



JOINT INITIATIVES FOR YOUTH + FAMILIES

Presents a
Request for Proposal
for

RESPITE/SHELTER CARE PROGRAMMING

(RSCP)

(RFP #23-0616)



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SECTION I

ISSUE AND TIMELINE

A. ISSUING OFFICE:

This Request for Proposal (RFP) is issued by Joint Initiatives for Youth + Families.

B. INVITATION TO SUBMIT PROPOSALS:

Joint Initiatives is posting this RFP on its website so that Offerors who have an interest may submit proposals in accordance with terms of this RFP. Please read and be aware of the administrative information attached to this RFP.

C. MEANS OF COMMUNICATION:

If it becomes necessary to revise any part of this RFP, a modification will be published on Joint Initiatives' website. It is incumbent upon Offerors to monitor any such postings carefully and regularly.

D. PURPOSE:

This RFP provides prospective applicants with sufficient information to enable them to prepare and submit proposals for consideration to satisfy the need for expert assistance in the completion of the goals of this RFP.

E. SCOPE:

This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration.



F. SCHEDULE OF ACTIVITIES:

Time (MST)

Date

1	RFP PUBLISHED ON WEBSITE (Jointinitiatives.org)	5:00 pm	6/01/2023
2	WRITTEN INQUIRY DEADLINE (NO WRITTEN QUESTIONS WILL BE ACCEPTED AFTER THIS DATE) See Administrative Information Section II A for inquiry details. Email Inquiries: info@jointinitiatives.org	5:00 pm	7/7/2023
3	PROPOSAL SUBMISSION DEADLINE See Administrative Information Section II C for submission.	5:00 pm	7/21/2023
4	PROPOSAL SELECTION (ESTIMATED/WEEK OF)		8/14/2023
5	CONTRACT FINALIZED (ESTIMATED/WEEK OF)		8/28/2023

Submit one PDF copy of the RFP proposal via email: info@jointinitiatives.org.



SECTION II

ADMINISTRATIVE INFORMATION

A. INQUIRIES:

Unless otherwise noted, prospective Offerors may make written or e-mail inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities.

E-mail all inquiries to: info@jointinitiatives.org

Clearly identify your inquiries as RFP #23-0612, RSCP.

Response to Offeror's inquiries will be published as a modification on Joint Initiatives' web page in a timely manner.

B. MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Proposals may be modified or withdrawn by the Offeror prior to the established due date and time.

C. PROPOSAL SUBMISSION:

Proposals must be received on or before the date and time indicated in the Schedule of Activities. Late proposals will not be accepted. It is the responsibility of the Offeror to ensure that the proposal is received by Joint Initiatives on or before the proposal deadline date and time.

The Joint Initiatives' Request for Proposal Signature Page MUST be signed in PDF format by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal.



Proposals that are determined to be at variance with this requirement may not be accepted.

Proposals must be submitted via email showing the following information in the footnotes:

RESPONDER'S NAME:

RFP #: <title>

SERVICE PROPOSED: <title>

D. ORAL PRESENTATIONS/SITE VISITS:

Offerors may be asked to make oral presentations or to make their facilities available for a site inspection by the evaluation committee. Such presentations and/or site visits will be at the Offeror's expense.

E. ACCEPTANCE OF RFP TERMS:

A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the autographic signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. It is assumed by the Offeror's response that it acknowledges all terms and conditions of this invitation for an offer. An Offeror shall identify clearly and thoroughly any variations between its proposal and the Joint Initiatives' RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

F. PROTESTED SOLICITATIONS AND AWARDS:

Any actual or prospective Offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the President + CEO of Joint Initiatives for Youth + Families, SherryLynn Boyles at sboyles@jointinitiatives.org. The protest shall be submitted in writing within seven working days after such aggrieved person knows, or should have known, of the facts giving rise thereto.



G. CONFIDENTIAL/PROPRIETARY INFORMATION:

Any restrictions of the use or inspection of material contained within the proposal shall be requested prior to the submission of the proposal itself. Written requests for confidentiality shall be submitted by the Offeror prior to the proposal submission date. The Offeror must state specifically what elements of the proposal would be considered confidential/proprietary. Joint Initiatives will make a written determination as to the apparent validity of any written request for confidentiality, the written determination will be sent to the Offeror.

Requests that are granted shall use the following format:

- Confidential/proprietary information must be readily identified, marked, and separated/packaged from the rest of the proposal.
- Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential and proprietary.
- Any information that will be included in any resulting contract cannot be considered confidential.

H. RFP RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of Joint Initiatives.

I. PROPOSAL PRICES:

Estimated proposal prices are not acceptable. Best and final offers may be considered in determining the apparent successful offeror. Proposals shall be firm for a period of not less than one hundred eighty (180) calendar days from the date of award.

J. EVALUATION:

The evaluation will identify the proposals that most effectively meet the requirements of this RFP. The work will be offered to the Offerors whose proposals, conforming to the RFP, will be most advantageous to Joint Initiatives and the Request for Proposal



(RFP) Subcommittee of the El Paso County Juvenile Assessment Center Steering Committee, price and other factors considered.

Joint Initiatives in collaboration with the RFP Subcommittee of the El Paso County Juvenile Assessment Center Steering Committee will conduct a comprehensive, fair, and impartial evaluation of each proposal received. First, all proposals will be submitted to Joint Initiatives for acceptance.

Joint Initiatives will be responsible for ensuring that:

- The Offeror's proposal complied with the due date and time.
- The Offeror's "Request for Proposal Signature Page" meets content and other requirements.

Evaluation Process:

Joint Initiatives in collaboration with the RFP Subcommittee of El Paso County Juvenile Assessment Center Steering Committee plans an intensive, thorough, complete, and fair evaluation process. Proposals will be evaluated on both the proposed program and the cost. The evaluation will be performed by the RFP Subcommittee of the El Paso County Juvenile Assessment Center Steering Committee through selecting members who do not have a conflict of interest in this procurement. The RFP Subcommittee of the El Paso County Juvenile Assessment Center Steering Committee will be responsible for the evaluation process that will include the following steps:

- Review proposals for any conditions that may disqualify the Offeror and to ensure that required terms and conditions have been met.
- Review proposal content, contact references, and assign a preliminary score to each factor for each proposal.
- Determine whether, as part of the deliberations, any Offerors will be invited to participate in discussions or site visits with the committee. (Offerors would be those who, based on preliminary scores, are reasonably susceptible of being selected for the award.) However, proposals may be reviewed, and determinations made without discussion. Therefore, it is important that proposals be complete, and Offerors should recognize that opportunity for further explanation may not exist.



- Oral presentations, if required, for invited offerors to demonstrate their proposed service.
- Adjust points or ratings as necessary.
- Best and final offers may take place at the Joint Initiatives' option.
- Make final selection recommendation.

K. PROPOSAL SELECTION:

Joint Initiatives will issue a "Notice of Intent to Make an Award". This email notice will be sent to all Offeror's indicating the notice of intent has been completed. A contract must be negotiated by all parties concerned on or before the date indicated in the Schedule of Activities. If this date is not met, Joint Initiatives may elect to cancel the "Notice of Intent to Make an Award" notice and make the award to the next most advantageous Offeror.

L. AWARD OF CONTRACT:

The award will be made to that Offeror whose proposal, conforming to the RFP, will be the most advantageous to the Joint Initiatives and the Request for Proposal Subcommittee of the El Paso County Juvenile Assessment Center Steering Committee, price and other factors considered.

M. PROPOSAL CONTENT ACCEPTANCE:

The contents of the proposal (including the people specified to implement the project) of the successful Offeror will become contractual obligations. Failure of the successful Offeror to accept these obligations in a contract, purchase document, delivery order or similar acquisition instrument may result in cancellation of the award and such Offeror may be removed from future solicitations.



N. STANDARD CONTRACT:

Joint Initiatives incorporates the standard State contract provisions (General and Special Provisions) into any subcontract resulting from this RFP.

O. RFP CANCELLATION:

Joint Initiatives reserves the right to cancel this Request for Proposal at any time, without penalty.

P. INCURRING COSTS:

Joint Initiatives is not liable for any cost incurred by Offerors prior to issuance of a legally executed contract or procurement document. No property interest, of any nature shall occur until a contract is awarded and signed by all concerned parties.

Q. PROPOSAL REJECTION:

Joint Initiatives reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of Joint Initiatives and the Request for Proposal Subcommittee of the El Paso County Juvenile Assessment Center Steering Committee.

R. VENDOR IDENTIFICATION:

The tax identification number provided must be that of the Offeror responding to the RFP. The Offeror must be a legal entity with the legal right to contract.



S. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. By submission of this proposal each Offeror certifies, and in the case of a joint proposal each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor; and
 - b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly to any other Offeror or to any competitor; and
 - c) No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
2. Each person signing the Request for Proposal Signature Page of this proposal certifies that:
 - a) She/he is the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein and that she/he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above; or she/he is not the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above, and as their agent does hereby so certify; and she/he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above.
3. A proposal will not be considered for award where (1)(a), (1)(c), or (2) above has been deleted or modified. Where (1)(b) above has been deleted or modified, the proposal will not be considered for award unless the Offeror furnishes with the proposal a signed statement that sets forth in detail the circumstances of the



disclosure and the head of the agency, or her/his designee, determines that such disclosure was not made for the purpose of restricting competition.

4. Paragraph (c) of subsection (2) of this section does not apply to a member of a board, commission, council, or committee if she/he complies with the voluntary disclosure procedures under C.R.S. 24-18-110 and if she/he is not a full-time state employee.



SECTION III

BACKGROUND, OVERVIEW, AND GOAL

BACKGROUND:

Home to 777,003 Coloradoans, or roughly 15% of the state, the 4th Judicial District (JD4) encompasses El Paso and Teller Counties. JD4's 83,104 youth ages 10-17 represent this project's target population. With 15 school districts and five military bases, JD4 lacks a cohesive, equitable, trauma-informed process environment to divert youth from detention and incarceration while providing resources for transformation.

Joint Initiatives, or JI, serves as a backbone agency uniting three state-required coalitions: El Paso County's Interagency Oversight Group (IOG), JD4's Juvenile Services Planning Committee (JSPC), and the county's early childhood council. JI is the state's only organization to house all three, providing a unique opportunity for coordinated impact. The Juvenile Assessment Center (JAC) project falls under JI's Pathways Program. Pathways is built from highly successful multi-disciplinary team models: Individual Service and Support Teams (ISST) for short-term crisis intervention, Coordinated Care employing ongoing multi-agency teams, and High-Fidelity Wraparound for the most extensive needs.

OVERVIEW:

Joint Initiatives for Youth + Families is releasing this competitive solicitation to secure one contractor to provide Respite/Shelter Care Programming (RSCP) for youth and children ages 2-17, to keep sibling sets together, with a focus on youth ages 10-17. Services will be provided in accordance with all applicable rules, regulations, and policies as specified by Federal, State, and County governments. Joint Initiatives for Youth + Families is seeking proposals for 24 hours per day, 7 days per week and 365 days per year programming, with an initial 5 bed RSCP capacity, with possible future expansion to 12 beds. In-take for the RSCP is required to occur 24 hours per day, 7 days per week and 365 days per year. Walk-in admissions are not anticipated, but rather will be received through referring partner organizations. The program will provide a short-term, home-like, voluntary setting to youth in need of respite/shelter as identified by the Colorado Child Care Licensing



7.705.8 "Special Rules and Regulations for Shelter Care." The program staff will utilize recognized best practice models to assist individuals in resolving their mental health crisis, developing effective self-reliance skills, and restoring their sense of hope and purpose. The RSCP will support individuals in continuing to remain connected and engaged in the community by attending work, school, treatment programs, and/or participating in other activities and maintaining relationships. JI intends to award one contract under this Request for Proposal (RFP).

GOAL:

The purpose of the contract funded hereunder is to provide 24/7 intake for qualified referrals for temporary overnight shelter care for the 4th Judicial District Juvenile Assessment Center. This program is designed to support homeless youth, at-risk youth, parents, foster parents, kin-like placements, or youth in custody by The Department by providing temporary shelter, thus helping to prevent the need for deeper system involvement or higher levels of care. The contractor will be responsible for gathering assessments and or providing new assessments at in-take or within 24 hours to determine immediate needs. Additionally, within 48 hours, the contractor shall collaborate with the youth's team to include but not limited to: family, caseworkers, judicial officers, attorneys, kin-like or foster families to create plans for treatment, interventions, and support for the youth's success in the home, home-like, or placement continuum. Contractors will coordinate their service delivery collaboratively with identified natural and system support teams to include youth/family voice and choice with whole family and youth empowerment approaches to intervention and treatment.

Qualified referrals are inclusive of:

- Youth ages 10-17 in need of temporary respite either overnight or during the day
- Youth suspected of being under the influence of alcohol or drugs will need medical clearance by hospital or fire department before admittance
- All genders accepted.

Youth will be excluded from services due to:

- Sexual offense charges
- IQ assessments with scoring lower than 70 IQ.



SECTION IV

STATEMENT OF WORK/REQUIREMENTS

A. REVENUE SOURCE

1. Funding for this project is provided. A maximum of \$315,000 is available to fund one contract.
2. Contract to provide RSCP will be reimbursed an inclusive rate to provide all basic need care while in respite to include food, personal needs, clothing...

Billing is the responsibility of the Contractor and should consider the following:

- Medicaid
- CYDC Shelter
- DHS
- Other Grants

B. PERIOD OF SERVICE

The contract is expected to be awarded in August 2023, with a base performance period of one calendar year. The contract may be renewed for additional years, in 12-month increments, with budgets to be mutually determined on an annual basis. Should the contract be renewed for subsequent option years, Joint Initiatives for Youth + Families reserves the right to contract with the selected contractor for this service without the need for further competitive procurement,

C. SCOPE OF WORK

The Contractor administration will be available during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Shelter services should be available seven days a week, 24 hours a day, 365 days per year. The Contractor will make an effort to fulfill requests.



The Contractor will be responsible for providing each of the following:

1. A minimum of 800 youth will be provided with respite care for the contract term of twelve (12) months, with the provision of 5 beds. This will include planned and emergency/crisis services.
2. Services are to be family-centered, family-friendly, and culturally responsive to the population served. Services should focus on interventions, treatment, and services with the goal of transitioning youth back into their home, or appropriate long-term care/treatment. Contractor will supply age-appropriate programming for youth who receive these services. Direct service positions are required to have the ability to speak, read and write in English and Spanish, or Provider will be required to provide translation services. The Contractor is to maintain quality caregivers for both overnight and day programming services who can provide culturally and linguistically competent and gender-responsive care to meet the needs. All staff employed by the contractor must pass The Division of Youth Services background check prior to having any contact with youth in programming.
3. Additional staff requirements include well-trained, knowledgeable, and experienced providers, as they are the key to a successful, safe, and enriching experience. It is essential that programs thoroughly assess provider competencies, qualifications, work experience, and background. Program provider/contractor shall conduct interviews, contact references, and require criminal background checks. Programs shall assess for knowledge about human development and developmentally appropriate activities. Respite staff should be evaluated for work or volunteer experience working with the population they are serving (i.e., family caregivers, children with disabilities, families in crisis). Staff should be physically and emotionally able to provide the care (e.g., by assessing work/volunteer experience, asking specific open-ended interview questions, and checking work and character references).
4. The Contractor will provide a plan that outlines the recruitment and initial/ongoing training efforts of all staff. Training documentation shall be maintained by the Contractor and provided to JI, as requested. Additionally, all staff must complete a Department of Youth Services (DYS) background check prior to engaging with youth.



The following training is required:

To be provided by County staff:

- Overview of the foster care and kinship systems in El Paso County, court-ordered placements, and reunification
- Child abuse reporting; recognizing and reporting abuse and neglect; special incident reporting
- Medical considerations of the children in your care
- Additional topics as recommended by the County

To be provided or facilitated by the Contractor:

- Medical considerations of the children in your care
 - Trauma-informed caregiving fundamentals and essential skills
 - Child development and developmental milestones
 - Developmentally appropriate practice
 - Positive parenting techniques and the role of respite caregivers
 - Safety considerations at home and in the community (including driving safety, car seats training/requirements, and internet safety for kids)
 - Foster home regulations
 - Overnight and extended care considerations
 - Confidentiality (for child in placement, the primary caregivers, and all children in the home)
 - HIPAA rules and regulations
 - Program guidelines, emergency procedures, documentation and paperwork, time cards
5. Maintain sufficient documentation and records of all programming provided to support the provision of services under this contract as required.
 6. A designee available and accessible to respite workers actively working to address urgent policy and procedure issues and/or to provide support and guidance as needed.
 7. Receive, process, and manage requests for respite care, including emergency requests, including but not limited to: homeless youth, youth in transition, youth no longer meeting criteria to detain, youth at risk of removal from home or placement that would benefit from respite.
 8. Provide documentation such as progress notes, log of youth's behaviors and activities



for all respite units of service completed.

9. Utilize defined criteria to accept referrals into programming.
10. Conduct a satisfaction survey and share survey results.
11. Provide a preview copy for JI approval of all print or radio/TV advertising material or artwork, including but not limited to: press releases, flyers, public relations material, photographs, public notices, radio/TV scripts, etc. prior to publication or release.
12. Maintain regular in-person/phone contact with JI JAC Manager to obtain technical assistance; resolve issues; assist in developing program policies, procedures, and forms; and ensure ongoing collaboration and coordination of program services.
13. Attend collaboration meetings as requested by JI & the REACH Committee.
14. Ensure the documentation of special incidents, in the event there is any incident of unusual, aggressive, or high-risk behavior by any party if there are any injuries suffered by any party in the course of service delivery. The Contractor will forward such information to the JI JAC Manager.
15. Deliver written and phone (when appropriate) communication.
16. Create and implement an outreach plan that informs the community through social media and written materials about the services, collaborates with other organizations that serve homeless and at-risk youth, seeks out youth who are homeless, and engages youth with lived expertise to assist in the development of the outreach and communications planning.
17. Prepare and submit a monthly report by the 5th calendar day of the month, for services provided in the prior month. The monthly report will include, but not be limited to:
 - Number of youth and related demographic information
 - Referral sources for youth engaged in respite/shelter
 - Referral sources for youth engaged in day programming
 - Total hours of respite care provided; by planned, exceptions, and emergency
 - Number of unduplicated children that received respite separated into categories:
 - 1) day programming
 - 2) overnight
 - Number of requests that were not fulfilled and reasons why



SECTION V

RESPONSE FORMAT

To facilitate an effective evaluation process, all acronyms in the proposal must be defined. Failure to provide the requested information may result in disqualification of the proposal. ***Proposals that do not follow the sequence, outline, and response format of this RFP may be deemed nonresponsive and disqualified from further consideration.***

A. REQUEST FOR PROPOSAL SIGNATURE PAGE

Include the Request for Proposal Signature Page. An officer of the Offeror who is legally authorized to bind the Offeror to the proposal must sign this page in ink.

B. TRANSMITTAL LETTER

Submit a Transmittal Letter on your official business letterhead that:

1. Positively states your willingness to comply with all work requirements and other terms and conditions as specified in this RFP.
2. Identifies all material and attachments that comprise your proposal.
3. States whether the Offeror is a partnership, a non-profit corporation, a Colorado corporation, a non-Colorado corporation, or some other business structure. Non-Colorado corporations must register as a foreign corporation to conduct business in Colorado and appoint a resident agent to review the process. If the Offeror is a foreign corporation, a limited liability partnership, or a limited liability limited partnership, state that the Offeror currently has a Certificate of Good Standing or Certificate of Existence to do business in Colorado. Proof of such certification shall be provided upon request.
4. States whether the Offeror or any of the Offeror's employees, agents, independent Contractors, or proposed subcontractors have ever been an



excluded provider, convicted of any criminal charges or actions involving moral turpitude. If yes, attach an explanation.

5. States that the Offeror's Proposal shall remain valid for a minimum of one hundred eighty (180) days from the date of the award.
6. Identifies all potential conflicts of interest related to this RFP. If any actual or potential conflicts of interest are identified, provide your plan to mitigate the actual or potential conflict of interest.
7. Identifies Contractor's licensing status.
8. Is signed by an individual authorized to commit your organization to the proposed work.

C. SERVICE DESCRIPTION

Company Overview and Relevant Business Experience: Provide an overview of your company, its capabilities, and experience in providing respite/shelter care and programming to high-risk youth, children, and families. Discuss why your company should be selected to provide the designated services. This discussion could include special qualifications of staff. Limit the response to this item to 1 page.

1. **Brief but clear description of the Program/Services to be provided which includes the following:**

- Include a description of all services to be provided within the program. Also, describe any program practices or services designed to impact minority overrepresentation in the juvenile justice system.
- Describe the referral process with timelines, and whether any youth will be denied service.
- Identify how many youths you are proposing to serve daily (or monthly, etc.)
- Describe how you will involve the families of your clients in the service delivery process.
- List the number and types of positions of staff that will be providing services.



- Demonstrate how the contractor will maintain safety protocols, procedures, and policies to ensure adequate supervision is in place to ensure the safety and security of minor youth.
- 2. Program Goal(s):** Goal(s) and related performance outcomes and objectives for youth receiving services. Goals should directly relate to what you hope to accomplish with youth served by your CYDC program.
 - 3. Client Files:** Describe the information you plan to maintain in client files and how that information will be stored to meet confidentiality requirements.
 - 4. Evaluation:** Youth receiving RSCP and their caregivers have valuable insight that can positively inform collective impact and service delivery. Please describe any current data collection practices your organization implements with clients and any changes made as a result.
 - 5. Incorporation of "Best Practices":** Best practices include the following but are not limited to: trauma-informed care and response, recruitment of knowledgeable and qualified staff, retention policies and procedures, youth and family voice and choice, initial and ongoing training, expedited access to appropriate referrals for services and privacy/confidentiality.
 - 6. Cultural Competence or Racial Equity Action Plan:** Racial equity is realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. Joint Initiatives is interested in funding programs that strive to meet the needs and provide effective services for a culturally diverse population. Please include a description of training, strategies, and services your organization uses to ensure that your programs/services comply with the definition of cultural competence/racial equity. Include in the description how you will meet the needs of non-English speaking clients and families. Describe any evaluations completed by your agency to assess the effectiveness of your services in achieving positive outcomes with specific cultural and /or racial equality standards. Please Include any youth and family voice and choice policy, procedure, or frameworks used by your organization.
 - 7. HIPAA Compliance:** Must demonstrate compliance with the Health Insurance Portability and Accountability Act of 1996, "HIPAA", to protect health information that relates to the past, present, or future physical or mental condition of an



individual or the provision of health care to an individual. This includes access to and disclosures for the above-listed information.

- 8. Program Budget:** Your proposal for each service must include a detailed budget that reflects the funds requested to provide the service for the specified number of clients. The budget must be submitted in accordance with the budget format and should reflect services outlined in the proposal (Specific line-item names listed can be added to or subtracted from).

Include only those budget categories that are needed to provide the service. If your program bills are based on a fee for service (e.g., \$50 per hour, \$500 per client per month, etc.) also complete the fee for service section of the budget format. Copy the format and submit budget information using the format for each service you are proposing to provide. In a budget narrative section provide any explanation that you think is needed for proposal review committee members to understand your budget items.



SECTION VI

EVALUATION AND AWARD

A. EVALUATION OF PROPOSALS

The award decision ultimately is a business judgment that will reflect an integrated assessment of the relative merits of the proposals using the factors set forth in the RFP. Joint Initiatives intends to award the contract to the Offeror whose proposal, conforming to the RFP, will be most advantageous to JI and the Request for Proposal Subcommittee of El Paso County Juvenile Assessment Center Steering Committee, price and other factors considered.

Joint Initiatives will conduct a comprehensive, fair, and impartial evaluation of the proposals received in this solicitation effort. Evaluation criteria for the proposals will be used for the purpose of ranking the proposals in a relative position based on how fully each proposal meets the requirements of this RFP. Such ranking will not necessarily be conclusive in selection of a prospective contractor but will be evaluated with other information that may come to the attention of Joint Initiatives, and may, in their judgment, impact the prospective contractor's ability to perform the services.

Offerors should not assume they will have an opportunity for oral presentations or revisions of proposals. Therefore, Offerors should submit their most favorable proposal as their initial proposal. If an award is not made based on the initial proposals, Offerors considered most competitive may be provided an opportunity to make an oral presentation. The competitive range determination will be based exclusively on the written proposals. Offerors are therefore cautioned to ensure that their proposals adequately convey a sound approach and a comprehensive understanding of the scope of work requirements.

If proposal revisions are permitted after the conclusion of oral presentations and discussions, Joint Initiatives will establish a date, in writing, for the submission of best and final offers. The purpose of this step would be to submit revisions only, not to submit comprehensive proposal rewrites.



B. SUBMISSION CHECKLIST

Proposals that meet the following minimum submission requirements will be reviewed for consideration.

At a minimum, proposals must:

- I. Be submitted by the due date and time.
- II. Include a completed and signed Signature Page.
- III. Include a completed and signed Transmittal Letter.
- IV. Be clear, formatted and organized.
- V. Include page numbers and footnotes.
- VI. Include a description of your organization, include relevant experience and implementation of programming and services most relatable to the requests outlined in this document.
- VII. Include a narrative scope of work aligned with the requests in this document.
- VIII. Include a budget aligned with the scope of work proposed.

Proposals that do not meet the criteria of the Submission Checklist, and initial review may be disqualified.

C. GENERAL CRITERIA

The panel will evaluate the following factors shown in the order of their relative importance:

1. Approaches to services and thoroughness of services to be offered
2. Cost
3. Offeror qualifications and experience



D. BASIS FOR AWARD

The business and technical factors will be assessed based on the soundness of the Offeror's overall approach and its understanding of the requirements. The experience and/or demonstrated capabilities factor will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Strategies for meeting expedited implementation timeframes will be assessed based on their reasonable likelihood of success. Assessments may include a judgment concerning the potential risk of unsuccessful or untimely performance, and the anticipated amount of Joint Initiatives involvement necessary (beyond that reasonably necessary) to ensure timely, successful performance.

The Offeror recommended for an award must provide (upon request) documentation of financial responsibility, financial stability, and sufficient financial resources to provide the services sought in this RFP. This response must include financial information by which Joint Initiatives may reasonably formulate an opinion about the relative stability and financial strength of the Offeror and a credit rating by a rating service.

Joint Initiatives may disqualify from consideration any Offeror who is involved in bankruptcy proceedings or whose financial condition is deemed to pose a risk to Joint Initiatives for successful performance of the contract.

E. PERFORMANCE OF AWARD

Proposed changes or exceptions to any requirement may disqualify Offeror's proposal response from consideration. A completed contract is expected within 90 days following the letter of intent to award. In the event a contract is not signed (through no fault of the Joint Initiatives) by the awarded Offeror within 90 days and barring any protest that may delay the completion of a contract, Joint Initiatives may elect to cease negotiations, withdraw the award, and award to the next most advantageous Offeror.