

For Immediate Release to the Press

The St. Joseph Probate Court is pleased to announce a Request for Proposals to establish a Secure Crisis Stabilization and Diagnostic Services Program at the Juvenile Justice Center. The Court is searching for a residential treatment service provider to operate the program in collaboration with the University of Notre Dame, Forensic Psychology Practicum. The residential treatment provider will meet all accrediting standards as applicable to operating such a service, and obtain a contract with the Department of Child Services.

Please see the attached RFP for further information or call Dr. Bruinsma at 574-235-5445.

**The St. Joseph Probate Court announces a Request for Proposals to establish a
Secure Crisis Stabilization and Diagnostic Services Program at the
Juvenile Justice Center
1000 S. Michigan St.
South Bend, Indiana.**

Date: October 10, 2019

1. Introduction

The St. Joseph Probate Court is requesting proposals from qualified treatment providers to establish and operate a 32 bed Secure Crisis Stabilization and Diagnostic Services Program within the Juvenile Justice Center.

2. Purpose

The purpose of the Secure Crisis Stabilization and Diagnostic Services Program will be to provide diagnostic services to assist the juvenile courts in determining programs, services, and levels of care for youth. The program will serve youth who, given their circumstances, need a complete diagnostic assessment due to their acuity, mental and behavioral health, environmental, criminogenic risk or other factors that a more thorough assessment may offer the child in determining needs, strengths and risks. The recommendations would be used as the foundation of the plan to serve the youth.

CONTRACT REQUIREMENTS

3. Requirements of the Provider

- a. In responding to the RFP, the responding provider must adhere to the rules governing a Secure Crisis Stabilization and Diagnostic Services Program (465 IAC 2-11 and any applicable revisions).
- b. The responding provider must describe how they will obtain and maintain a license within the State of Indiana to operate a Secure Crisis Stabilization and Diagnostic Services Program as a Private Secure Facility, meet all accrediting standards as applicable to operating such a service, and obtain a contract with the Department of Child Services.

(Note: The agency must adhere to 465 IAC 2-11-33(b)(1) in that the agency shall have been licensed for five (5) consecutive years as an institution and shall have provided a continuum of care or a full program of long term residential treatment during this same five (5) year period.)

- c. The responding provider must describe how they will demonstrate the ability to appropriately staff and deliver services.
- d. The responding provider show how they will demonstrate an ability to bill for services rendered to the appropriate government agency.
- e. The responding provider must present the details of a program that utilizes the best Evidence-Based and Research Based practices for serving a high risk, high needs juvenile population.
- f. The responding provider must describe in detail how Diagnostic Services would be rendered and how such adheres to the Standards for Educational and Psychological Testing. The responding provider is must submit a plan to work collaboratively with the University of Notre Dame, Forensic Psychology Practicum. This practicum trains doctoral level psychology students into the delivery of program and diagnostic services. Please contact Dr. Mike Jenuwine at 574-631-7795 to discuss a potential collaboration.
- g. Responding providers must submit a plan as to how they will renovate the space within the Juvenile Justice Center that will allow the licensing of the program and services, and meet of the requirements for contracting with the Department of Child Services. (Note: Allowances to the rental fee for renovation of the space for the program will be negotiated with the successful bidder.)
- h. The responding provider must show how the program proposed is consistent with trauma informed principals and provide for a 4:1 student to staff direct care ratio.
- i. The responding provider must clearly delineate how the program will interact with the Court to serve the needs of the identified population.
- j. The responding provider must describe in detail a monthly operational report on the program to will be given to the Executive Director of the Juvenile Justice Center.
- k. The responding provider must clearly state the Key Performance Indicators that will be established for this program, describe how this data will be

utilized and describe how the Continuous Quality Improvement Process will ensure that the services are being delivered at the highest quality.

- I. The responding provider must delineate how the program will be sensitive to cultural and ethnic diversity issues within the population that is being served.

4. The Court will provide the following:

- a. The maintenance and repair of the program space.
- b. Food service for the residents and staff. (Note: Food costs negotiated as part of the rental fee.)
- c. Parking for staff.
- d. Utilities, electric, heat, telephone and internet service.
- e. Consultation with the Executive Director.
- f. Invitation to training activities the Court provides for Detention, Probation and Mental Health staff.

4. Quality Assurance

a. The provider will work with the Court to define a comprehensive quality assurance process. Quality Assurance audits will be conducted by the Court on annual basis.

b. Additional quality assurance activities will be conducted on an as needed basis given specific circumstances as identified the provider, the Court and the public.

5. Responses to this request for proposals are to be limited to no more than twenty-five pages, with the exception of responses to b, e, h and i in contract requirements which have no page limit. No pictures are required.

6. Tour of the facilities will be conducted on November 15, 2019 at 10:00 am.

7. **Proposal Deadline:** All responses are due by 1:00 p.m. on December 2, 2019.

8. Bid review and selection

All bids will be reviewed by a committee of the Friends of the Juvenile Justice Center. The review will judge the adequacy of the responses to the

“Requirements of the Provider” contained in this announcement. At the discretion of the committee bidders may be contacted to make a presentation to the committee. Upon such review recommendations for the selection of the successful bidder will be made to the Judge of the St. Joseph Probate Court. The Judge at his discretion will engage in negotiations with a selected bidder. The Judge in consultation with the committee of the Friends of the Juvenile Justice Center will select the successful bidder on this project.

9 Resource links:

OJJDP Model Programs Guide <http://www.ojjdp.gov/mpg/> A site designed to assist practitioners’ and communities in implementing evidence-based prevention and intervention programs that can make a difference in the lives of children and communities.

Evidence-Based Resources for OJJDP Program Applicants

<http://www.ojjdp.gov/funding/modelprogramsguide> on Evidence Based Programs.pdf An OJJDP document listing resource to help select evidence-based practices.

OJJDP DMC – Reduction Best Practices Database

<http://www.ojjdp.gov/dmcbestpractices/> Designed to assist jurisdiction in the development of initiatives to reduce DMC. Central feature of this Web site is a searchable database.

10. Negotiation of Lease

The identified successful bidder must be able to negotiate a lease agreement with the St. Joseph Probate Court within 30 days of being notified that they are the successful bidder.

11. Contract Period: The contract is for a five year period beginning February 1, 2020 to February 1, 2025.

12. Questions regarding this request for proposals are to be made in writing to the committee of the Friends of the Juvenile Justice Center, 1000 S

Michigan Street, South Bend, IN 46601. Any questions are due by November 20, 2019.

13. Response to this RFP are to be sent to **Mr. Mike Misch, Friends of the Juvenile Justice Center**, Juvenile Justice Center, 1000 S. Michigan St., South Bend, Indiana 46601.