operations. The applicant is willing to take that risk. The applicant agrees to release all persons, entities, the Agency, and the State of Iowa from any liability whatsoever that may be incurred in releasing this information or using this information.

Printed Name of Applicant Organization

Signature of Authorized Representative

Date

Printed Name

PRIMARY APPLICANT CERTIFICATIONS

1. APPLICATION CERTIFICATIONS. By signing below, Applicant certifies that:

- 1.1 Applicant specifically stipulates that the Application is predicated upon the acceptance of all terms and conditions stated in the RFP. The applicant accepts and shall comply with all MOU;
- 1.2 Applicant has reviewed the Additional Certifications, which are incorporated herein by reference, and by signing below represents that Applicant agrees to be bound by the obligations included therein;
- 1.3 Applicant has received any amendments to this RFP issued by the Agency;
- 1.4 No cost or pricing information has been included in the Applicant's Technical Proposal; and,
- 1.5 The person signing this Application certifies that he/she is the person in the Applicant's organization responsible for, or authorized to make decisions regarding the prices quoted and, Applicant guarantees the availability of the services offered and that all Application terms, including price, will remain firm until a MOU has been executed for the services contemplated by this RFP or one year from the issuance of this RFP, whichever is earlier.

2. SERVICE AND REGISTRATION CERTIFICATIONS. By signing below, Applicant certifies that:

- 2.1 Applicant certifies that the Applicant organization has sufficient personnel resources available to provide all services proposed by the Application, and such resources will be available on the date the RFP states services are to begin. Applicant guarantees personnel proposed to provide services will be the personnel providing the services unless prior approval is received from the Agency to substitute staff;
- 2.2 Applicant certifies that if the Applicant is awarded the MOU and plans to utilize subcontractors at any point to perform any obligations under the contract, the Applicant will (1) notify the Agency in writing prior to use of the subcontractor, and (2) apply all restrictions, obligations, and responsibilities of the resulting MOU between the Agency and applicant to the subcontractors through a subcontract. The applicant will remain responsible for all Deliverables provided under this contract;
- 2.3 Applicant either is currently registered to do business in Iowa or agrees to register if Applicant is awarded a MOU pursuant to this RFP; and,
- 2.4 Applicant certifies it is either a) registered or will become registered with the Iowa Department of Revenue to collect and remit Iowa sales and use taxes as required by Iowa Code chapter 423; or b) not a "retailer" of a "retailer maintaining a place of business in this state" as those terms are defined in Iowa Code subsections 423.1(42) & (43). The Applicant also acknowledges that the Agency may declare the bid void if the above certification is false. Applicants may register with the Department of Revenue online at: <http://www.state.ia.us/tax/business/business.html>.

3. EXECUTION.

By signing below, I certify that I have the authority to bind the Applicant to the specific terms, conditions and technical specifications required in the Agency's Request for Proposals (RFP) and offered in the Applicant's Application. I understand that by submitting this Application, the Applicant agrees to provide services described herein which meet or exceed the specifications of the Agency's RFP unless noted in the Application and at the prices quoted by the Applicant. The Applicant has not participated, and will not participate, in any action contrary to the anti-competitive obligations outlined in the Additional Certifications. I certify that the contents of the Application are true and accurate and that the Applicant has not made any knowingly false statements in the Application.

Signature:	
Printed Name/Title:	
Date:	

Subcontractor Disclosure Form

*Fully complete a form for **each** proposed subcontractor. If a section does not apply, label it “not applicable.” If the applicant does not intend to use subcontractor(s), this form does not need to be returned.)*

Primary Applicant (“Primary Applicant”):	
Subcontractor Contact Information (individual who can address issues re: this RFP)	
Name:	
Address:	
Tel:	
Fax:	
E-mail:	

Subcontractor Detail	
Subcontractor Legal Name (“Subcontractor”):	
“Doing Business As” names, assumed names, or other operating names:	
Form of Business Entity (i.e., corp., partnership, LLC, etc.)	
State of Incorporation/organization:	
Primary Address:	
Tel:	
Fax:	
Local Address (if any):	
Addresses of Major Offices and other facilities that may contribute to performance under this RFP/Contract:	
Number of Employees:	
Number of Years in Business:	
Primary Focus of Business:	
Federal Tax ID:	
Subcontractor’s Accounting Firm:	
If Subcontractor is currently registered to do business in Iowa, provide the Date of Registration:	
Percentage of Total Work to be performed by this Subcontractor pursuant to this RFP/Contract.	

General Scope of Work to be performed by this Subcontractor
Detail the Subcontractor's qualifications for performing this scope of work

By signing below, Subcontractor agrees to the following:

1. Subcontractor has reviewed the RFP, and Subcontractor agrees to perform the work indicated in this Bid Proposal if the Primary Applicant is selected as the winning applicant in this procurement;
2. Subcontractor has reviewed the Additional Certifications and by signing below confirms that the Certifications are true and accurate and Subcontractor will comply with all such Certifications;
3. Subcontractor recognizes and agrees that if the Primary Applicant enters into a contract with the Agency as a result of this RFP, all restrictions, obligations, and responsibilities of the contractor under the contract shall also apply to the subcontractor; and,
4. Subcontractor agrees that it will register to do business in Iowa before performing any services pursuant to this contract, if required to do so by Iowa law.

The person signing this Subcontractor Disclosure Form certifies that he/she is the person in the Subcontractor's organization responsible for or authorized to make decisions regarding the prices quoted and the Subcontractor has not participated, and will not participate, in any action contrary to the anti-competitive obligations outlined in the Additional Certifications.

I hereby certify that the contents of the Subcontractor Disclosure Form are true and accurate and that the Subcontractor has not made any knowingly false statements in the Form.

Signature for Subcontractor:	
Printed Name/Title:	
Date:	