



State of Delaware

*The Department of Services for
Children, Youth and Their Families*

RFP# CYF15-07

**Request for Proposals
For Professional Services
Bid under Title 29 Chapter 69 Section 6981**

SERVICE COMPONENTS

After School and Summer Youth Prevention Programming

INFORMATIONAL BIDDERS CONFERENCE: Tuesday April 7, 2015 at 1:00 pm ET

PROPOSALS DUE: Wednesday May 6, 2015 by 2 pm ET

The RFP schedule is as follows:

Submit all questions to H. Ryan Bolles, DSCYF Procurement Administrator, at herbert.bolles@state.de.us **by COB April 29, 2015** to ensure a response prior to proposal due date.

Tuesday
April 7, 2015

A bidders' conference will be held on **Tuesday, April 7, 2015, at 1:00 p.m.** at DART First State 119 Lower Beech Street, 2nd floor Auditorium, Wilmington, DE 19805. Parking available. **Proceed directly to the elevator to the 2nd floor. Do not stop at the lobby reception desk.**

**Wednesday,
May 6, 2015
by 2:00 PM
ET**

Please submit 1 cover letter and 1 original proposal marked "ORIGINAL". Please submit 6 copies of your proposal marked COPY. Please submit **1 electronic copy of your cover letter and proposal on CD, DVD or flash drive.**

Cover letter & proposals **must be delivered by 2:00 PM ET on May 6, 2015.**
Proposals arriving after 2:00pm ET will not be accepted.

You are encouraged to double-side copy/print your proposals.

Express Courier or hand deliver the sealed bids as follows:

DELIVERY:

State of Delaware
Ryan Bolles, Grants and Contracts
1825 Faulkland Road
Wilmington, DE 19805

Although it is not recommended to ship by the US Postal Service, if this is your preferred delivery method, please address as follows:

State of Delaware
Ryan Bolles, Grants & Contracts
1825 Faulkland Road
Wilmington, DE 19805

The proposing firm bears the risk of delays in delivery. The contents of any proposal shall not be disclosed to competing entities during the negotiation process.

As soon as possible

The Department will work diligently to complete the proposal review and selection process in an expeditious fashion. While DSCYF reserves the right to contact bidders for additional information proposals are expected to be able to stand alone based upon the written information submitted.

As soon as possible

Decisions are expected to be made and awards announced as soon as possible. Initial notification to all bidders will be by email.

Department of Services for Children, Youth and Their Families
Division of Prevention and Behavioral Health Services
AFTER SCHOOL and SUMMER YOUTH
PREVENTION PROGRAMS

Department Background:

Department of Services for Children, Youth and Their Families – “Our Children, Our Future, Our Responsibility.”

The Department of Services for Children, Youth and Their Families was established in 1983 by the General Assembly of the State of Delaware. Its primary responsibility is to provide and manage a range of services for children who have experienced abandonment, abuse, neglect, adjudication, mental illness, or substance abuse. Its services include prevention, early intervention, assessment, treatment, permanency, and aftercare. The Department’s mission is to assist children, youth and families in making positive changes through services that support child and public safety, behavioral health and individual, family and community well-being.

The Division of Prevention and Behavioral Health Services (DPBHS) is part of the Delaware Department of Services for Children, Youth and Their Families (“The Department”). On July 1, 2010, the Division of Child Mental Health and the Office of Prevention and Early Intervention merged to become the new Division. DPBHS provides a statewide continuum of prevention services, early intervention services, and mental health and substance abuse (behavioral health) treatment programs for children and youth.

Our Division’s mission: **To develop and support a family-driven, youth-guided, trauma-informed prevention and behavioral health system of care.**

Our Division’s Vision: **Resilient Children and Families living in Supportive Communities.**

Announcement

The State of Delaware’s Department of Services for Children, Youth and their Families, Division of Prevention and Behavioral Health Services announces the opportunity for organizations to bid to provide After-School and Summer Youth Prevention Program to begin in 2015-16. It is anticipated multiple organizations will be awarded funds statewide. Total funding available is \$2.225 million to fund a variety of appropriate programming throughout the state.

This initiative is an outgrowth of the initial recommendations by the Center for Disease Control and Prevention (CDC) on the 2012 Adolescent Suicides in Kent County which pointed to a lack of after-school activities for youth in Kent and Sussex Counties.

Further, \$500,000 of the total amount of funding under this RFP is intended to support evidence-based summer reading instruction for students who are not beginning to read by age seven, pursuant to Senate Bill No. 229 of the 147th Delaware General Assembly.

Goals of the Solicitation

This RFP has two distinct goals, and any response must address one or the other (the same bidder may respond to both goals, but must do so in a separate proposal for each).

1. To provide statewide after-school programs with the goal of providing positive opportunities and experiences for youth which reduce risk factors and enhance protective factors for youth violence

and suicide. Programs should include evidence-based programs and/or practices (EBPs) in this area.

2. To provide evidence-based reading instruction for students age seven or over who are not reading at grade level.

Areas of Focus

Goal 1: After-school and Summer Prevention Programs

Bidders must demonstrate how funds will be used to implement after-school and summer youth prevention programming that includes the following areas of focus:

- Positive opportunities for youth via implementation of curricula that are academic, cultural, artistic, agricultural or recreational in nature
- Youth violence and suicide prevention, and preferably utilizing evidence-based programs/practices shown to reduce risk factors and enhance protective factors for youth violence and suicide.

The primary targeted population is youth and their families. For the purpose of this solicitation, “youth” is defined as individuals less than 18 years of age.

Prevention is defined as:

A traditional public health model classifies prevention into three categories: primary, secondary and tertiary. More recently, in the areas of behavioral health and drug and alcohol use, in 1994 the Institute of Medicine (IOM) adapted S. Gordon’s (1987) framework to define universal, selective and indicated prevention. Universal prevention is defined as programs or activities directed at the general public or a segment of the entire population with average probability of developing a disorder, risk, or condition. Selective prevention programs are directed at specific sub-populations whose risk of a disorder is significantly higher than average, either imminently or over a lifetime (whether due to environmental, group or individual risk factors). Targeted prevention is directed at identified individuals who have minimal but detectable signs or symptoms suggesting a disorder (this may also be termed ‘early intervention’). This RFP is intended to fund programs delivering universal or indicated prevention programs. It is not intended to fund treatment or therapeutic programs. While funded programs may have some elements that could be considered therapeutic, the overall focus of the program should be on universal or selective prevention, as defined above. Where signs are observed of a problem or disorder requiring a higher level of service than universal/selective prevention, youth should be referred to appropriate resources.

In implementing a comprehensive prevention programs, practices and policies, the bidder should use a variety of strategies, which could include but are not limited to the six (6) Prevention Strategies below.

- **Information Dissemination** – This strategy provides knowledge and increases awareness of the nature and extent of violence and suicide prevention, as well as their effects on individuals, families, and communities. It also provides knowledge and increases awareness of available prevention and treatment programs and services.
- **Education** – This strategy builds skills through structured learning processes. Critical life and social skills include decision making, peer resistance, coping with stress, problem solving, interpersonal communication, and systematic and judgmental abilities. There is more interaction between facilitators and participants than in the information strategy.

- **Alternatives** – This strategy provides participation in activities that encourage peer and family engagement. The purpose is to promote healthy wellbeing and provide activities to discourage risky behaviors.
- **Problem Identification and Referral** – This strategy aims at identification of those who have engaged in illegal/age-inappropriate behaviors and those individuals who have external stressors. When problems are identified appropriate referral can be made. It should be noted however, that this strategy does not include any activity designed to determine if a person is in need of treatment but can provide a support for referral to services.
- **Community-based Process** – This strategy provides ongoing networking activities and technical assistance to community groups or agencies. It encompasses neighborhood-based, grassroots empowerment models using action planning and collaborative systems planning.
- **Environmental** – This strategy establishes and influences attitudes, community conditions, structures, systems, standards and policies as it relates to youth violence and suicide.

Evidence-Based Programs/Practices

There is extensive research literature on the risk factors and protective (or resiliency) factors for youth violence and suicide, as well as on programs which have been shown to reduce those risk factors and/or enhance protective factors. Moreover, because many of the risk factors for youth violence and suicide (World Health Organization, 2000; Maine Dept. of Health & Human Services, 2007, Bridge, et al, 2006) overlap with those for a number of other problems faced by youth, such as drug and alcohol use, delinquency, and engaging in risky behavior (Butler Center, 2010; Christle et al, 2001; SAMHSA, 2015; Terzian et al, 2011) prevention programs addressing the risk/protective factors for youth violence and suicide can have great value in reducing the risk for other problems, and promoting general wellness, health and achievement. Thus, the Department considers an emphasis on EBPs to be an important element in successful proposals. Appendix A contains links to resources on EBPs.

Goal 2: Reading Instruction

\$500,000 of the funding under this RFP is intended for reading instruction programs for students reading below grade level with who are not beginning to read by age seven. The enabling legislation states, in part:

“Section 3

It is the intention of the General Assembly that \$500,000 of the funds appropriated by Section 189 of House Bill 200 of this General Assembly shall, if such funds are reappropriated by a subsequent General Assembly, be specifically designated beginning July 1, 2015 for the annual provision of regional evidence-based summer reading instruction for students who are not beginning to read by age seven.

To this end, the Department seeks proposals from schools and community-based organizations to provide this service. Bidders should have experience providing tutoring or instruction to students with reading challenges, and should demonstrate the capability to both recruit targeted students and provide the mandated services.

Funding

Total funding available through this RFP is \$2.225 million to fund a variety of appropriate programming throughout the state. \$500,000 of the total amount of funding under this RFP is intended to specifically support evidence-based reading programs for eligible youth. **Since the initiative is geared towards**

after-school and summer activities, healthy food and transportation costs are important considerations and allowable expenses. The successful bidders must accept full payment by conventional check and/or other electronic means and/or procurement (credit) card at the State's option, without imposing any additional fees, costs or conditions.

Proposal Production Guidelines

Bidders should consider the following bulleted items as they prepare their responses to the questions provided later in this RFP:

Goal 1: After-school and Summer Prevention Programs

- Demonstration of the capacity to recruit youth participation in proposed programs.
- Demonstration of the ability to identify and provide services to at-risk youth and in high-risk communities.
- Inclusion of **at least one** evidence-based practice or programs related to youth violence and/or youth suicide prevention is required
- Inclusion of curricula that is academic, cultural, artistic, agricultural or recreational in nature, or, preferably, a combination of two or more, is required.
- Inclusion of job descriptions for project personnel and a training plan for project staff is required.
- Provide information on how children/families will access the program; for example, will the organization provide transportation?
- A statement of acknowledgement from the bidders of their willingness to comply with an evaluation plan to be developed in cooperation with the Department and the Evaluation Consultant, and to collect required data.
- Inclusion of an estimate of the number of youth to be served and the estimated cost per youth
- Demonstration of consideration of address cultural competence in terms of the design and implementation of programs. Cultural competence refers to a system of policies, skills, and attitudes that enable a program to effectively respond to differences in cultural beliefs, behaviors, and communication styles. For prevention efforts to be truly effective, diverse representation is needed early in the planning process as well as throughout the implementation of the comprehensive program.
- **Expense note:** Since this initiative is geared towards after-school activities, healthy food and transportation expenses are important considerations and are allowable expenses.
- **Special consideration** may be given to programs that provide a welcoming environment and/or specialized supports for children and youth who have experienced behavioral health challenges (themselves or within their families), foster care, or the juvenile justice system.

Goal 2: Reading Instruction Programs

- Demonstration of the capacity to recruit youth participation in proposed programs.
- **All proposed practices or programs related to improving literacy skills for youth must be evidence-based practices**
- Demonstration of consideration of address cultural competence in terms of the design and implementation of programs. Cultural competence refers to a system of policies, skills, and attitudes that enable a program to effectively respond to differences in cultural beliefs, behaviors, and communication styles.
- Please provide an estimate for the number of youth to be served and the estimated cost per youth
- **Expense note:** Since this initiative is geared towards after-school activities, healthy food and transportation expenses are important considerations and are allowable expenses.

Budget

Bidders must present a 12-month budget, with a start date of July 1, 2015. Actual contract start date may vary, depending on length of negotiations and other factors, but it is the Department's goal to begin service delivery on July 1, 2015, if possible. **In addition to submitting the DSCYF Budget Form bidders must include in their proposals an estimated cost per youth to be serviced.** The standard DSCYF Budget documents are available in Excel format where this RFP is posted at www.bids.delaware.gov

Program Evaluation

Evaluation of the effectiveness of prevention programs is essential, and a thoughtful, systematic evaluation plan will be developed for all funded programs. Bidders should clearly identify the goals and objectives the proposed program aims to achieve – including risk factors to be reduced and/or protective/resiliency factors to be enhanced – as well as how bidder intends to measure progress toward them.

To the extent that bidders utilize evidence-based programs, identification of goals, objectives and risk/resiliency factors will, to a large extent, already have been done. In such cases, a less-detailed summary of the program design is necessary than for portions of the program that do not utilize EBPs, and should include citations and/or Web links providing program information for the EBPs. However, the bidder must describe how it will implement the EBP evaluation strategy. This item is included in the proposal scoring criteria below. For the portions of your program which are not EBP the evaluation consultant will assist in developing an evaluation design.

An evaluation consultant will be retained by DSCYF to assist in design and implementation of the evaluation plan, along with analysis of the data. All funded programs will be expected to cooperate with and fully participate in the program evaluation plan. **Bidders do not need to include any cost for the evaluation consultant in their proposals.**

Required Reporting

All successful bidders will be required to submit regular reports stating numbers served, hours of programming provided, types of activities, and other data as determined by the Department, the content and format of which will be determined prior to commencement of services.

All successful bidders must also submit quarterly program and financial progress reports and a final cumulative report at the end of each contract year addressing the accomplishment of mandatory output measures along with individual program goals, implementation, performance, and impact objectives. (See Appendix B)

Model Program Guide

Bidders are strongly encouraged to propose programs that are evidence-based. Proposed **programs that utilize model programs will be scored more favorably than those that do not.** There are several databases and sources available to assist bidders in identifying appropriate programs and strategies that address identified risk/protective factors. (See Appendix A: Resources)

Each bidder must address each of the following requirements as part of its submitted proposal. Bidders must submit a separate proposal for each goal area (#1 or #2) it proposes to address. Please take into account the bulleted items under each goal area provided on page 6 when addressing the following.

- A. BRIEF SUMMARY OF CONCEPT (300 words):
Bidders shall provide a brief overview of the concept of their proposed programming.

- B. Statement of problem(s) for which assistance is sought. Please provide any statistical information that may be available. Problem statements should include specific data pertaining to the proposed program. (Up to 3 pages. Total 10 points.)

- C. Program Description - Summarize what the program intends to accomplish and how it will be accomplished. Must include the list below. (Up to 5 pages. Total 35 points)
 - a. Please provide specific plans on how your program will be implemented.
 - b. State the goal(s) of the project and how achieving the goal(s) will have a positive impact on the problem(s) (described above).

- D. Evaluation - Please describe how the evaluation strategy of your EBP assesses all program requirements, which impact the project? (Up to 2 pages. Total 20 points.)
 - c. Define procedure for assessing the effectiveness of the project.
 - d. Describe the agency's service monitoring procedures.
 - e. Address items in Appendix B.

- E. Bidder's experience/reputation and demonstrated ability – Bidder should describe the history of the organization with DSCYF and other State agencies providing these or similar services.

- F. Budget - Please provide detailed Budget Breakdown associated with this program by completing the DSCYF Budget Form including the Salary Detail tab if individual salaries are included in your proposed cost. Also, for each item on the Budget Form please include a narrative of how you calculated the amount for the expense item. (Up to 6 pages **including** the Budget Form, Salary Detail and the Budget Narrative describing the calculations. Total 20 pts)

- G. In addition each bidder must submit with each proposal the signed forms listed below and provided in Appendix D.
 - a. Bidder Fact Sheet (provided at the end of Appendix D)
 - b. Assurances (provided at the end of Appendix D)
 - c. Certification, Representation, and Acknowledgements (provided at the end of Appendix D)

RUBRIC FOR PROPOSAL EVALUATION

Each proposal will be reviewed using the same evaluation criteria as follows:

Evaluation Criteria	Unsatisfactory Points = (1)	(2)	Satisfactory (3)	(4)	Exceeds (5)
A. Statement of Problem (10% Points)	Problem Statement is unclear and does not utilize local data and research based literature.		Problem Statement is clear and somewhat appropriate. Statement utilizes some semblance of research/evidence based literature and other relevant information.		Problem Statement is flawlessly formulated. Clearly defines the scope of the problem that the proposed project seeks to impact using relevant, measureable data that will yield important and useful findings.
B. Program Description (35% Points)	Main points are not organized and faulty logic may be evident. There is insufficient detail of what, how, and/or when the program will be implemented. Ideas lack coherent development. Goals and objectives are not quantifiable, measurable and/or achievable.		Main points are organized. Many ideas are adequately developed with appropriate evidence and supporting details, but inconsistency is evident. Goals and objectives are adequately developed, quantifiable and measurable.		Agency exceptionally describes nature of services – what, how, when. A vivid description of the program is outlined and how it caters to the problem and data. Details regarding the implementation, goals and objectives are specific, measurable, achievable, realistic and timely. Program utilizes one or more clearly identified evidence-based prevention programs
C. Evaluation of EBP portion of proposal ONLY (20% Points)	Concept does not provide details of an evaluation plan.		Basic standards of evaluation (how data will be collected and analyzed) are provided.		Concept paper exceptionally explains how the evaluation strategy assesses the impact of the program and sustainability. Agency has provided rich details of how data will be collected and evaluated.
D. Budget (20% Points)	Budget is not reasonable, realistic, or allowable for program goals and objectives; or, budget is insufficiently clear or specific as to how funds will be expended. Staffing plan is unclear or unrealistic.		Budget is appropriate for answering the Program Goals and objectives and sufficiently clear and detailed. Staffing plan is sufficiently clear and reasonable to meet program goals.		Budget is detailed, allowable, realistic, reasonable, and mathematically correct. Staffing plan is well suited to program and provides resources for managing group activities as well as individualized attention.
E. Experience, Reputation and Demonstrated Ability (15% Points)	Negative experience/reputation with DSCYF or other State agencies for this or any service	Mixed experience/reputation with DSCYF or other State agencies for this or any service.	No known reputation/experience with DSCYF or other State agencies for this or any service	Positive experience/reputation with DSCYF or other State agencies for a service other than this service.	Positive experience/reputation and demonstrated ability for this service with DSCYF or other State agencies

APPENDIX A: Resources

Resources for Bidders:

Information on youth violence prevention is available at the National Youth Violence Prevention Resource Center (NYVPRC). Their website serves as a central source of information on prevention and intervention programs, publications, research, and statistics on violence committed by and against children and teens. The resource center is a collaboration between the Centers for Disease Control and Prevention and other federal agencies. Together, the NYVPRC Web site and call center serve as a user-friendly, single point of access for those seeking federal information on youth violence prevention and suicide. The link to their website is: <http://www.nsvrc.org/organizations/87>. Another major federal source of information and resources related to preventing youth violence is through the Office of Justice Programs and their Office of Juvenile Justice and Delinquency Prevention (OJJDP). Information on prevention, research and resources and links to more information is located at: <http://www.ojp.gov/programs/youthviolenceprevention.htm>.

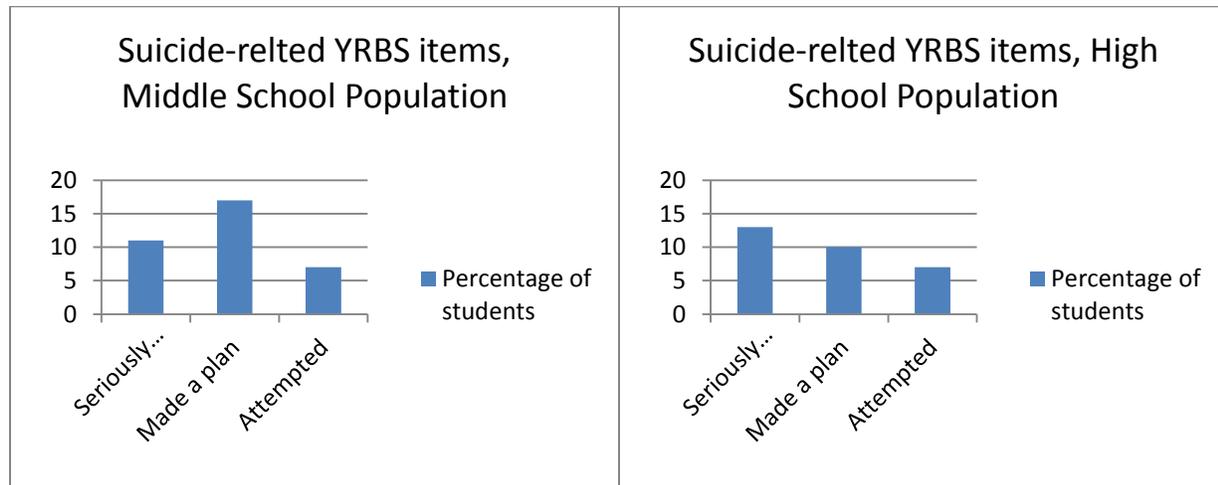
Information on suicide prevention is provided at the Suicide Prevention Resource Center (SPRC), a national resource supported by SAMHSA. The site contains information for individuals and practitioners with links and descriptions of a number of trainings, evidence-based programs and other resources. The link to the website is <http://www.sprc.org/>. It also includes a *Best Practices Registry* for suicide prevention.

Links to SPRC and other related resources for responding to and preventing school violence and suicide can be found at the SAMHSA website for Safe Schools, Healthy Students. <http://www.sshs.samhsa.gov/resources/PreventingViolence.aspx>. Other SAMHSA sponsored links related to youth and school violence prevention resources can be found at <http://www.sshs.samhsa.gov/initiative/resources.aspx>.

SAMHSA provides information on evidence-based practices and programming related to preventing youth violence and child suicides. Information on a number of programs that bidders may want to consider in their Applications can be found at the **National Registry of Evidence-Based Programs and Practices (NREPP)**. NREPP is SAMHSA's online registry of interventions that have demonstrated effectiveness in the prevention or treatment of mental health and substance use disorders, including a number of interventions that address suicide and violence. The web address for NREPP is: <http://www.nrepp.samhsa.gov/Index.aspx>. You can search for programs by entering keywords such as youth violence or suicide. It is important to note that both prevention and treatment programs are included in NREPP, and programming needs to be prevention-focused for this application.

Information on suicide and violence for Delaware Youth

In 2013, 23% of a random sample of high school students reported feeling sad or hopeless for two or more weeks at a time to the extent that they stopped doing their regular activities. Rates were highest among girls (30% versus 16% of boys) and among Hispanic/Latino students (25% versus 24% of White students and 20% of Black students). A number of Delaware school students have thought about or attempted suicide, as evidenced by responses to bi-annual health risk surveys administered in Delaware public schools in the charts below. Delaware 2013 Youth Risk Behavior Survey (YRBS) Suicide-Related Items:



Violence and bullying are problems associated with youth suicide. Responses to the Delaware School Survey in 2013 indicate that 14% of 8th graders and 13% of 11th graders felt that they were bullied on school property in the past 12 months. Twenty-four percent of 8th graders and 18% of 11th graders reported that they have hit someone with the intention of hurting them in the past year. Sixteen percent of 11th graders reported being threatened, called names, made fun of, or teased in a hurtful way by kids at school in the past 30 days; and 6% reported being hit, slapped, kicked, pushed, pinched or choked by kids at school in the past 30 days. Six percent of kids, according to the 2013 Delaware Middle School YRBS, had been in a physical fight and required medical attention afterwards, one of the highest rates in the U.S.

Dating violence is also a problem among Delaware teens. About 9% of Delaware high school students in 2013 reported that they have been hit, slapped, or physically hurt on purpose by a boyfriend or girlfriend in the past year; and the percentages were a bit higher for girls than for boys, 7% boys and 11% girls. Eight percent of Delaware high school students (5% boys, 10% girls) reported in 2013 that they have been forced to have sexual intercourse when they did not want to.

More information on both national and Delaware youth violence and suicide rates, as well as other youth risk and protective factors, is available at the CDC YRBSS site:

<http://nccd.cdc.gov/YouthOnline/App/Default.aspx>, and at the CDC webpage on youth violence:

<http://www.cdc.gov/violenceprevention/youthviolence/>.

Other information on Delaware youth will be available at the website of Delaware’s State Epidemiological Outcome Workgroup, the Delaware Drug and Alcohol Tracking Alliance (DDATA): <http://www.cas.udel.edu/cdhs/ddata/Pages/default.aspx>, with special reports on youth violence and suicide in the “DDATA Reports & Products” and “School Surveys” section of the website.

APPENDIX B

PERFORMANCE MEASURES -- PLEASE INDICATE IN YOUR PROPOSAL YOUR ABILITY TO REPORT ON EACH OF THESE (IF NOT APPLICABLE TO YOUR PROGRAM, PLEASE SAY SO)

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	Number of people served	Increase organizational capacity	The number of people served during the reporting period of the program. Program records are the preferred data source.	Number of people served during the reporting period.
2	Number of staff funded	Increase organizational capacity	The number of program staff working for the program during the reporting period.	Number of staff funded
3	Number of hours worked	Increase organizational capacity	The hours of service provided during the reporting period.	Hours worked
4	Number and percent of program staff trained	Increase organizational capacity	The number and percent of program staff who are trained in suicide and/or youth violence prevention during reporting period. Program staff includes full and part-time employees and/or volunteers. The number is the raw number of program staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been completed during the reporting period. To get the percent divide the raw number by the total number of program staff. Program records are the preferred data source.	A. Number of program staff who participated in training B. Total number of program staff C. Percent (A/B)
5	Number of hours of program staff training provided	Increase organizational capacity	The number of youth violence and suicide prevention training hours provided to staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to program staff
6	Number of program youth served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth continuing to receive services from the previous reporting period, plus new admissions during the reporting period. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
7	Number of people served using evidence-based programs	Increase organizational capacity	The number of people served using evidence-based practices during the reporting period. Program records are the preferred data source.	Number of people served using <u>evidence-based programs</u>
8	Number of parents served	Improve program activities	Number of parents continuing to receive services from the previous reporting period, plus new additions during the reporting period. Program records are the preferred data source.	Number of parents served

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
9	Number of "service" hours completed	Improve program activities	The number of hours of "service" completed by program youth during the reporting period. "Service" is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours
10	Average length of stay in program	Improve program efficiency	The average length of time (in days) that participants remain in the program. Include data for those who both complete any evidence-based program requirements prior to program exit and those who do not. Program records are the preferred data source.	Total number of days youth attended to complete or continue to be engaged in program.
11	Number of Community Service Hours provided by youth	Improve civic responsibility	The number of community service hours youth provide to the community. This would include volunteer service hours to help others or improve the environment.	Total number of volunteer hours in the community.

APPENDIX C

References:

1. Bridge, J.A., Goldstein, T.R., & Brent, D.A. (2006) Adolescent suicide and suicidal behavior. *Journal of Child Psychology and Psychiatry*, 47(3), 372-394.
2. Butler Center for Research (2010). Preventing Adolescent Substance Abuse. https://www.hazelden.org/web/.../bcrup_0500.pdf.
3. Centers for Disease Control and Prevention, National Center for Injury Prevention and Control, Division of Violence Prevention (2015). Youth Violence: Risk and Protective Factors
4. Christle, Christine A., Jolivet, Kristine & Nelson, C. Michael (2001). Youth Aggression and Violence: Risk, Resilience, and Prevention. <http://www.ericdigests.org/2001-4/youth.html>
5. Gordon, R. (1987). An operational classification of disease prevention. In J. Steinberg & M. Silverman (Eds.). *Preventing mental disorders: A research perspective*. Department of Health and Human Services: National Institute of Mental Health (pp. 20–26).
6. Institute of Medicine. *Reducing Risks for Mental Disorders: Frontiers for Preventive Intervention Research*. In: Mrazek PJ, Haggerty RJ, editors. *Committee on Prevention of Mental Disorders, Division of Biobehavioral Sciences and Mental Disorders*. Washington, DC: National Academy Press; 1994.
7. Maine Center for Disease Control and Prevention (2007). Maine Youth Suicide Prevention Implementation Plan. Retrieved from <http://www.state.me.us/suicide/myspp/program/plan.htm>.
8. Office of Juvenile Justice and Delinquency Prevention (2003). Risk and Protective Factors of Child Delinquency. <https://www.ncjrs.gov/pdffiles1/ojjdp/193409.pdf>
9. Substance Abuse and Mental Health Services Administration (SAMHSA), 2015. Common Risk and Protective Factors for Alcohol and Drug Use. <http://captus.samhsa.gov/access-resources/common-risk-and-protective-factors-alcohol-and-drug-use>.
10. Terzian, M., Andrews, K., and Anderson Moore, K. (2011). Preventing Multiple Risky Behaviors among Adolescents: Seven Strategies.
11. World Health Organization (2000). *Preventing Suicide: A Resource for Teacher's and Other School Staff*. Mental and Behavioral Disorders, Department of Mental Health, Geneva.

APPENDIX D:

ADDITIONAL BIDDERS'S FORMS & INSTRUCTIONS

DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH & THEIR FAMILIES (DSCYF)

Submission Instructions

Failure to follow Departmental procedures may disqualify a bidder's organization.

I. FORMAT

Proposals should be printed on 8 1/2" x 11" paper. To be considered all proposals must be submitted in writing and respond to the items outlined in this RFP. Videos will not be presented to the panel. Binding, color graphics and extensive attachments are unnecessary.

To be considered, bidders must submit a complete response to this RFP. An official authorized to bind the bidder to the proposal must sign proposal documents. The successful bidder must be in compliance with all licensing requirements of the State of Delaware at time of contract execution.

Bidders may be called, only at the discretion of the issuing office, for an interview concerning their proposal. The State reserves the right to reject any non-responsive or non-conforming proposals.

II. QUESTIONS

All questions regarding this request should be directed to H. Ryan Bolles at Herbert.Bolles@State.DE.US or 302-633-2701. Questions will be forwarded to the appropriate DSCYF program administrators. Updates and answers to significant content questions will be posted on the State's solicitation web site www.bids.delaware.gov. **It is the bidder's responsibility to check the website for updates to this RFP.**

III. ETHICS LAW RESTRICTIONS

Neither the Contractor, including its parent company and its subsidiaries, nor any subcontractor, including its parent company and subsidiaries, may engage, directly or indirectly, any person who, while employed by the State of Delaware during two years immediately preceding the date any Contract entered into as a result of this request for proposals, gave an opinion, conducted an investigation, was directly involved in, or whom otherwise was directly and materially responsible for said service described herein in this request for proposal in the course of official duties as a state employee, officer or official. The Department shall determine, at its sole discretion, whether a person was directly and materially responsible for said program, project, or contract or any other program, project, or contract related to the service described in any contract entered into as a result of this request for proposals.

IV. PROPOSALS BECOME STATE PROPERTY

All proposals become the property of the State of Delaware and will not be returned to the contractor. Proposals to the State may be reviewed and evaluated by any person other than competing vendors at the discretion of the State. The State has the right to use any or all ideas presented in reply to this RFP. Selection or rejection of the proposal does not affect this right.

V. RFP AND FINAL CONTRACT

The contents of the RFP may be incorporated into the final contract and become binding upon the successful bidder. If the bidder is unwilling to comply with the requirements, terms, and conditions of the RFP, objections must be clearly stated in the proposal. Objections will be considered and may be subject to negotiation at the discretion of the State.

VI. PROPOSAL AND FINAL CONTRACT

The content of each proposal will be considered binding on the bidder and subject to subsequent contract confirmation if selected. The content of the successful proposal may be included by reference in any resulting contract. All prices, terms, and conditions contained in the proposal shall remain fixed and valid for ninety (90) days after the proposal due date. Contract negotiations will include price re-verification if the price guarantee period has expired.

VII. MODIFICATIONS TO PROPOSALS

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

VIII. COST OF PROPOSAL PREPARATION

All costs of proposal preparation will be borne by the bidding contractor. All necessary permits, licenses, insurance policies, etc., required by local, state or federal laws shall be provided by the contractor at his/her own expense.

IX. EVALUATION REQUIREMENTS AND PROCESS

The Proposal Review Committee shall determine the firms that meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 Del. C. §§ 6981, 6982. The Committee may interview at least one of the qualified firms. The Committee may negotiate with one or more firms during the same period and may, at its discretion, terminate negotiations with any or all firms. The Committee shall make a recommendation regarding the award to the contracting Division Director of this RFP, who shall have final authority, subject to the provisions of this RFP and 29 Del. C. § 6982 to award a contract to the successful firm in the best interests of the State of Delaware. The Proposal Review Committee reserves the right to award to one or more than one firm, in accordance to 29 Del. C. § 6986.

The Proposal Review Committee shall assign up to the maximum percentage of points as stated previously in this RFP. All assignments of points shall be at the sole discretion of the Proposal Review Committee.

The Proposal Review Committee reserves the right to:

- Select for contract or for negotiations, a proposal other than that with the lowest costs.
- Accept/Reject any and all proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all contractors during the review and negotiation.
- Negotiate any aspect of the proposal with any firm and negotiate with more than one firm at the same time. The Department reserves the right to contract with more than one vendor.

All proposals shall be evaluated using the same criteria and scoring process. Bidders may be scheduled to make oral presentations in support of their written proposals. However, proposals are expected to stand on their own merits as written. The Review Panel will assess the strength and clarity of any oral presentation and combine the evaluations of both written and oral presentations (when applicable) in determining the overall evaluation of the proposal and in making recommendations. A summary of the Panel's recommendations will be available for review upon request.

X. REJECTION OF PROPOSALS

DSCYF reserves the right to reject any/all proposals received in response to this RFP. Any information obtained will be used in determining suitability of proposed support.

Any proposal called "not accepted" will mean that another proposal was deemed more advantageous or that all proposals were not accepted. Respondents whose proposals were not accepted will be notified as soon as a selection is made, or if it is decided, that all proposals are not accepted.

Any proposal failing to respond to all requirements may be eliminated from consideration and declared not accepted.

The proposal must conform to the requirements as stated in the RFP. The State specifically reserves the right to waive any informalities or irregularities in the proposal format.

XI. RESERVED RIGHTS OF THE DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES

- Notwithstanding anything to the contrary, the Department reserves the right to:
- Reject any and all proposals received in response to this RFP
- Select for contract or for negotiations a proposal other than that with the lowest costs
- Waive or modify any information, irregularities, or inconsistencies in proposals received
- Consider a late modification of a proposal if the proposal itself was submitted on time; and, if the modifications make the terms of the proposal more favorable to the Department, accept such proposal as modified
- Negotiate as to any aspect of the proposal with any proposer and negotiate with more than one proposer at the same time
- If negotiations fail to result in an agreement within a reasonable period of time, terminate negotiations and select the next most responsive proposer, prepare and release a new RFP, or take such other action as the Department may deem appropriate
- Negotiate a renewal of the contract resulting from this RFP with appropriate modifications.

XII. STANDARDS FOR SUBCONTRACTORS

The prime contract with the contractor will bind sub or co-contractors to the terms, specifications, and standards of this RFP, resulting prime contracts, and any subsequent proposals and contracts. All such terms, specifications, and standards shall preserve and protect the rights of the Department under this RFP with respect to the services to be performed by the sub or co-contractor. Nothing in the RFP shall create any contractual relation between any sub or co-contractor and the Department of Services for Children, Youth and Their Families.

All sub or co-contractors must be identified in the Contractor's proposal. The proposal's work plan must also state which tasks the sub or co-contractor will perform. Approval of all sub and/or co-contractors must be received from the Department prior to the contract negotiation.

The prime bidder will be the State's primary contractor.

XIII. CONTRACT TERMINATION CONDITIONS

The State may terminate the contract resulting from this RFP at any time that the Contractor fails to carry out its provisions or to make substantial progress under the terms specified in this request and the resulting proposal.

The State shall provide the Contractor with 15 days notice of conditions which would warrant termination. If after such notice the Contractor fails to remedy the conditions contained in the notice, the State shall issue the Contractor an order to stop work immediately and deliver all work and work in progress to the State. The State shall be obligated only for those services rendered and accepted prior to the date of notice of termination.

With the mutual agreement of both parties, upon receipt and acceptance of not less than 30 days written notice, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

Notwithstanding any other provisions of this contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, through the failure of the State of Delaware to appropriate funds or through discontinuance of appropriations from any source, the State of Delaware shall have the right to terminate this contract without penalty by giving not less than 30 days written notice documenting the lack of funding.

XIV. NON-APPROPRIATION

In the event that the State fails to appropriate the specific funds necessary to continue the contractual agreement, in whole or in part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available, at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

XV. FORMAL CONTRACT AND PURCHASE ORDER

The successful firm shall promptly execute a contract incorporating the terms of this RFP within twenty (20) days after the award of the contract. No bidder is to begin any service prior to receipt of a State of Delaware Purchase Order signed by two authorized representatives of the agency requesting service, properly processed through the State of Delaware. The Purchase Order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once the successful firm receives it.

XVI. INDEMNIFICATION

By submitting a proposal, the proposing firm agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, DSCYF, its agents, and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the firm, its agents and employees' performance of work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, in whole or in part, to the State, its employees or agents.

XII. LICENSES AND PERMITS

In performance of this contract, the firm is required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful firm. The firm shall be properly licensed and authorized to transact business in the State of Delaware as defined in Delaware Code Title 30, Sec. 2502.

XIII. INSURANCE (If providing transportation services to you and/or families)

- A. As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the insurance specified below with a carrier satisfactory to the State.
 - 1. Workers' Compensation Insurance under the laws of the State of Delaware and Employer's Liability Insurance with limits of not less than \$100,000 each accident, covering all Contractors' employees engaged in any work hereunder.
 - 2. Comprehensive Liability -Up to one million dollars (\$1,000,000) single limit per occurrence including:

- a. Bodily Injury Liability -All sums which the company shall become legally obligated to pay as damages sustained by any person other than its employees, caused by occurrence.
 - b. Property Damage Liability -All sums which the company shall become legally obligated to pay as damages because of damages to or destruction of property, caused by occurrence.
 - c. Contractual liability, premises and operations, independent contractors, and product liability.
3. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury or death, and \$100,000 as to property damage.
- B. Forty-five (45) days written notice of cancellation or material change of any policies is required.

XIX. NON-DISCRIMINATION

In performing the services subject to this RFP, the firm agrees that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The successful firm shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

XX. COVENANT AGAINST CONTINGENT FEES

The successful firm warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees and/or bona-fide established commercial or selling agencies maintained by the bidder for the purpose of securing business. For breach or violation of this warranty, the State shall have the right to annul the contract without liability or at its discretion and/or to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

XXI. CONTRACT DOCUMENTS

The RFP, the Purchase Order, and the executed Contract between the State and the successful firm shall constitute the Contract between the State and the firm. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: Contract, Contract Amendments, RFP, Purchase Order and Vendor Proposal. No other documents shall be considered. These documents contain the entire agreement between the State and the firm.

XXII. APPLICABLE LAW

The Laws of the State of Delaware shall apply, except where Federal law has precedence. The successful firm consents to jurisdiction and venue in the State of Delaware.

XXIII. SCOPE OF AGREEMENT

If the scope of any provision of this Contract is too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

BIDDER FACT SHEET
Place as Top Page of Proposal

RFP Title: CYF 15-07 After School and Summer Youth Prevention Programming

Bidder Program Title: _____

Total Funds Requested: \$ _____

Cost Per Youth: \$ _____

Proposed Service Area in this Proposal (check one):

Goal #1: After-school and Summer Prevention Programs

Goal #2: Reading Instruction/Literacy Programs

• Proposed Geographic Area (circle proposed): New Castle Kent Sussex

BIDDER INFORMATION	
* Bidder Name:	_____
Address:	_____ _____ _____
Contact Person:	_____
Phone #:	_____
Cell #:	_____
E-mail Address:	_____ _____

Indicate below all that apply to the bidder:

- Non-Profit Agency Woman Owned Agency Minority Owned Agency Disadvantaged Business Enterprise

*Enter the official name of the agency that will be fiscally responsible for the administration of the project.

A Delaware Business License is not required to bid, but a copy of the license is required at or before the time of contract signing **IF** the bidder will be providing services within the State of Delaware. Non-profit agencies are exempt from needing a Delaware business license.

ASSURANCES

The bidder represents and certifies as a part of this offer that:

The organization will complete or provide any information necessary for enrollment in Medicaid requested by the Department, concerning, but not limited to, such areas as licensure and accreditation, Medicaid rates paid by other states for services provided by the organization, the usual and customary charges for medical services, and/or past sanctioning by the Centers for Medicare and Medicaid Services (CMS).

The organization will maintain records, documents, and other required evidence to adequately reflect the service under contract.

The organization agrees to maintain or to make available at a location within the State, such records as are necessary or deemed necessary by the Department to fully disclose and substantiate the nature and extent of items and services rendered to the Department clients, including all records necessary to verify the usual and customary charges for such items and services. Organizations that show cause may be exempted from maintaining records or from making such records available within the State.

The organization understands that all records shall be made available at once and without notice to authorized federal and state representatives, including but not limited to Delaware's Medicaid Fraud Control Unit, for the purpose of conducting audits to substantiate claims, costs, etc., and to determine compliance with federal and state regulations and statutes.

The organization shall retain medical, financial, and other supporting records relating to each claim for not less than five (5) years after the claim is submitted.

The organization will maintain accurate accounts, books, documents, and other evidentiary, accounting, and fiscal records in accordance with established methods of accounting.

In the event that the Contract with the organization is terminated, the organization's records shall remain subject to the Department's regulations.

The organization will physically secure and safeguard all sensitive and confidential information related to the service given. This includes service activities and case record materials.

The organization shall comply with the requirements for client confidentiality in accordance with 42 U.S.C. 290 and/or 290 cc-3.

The organization will cooperate with designated program monitors, consultants, or auditors from the Department of Services for Children, Youth and Their Families or the Criminal Justice Council in connection with reviewing the services offered under contract.

The organization will comply with all applicable State and Federal licensing, certification, and accreditation standards, including the Department's Generic Program Standards, and it will submit documentation of annual renewals of applicable licenses/certifications at whatever point they are renewed during the contract year.

The organization will not let subcontracts without prior approval from the contracting Division.

The organization will attempt to obtain all supplies and materials at the lowest practicable cost and to contain its total cost where possible by competitive bidding whenever feasible.

The organization will, upon signature of the contract, provide written assurance to the Department from its corporate counsel that the organization is qualified to do business in Delaware.

The organization agrees to comply with all requirements and provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Federal Equal Employment Opportunity and Non-Discrimination regulations, and any other federal, state, or local anti-discriminatory act, law, statute, regulation, or policy along with all amendments and

revisions of these laws, in the performance of the contract. It will not discriminate against any bidder or employee or service recipient because of race, creed or religion, age, sex, color, national or ethnic origin, handicap, or any other discriminatory basis or criteria.

The organization shall comply with: the Uniform Alcoholism and Intoxication Treatment Act (16 Del.C., Chapter 22 as amended; Licensing of Drug Abuse Prevention, Control, Treatment, and Education Programs (16 Del.C., Chapter 48 as amended); Drug Free Work Place Act of 1988.

The organization shall comply, when applicable, with the Methadone Regulations (21 CFR, Part III), which prohibit use of methadone for children and youth.

The organization will establish a system through which clients receiving the service under contract may present grievances. Clients will be advised of their appeal rights by the organization.

The organization agrees that it is operating as an independent contractor and as such, it agrees to save and hold harmless the State from any liability which may arise as a result of the organization's negligence.

The organization will abide by the policies and procedures of the Department and will comply with all of the terms, conditions, and requirements as set forth in the contract. The organization understands that failure to comply with any of the terms, conditions, and provisions of the contract may result in delay, reduction, or denial of payment or in sanctions against the organization. The organization also understands that penalties may be imposed for failure to observe the terms of Section 1909, Title XIX of the Social Security Act.

Name of Organization's Authorized Administrator

Signature of Authorized Administrator

Date

PLEASE SIGN THIS FORM AND SUBMIT WITH THE PROPOSAL

CERTIFICATION, REPRESENTATION, AND ACKNOWLEDGEMENTS

By signing below, bidder certifies that:

- They are an established vendor in the services being procured
- They have the ability to fulfill all requirements specified for development within this RFP
- They have neither directly nor indirectly entered into an agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this proposal
- They are accurately representing their type of business and affiliations
- They are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency

The following conditions are understood and agreed to:

- No charges, other than those negotiated into a final contract are to be levied upon the State as a result of a contract.
- The State will have exclusive ownership of all products of this contract unless mutually agreed to in writing at the time a binding contract is executed.

Name of Organization's Authorized Administrator

Signature of Authorized Administrator

Date