



Division of Administration
Office of Procurement
150 William Street - 9th Floor
New York, NY 10038

Ronald E. Richter
Commissioner

Donald Brosen
Deputy Commissioner

PATRICIA CHABLA
*Assistant Commissioner
Agency Chief Contracting Officer*

January 26, 2012

Dear Potential Proposer:

The New York City Administration for Children's Services (ACS) is seeking appropriately qualified vendors to provide Non-Secure Placement (NSP) by operating facilities for youth who have been placed into the custody of ACS by a Family Court judge as the disposition of their juvenile delinquency case and who have been determined by the court or ACS to be appropriate for NSP. NSP will consist of an array of general and specialized juvenile justice residential care programs that offer high-level and intensive clinical services for youth who need this structure.

The services provided by all NSP facility providers include youth care, food, clothing, transportation, recreation, court-related services, social work and case management services, social skills instruction, access to mental health and substance abuse treatment, coordination of education and health care, public safety measures, and the monitoring and supervision of these services. The average length of stay is expected to be seven months. The length of stay for individual youth may be shorter or longer than seven months, depending on the youth's behavior and other factors.


You are invited to submit a proposal in response to this solicitation. Please see below for proposal submittal instructions:

Proposal Due Date: February 27, 2012
Proposal due Time: 2:00 PM

Submit Proposal to the attention of:

Michael Walker
ACS Office of Procurement, 9th floor
150 William Street
New York, NY 10038

Sincerely,


Patricia Chabla



Printed on paper containing 30% post-consumer material

**New York City Administration for Children's Services Division of Youth and Family Justice (DYFJ)
Negotiated Acquisition: Operation of Non-Secure Delinquency Placement Services
PIN: 06812N0001**

SECTION I – General Information

The New York City Administration for Children's Services ("ACS" or "Children's Services") was formed in 1996 with the mission of ensuring the safety and well-being of New York City's approximately two million children, who live in the five counties/boroughs that comprise New York City's roughly 300 square miles. To fulfill this mission, we operate, in whole or in part, the city's child welfare, juvenile justice, child care, and Head Start systems.

ACS' child welfare and juvenile justice system is made up of four main services:

Protection – ACS's Division of Child Protection investigates over 60,000 reports of abuse or neglect each year.

Prevention – ACS's preventive services are provided through a combination of directly-operated and contracted programs. Approximately 37,000 children and their families receive preventive services at any given time.

Foster Care – ACS oversees contracts with non-profit social service organizations to provide foster care services. Approximately 17,000 children are currently in foster care in New York City.

Juvenile Justice – ACS serves youth in the juvenile justice system in detention, placement, and community-based programs.

ACS is committed to ensuring a strong community-based focus to its work. The agency has a Community Partnership Initiative and has built a team of staff dedicated to working closely with New York City neighborhoods and their residents and stakeholders to inform the development and management of ACS services.

The ACS Division of Youth and Family Justice (DYFJ) is responsible for Children's Services' juvenile justice programming. DYFJ operates placement programs, detention facilities and prevention programs for alleged and adjudicated juvenile delinquents (JDs), alleged and adjudicated juvenile offenders (JOs) and Persons in Need of Supervision (PINS). The cases of JDs are heard in Family Court, whereas the cases of JOs are heard in Criminal and Supreme Court.

Non Secure Placement (NSP) will be part of a residential care continuum for adjudicated JDs in New York City overseen by Children's Services. The continuum will include NSP and Limited Secure Placement (LSP). NSP will begin operating in August 2012 and LSP will begin operating in June 2013. Children's Services expects to issue a separate solicitation for LSP.

Service Areas and Program Options

ACS anticipates that multiple contracts will be awarded through this solicitation, ensuring that services are available for general NSP and specialized NSP programs citywide.

Proposers may propose to serve the target population in one, multiple, or all of the program models. However, proposers are asked to submit **one program proposal for each program model** they seek to operate. Program models include general non-secure placement and each of the specialized placement models listed below. For each program model, this one proposal will serve children from all five boroughs.

Proposers should review the below Scope of Services, Juvenile Justice Quality Assurance Standards in Appendix A, and New York State regulation 18 NYCRR Part 442 to design an effective program that provides the basic elements of NSP residential care. It is anticipated that contracts resulting from this solicitation will be three years in duration. Contracts may also include two three-year options to renew.

Target Population and Program Models

Non-Secure Placement (NSP) providers will operate facilities for youth who have been placed into the custody of ACS by a Family Court judge as the disposition of their juvenile delinquency case and who have been determined by the court or ACS to be appropriate for NSP. NSP will consist of an array of general and specialized juvenile justice residential care programs that offer high-level and intensive clinical services for youth who need this structure.

The services provided by all NSP facility providers include youth care, food, clothing, transportation, recreation, court-related services, social work and case management services, social skills instruction, access to mental health and substance abuse treatment, coordination of education and health care, public safety measures, and the monitoring and supervision of these services. The average length of stay is expected to be seven months. The length of stay for individual youth may be shorter or longer than seven months, depending on the youth's behavior and other factors. A determination as to whether youth may be released before seven months or remain in placement longer than seven months will be made by ACS on a case-by-case basis, in collaboration with the provider, using the protocol described in the Juvenile Justice Quality Assurance Standards, which are attached as Appendix A.

NSP will be broken out into general and specialized residential programs. Providers who operate specialized residential programs will be expected to design and implement a residential program that includes the staff expertise and, for some, the physical settings that are required for youth who have particular needs and conditions. This will include capacity for serving children and youth with very serious and severe medical, mental health and/or developmental conditions.

In order to accommodate fluctuating utilization levels, general residential programs will be expected, when appropriate and safe for the youth, staff and community, to admit youth with specialized needs. Thus, those generalized programs should be designed and staffed so that youth with specialized needs can be adequately cared for and have their mental health, medical, education, and other needs met. Conversely, the specialized residential programs will be expected, when appropriate and safe for the youth, staff and community, to admit youth with non-specialized needs. The rates for these placements are described more fully below.

ACS anticipates making approximately 15 awards based on this solicitation. The general and specialized NSP programs will consist of services and distributions as follows:

Program	# of Slots
General NSP	236
Youth with Serious Emotional Disturbance	10
Youth with mental retardation, developmental delays, and/or developmental disabilities	12
Youth with sexually abusive behaviors	18
Youth who have been commercially sexually exploited	6
Youth in need of treatment for substance use and co-occurring disorders	10
Youth with fire setting behaviors	4
Pregnant/newly parenting young women	4

All programs, unless designated for a specialized population with developmental delays, should have the capability to serve youth with IQs of 71 and above, and should be able to accept youth with lower IQs, on a case-by-case basis. All residential care programs should also be designed in a way that youth live with others in their age group, gender, gender identity where appropriate, and/or developmental stage, such as youth who are 12-14, 15-17, and 18-21 years of age.

All organizations proposing to operate NSP facilities will be required to adhere to the ACS Division of Youth and Family Justice *Guidelines for Promoting a Safe and Respectable Environment for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Youth and Their Families Involved with DYFJ* which is attached as Appendix B. Some youth who identify as LGBTQ, however, may seek and prefer a setting in which they will live only with other LGBTQ youth. ACS will consider proposals from providers who wish to operate such programs for LGBTQ youth who may be at particularly high risk of physical and psychological harm (for example, youth who experienced bias-related violence in previous service settings).

The needs and conditions of children who require residential care are often not discrete; many youth have two or more conditions requiring services. Placement decisions will be made with sensitivity to co-occurring issues for children, and a child's primary needs or diagnoses and strengths will guide placement decisions to the greatest extent possible, especially for specialized programs. While ACS may refer a child to a particular program based on his/her primary need, programs must accept children which fit their eligibility criteria, as well as children with multiple conditions, and be able to design a flexible program model that meets those needs. All programs must be able to offer comprehensive service models that can meet the full range of needs of a child/youth, using a "wrap around" approach.

Safety – of the children, staff, and community – is of paramount concern to Children's Services. Providers must propose a program model, utilizing best practices, proven de-escalation techniques, and a youth development approach that will ensure a safe environment both within an NSP facility and in the surrounding community. Hardware, body search, facility search, and other safety-related minimum standards to which the agency must adhere are located in the Juvenile Justice Non-Secure Placements Quality Assurance Standards which are attached as Appendix A.

Non-Secure Placement Facilities

NSP facilities shall be located in or in close proximity to the New York City communities in which the youth and their families live, so that: (1) families, attorneys and other adults significant to the youth may travel

easily to the placement facilities in order to participate actively in the youth's rehabilitation; (2) there is school continuity for youth during transitions into placement and back to the community; and (3) youth and families are provided with community-based aftercare services that begin working with the youth and families before the placements end. Accordingly, ACS strongly prefers that all NSP facilities would be located within New York City. In the event that there are insufficient technically viable providers offering sites that are located within New York City at fair and reasonable prices, ACS may consider proposed NSP facilities located up to 25 miles outside of New York City, and in its sole discretion, and subject to its determination that such facilities were nonetheless reasonably accessible to New York City, elsewhere. Providers that propose facilities outside of New York City must submit a plan to move the slots to a location within the five boroughs of New York City within two years of the contract start date. ACS may allow an additional two year extension on the movement of the slots to New York City, if diligent efforts to effectuate the move have been made and demonstrated to ACS. Providers may apply to operate more than one NSP facility. Providers must provide NSP residential care programs that will serve youth from across the five boroughs.

Anticipated Contract Term

It is anticipated that contract(s) awarded from this solicitation will have a contract start date of June 1, 2012 through May 31, 2015 with two (2) additional three-year (3) options to renew.

Anticipated Available Annual Funding

The anticipated total annual funding for these services is \$58,000,000.00.

The rate for general and specialized NSP programs will be \$400/day. Agencies that provide their own aftercare services (ACS must approve the model to be used in the Juvenile Justice Quality Assurance Standards) will receive an add-on rate of \$34 per day. Agencies that will be located in New York City will receive an add-on rate of \$68 per day, to be used for qualified behavior management staff to accompany the youth to a New York City Department of Education school each day (see below for more detail about this requirement). Providers may also receive up to \$50 per day for additional facility costs, not included in the rate; this add-on is subject to approval by ACS of a facility plan. Proposed start-up costs will be considered in addition to the proposed annual line item budget.

Minimum Qualification Requirements

The Following are the Minimum Qualification Requirements of this solicitation. Applicants that fail to meet all of these requirements will be rejected.

- Applicants for Non-Secure Placement services must be incorporated in New York State. All applicants must submit a copy of their current New York State Certificate of Incorporation.
- Applicants must be licensed by the New York State Office of Children and Family Services to provide residential services to youth. Applicants must submit a copy of their current New York State OCFS license.

The Authorized Agency Contact Person for this solicitation is:

Michael Walker
Administration for Children's Services
150 William Street, 9th Floor
New York, New York 10038
212-341-3617
Michael.Walker@dfa.state.ny.us

Compliance with Local Law 34 of 2007: Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Attachment B) and return it with this submission, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.). If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the submission is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

SECTION II - Scope of Services

Basic expectations and requirements for NSP residential care are described below. Additional requirements may be found in the Juvenile Justice Quality Assurance Standards—Non-Secure Placements. These apply to all NSP residential care programs: those designed for a general population as well as those for specialized programs. Requirements for specialized programs also appear in subsequent scopes of service.

Facility and Site Control

The provider will:

- Operate a NSP facility that is located within New York City. In the event that there are insufficient technically viable providers offering sites that are located within New York City at fair and reasonable prices, ACS may consider proposed NSP facilities located up to 25 miles outside of New York City, and in its sole discretion, and subject to its determination that such facilities were nonetheless reasonably accessible to New York City, elsewhere. Providers that propose facilities outside of New York City must submit a plan to move the slots to a location within the five boroughs of New York City within two years of the contract start date. ACS may allow an additional two year extension on the movement of the slots to New York City, if diligent efforts to effectuate the move have been made and demonstrated to ACS. Providers may apply to operate more than one NSP facility. Providers must provide NSP residential care programs that will serve youth from across the five boroughs;
- Operate a facility where all sleeping rooms for the accommodation of more than one child shall contain a minimum area of 60 square feet per child and a minimum floor space of two feet between beds;
- Operate a facility that is appropriate to provide NSP services and has the capacity to provide no more than 25 beds for NSP youth and that adhere to the requirements of 18 NYCRR Part 442. If the facility is located in New York City, operate a facility that conforms to New York City Building Code requirements concerning an appropriate Certificate of Occupancy. If the facility is outside of New York City, operate a facility that has a Certificate of Occupancy from the jurisdiction in which the facility is located.
- Operate a facility that provides an adequate number of single restrooms and showers for all youth in the provider's care.

Education Services

The provider will:

- Ensure that all youth in NSP are assessed for educational purposes and daily attend a school that is in good standing with the New York State Department of Education. There is an expectation of demonstrated academic and behavioral progress for every youth in non-secure placement.
- Transport youth to school if the youth is attending a school that is not located directly on the site of the non-secure facility. This includes New York City Department of Education (DOE) District 79, DOE District 75 and other DOE and private community schools.
- If youth are attending a New York City DOE District 79 school, send qualified personnel who will remain at the school site, including in the classrooms, to school with the youth every day. The personnel are required to support the students and teaching staff in maintaining school wide and classroom environments conducive to learning and to assist DOE staff so that youth will be engaged in the learning process, and assist with positive behavioral interventions with individual students.
- Obtain written approval from the New York City Department of Education for any education plan that involves DOE schools. To obtain approval, proposers must contact:
Timothy F. Lisante, Ph.D., Superintendent
NYC Department of Education District 79
90-01 Sutphin Blvd.
Jamaica, NY 11435
718-557-2540
- If youth are not attending a New York City Department of Education school, ensure that youth are attending a school that is in good standing with the New York State Department of Education every day that school is in session. Providers must provide proof of good standing of the school they propose to utilize for youth in NSP.

Experience and Prior Performance with Child Welfare and/or Juvenile Justice Contracts (if applicable)

The provider will:

- Have three years of a strong track record of meeting goals and outcomes for child and family well-being and/or rehabilitation of youth involved in the juvenile justice system.
- Have three years strong track record of providing services to the population served by DYFJ or similar high-needs adolescents and providing information in a timely manner – orally and written – to the court, when necessary.
- Have three years of a strong track record of providing quality services to, and achieving good child welfare and/or juvenile justice outcomes with, the specialized population for which they are seeking to provide NSP residential care through this solicitation, if applicable.

Organizational Capacity

The provider will:

- Adhere to all required staffing ratios contained in 18 NYCRR Part 442.
- Provide sufficient and appropriate levels of staffing for the NSP residential care program being proposed.
- Ensure that all staff receive training specific to the provision of neighborhood-based services, for the communities relevant to their programs and clients, including training on community characteristics, resources, and needs, and on negotiation of services for youth within a neighborhood-based environment.

- Ensure that training incorporates and encourages the participation of community-based service providers, such as local hospitals, police precincts, and drug treatment centers, as well as community residents and leaders.
- Ensure that supervisors have the ability to assess the professional development needs of their staff, and support those needs and provide opportunities for growth. Supervisors must conduct quality assurance case reviews with staff, and provide staff with reflective supervisory support and regular evaluations.
- Cooperate with ACS assessment and evaluation systems and must provide all information necessary to allow ACS to fulfill these responsibilities.
- Comply with all applicable laws, rules and regulations for documenting health services provided to youth. The provider must identify the parties responsible for maintenance of health service documents, and must detail their roles and duties. The provider must record health services and psycho-social information and submit copies of such records as required by ACS. The provider must assure timely collection and accurate documentation of such information. This documentation must include results of physical and mental health examinations, medical records, court documents, and birth certificates. Confidentiality requirements are contained in the Juvenile Justice Non-Secure Placements Quality Assurance Standards which are attached as Attachment A.
- Maintain adequate case files and fiscal records and ensure that staff follow appropriate record-keeping and retention practices and procedures in a manner which is in compliance with and supports all existing federal, state, and city laws, rules, and regulations, and is consistent with policies, procedures, and standards promulgated by ACS.
- Make available requested information to ACS to collect and monitor performance indicators as appropriate and as part of a full evaluation process.
- Develop ACS-approved internal quality assurance systems for monitoring and reviewing staff performance, program performance, and designing and implementing improvement strategies.

Capability

The provider will:

- Be incorporated in New York State, and licensed by the New York State OCFS to provide residential services to youth. Applicants must submit with their application a copy of their current New York State Certificate of Incorporation and their current OCFS operating certificate.
- Propose an operation start date no later than August 1, 2012. The facility proposed must conform to the requirements set forth in 18 NYCRR Part 442 and other applicable laws, including New York City Building Code (if in New York City), by the operation start date.

Approach

The provider will:

- Propose an appropriate programmatic infrastructure to support the operation of a NSP residence.
- Utilize a clear, articulated service model that is supported by best practices in the field, has evidence of good outcomes in the past, will reduce recidivism by residents, utilizes a clear training curriculum, includes a staff accountability system that assists the provider in ensuring that staff are incorporating their training into their work with youth and families, includes youth/engagement strategies that have been demonstrated to work with the populations served, and includes a clearly articulated behavior management program that also supports academic success.
- Provide oversight and clinical services of youth during visits in the community with family or other discharge resources, if needed and for as long as needed.
- Adhere to the standards for security, searches, and hardware, contained in the Juvenile Justice Quality Assurance Standards.

- Timely complete permanency hearing and other court reports, attend Family Court proceedings, be prepared with knowledge of the facts of a particular case to deliver testimony in Family Court when needed and comply with all court orders. The provider must appear in court at the request of ACS when ACS determines that the court appearance is necessary based upon the particular case circumstances when the court proceeding involves a family who is receiving or has received services from the provider. The provider must also cooperate with attorneys representing ACS in case preparation.
- Aftercare and transitional services are an important component to these placements. Providers will be expected to ensure aftercare services will be provided or provide the aftercare themselves. The aftercare services must have a strong track record of good outcomes with this population. It will also be expected that providers will arrange outpatient mental health clinic appointments for youth transitioning to the community, in time for youth to be released after seven months of placement on average.

Specialized Residential Programs

This solicitation contains separate competitions for Specialized Juvenile Justice NSP Residential Care Programs. These programs are as follows:

- Specialized Programs for Youth with Serious Emotional Disturbance
- Specialized Programs for Youth Who Have Mental Retardation and/or Developmentally Disabilities (MR/DD)
- Specialized Programs for Youth with Sexually Abusive Behaviors
- Specialized Programs for Youth Who Have Been Commercially Sexually Exploited
- Specialized Programs for Youth Who Are In Need of Treatment for Substance Use and Co-Occurring Disorders
- Specialized Programs for Youth Who Have Firesetting Behaviors
- Specialized Programs for Young Women Who Are Pregnant or Newly Parenting
- Each specialized program will be required to seek and obtain approval from OCFS, and may be required by OCFS to seek and obtain approval from other New York State agencies if applicable, in order to begin operation. The process for OCFS approval is attached as Appendix C.
- All NSP residential programs for specialized populations must meet the needs of that population, and adhere to all programmatic and staffing requirements, as described in the Juvenile Justice Non-Secure Placements Quality Assurance Standards which are attached as Appendix A.
- Aftercare and transitional services are an important component to these specialized placements. Providers will be expected to ensure aftercare services will be provided or provide the aftercare themselves. The aftercare services must have a strong track record of good outcomes with this population. It will also be expected that providers will arrange outpatient mental health clinic appointments for youth transitioning to the community, in time for youth to be released after seven months of placement on average.

The following are key components of the specialized programs:

Specialized Programs for Youth with Serious Emotional Disturbance

- These Specialized Juvenile Justice NSP Residential Care Programs will serve youth who meet the definition of Seriously Emotionally Disturbed (SED), as that term is defined by the New York State Office of Mental Health, at the following link:
http://www.omh.state.ny.us/omhweb/pcs/survey05/guidelines_pcs2005.htm#appendix_b.
- The SED specialized programs require a fully integrated range of services including verbal therapies, medication therapy, case coordination, therapeutic recreation, skills training,

education, and vocational services, dietary services and physical health care. An interdisciplinary team consists of representatives from psychiatry, psychology, social work, nursing, recreational therapy, child care and education.

- The treatment plan for each youth must include all components of care, including psychiatric, behavioral, educational, health, family, and psychosocial needs. Discharge planning begins on intake, and discharge objectives are reflected in all treatment plan write ups. The family and the youth work closely with members of the treatment team, as well as the OCFS Community Partnership staff, and other designated community providers.
- Medication management, if warranted, is an integral support for youth with serious emotional disturbance. Providers must have psychiatric and nursing professionals to assist the youth and the family in ensuring medication is taken as prescribed, and in gaining an understanding of the prescribed medication regimen, including the benefits and side effects of the medication, and how the youth can learn to manage the medication regimen independently. Requirements regarding medical staff are contained in the Juvenile Justice Non-Secure Placements Quality Assurance Standards which are attached as Appendix A.

Specialized Programs for Youth Who Have Mental Retardation and/or Developmentally Disabilities (MR/DD):

- The provider must be prepared to serve populations with MR/DD, including but not limited to the following:
 - youth who are severely neurologically impaired;
 - youth with severe learning disabilities;
 - youth with Autism Spectrum Disorder;
 - youth who have mental retardation with an IQ at or below 70 or its functional equivalent;
 - youth with cerebral palsy;
 - youth with Down Syndrome; and
 - youth with severe neuromuscular disorders.
- MR/DD NSP residential programs are designed to provide care, treatment and therapies in a structured twenty-four (24) hour environment that ensures youth have their physical, emotional, and developmental needs met on a daily basis.
- Youth who have an MR/DD diagnosis require a highly structured, closely supervised therapeutic environment and a program that helps to empower them to achieve their highest potential.
- For the MR/DD population, the provider must provide discharge services required by the Juvenile Justice Quality Assurance Standards. Special attention must be given to the particular medical and mental health needs of these youth as they are discharged from care, including any aftercare programs. Referrals for home- and community-based services through the New York State Office of Mental Retardation and Developmental Disabilities (OMRDD), including Bridges-to-Health B2H Waiver Program, must be made in consultation with the parent/discharge resource as far as possible before the final discharge date. Emphasis must be placed on ensuring a continuum of service, medical and otherwise, that the youth can rely on after discharge.
- The provider must provide sufficient and appropriate types of staff required in each capacity (medical personnel, psychiatrists, psychologists, social workers, youth care workers, recreational coordinators, vocational coordinators, and substance abuse counselors) at each facility and hourly staff ratios.

- The providers serving developmentally disabled must ensure that all staff receives extensive training on MR/DD, pursuant to the Juvenile Justice Non-Secure Placements Quality Assurance Standards contained in Appendix A.

Specialized Programs for Youth Who Have Sexually Abusive Behaviors:

- This Specialized Residential Care program is intended for youth who have sexually abusive behaviors and are unable to remain in a non-specialized non-secure facility setting. The provider must design a program that will:
 - Support accountability for harmful behaviors;
 - Assist youth with identifying and addressing issues underlying these behaviors;
 - Guide youth in developing empathy for their victim(s) or others affected by their behavior;
 - Address a youth's own history of abuse; and
 - Support youth in behavioral change.
- Youth with sexually abusive behaviors served in Specialized Residential Care settings must receive all the support, assessment, treatment, and understanding necessary to meet their physical, emotional, and developmental needs, in a manner that maximizes their success when discharged to their birth family or another discharge resource. Youth must receive extensive treatment to address the issues which have led or contributed to their offending behaviors.
- To serve the specialized population of youth with sexually abusive behaviors the provider must design and provide a highly structured, safe, therapeutic environment. Intensive psychological and psychiatric services must be available on a regular basis through program staff. Individual, group, and family counseling in addition to specialized assessment must be provided to address the underlying causes of youth's harmful acts and move toward changing their behaviors.
- Provider staff must have knowledge of and experience with youth with sexual behavior problems and youth who have sexually abusive behaviors.

Specialized Programs for Youth Who Have Been Commercially Sexually Exploited

- These Specialized Residential Care Programs will serve youth who have been commercially sexually exploited and have treatment and/or safety-related needs that require specialized supports. Youth who have been commercially sexually exploited must receive services necessary to manage and reduce their vulnerability to sexual abuse and exploitation in the future.
- The provider must be prepared to serve populations that include, but are not limited to youth who have been victimized for the advancement of sexual gratification or profit. Examples include youth who have been prostituted, youth who have been trafficked, youth who have been presented with unsolicited obscene material, youth who have been enticed online to promote sexual acts, victims of sexual grooming, and youth who have been sexually assaulted and/or molested.
- The provider is required to provide an intensive level of care, including but not limited to:
 - A highly-structured, closely-supervised therapeutic environment.
 - An assessment for past trauma and presenting trauma symptoms, and counseling focusing on re-establishing physical and emotional safety.
 - Specialized clinical services appropriate to this population that involves a focus on trauma.
 - Services appropriate for youth who are pregnant and/or parenting.

Specialized Programs for Youth Who Are In Need of Treatment for Substance Use and Co-Occurring Disorders

- These Specialized Juvenile Justice NSP Residential Care Programs will serve youth who have serious substance use and co-occurring mental health disorders.
- The provider is required to incorporate a full continuum of care with step-down treatment as indicated and a period of continuing care followed by community reintegration with supportive services.
- Providers will be expected to design a highly-structured, safe, therapeutic environment. Intensive psychological and psychiatric services must be available on a regular basis through program staff and incorporate a known developmentally appropriate evidence-based treatment or promising practice through all stages of care (this does not include supportive services for which there is currently limited information on the best practices for ongoing supportive services).
- Treatment interventions in each level of care must be demonstrated as evidence-based or promising practices on a currently recognized list such as SAMHSA's National Registry of Evidence-Based Programs and Practices at <http://www.nrepp.samhsa.gov/>.
- Programs will be expected to:
 - Include an assessment and treatment matching
 - Utilize a comprehensive, integrated treatment approach
 - Include family in treatment
 - Be developmentally appropriate
 - Engage and retain teens in treatment
 - Hire qualified staff
 - Include continuing care
- Provider staff must have knowledge of and experience with youth who have substance use issues and co-occurring mental disorders.

Specialized Programs for Youth Who Have Firesetting Behaviors

- These Specialized Juvenile Justice NSP Residential Care Programs will serve youth who exhibit pervasive firesetting behaviors and who cannot be maintained safely in a non-specialized NSP residential program.
- The provider is required to provide a thorough assessment of all residents that is evidence-informed; measures whether the behavior is acute or chronic; assesses the outcome of previous treatment; involves parent and other collateral interviews; measures past and presenting trauma symptoms; and assesses comorbidity.
- The provider is required to provide an intensive level of services and structure, including but not limited to:
 - A closely-supervised therapeutic environment.
 - A multidisciplinary clinical team that includes psychologists, psychiatrists, and occupational therapists.
 - Fire safety instruction for youth.
 - Clinical services focusing on relapse prevention.
 - Counseling focusing on re-establishing physical and emotional safety.

Specialized Programs for Young Women Who Are Pregnant or Newly Parenting

- These Specialized Juvenile Justice NSP Residential Care Programs will serve pregnant and/or newly parenting girls.
- ACS seeks proposals for programs dedicated to serving pregnant and parenting youth in a blended maternity and mother-child model, intended to minimize unnecessary movements and allow continuity of service for girls during and after their pregnancies.
- Providers must conduct thorough assessments and identify and provide services, including obstetric, gynecological and pre-natal care for pregnant youth that address the youth's medical needs. Assessments must consider primary and secondary diagnoses for children and families and indicate arrangements for treatment of any identified conditions and health needs.
- Providers must also provide post-natal care and parenting skills training for the mothers, and pediatric care for the newborn infants. The staffing requirements, including medical staffing, are contained in the Juvenile Justice Non-Secure Placements Quality Assurance Standards attached in Appendix A.

SECTION III - Format and Content of Applications

Providers should provide all information requested below. Applications should be typed on both sides of 8 ½" X 11" paper. The City of New York requests that all applications be submitted on paper with no less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The application will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will **not** make the application non-responsive.

The Application should be submitted to the Authorized Agency Contact Person noted in Section I, above, and it should contain the following:

- A. Application Cover Letter (Attachment C)
- B. Minimum Qualification Documentation. **Failure to provide the following documents will make the proposal non-responsive and it will be rejected.**
 - Provide a copy of the organization's current New York State Certificate of Incorporation
 - Provide a copy of the organization's current New York State Office of Children and Family Services license.
- C. Price Proposal. For each proposed facility, attach a three-year annual line item operating budget. Budgets should include detailed line items for Personnel Services (PS) costs and Other Than Personnel Services (OTPS) costs. Proposed start-up costs should be included in addition to the proposed three-year annual line item operating budget. Provide a narrative that describes the cost effectiveness of the proposed budget, and include a justification for any proposed start-up costs.
- D. Copy of the provider's most recent financial audit report.
- E. Provide a copy of the organization's Certificate of Occupancy for the proposed facility, or provide proof of intent to secure an appropriate Certificate of Occupancy for the building prior to the proposed start date.
- F. Program Narrative:
Address, in the order listed below, each of the following:
 - Describe the organization's experience that is successful and relevant to effectively administer the proposed services as described in the Scope of Services section of the solicitation and the Juvenile Justice Quality Assurance Standards.

- Describe the organization's track record of meeting goals and outcomes for child and family well-being, particularly for adolescent youth and families with adolescent youth, and for rehabilitation of youth involved in the juvenile justice system, including complying with court appearance and report mandates and following orders issued by the court.
- Describe and demonstrate the organization's record of performance (for the past three years of relevant service provision) by including: (1) all evaluation material and performance reports for the past three years of contracts for relevant services with any government entities other than the City of New York, (2) the organization's response to areas needing improvement as identified by ACS and/or OCFS or as identified by the organization itself, and (3) implemented strategies to address areas identified as needing improvement and the results of those efforts.
- Describe the organization's collaborations and linkages with other service providers that will support and inform the development of its services and programs for youth and families.
- Describe the organization's history of commitment to diversity and culturally competent practices that are embedded into the programs and services that the organization delivers, including its ability to meet the language and cultural needs of the families and children that the organization serves.
- Describe the organization's plan to (i) establish and support training needs of program staff, (ii) to ensure that initial and ongoing training requirements are met and (iii) monitor whether trained staff have implemented their training into everyday practice and are providing high quality direct care and casework practice that adheres to regulations and standards.
- Describe the organization's internal quality assurance system for the entire program that identifies programmatic deficiencies, the process involved in designing and implementing program performance improvement strategies and the approach taken to resolve identified deficiencies and barriers to strengthen the organization and its services, as well as describe how the organization's infrastructure has the capacity to work with electronic data collection systems and to upgrade them as the need arises to support their quality assurance system
- Describe a detailed implementation plan for the proposed non-secure placement facility, including staff training, technology start up, and physical plant changes if needed
- Describe how the proposed program, including staff, will be available and ready to provide services by August 1, 2012.
- Describe the organization's approach to fulfill the principles stated in Section I, page 2, of the solicitation and describe a model for its program that is supported by best practice in the field; shows evidence of good outcomes; includes a training curriculum and staff accountability system; with a focus on youth/family engagement strategies; and includes a behavior management program and staffing for oversight of youth and clinical services, when needed, during youths' visits with families in the community.
- Describe a plan to comply with the security and search standards delineated in the Juvenile Justice Quality Assurance Standards—Non-Secure Placements.
- Describe an education plan in compliance with the education standard delineated in the Juvenile Justice Quality Assurance Standards, including: (1) if the school that will be used is not a DOE school, evidence that the school is in good standing with the New York State DOE; (2) if the school that will be used is a NYC DOE school, a letter from the NYC DOE approving the school plan; and (3) a plan to use an education based psycho-social assessment for youth and their family/guardian(s) that includes, but is not limited to, educational goals and aspirations, supports in the home to help youth achieve educational goals, historical educational behaviors, assistance the family/guardian(s) feel they and the youth need for the youth to succeed.
- If the proposer is proposing its own aftercare services, describe the aftercare services, including whether they are an evidence-based modality and, if not, whether the services have previously been shown to produce good outcomes for youth involved in the juvenile justice system. Describe how the

aftercare services will assist families with any concrete needs (housing, benefits, mental health appointments, etc.).

- Describe a plan to provide all services to youth and families utilizing an average length of residential stay of no more than 7 months, including a system to proactively pursue permanency resources in that time period for youth who have no identified resource during the residential placement.
- Describe the organization's budget (including any other public and private funding that will be used to support the program, the source and the long-term viability of those funds and personnel and OTPS costs).

G. List of 3 programmatic references. For each reference, provide the name and address of the reference entity, nature of relationship with the reference, as well as the name, title, phone number, and email address of the contact person. DYFJ may contact all references.

H. In a *separate sealed envelope* labeled with the contents, a completed Doing Business Data Form, Attachment B.

SECTION IV – Application Evaluation and Contract Award Procedures

All applications received in the manner set forth above will be reviewed to determine if they are responsive to the requirements of the solicitation. Applications determined to be non-responsive will not be further considered. Applications determined to be responsive will be considered in terms of the following factors, listed in descending order of importance:

- Appropriateness of each proposed facility.
- Demonstrated level of organizational capability to provide the proposed number of beds and to ensure that each proposed facility is fully operational by the applicable requisite date.
- Demonstrated quantity and quality of successful relevant experience.
- Demonstrated programmatic infrastructure.
- Annual budget amount and cost effectiveness of the budget.

ACS will make awards first to those technically viable providers proposing NSP facilities that are located within New York City. In the event that there are insufficient technically viable providers proposing such sites at fair and reasonable prices, ACS may consider making awards to technically viable providers proposing NSP facilities located up to 25 miles outside of New York City, and in its sole discretion, and subject to its determination that such facilities were nonetheless reasonably accessible to New York City, elsewhere.

ACS reserves the right to conduct site visits and/or interviews and/or to request that providers make presentations, as the Agency deems applicable and appropriate. Although discussions may be conducted with providers submitting acceptable applications, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the provider's initial application should contain its best programmatic terms and price.

The Agency will enter into negotiations with the vendor(s) determined to be qualified at the time of evaluation, based on consideration of the above-cited factors. A contract will be awarded to the responsible vendor(s) whose offer(s) is/are determined to be the most advantageous to the City, taking into consideration the price and the other factors set forth in this solicitation.

In the case that a vendor is eligible for more than one contract award, the Agency reserves the right, based upon the vendor's demonstrated organizational capability and the best interest of the City, respectively, to determine how many and for which program facility(ies) the vendor will be awarded a contract.

Contract award is subject to each of the following applicable conditions and any others that may apply: submission by the provider of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the provider of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; submission by the provider of a statement describing substantiated cases of client abuse/neglect within the past 12 months; submission by the provider of a requisite certificate of insurance; and proof of compliance with New York State Charities Bureau filing requirements (for non-profit vendors).

APPLICATION COVER FORM

Negotiated Acquisition: Operation of Non-Secure Placement Juvenile Justice Residential Services
PIN : 06812N0001

A. Organizational Information:

Name: _____ EIN #: _____

Address: _____

Contact Name (Print)_____
Title (Print)_____
Telephone Number_____
E-mail Address_____
Authorized Representative Name (Print)_____
Title (Print)_____
Signature of Authorized Representative_____
Date

B. Proposed Competition Information: (check only one (1) below)

- ☐ General Non-Secure Placement (NSP)
- ☐ Specialized NSP: Youth with serious emotional disturbance
- ☐ Specialized NSP: Youth with mental retardation, developmental delays, and/or developmental disabilities
- ☐ Specialized NSP: Youth with sexually abusive behaviors
- ☐ Specialized NSP: Youth who have been commercially sexually exploited
- ☐ Specialized NSP: Youth who are in need of treatment for substance use and co-occurring disorders
- ☐ Specialized NSP: Youth with fire setting behaviors
- ☐ Specialized NSP: Pregnant/newly parenting young women

Total Proposed Slot Capacity _____

APPLICATION COVER FORM

Negotiated Acquisition: Operation of Non-Secure Placement Juvenile Justice Residential Services

PIN: 06812N0001

C. Site Address (Record site(s) being proposed indicating site name and address as indicated below, if more space is needed make additional copies of this page and only fill in this section.)

Site Name: _____

Address: _____

Total# of Slots _____ Gender for Site ☐ Female ☐ Male ☐ Age Range _____

☐ GLBTQ Youth

Site Name: _____

Address: _____

Total# of Slots _____ Gender for Site ☐ Female ☐ Male ☐ Age Range _____

☐ GLBTQ Youth

Site Name: _____

Address: _____

Total# of Slots _____ Gender for Site ☐ Female ☐ Male ☐ Age Range _____

☐ GLBTQ Youth

Site Name: _____

Address: _____

Total# of Slots _____ Gender for Site ☐ Female ☐ Male ☐ Age Range _____

☐ GLBTQ Youth

Site Name: _____

Address: _____

Total# of Slots _____ Gender for Site ☐ Female ☐ Male ☐ Age Range _____

☐ GLBTQ Youth

Site Name: _____

Address: _____

Total# of Slots _____ Gender for Site ☐ Female ☐ Male ☐ Age Range _____

☐ GLBTQ Youth

Please check if interested

☐ Willing to serve gender other than proposed

☐ Willing to serve age other than proposed

ATTACHMENT B

DOING BUSINESS DATA FORM

DOING BUSINESS FAQ



APPENDIX A

Juvenile Justice Quality Assurance Standards



Appendix B

Guidelines for Promoting a Safe and Respectable Environment for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Youth and Their Families Involved with DYFJ

Appendix C

OCFS Template for Specialized Bed Approval