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# State of Iowa Juvenile Court Services

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May 8, 2025

Responses to Questions received regarding Youth Planning Services, (YCPM); JUV-26-TS-06-002:

1. Would the Iowa Judicial Branch consider allowing an on-demand, self-paced financial literacy course—available in both English and Spanish—as a supplemental resource to support youth in the domains of employment, self-sufficiency, and education? This would not replace any in-person requirement but could reinforce independent life skills and align with the goal of helping youth transition into adulthood.

**Answer:** JCS would authorize the Successful Respondent to explore and implement resources specific to a youth's goals as identified through the YCPM process. JCS would consider approving use of an on-demand course as a supplemental resource if it would be applicable to a youth's goals and further reinforce associated skills of a youth. However, having this option would not be a requirement.

2. **Page 5:** In reference to the table indicating the numbers of youth who transitioned out of placement in FY21-23, can we have the data broken down by county?

**Answer:** Section 1.4 of the RFP has been amended to include this information.

3. **Page 5: Paragraph 2:** Do you have data you can share regarding how many meetings occurred at specific locations? For example, how many meetings were needed at the STS in Eldora? How many meetings were needed at each of the residential treatment centers or facilities in Iowa? Were any meetings needed for youth placed out of state? If so, where??

**Answer:** Anticipated youth-facing time can be found in Attachment 5 of the RFP. However, facetime per youth at each stage can vary based on circumstantial factors. Section 1.4 of the RFP has been amended to provide insight as to current youth placement locations utilized by District 6; however, this is not an indication of the number of YCPMs expected to be completed, but rather a snapshot of where District 6 JCS-youth are likely to be placed. To date, YCPMs have not taken place out of the state.

4. **Page 20:** At start-up of the program, there is the potential for an influx of initial referrals. This could exceed a contractor's ability to meet the standards of service and expected timelines. Does JCS plan to titrate the referrals within a contractor's capacity? Waive timelines?

**Answer:** The intention of this solicitation is for the Successful Respondent to have the capacity to initiate contact and begin services with the referred youth upon receipt of the referral. Initial referrals are to be prioritized according to tentative placement discharge dates.

# State of Iowa Juvenile Court Services



5. **Page 20:** For the YCPM training provided by the State Judicial Branch, will contractors be required to send staff to Des Moines for training or will a state trainer come to the contractor's site? If there is not yet an answer to this question, may bidders include travel/lodging/per diem in their proposals to cover potential costs?

**Answer:** The JCS Transition and Reentry Coordinator will make every effort to provide the training provided by JCS on site. However, should that not be available, Successful Respondents will be reimbursed for travel per the State guidelines. Guidelines can be found at: <https://das.iowa.gov/state-employees/state-accounting/travel-relocation/state-travel>.

6. **Page 21:** RFP reads: "Respondent will provide at their expense all supplies, food, interpreters, co-facilitators, equipment, and any materials needed to conduct a YCPM." Attachment 4: Cost Proposal Form includes line items for "equipment and supplies," "direct costs," and "other," which would seem to indicate such items that are necessary to conduct a YCPM will be included in the cost proposal. Is 4.3.D saying that contractors cannot invoice for those items \*over and above\* their negotiated rate, but the items are allowable expenses?

**Answer:** The negotiated rate with the Successful Respondent shall be all inclusive of the expenses mentioned in Section 4.3.D of the RFP. The line items and their respective narratives in Attachment 4 of the RFP allow Respondents to provide insight and justification as to how the Total Monthly Cost Per Active Case was calculated.

7. **Page 21:** RFP reads: "Any repairs to equipment must be completed within 72 hours at the expense of the Respondent." Given potential supply chain issues with technology devices and components, will JCS approve a timeline extension for outlier situations beyond a contractor's control?

**Answer:** JCS will not authorize a timeline extension. The Successful Respondent will be expected to make alternative arrangements to provide services and/or repairs shall a situation as mentioned above occur.

8. **Page 35:** Will JCS be open to negotiations on the payment methodology? Namely, to use a flat monthly or daily all-inclusive rate for service delivery as well as shared cost of supervision across more than one judicial district?

**Answer:** Respondents may propose additional or alternative payment methodology options *in addition to* those required as outlined in Attachment 4 of the RFP, however; the IJB may not be able to compare Cost proposals for scoring purposes that do not follow the outline in Attachment 4. Shared cost of supervision or staff across more than one judicial district is not permitted for this contract.