

Questions and Answers

Solicitation No. DCSC-14-RP-0043 – CSSD Mentoring and Supportive Services

1. Can mentoring sessions be conducted at BARJ centers as well as out in the community?

Yes, mentoring sessions can be provided at BARJ Centers, provided space can be accommodated. Providers must remain mindful that BARJ Centers are designated to support Alternatives to Detention, which means Monday thru Saturdays, there are circumscribed numbers of youth attending BARJ Centers. Because each BARJ Center is comprised of various square footages of space, some Centers may permit the ability to avail greater space than other Centers. When spaces at the Centers permit access, it is the expectation is that mentoring sessions will begin and end at the BARJ Center, whenever possible. Providers can also require youth to meet at CSSD facilities to ensure attendance, even if the service will be provided at an alternative location.

2. Will mentors be allowed to transport youth in their own vehicle?

It is permissible for Mentors to accompany youth through various modes of transportation including walking, public transportation, and their own vehicles. In addition, the vendor must obtain Insurance in accordance with section “I.11 – Insurance” of the solicitation listing the DC Courts as the certificate holder.

3. Are contractors required to conduct all 3 types of mentoring: individual, group, and team or can they select which ones they will provide?

No. A Contractor should specifically detail their capacity to provide the scope of work in their proposal.

4. Approval is required for mentoring services lasting longer than 4 hours, is the 4 hours per day, week, month, etc?

Approval is required for mentoring services that extend beyond 4 hours in any given day.

5. What is the anticipated average length of mentoring relationships?

The period of the Mentoring relationship is difficult to determine in advance, and is largely determined by the youth’s legal status within the DC Court System. Accordingly, the average length of time could vary from 1 month to 1 year.

6. Will contractors have any say in which youth are referred and accepted into the program?

No. The DC Courts will assign youth to vendors selected through the contract award process. However, if a vendor believes that they have a special population that they work well with, then that should be clearly detailed in the proposal submission. In so doing, the vendor must

understand the volume of youth who do not meet the preferred population may be low to non-existent from time to time. Thus the volume of referrals could very likely ebb and flow.

7. How many youth should the proposal be written for if range is between 12-200 youth?

A proposal submission should include a detailed description of an organization's capacity. The DC Courts would not refer beyond a vendor's organizational capacity to provide services. However, in the event the D.C. Courts recognizes a vendor successful delivery of services warrant increased utilization, deliberations could occur to discuss capacity expansion. Should the vendor elect to continue operating with its preferred capacity, the vendor may do so.

8. What is the anticipated average frequency of mentoring sessions required? Are there a certain number of hours per week of month that would be required?

The RFP requires that a vendor submit a curriculum that describes their service delivery method. The vendor should detail their practice for engaging and working with young people.

9. Who will be determining how often the mentor and mentee meet together?

The DC Courts will authorize a pre-determined number of hours/units of service delivery. However, a vendor should provide services according to the curriculum and practice described in their proposal.

10. How long will it take to award contracts after proposals are submitted? When would the contract begin?

The Courts anticipates to award contracts by September 30, 2014. The contract will begin after the Contracting Officer approves the Contract.

11. Will the initial visit with client and parent be held at the BARJ Center or at client's home? It is important for mentor to get to know the dynamics of the home environment in order to provide quality service to client.)

This will be determined by the Probation Officer of Record and communicated through the COMDAF Office.

12. Can a student be referred to more than one of the contracted programs?

Yes.

13. Do you have any sample formats for the forms that are requested in the RFP or can we design our own? This would be for items such as session notes, invoices, or reports?

The form templates for documents such as service(s) session progress notes, invoices and unusual incident reports will be developed by the D.C. Courts and utilized by all providers. This will ensure uniformity and seamless reviewing of materials.

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15. What are the facilities like at the BARJ locations? Is there technology or rooms? Will we have the option to store materials or equipment if we are at the location for several days in a row to provide services?

All of the Balanced and Restorative (BARJ) Drop-In Centers operated by the D.C. Courts are state-of-the-art facilities, which include designated space for educational/group activities for young people. While there may be limited space available for the storage of materials, pending advanced approval by the CSSD, the contractor must assume responsibility for securing such materials. All CSSD facilities have technology that can be made available for the use of the Contractor in performing the duties associated with this contract, to include but not limited to smart-boards, limited access to copying and printing.