

# GRANT COUNTY, NM



## REQUEST FOR PROPOSALS

*\*\*Informal\*\**

**RFP No.** 21-06

**RFP Name:** Restorative Justice Community Youth  
Building Program Administrator

**Release Date:** Wednesday, June 9, 2021

**Due Date/Time:** Friday, June 25, 2021, by 3:00 p.m. (Local Time)

**Purchasing Contact:** Randy J. Hernandez, Chief Procurement Officer  
Grant County Manger'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 proposals (via resume-style format) and letters of interest from an experienced and qualified individual to serve as the Restorative Justice Community Youth Building Program Administrator 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 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 22 years we have worked to develop a comprehensive continuum (of 13 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.

According to our promising program model (Community Justice Corps.), community service is a vital and effective tool in holding youth accountable. Grant County has adopted a Restorative Justice Practice approach (which is evidenced-based) to our community service program. We view a youth's service as more than just punishment for their offense(s), but as an opportunity and obligation for the youth to repair the harm they have caused to their victim(s) and the community. Our target population is male/female youth (10-17 years old) who have received or are at-risk of referral to CYFD/JJS. The program staff focuses on helping youth develop the following skills: Build social and vocational competencies; Develop healthy attitudes and relationships; Make positive connections with their community; and Build civic responsibility.

The Program Administrator uses pre/post hours to develop restorative service projects (Circles) that build competencies/skills in youth, give back to the community, create relationships that change community perception of troubled youth, and contribute to lower delinquency rates. The Administrator is responsible for: identifying with partners specific/projects, providing instruction to youth, mentoring youth, and collecting data. Youth participate in various four (4) hour projects every Saturday (80 Circles annually) throughout Grant County. During the summer months youth work on projects three (3) days per week (3 Circles). Examples of projects that we have participated include: The Butterfly Garden, Museum and Youth Mural Program, Soup Kitchen, The Orchard Project, etc. The projects are supervised by trained and experienced crew leaders. In addition to crew leaders, the sponsoring organization or non-profit provides informal mentors that assist youth with completing their projects.

# **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](mailto: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. 21-06 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 community service 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 conduct the **Restorative Justice Community and Youth Building Program** 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:

- Identify restorative justice needs of Grant County and at-risk youth ages 10-17.
- Secure enhanced community service projects that are skill/competency focused.
- Create and execute a work plan for each project that incorporates schedules, deadlines, materials, and other resources needed to successfully complete the projects.
- Create a monthly community service schedule to be given to clients. Schedule community service mentors to be at each project site.
- Attend weekly staffing with Juvenile Justice Continuum Coordinator.
- Upon request, prepare reports/presentations detailing the program.
- Report and document detailed data on the youth served by the program using the activity log.
- Turn in itemized invoices and receipts by the 30th of each month.
- Create an evaluation tool to measure the effectiveness of the program.
- Turn in program data and evaluations of program participants in the program by the 30<sup>th</sup> of every month.
- Complete HIPAA and other mandatory training through CYFD. Attend mandatory yearly orientation for contractors.
- Supply own transportation and insurance for use in the program. Call on-call JPO and any emergency number if a crisis arises.

- Report any suspected abuse or neglect to SCI at 1-855-333-SAFE.
- 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, and any subsequent agreements and/or amendments.

## **SUBMITTAL REQUIREMENTS**

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

- Education
- Work History
- Past/Current Experience with you and the juvenile justice system
- References

## **EVALUATION CRITERIA**

### **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.

*(End of RFP)*