



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
TO PROVIDE A VICTIM ADVOCACY AND SAFETY ENHANCEMENT ("VASE")
PROJECT COORDINATOR**

ISSUED BY

**DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS**

CONTRACT NUMBER JUD12001-VASE

Summary of Position:

The Administrative Office of the Courts ("AOC") is seeking to contract with an individual to serve as a Project Coordinator. The AOC is an agency within the Judicial Branch of Delaware that provides support services for the Delaware Courts. The AOC is the recipient of an Office on Violence Against Women ("OVW"), U.S. Department of Justice, grant to fund the Victim Advocacy and Safety Enhancement project ("VASE"). VASE's goal is to create a specialized track within Delaware's Superior Court Mental Health Court ("MHC") and Court of Common Pleas Trauma Informed Probation Court ("TIP Court") for justice-involved women victims of sexual assault and/or domestic violence and educate the judiciary on issues related to sexual assault and domestic violence.

The contract, with a maximum limited term of 24 months, will provide for the services of one full-time Project Coordinator. Under the supervision of MHC's and TIP Court's presiding judges and the AOC, the Project Coordinator will assist the MHC and the TIP Court to develop and implement domestic violence and sexual assault screening tools to identify justice-involved women victims of sexual assault and/or domestic violence; facilitate individual counseling, safety planning and care management services to victims; coordinate trauma-informed services with collaborating care providers; create safety planning kits and identify resources available to victims in emergency and crisis situations; and provide case management services. In collaboration with technical assistance providers, the Project Coordinator will facilitate the creation of a working group of stakeholders led by the judiciary whose goal will be to develop support groups and services for justice-involved women victim of sexual assault and domestic violence; develop and recommend best practices; evaluate VASE on a continuous basis and ensure compliance with all grant requirements. The Project Coordinator will also be responsible for identifying and providing training for the judiciary in conjunction with technical assistance providers. Grant funding for the Project Coordinator is capped at \$55,009.50 a year. Proposals in excess of this amount will not be considered.

Minimum Qualifications:

1. Master's degree or higher in Behavioral or Social Science or related field. Clinical license preferred.
2. Experience in developing social services programs that include assessing, planning, developing and implementing clinical criteria, monitoring, and evaluating options and services.
3. Experience in clinical project management, including developing deliverables, monitoring progress and reporting outcomes.
4. Experience in providing clinical treatment, individual and group counseling or determining eligibility for services or benefits as part of a treatment team.
5. Previous experience working with victims of sexual assault and/or domestic violence.
6. Knowledge of availability, role and functions of community resources available to victims of domestic violence and sexual assault.
7. Experience reviewing, synthesizing, and presenting policies and procedures and ability to monitor progress or compliance with best practices.
8. Experience in grant management and protocols including budgeting, monitoring goals and outcomes and reporting.
9. Experience in interpreting laws, rules, regulations, standards, policies and procedures.
10. Ability to communicate courteously and effectively, both verbally and in writing, with all stakeholders and participants.
11. Evidence of a Delaware business license or evidence of an application to obtain the business license.
12. Evidence of professional liability insurance in the amount of \$1,000,000.00/\$3,000,000.00.
13. Three business references.

Determination of qualified applicants will be based on a review of credentials (50%) and experience (50%). Selection of the applicant will be made by the AOC following the interview(s) of one or more qualified applicants. A written contract is required and may include terms and conditions of the grant award in addition to standard State contract clauses. This contract cannot be subcontracted.

Resumes must be sent under cover of a brief letter of interest that will answer the minimum qualifications in the order listed above. The letter must also clearly state and justify any exceptions to the requirements of the RFP.

Letters and resumes must be submitted by no later than **4:00 p.m.** local time on **Monday, February 4, 2013** ("Closing time") via: (1) one electronic version to the contact person or (1) by mail or hand-delivery. Requests for extensions of the Closing Date will not be granted and any proposal received after the Closing Date will not be considered. Proposals shall be submitted to the designated contact point ("Contact Point") listed below:

CONTACT POINT Human Resources
DEPARTMENT Attention: VASE Project Coordinator
ADDRESS Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801
E-MAIL ATTACHMENT apps.aoc@state.de.us (“VASE” in the subject line)

All questions and requests for information should be sent to the Contact Point. Consolidated questions and responses will be posted on the State’s website at <http://bids.delaware.gov>. A tentative selection of the final candidate shall be made by **Wednesday, February 20, 2013**.

By responding to this RFP, the applicant shall be deemed to have represented and warranted that its proposal is not made in connection with any competing applicant submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the applicant did not participate in the RFP development process; and that no employee or official of the State of Delaware participated directly or indirectly in the applicant’s proposal preparation. Advance knowledge of information that gives any particular applicant advantages over any other interested applicant will potentially void that particular proposal.

Any evidence of agreement or collusion among applicant(s) and prospective applicant(s) acting to illegally restrain freedom from competition by agreement to offer a fixed priced, or otherwise, will render the offer of such applicant(s) void.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer