

GRANT COUNTY, NM



REQUEST FOR PROPOSALS

*****Informal*****

RFP No. 22-04

RFP Name: Juvenile Justice Continuum Coordinator (Grant Funded)

Release Date: March 02, 2022

Due Date/Time: March 14, 2022, by 3:00 p.m. (Local Time)

Purchasing Contact: Randy J. Hernandez, Chief Procurement Officer
Grant County Manager's Office
1400 Highway 180 East, Silver City, NM 88061
Phone: 575-575-0016
Email: rhernandez@grantcountynm.gov

INTRODUCTION

The County of Grant is requesting résumés and letters of interest from an experienced and qualified individual to serve as the Juvenile Justice Coordinator under the County's agreement with the New Mexico Children, Youth and Families Department. Grant County intends to award a contract to an individual who meets the qualifications and criteria listed in this solicitation. The selected individual will be required to enter into a grant-funded contract and execute the Scope of Services as outlined herein. The Contractor will play an integral part to ensure success of the County's efforts.

BACKGROUND

Mission Statement: *Grant County believes in the strengths and resiliency of families who are our partners and for whom we advocate to enhance their safety and well-being. We respectfully serve and support youth and families in a responsive community-based continuum that is youth-centered, family focused, and culturally competent.*

Grant County is located in the vibrant, historical region of southwest New Mexico. Our rural community consists of several small, incorporated towns and a large geographic unincorporated area. The total population of Grant County is 27,346 of which 2,580 are aged 10-17 (CYFD Crime Analysis by County, 2018). As one of the first JJAC continuum sites, for the last 25 years we have worked to develop a comprehensive continuum (of 6 programs 3 of which are currently JJAC funded) that has a strong emphasis on prevention and intervention, as well as youth accountability. The Grant County Continuum's framework is the Children's Code, the Continuum Statute, and front-end services.

The objective is to provide a continuum of cost-effective services and temporary, non-secure alternatives to detention for youth who have been arrested or referred to the juvenile probation office or are at risk of such referral. The goal is to improve the Juvenile Justice System and decrease the incidences of juvenile delinquency in the community while increasing the emphasis on prevention and early intervention in juvenile justice services. Grant County plans to award a contract to a person that meets qualifications and criteria based on past performance while working with other local entities. The selected person will be required to enter into a contract with Grant County to execute the scope of services outlined below in the Scope of Work and Deliverables.

INSTRUCTIONS AND NOTICE TO PROPOSERS

COMMUNICATIONS

In an effort to create a more competitive and unbiased procurement process, the County has established a single point of contact throughout this process. From the issue date of this RFP, until a successful individual is selected, all requests for clarification or additional information regarding this RFP or contacts with County personnel concerning this RFP or the evaluation process must be solely to the contact person (or his designee) listed on the cover page of this RFP.

RESPONSE SUBMISSION

- Responses must be submitted ***via email*** to Randy J. Hernandez, Chief Procurement Officer at rhernandez@grantcountynm.gov, before the date and time indicated as the deadline. It is each individual's responsibility to ensure that the Purchasing Contact receives its Response prior to the deadline date/time. This responsibility rests entirely with the individual, regardless of delays.
- Responses received after the above deadline will not be accepted and will not be considered. The County Purchasing Department email timestamp shall be the official time. The opening of a Response does not constitute the County's acceptance of the Offeror as a responsive and responsible Offeror.
- Responses must be emailed to email address listed above. The subject line of the email must be labeled with the RFP Number and the Proposer's name. *Example: RFP No. 22-04 Submittal, Jane Doe*

- Responses sent by other means will not be considered.
- Responses are subject to public disclosure after the award in accordance with state law under the Freedom of Information Act (FOIA).

CONTRACT AWARD

The County reserves the right to withdraw the RFP, to award to one individual or to any combination of individuals. The County may waive informalities if it is in the County's interest. The award shall be made to the individual whose proposal is the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. Responses will be evaluated and assigned scores. The individual to whom the recommendation to award is made will be notified at the earliest possible date. The County will then initiate a contract with the successful individual for a firm fixed price agreeable to both parties. Award of this RFP is contingent upon the availability of funds for this project, within the sole discretion of the County. Acceptance of the individual's proposal does not constitute a binding contract. There is no contract until the County's policies have been fulfilled.

The County intends to enter into an initial one (1) year contract, with optional renewals, with the successful individual for the services contemplated by this RFP. Any such contract will be subject to approval by the governing body, availability of funds and other terms and conditions. The successful individual shall commence work only after the full execution of a contract between the County and the individual.

COMPLIANCE WITH LAWS

The successful individual must comply with all federal, state, and local laws and policies.

NON-DISCRIMINATION

The County will not contract with any person that discriminates against employees, volunteers, contractors, or any individual affiliated with this program.

STATUS OF SUCCESSFUL OFFERORS

The successful individual is an independent contractor performing services for the County and neither he/she nor his/her agents or employees shall, as a result of the resultant contract, accrue leave, retirement, insurance, bonding authority, use of County vehicles, or any other benefits, prerequisites or allowances normally afforded only to employees of the County. The successful individual acknowledges that all sums received under the resultant contract are personally reportable by him/her for income, self-employment, and other applicable taxes.

PREFERRED QUALIFICATIONS

- Knowledge of local criminal justice systems.
- Excellent facilitation and organization skills.
- Ability to proactively drive the planning process to ensure progress.
- Experience in implementing and administering community-based programs.
- A combination of education, experience and training may be applied.
- Must be able to pass a thorough historical background investigation, including criminal history and sexual offender criminal history check.

SCOPE OF SERVICES

The successful Contractor will service as the **Continuum and Compliance Monitoring Coordinator** with the objective to provide a continuum of cost-effective services and temporary, non-secure alternatives to detention for youth who have been arrested or referred to the juvenile probation office or are at risk of such referral. The goal of the Contractor is to improve the Juvenile Justice System and decrease the incidences of juvenile delinquency in the community while increasing the emphasis on prevention and early intervention in juvenile justice services. The Contractor will carry out the objective and goal set forth herein by providing all services as specified below:

- a. Organize, coordinate and provide support to the Juvenile Justice Advisory Board (JJAB); this will include board development activities in conjunction with the Board chair.
- b. Organize and coordinate regular and special JJAB meetings, which will include:
 - Prepare and disseminate meeting agendas, handouts, minutes, and outreach materials in accordance with the New Mexico Open Meetings Act NMSA 1978, Chapter 10, Article 15.
 - Coordinate and schedule meetings, presentations, and professional development activities.
 - Prepare presentation/training documents and materials.
 - Prepare and maintain current member rosters and email distribution lists (name, title, agency, address, email, phone).
 - Prepare and maintain meeting sign-in rosters for each meeting.
 - Schedule presentations and professional development activities
 - Prepare necessary binders and documents for presentations.
 - Liaison between advisory board, County and state program managers, juvenile justice and law enforcement agencies, schools, and outside funding agencies and service providers.
 - Assist Board in developing partnerships with community service agencies in order to expand Juvenile Justice Continuum both through initiatives and funding possibilities.
- c. Assist the JJAB in developing and improving the “Comprehensive Strategic Plan” for juvenile justice and detention reform in Grant County to be updated a minimum of once per year.
 - Conduct a thorough assessment of the Grant County service area and its communities to include demographic, economic, public safety, education, child welfare, juvenile justice, and criminal justice data.
 - Analyze input of children, youth, families, and adults on community needs, availability, and appropriateness of the proposed alternatives to detention; graduated sanctions, programs, and related services.
 - Organize and coordinate annual strategic planning meetings.
 - Research and identify evidence-based programs
 - Prepare letters of support and thank you letters
- d. Provide oversight for the following programs:
 - Restorative Justice Program.
 - Learning Lab.
 - Strengthening Families Program.
- e. Continue to collaborate with the County and the Town to ensure improvements in the operational collaboration of local resources and service providers.
 - Facilitate cooperation between the justice system, sub-contractors, and the Board

- Disseminate program information to and between agencies
 - Troubleshoot programmatic coordinating issues
 - Promote community awareness of programs and services
- f. Maintain a plan for sustainability of the programs and services, including:
- Research funding and sustainment opportunities
 - Identify and leverage human, physical and financial resources
- g. Inform the Agency's Program Manager of the date of each meeting and submit a copy of the written minutes of each meeting, within thirty (30) days of the meeting.
- h. Submit to the Agency's Program Manager monthly requests for reimbursement. Such requests will be submitted on Agency Program Invoice and Expenditure Report forms, signed, and dated by an authorized agent of the Contractor, to ensure that requests for reimbursement are submitted by the due date of the fifteenth (15) day of the following month, unless otherwise approved by the Agency's Program Manager, in advance.
- Monitor program expenses and match requirement.
 - Coordinate with program providers/vendors to receive original invoices and supporting documentation on or before deadline specified by the County for processing payment.
 - Check calculations of expenditures and match contributions for accuracy.
 - Prepare Expenditure Form, Match Form with original invoices and supporting documentation on or before deadline specified by County.
 - Submit monthly Expenditure and Match Form to County for certification on or before deadline specified by the County.
 - Prepare budget adjustment requests.
 - Troubleshoot and problem-solve with programs on pending issues.
- i. Provide data reports as required by the federal government, corresponding to the activities described in this Scope of Work. The Agency's Program Manager will provide the data report format. Programmatic data reports will be submitted monthly to Agency and must accompany the monthly invoice. Failure to submit such programmatic data and financial reports may result in notice to the Contractor of non-availability of funds and/or the delay of payment by the Agency.
- Collect and analyze demographic, core measures and performance measure data specified in Scope of Work.
 - Report on achievements, obstacles and progress made regarding the performance measures and related outcomes.
 - Disseminate program information to and between agencies.
 - Maintain records for activities, and submits monthly, quarterly, and annual reports as required.
 - Coordinate data for Grant County Commission meeting annual report.
 - Ensure completion of detention, JPPO and program data reports.
 - Provide the Agency standardized progress reports monthly.
- j. Submit to the Agency a written "Final Report" prior to the termination of this Agreement and such other reports deemed necessary by the Agency. The Final Report shall contain at a minimum, but not be restricted to:
- A year plan for sustainability of programs/services.
 - Accomplishments/milestones achieved during this Agreement period.
 - Continued development and improvement of the Comprehensive Strategic Plan.

- k. Attend meetings as required by the Agency.
- l. Ensure that the Board is on track to meet all goals and objectives as specified in this contract and the JJAC Continuum & Compliance Monitoring Agreement No. 21-690-3200-20814-3, and in compliance with all applicable state and federal laws.
- m. Ensure that the JJAB has an emphasis on effective, evidence-based strategies.
- n. Ensure that funds received under this award will not be used to supplant state or local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for program activities.
- o. Ensure that program services and activities comply with any and all reporting, disclosure, confidentiality, computer, network and email policies imposed by the Agency and the County.
- p. Provide technical assistance during Agency periodic onsite monitoring visits.
- q. Any additional duties that are assigned by Grant County that may be required for programming or are required by the JJAC Continuum and Compliance Monitoring Agreement No. 21-690-3200-20814-3.

SUBMITTAL REQUIREMENTS

Contents of your Résumé/Letter of Interest must include a minimum of the following:

- Education
- Work History
- Past/Current Experience with at-risk youth and the juvenile justice system
- References (3)

EVALUATION CRITERIA

An Evaluation Committee will evaluate all responses; the following factors will be considered in making the selection of the qualified individuals with one hundred (100) maximum possible points.

Education	0 – 25 Points
Experience in program administration	0 – 25 Points
Experience with youth	0 – 25 Points
Experience/Knowledge of juvenile justice system	0 – 25 Points

PAST PERFORMANCE

The Evaluation Committee also may consider past performance of the individual on other contracts with the County or other entities. Responses will be evaluated equally and fairly; no preference will be given to any individual based solely on previous experience with the County or to an incumbent thereof. The County reserves the right to make additional inquiries and may request the submission of additional information. A serious deficiency in any one category may be grounds for rejection of the proposal regardless of the overall score.

ORAL PRESENTATIONS/INTERVIEWS

It is at the discretion of the Evaluation Committee to hold oral presentations/interviews with the individuals who are deemed, on the basis of selection criteria, fully qualified and best suited among those submitting proposals. If oral presentations/interviews are held, the oral presentations/interviews will be based on re-evaluation of the above criteria.