

FAMILY LEAGUE
OF BALTIMORE

REQUEST FOR QUALIFICATIONS (RFQ):

JUVENILE RECIDIVISM ASSESSMENT CONSULTANT

DATE OF ISSUE: August 26, 2019

DEADLINE: September 23, 2019 by 4:00 PM

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INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. It serves as an architect of change by promoting data-driven, collaborative initiatives and aligning resources to create lasting outcomes for children, families, and communities with a vision of a Baltimore where every child grows up in a family that thrives. Family League believes that racial equity plays a pivotal role in realizing its organizational vision and that it can be achieved when race no longer determines the life trajectory of people in Baltimore. As such, Family League applies a racial equity lens to its policies, practices, organizational culture, and grantmaking.

Family League's work is guided by, and its success is defined by its ability to address, the State of Maryland's eight (8) Child Well-being Results Areas. We work to ensure that children are born and remain healthy; are prepared for, succeed in, and complete school; that youth are prepared for college or career opportunities; that communities are safe; and that families are able to enjoy safety and economic stability.

As a careful steward of the funds awarded by the City, the State of Maryland, and federal and private entities, Family League braids its resources together to maximize the impact of each dollar invested in support of these results areas. We leverage these resources to serve Baltimore's children, youth, and families through our participation as a convener, implementation lead, or partner in numerous collaborative spaces.

DEFINITIONS

- **Juvenile Recidivism:** one of the most fundamental concepts in criminal justice. It refers to a youth's relapse into criminal behavior, often after the person receives sanctions or undergoes intervention for a previous crime
- **Governor's Office for Children:** an agency within the Maryland's Executive Department created to provide a coordinated, comprehensive, interagency approach to the development of a continuum of care that is family- and child-oriented and that emphasizes prevention, early intervention, and community-based services for all children and families with special attention to at-risk populations
- **Local Management Board:** the entity established and maintained by the local jurisdiction for the purpose of overseeing and ensuring the implementation of a local interagency service delivery system for children, youth, and families in that jurisdiction
- **Technical Review:** the internal review process for finding errors in application/proposal submissions.
- **Opportunity to Cure:** the period of time allotted to allow an applicant to correct any errors in its application submission that were identified during the technical review.

PROJECT DESCRIPTION

Across Baltimore, "there is growing recognition...that generations of exposure to poverty, racism, violent crime, and domestic violence has resulted in extremely high levels of traumatic stress for individuals,

families, and communities across the City.”¹ This exposure to trauma is particularly significant for young people. In addition to more than 30% of Baltimore’s children living in poverty, “30% of children in Baltimore have Adverse Childhood Experience (ACE) scores of 2 or more; meaning that they have experienced more than two incidences of events such as domestic violence, living with someone with an alcohol/drug problem, the death of a parent, or being a victim/witness of neighborhood violence.”² Exposure to ACEs can negatively impact a young person’s development and his/her engagement in school and/or the workforce.

As young people disengage from school and the workplace, their future employment prospects are jeopardized and their propensity for engaging in risky behaviors increases. According to the most current data available, 13% of youth ages 16-24 in Baltimore are not engaged in the labor force and Baltimore City’s juvenile arrest rate is 411.1 per 10,000, which is higher than the arrest rate for Maryland (347.4 per 10,000).³ Within the local juvenile justice landscape, over the past year there has been a concerted focus on diversion. This stems from the work associated with the Consent Decree the City of Baltimore entered into with the U.S. Department of Justice in 2017. As part of the Consent Decree, the City is required to “assess its efforts to decrease youth involvement with the juvenile and criminal justice systems.”⁴

To complement the work around diversion, there must also be a focus on recidivism. Research has found, once young people enter the juvenile justice system, there is an increased likelihood they will continue to be involved with this system, and that “in general...juvenile incarceration fails to reduce recidivism.”⁵ Re-arrest is one data point the Maryland Department of Juvenile Services (DJS) uses to measure recidivism; the other two are reconviction and reincarceration. In Baltimore, annually from FY15-FY17, the 12-month juvenile and/or criminal justice re-arrest rate was 58% or greater.⁶ Of those who were re-arrested in FY15 and FY16, the latest years for which data was available, 22.5% and 21.5% were reincarcerated, respectively.⁷

¹ Baltimore City Health Department. (2017). *White Paper: State of Health in Baltimore: Summary of Key Issues, Services and Policies.*

² Baltimore City Health Department. (2017). *White Paper: State of Health in Baltimore: Summary of Key Issues, Services and Policies.*

³ Annie E. Casey Foundation. (2019). *Annie E. Casey Foundation KIDS COUNT Data Center: Juvenile Arrests in Maryland.* <https://datacenter.kidscount.org/data/tables/4461-juvenile-arrests?loc=22&loct=5#detailed/5/3300-3323/false/870,573,869,36,868,867,133,38,35,18/any/10020,15102>

⁴ City of Baltimore. (2018). City of Baltimore Consent Decree. <http://consentdecree.baltimorecity.gov/sites/default/files/City%20of%20Baltimore%20Consent%20Decree%20Summary%20%284.19.2017%29.pdf>

⁵ The Pew Charitable Trusts. (2015). *Re-Examining Juvenile Incarceration: High cost, poor outcomes spark shift to alternatives.* https://www.pewtrusts.org/~/media/assets/2015/04/reexamining_juvenile_incarceration.pdf

⁶ Maryland Department of Juvenile Services. (2018). Section V: *Recidivism Rates.* <https://djs.maryland.gov/Documents/DRG/Recidivism.pdf>

⁷ Maryland Department of Juvenile Services. (2018). Section V: *Recidivism Rates.* <https://djs.maryland.gov/Documents/DRG/Recidivism.pdf>

Family League, in partnership with the Mayor and DJS, is committed to reducing juvenile recidivism rates among the youth in the City of Baltimore. To help address this is, it is currently accepting responses to this RFQ for a Juvenile Recidivism Assessment Consultant.

The contracted consultant will:

- Conduct landscape analysis of providers delivering re-entry programming, particularly those focused on workforce development
- Conduct analysis of the gaps in the current landscape of providers. Gaps could include: the number of current providers, the availability of program slots, limited diversity of program options for youth, and/or limited wraparound supports for youth and/or their caregivers.
- Conduct literature review of best practices to inform policy and/or strategy/program recommendations
- *May* travel to other communities who have been making progress in reforming their respective juvenile justice systems
- Conduct focus groups and key informant interviews to ensure community voice serves as the foundation of the recommendations
- Develop a final set of policy and/or strategy/program recommendations, which will be presented to the Mayor and the State, including the Department of Juvenile Services. While the recommendations should include low-cost and no-cost options, the recommendations will also include a discussion of how public and private funding could resource the recommendations.

Anticipated Funding: \$60,000 - \$80,000

GRANT TERMS & APPLICANT ELIGIBILITY

To apply, interested individuals or organizations must:

- Qualify as a nonprofit corporation with 501(c)(3) status, a for-profit corporation, or a public entity;
 - Have a status of 501(c)(3) in “Good Standing.” Must provide a PDF copy of the certificate within the 2019 calendar year (January 1, 2019 to present). Certificate can be obtained from [here](#);
 - Provide a copy of the organization’s independently audited financial statements for its fiscal year-end within the past 12 months;
 - Provide evidence of organizational capacity to implement a quality program as outlined in the RFQ;
- AND
- Provide a clear and concise operating budget.

SUBMISSION REQUIREMENTS

Applications Due: September 23, 2019 at 4:00 PM

Applicants should complete and submit the RFQ Response Template (Attachment A). Responses received under this RFQ that fail to address each of the requested items in Attachment A, in adequate and complete detail, will be deemed non-responsive and will not be considered. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.

In addition to submitting Attachment A, applicants must also provide the following as separate attachments:

- A. Cover Letter: On the applicant’s official letterhead, provide a brief cover letter summarizing the organization and its interest in this opportunity. The cover letter must include the following items:
 - a. The organization’s primary mailing address,
 - b. Information on whether the Applicant is a minority-owned business or women-owned business, and
 - c. Signature of authorized signatory.
- B. Resumes of Key Personnel: Applicant should provide resumes for all individual(s) who will be engaged in the work for the proposed project.
- C. Work Sample: A work sample can be a needs assessment, literature review, or final report with recommendations. If the applicant cannot provide a relevant work sample, it may submit a recommendation from a past client.
- D. Proposed Budget: Applicants should provide a proposed budget for the services requested in the RFQ for the entire anticipated contract performance period.

Applicants are required to submit requested documents via email to **fundedpartnerships@familyleague.org** by Monday, September 23rd, 2019 at 4:00 pm, eastern standard time. It is the responsibility of the applicant to ensure that the application process is completed by the deadline. **Hard copies and late submissions will not be accepted.**

PRE-PROPOSAL CONFERENCE/QUESTIONS

Family League’s aim to provide as much information and support to potential applicants as possible. Family League will host an in-person and webinar pre-application conference to present this RFQ and respond to questions.

Date & Time: September 12, 2019 at 4:00-5:00 PM

Location: Family League of Baltimore, 2305 N. Charles St., Suite 200, Baltimore, MD 21218

Webinar: <https://global.gotomeeting.com/join/194401109> or **Dial in by Phone: +1 (646) 749-3122**

Access Code: 194-401-109

Note: Please limit your webinar connection to one per organization.

While it is not mandatory to attend the meeting, it is strongly encouraged. Family League will compile and publish responses to questions from this meeting on our website at www.familyleague.org/funded-partnerships.

Questions

Applicants may submit written questions about the RFQ via email to fundedpartnerships@familyleague.org until Monday, September 9, 2019 at 12:00 pm. All questions and responses will be publicly posted on the Family League website at www.familyleague.org/funded-partnerships no later than 5:00 pm on Thursday, September 12, 2019.

REVIEW AND SELECTION PROCESS

Responses to the RFQ will be reviewed and evaluated with emphasis on experience and personnel. Applicants will receive written notice as to whether or not the organization was selected for this opportunity. Selections are anticipated to be completed within two (2) weeks after the RFQ submission deadline.

Key Dates and Deadlines

DATE	TASK
August 26, 2019	RFQ Released
September 12, 2019 @ 4-5 PM	Pre-Proposal Conference
September 9, 2019	Question & Answer Submission Deadline
September 16, 2019	Question & Answer Posting to Family League of Baltimore Website
September 23, 2019	Applications Due
September 24 - October 1, 2019	Technical Review and Cure Period
October 2 – 16, 2019	Application Review
Week of Oct 21 st	Award Announcements

GENERAL TERMS AND CONDITIONS

Data Collection

All Funded Partners will be required to submit data on every participant they serve. Funded Partners must have the capacity to collect, manage, utilize, and report participant-level and program data. The data will be entered into Family League's data system, Charm, or in such form as agreed upon by Family League.

Reporting

All Funded Partners must submit quarterly financial and programmatic reports, unless otherwise specified by Family League. These include, but are not limited to, a narrative report; data specified in each Funded Partner's Scope of Work, including outcome and demographic information; and line-item financial information.

Training and Technical Assistance

All Funded Partners must participate in staff development activities as required by Family League. Information related to training opportunities, both required and optional, will be shared with Funded Partners on a regular basis. Additionally, Family League is committed to providing technical assistance and welcomes Funded Partner feedback.

Grant Award

The submission of a proposal does not, in any way, guarantee an award. Family League is not responsible for any costs incurred related to the preparation of a proposal in response to this RFQ. Family League reserves the right to withdraw an award prior to execution of a contract with a Funded Partner in Family League's sole and absolute discretion.

Contract Terms

All Funded Partners must comply with all terms and conditions applicable to contracts executed by Family League. These terms and conditions can be found on the Family League website at www.familyleague.org. By submitting a proposal to this RFQ, applicants attest that they have read and accept these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement of grant recipients as an addition to the contract.

Criminal Background Checks

All Funded Partners must conduct criminal background checks for employees. These practices must comply with the terms and conditions applicable to contracts executed by Family League. All Funded Partners must have established standard operating policies and procedures for conducting, reviewing, and if necessary, responding to the results of the record checks.

Additional Funder Conditions

Any additional terms and conditions imposed by funders following the release of this RFQ shall become a part of the contract between the Funded Partner and Family League.

ATTACHMENT A: RFQ RESPONSE TEMPLATE

1. EXECUTIVE SUMMARY

Authorized Signatory Information

Organization Name:	
Address (Principal Place of Business):	
Address of lead office to perform services under this RFQ:	
Website:	

Partner Information, (if applicable)

Name(s) & Location(s):	
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RFQ Contact: Identify the person who will serve as your RFQ contact. This contact will receive e-mail notifications regarding the RFQ process.

Name & Title:	
Email:	
Phone:	

2. EXPERIENCE

Provide at least two concise descriptions of previous or existing work that demonstrates your experience with providing the requested services outlined in this RFQ.

PROJECT DESCRIPTION 1

Project Name:	
Client (Business) Name:	
Client Contact Name & Title:	
Client Contact Phone:	
Client Contact E-mail:	
Project Length (start/end):	
Prime Organization Name:	
Prime Project Lead:	
Project Budget:	

Project Background: Include background information regarding the client and/or project as applicable.

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Project Scope: What were the project activities your organization completed? What expertise did your organization bring to the project and what expertise came from other sources? Provide sufficient information to give insight into the size/complexity and scope of the project.

Involvement of Client and/or Stakeholders: Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc.

Project Outcomes: What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value for the client?

PROJECT DESCRIPTION 2

Project Name:	
Client (Business) Name:	
Client Contact Name & Title:	
Client Contact Phone:	

Client Contact E-mail:	
Project Length (start/end):	
Prime Organization Name:	
Prime Project Lead:	
Project Budget:	

Project Background: Include background information regarding the client and/or project as applicable.

Project Scope: What were the project activities your organization completed? What expertise did your organization bring to the project and what expertise came from other sources? Provide sufficient information to give insight into the size/complexity and scope of the project.

Involvement of Client and/or Stakeholders: Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc.

Project Outcomes: What, if any, service deliverables or outcomes can be attributed to your services? How did you add value for the client?

3. STAFFING

Provide an overview of the staffing structure proposed for consideration under this RFQ, including all staff titles, role to the project, and the hourly rate charged by each position.

Resumes should be submitted as a separate attachment.