

REQUEST FOR APPLICATIONS

Compliance Monitoring Services *For* Secure and Non-Secure Juvenile Facilities



Alabama Department of Economic and Community Affairs

Law Enforcement and Traffic Safety Division

Juvenile Justice Program

Issue Date:	November 28, 2016
Due Date:	December 19, 2016

**Compliance Monitoring Services
For the
Alabama Juvenile Justice Program**

The Alabama Department of Economic and Community Affairs' (ADECA) Law Enforcement and Traffic Safety (LETS) Division is seeking applicants to provide required compliance monitoring services of Juvenile Residential Facilities in accordance with the Juvenile Justice and Delinquency Prevention Act (JJCPA) of 2002, including [Sections 223\(a\)\(12\)\(13\) and \(14\)](#).

Submission Information

Please submit a cover letter and resume with three references by 3:00 p.m., **December 19, 2016** to Karen Clifton:

By Mail:

ADECA - LETS Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA – LETS Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Questions

Questions pertaining to this RFA may be submitted by email to Karen Clifton, Juvenile Justice Program Supervisor, at karen.clifton@adeca.alabama.gov or faxed to (334) 242-0712.

TABLE OF CONTENTS

PART I – DESCRIPTION OF POSITION	4
A. BACKGROUND ON CORE REQUIREMENTS OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT ...	4
B. PURPOSE	4
C. ELIGIBLE APPLICANTS.....	4
D. EDUCATION AND EXPERIENCE	4
E. PROFICIENCIES.....	4
F. ESSENTIAL RESPONSIBILITIES FOR COMPLIANCE MONITORING OF JUVENILE FACILITIES	4
PART II – AWARD INFORMATION	5
A. FUNDING	5
B. AWARD INFORMATION	5
C. PERIOD OF PERFORMANCE	6
D. METHOD OF PAYMENT	6
E. COSTS GENERALLY UNALLOWABLE	6

PART I – DESCRIPTION OF POSITION

A. Background on Core Requirements of the Juvenile Justice and Delinquency Prevention Act

The Alabama Department of Economic and Community Affairs (ADECA), Law Enforcement and Traffic Safety Division (LETS) is the designated State Administering Agency (SAA) for the State's participation in the Juvenile Justice and Delinquency Prevention Act (JJJPA), and as such must ensure compliance with the core requirements of the Act – Deinstitutionalization of Status Offenders (DSO), Sight and Sound Separation (SSS), Jail Removal, and Disproportionate Minority (DMC) Contact. The selected contractor will provide compliance monitoring of all Juvenile Facilities in the state, both secure and non-secure, in accordance with the JJJPA.

B. Purpose

The selected applicant will monitor all Juvenile Facilities in the state, both secure and non-secure, for compliance with applicable Core Requirements of the JJJPA.

C. Eligible Applicants

Independent contractors, retired state employees, non-profit organizations, colleges and universities.

D. Education and Experience

Bachelor's degree in a human service, education, behavioral sciences or law enforcement related field with a minimum of five years' experience working in the juvenile justice system and/or human services field and two years' experience as an administrator or supervisor.

E. Proficiencies

Basic research knowledge, good writing, organizational, and planning skills, able to coordinate a diverse group of organizations and individuals, capable of efficiently working independently with overall guidance and direction from the State Juvenile Justice Specialist and the State Advisory Group (SAG).

F. Essential Responsibilities for Compliance Monitoring of Juvenile Facilities

Monitoring of Juvenile Facilities:

- Maintains and updates the monitoring universe of all facilities, both secure and non-secure, that hold youth pursuant to public authority in Alabama.
- Conducts site visits to all juvenile correctional facilities every three years.
- Conducts site visits to all juvenile detention and short-term (collocated) facilities that are identified in the monitoring universe annually.
- Ensures receipt of "Juvenile Secure Custody Detention Logs" on a monthly basis from all detention and short-term (collocated) facilities and reviews them to determine each facility's compliance with the core requirements of the JJJPA.

Training and Technical Assistance:

- Develops and produces training materials relating to the current regulations for detaining juveniles within the facilities identified in the monitoring universe.
- Provides periodic training and technical assistance for juvenile facilities' administrators and personnel, Juvenile and Family Court Judges, Juvenile Probation Officers, Intake Officers, and other parties as needed or requested.
- Provides more intensive training for the administrators and staff at individual facilities that experience negative findings during on-site visits or that report negative data in their "Juvenile Secure Custody Detention Logs" throughout the year. The monitor will develop and deliver corrective action plans to assist those facility administrators and staff with correcting issues regarding non-compliance with the core requirements of the JJDP.

Reporting:

- Submits quarterly narrative progress reports and fiscal reports for the respective calendar quarter (October-December, January-March, April-June, and July-September).
- Completes and submits an annual juvenile jail compliance monitoring report as mandated by OJJDP.

Other Responsibilities:

- Attends national and regional training seminars and participates in conference calls with federal and state officials, that may be sponsored by OJJDP on topics relating to juvenile jail compliance monitoring responsibilities (annually or bi-annually).
- Prepares for and participates in OJJDP's federal juvenile jail compliance audits and site monitoring visits to Alabama that are periodically conducted to verify the State's compliance with the core requirements of the JJDP (periodic, every 3 – 5 years).
- Maintains and preserves all documents that pertain to the State's juvenile jail compliance monitoring in a secure status and provide a copy of all documents to the LETS Division.

PART II – AWARD INFORMATION

A. Funding

Up to \$30,000 annually, including travel, is allocated for these services.

B. Award Information

Equipment and Supplies Used to Perform Work

The monitor(s) will be responsible for the purchase, operation, use, storage, maintenance, and security of its own equipment and supplies that it will use to perform the professional services described in this scope of work. The monitor(s) will not submit to the Division any

bills for the payment of costs associated with the purchase, operation, use, storage, maintenance, and security of such equipment and supplies, nor will the monitor(s) receive any payment from the Division for such costs. The monitor(s) agree to hold harmless the Division for any problems associated with the purchase, operation, use, storage, maintenance, and security of its own equipment and supplies.

C. Period of Performance

The LETS Division anticipates awarding the project to begin February 1, 2017 for a one-year period with an option to extend for up to two additional years.

D. Method of Payment

Payments shall be made on a monthly cost-reimbursement basis for independent contractors, non-profit organizations and colleges and universities, or through regular state payroll for a retired state employee.

E. Costs Generally Unallowable

- Land acquisition;
- Compensation of Federal Employees;
- Travel of Federal Employees;
- Bonuses or Commissions;
- Costs of preparing proposals for potential subgrants;
- Military type equipment;
- Lobbying activities;
- Fund raising;
- Cost Allocation Plans;
- Corporate formation;
- Imputed Interest;
- Other costs identified as unallowable per the Department of Justice's [Grants Financial Guide](#).