

**ATTACHMENT B**  
**Statement of Work**  
**Youth Service Bureau Administration Coordination**

Due to conflict of interest issues, agencies who are accredited Youth Service Bureaus will not be eligible under this Request for Proposal.

Vendor (or Selected Respondent) cannot require membership or consider membership with the vendor/contractor as criteria in peer reviews, for eligibility for training, or for proposing under or sub-contracting pursuant to any future RFPs.

The Selected Respondent will be expected to:

**A. Administer the Youth Service Bureau Accreditation Process**

- a. DCS is the accreditation body, having sole authority to accredit agencies as a YSB according to IC 31-26-1.
  - i. DCS is delegating the accreditation process to a vendor through this RFP
  - ii. Vendor will work with DCS to develop an accreditation process.
    1. Vendor will make recommendations to DCS regarding the accreditation of new agencies applying for accreditation.
      - a. DCS has final authority to accept or deny the recommendation
- b. Peer review process
  - i. Vendor will conduct peer reviews as required by DCS.
  - ii. Vendor oversight of the peer review process involves scheduling reviews, collecting and distributing materials in advance of each review and staff participation in each review.
  - iii. Oversight of peer review, follow-up, and remediation entails the collecting of follow-up documentation, providing staff oversight of the remediation plans, and necessary follow-up for organizations requiring remediation plans.
  - iv. Vendor will provide DCS with reports that show the results of the peer reviews and reports that show the progress of sites that require remediation.
    1. Such reports will be distributed to DCS on a quarterly and annual basis, see reports section below.
  - v. Vendor will make recommendations to DCS regarding the continued accreditation of YSB Fund Grantees.
    1. DCS has final authority to accept or deny the recommendation

**B. Develop, Distribute and review of Service Standards and a Request for Proposals for the Youth Service Bureau Fund**

- a. Vendor will adhere to IC 31-26-1.
- b. Vendor will convene a committee of YSB Fund Grantee representatives to research and develop service standards, design the request for proposal, and create a RFP scoring training curriculum. The committee and vendor will make recommendations on these items to DCS which will have final approval of any document or process created.
- c. Request for Proposals
  - i. Vendor will develop and distribute a request for proposal (RFP) to accredited YSB Fund Grantees. The RFP process will be used to select YSB subcontractors for contracts 7/1/14-6/30/15.
  - ii. Vendor's RFP process must mirror the State's process of releasing RFP's.
  - iii. Vendor will develop a funding allocation methodology and seek DCS approval of the allocation method.
  - iv. Vendor will solicit, train, and engage a panel of selected proposal reviews.
  - v. Proposals will be reviewed and scored using objective criteria.
  - vi. Based on the scores, Vendor will make funding recommendations to DCS.
  - vii. Vendor will submit a copy of the distribution lists and completed scoring sheets to DCS to verify that proposals were distributed and scored.
  - viii. Vendor will make recommendations to DCS for which YSB Fund Grantees should be awarded a contract and funding through the RFP process.
    1. DCS has the final authority on granting approval of which YSB agencies will be extended contracts and the amount of YSB funds to be distributed.
      - a. According to IC 31-26-1.

**IMPORTANT NOTE: For the first sub-contract cycle, which shall run from 7/1/13-6/30/14, DCS has already made decisions on whom the chosen recipients will be, based upon DCS' YSB RFP that was previously posted. See Attachment G which lists the agencies that shall be awarded a contract effective 7/1/13. It is the intent of this RFP for the YSB Administration Coordination that the RFP Recipient (or Selected Respondent) contract with all existing accredited YSBs who were selected by DCS via the DCS YSB RFP. [see attached list]**

- d. Work with DCS on development of Service Standards
  - i. Service Standards are developed to guide the operation of direct and indirect service programs designed to prevent adolescent misbehavior and to divert young people from the justice system.

- ii. Vendor will submit to DCS (as needed) suggested changes to the service standards based upon discussion with the YSB Fund Grantees.

**C. Oversee Service Provision of Individual YSB Fund Grantees**

- a. Ensure Compliance of YSB Fund Grantees to Contract and Service Standard requirements.
  - i. Vendor will ensure YSB Fund Grantees provide services according to contract and Service Standard specifications.
  - ii. Vendor will ensure all YSB Fund Grantees adhere to the background check requirements set forth by DCS.
- b. Quarterly trainings
  - i. Vendor will provide three (3) trainings at various locations across the state of Indiana, per year.
  - ii. Training will be offered to YSBs (with required attendance at two (2) out of the three (3) trainings), and to other youth service providers including those working with runaway and homeless youth, mentoring children of incarcerated adults, as well as other affiliates of the Vendor.
  - iii. Trainings may focus on elements contained in the statutory base for YSB Fund Grantees of prevention of adolescent misbehavior and diversion of youth from the juvenile justice system, youth advocacy, community education, and information and referral.
  - iv. Vendor will consult with DCS' staff in advance of trainings to access training resources that DCS might make available (e.g., speakers, facilities, etc.).
  - v. Vendor will provide follow-up evaluations of trainings in the quarterly/annual reports.
  - vi. The trainings may also be subsidized with resources from grants and contracts outside of DCS resources.
- c. Development of Outcome Measures
  - i. Vendor will develop outcomes measures for YSB Fund Grantees
  - ii. Vendor must include input from YSB Fund Grantees in the development of the outcomes measures.
    - 1. Input may include surveys to all YSB Fund Grantees, creation of a committee on which YSB Fund Grantees are represented, or request the involvement of the YSB Advisory Board.
- d. Development of a comprehensive, web-based outcomes reporting tool
  - i. Vendor will develop a database to collect outcomes.
  - ii. This tool will allow all YSB Fund Grantees to report standardized outcomes and will be capable of long-term outcomes tracking, customized reporting, and automated year-end aggregate reporting.

- e. Data collection
  - i. Vendor will collect quarterly reports from all YSB Fund Grantees. These reports are to contain outcomes data.
  - ii. Vendor will work with DCS to propose a report format that is acceptable and approved by DCS.
    - 1. Vendor will provide four (4) quarterly reports to DCS.
    - 2. Vendor will provide an annual report to DCS.
  - iii. Vendor will gather and review monthly YSB Fund Grantee reports.
  - iv. Vendor will provide DCS with four (4) quarterly aggregate reports that show outcomes that can be derived from available data.
- f. Billing
  - i. Vendor will create a monthly claiming process to pay appropriate claims to YSB Fund Grantees.
  - ii. Vendor will verify that all reports are current, accurate, and properly prepared, prior to processing and paying a claim.
- g. Reporting to DCS
  - i. Vendor will provide four (4) quarterly reports to DCS.
  - ii. Vendor will work with DCS to determine an acceptable report format and information to be reported.
  - iii. Vendor shall provide DCS with an overall comprehensive annual report of vendor and YSB Fund Grantee activities.
    - 1. Vendor will work with DCS to determine an acceptable report format and the information to be reported.
  - iv. Vendor will gather statistics for quarterly reports submitted to the Governor's Office by DCS.

#### D. Administration of Project Safe Place

**Note:** DCS may choose to add the Administration of Project Safe Place at a later date. If this is added, the Selected Respondent will be expected to:

- A. Administer the Project Safe Place to ensure that programs meet national standards and be licensed by National Safe Place (PL 209-1988).
  - a. Service Delivery
    - i. Vendor must ensure that program services consist of the five National Safe Place Program components which are Crisis Intervention, Community Outreach/Education, Volunteer Recruitment and Maintenance and Site Recruitment and Maintenance
  - b. Data Collection
    - i. Vendor will ensure that Project Safe Place (PSP) programs submit monthly data electronically to the National Safe Place database.

c. Billing

- i. Vendor will create a monthly claiming process to pay appropriate claims to PSP grantees.

d. Reporting to DCS

- i. Vendor will provide quarterly reports from the National Safe Place database for the quarterly report submitted to the Governor's Office by DCS.
- ii. Vendor will provide reports to DCS from the National Safe Place database to evaluate the PSP grantee program outcomes and effectiveness based on the National Safe Place Program components