

State of Iowa Juvenile Court Services



April 9, 2026

Responses to Questions received regarding Youth Centered Planning Meetings RFP JUV-27-TS-SW-001

1. 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 the contractor’s capacity? Waive timelines?
(Reference 4.3.A Scored Technical Specifications pg 25)

Q1 Answer: As noted in RFP Section 4.3.W, “Vendor shall submit a plan describing the strategy and timeline for recruiting, hiring, and training staff; as well as identifying and selecting any subcontractors during the first quarter of the contract to ensure capacity to achieve delivery of the full scope of services by the start of the second quarter (October 1, 2026)”. Juvenile Court Services (JCS) will work with the successful Respondent to approve and finalize a plan that ensures capacity to achieve delivery of the full scope of services by 10/01/2026.

2. Will JCS provide bidders with historical data for number of placements and age of clients per Judicial District?
(Reference 4.3.B Scored Technical Specifications pg 25)

Q2 Answer: Below is the available data for Youth placed in Fiscal Years 2024 and 2025. Please see the *Note under Q5 for further details.

Fiscal Year 2024

Total Youth Placed: 444

Types of Facilities	% Served
Supervised Apartment Living	2%
State Training School	16%
Out of State	1%
Foster care, Relative Placement, Fictive Kin	4%
QRTP (including substance abuse and PMIC)	77%

Age 13 and under	Age 14 and older
33 (19 of these youth turned 14 during Placement)	411

Districts	% Served
1	13%
2	16%
3	16%
4	3%
5	31%
6	9%
7	5%
8	7%

Gender	% Served
Males	87%
Females	13%

State of Iowa Juvenile Court Services



Q2 Answer continued:

Fiscal Year 2025

Total Youth Placed 444

Types of Facilities	% Served
Supervised Apartment Living	4%
State Training School	13%
Out of State	1%
Foster care, Relative Placement, Fictive Kin	6%
QRTP (including substance abuse and PMIC)	76%

Age 13 and under	Age 14 and older
39 (18 of these youth turned 14 during Placement)	439

Districts	% Served
1	9%
2	15%
3	16%
4	4%
5	30%
6	11%
7	6%
8	9%

Gender	% Served
Males	83%
Females	17%

- For the YCPM training provided by the JCS T&R Program Manager, will contractors be required to send staff to Des Moines for training or will a state trainer come to a 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?
(Reference 4.3.D Scored Technical Specifications pg 25)

Q3 Answer: While at the discretion of JCS, the T & R Program Manager will work with the successful Respondent to determine the most appropriate training site for required training(s).

As noted in RFP Attachment 4, both Required Cost Proposal Options require fully inclusive rates per meeting and allow for inclusion and documentation of Travel and Training costs within the line-item cost breakdown. Please see the clarifying language added to Attachment 4: Cost Proposal Form in Amendment 1 of the RFP.

Additionally noted in RFP Attachment 4, Respondents may propose alternative cost proposal options **IN ADDITION** to the required information; however, the Iowa Judicial Branch (IJB) reserves the right to not consider alternate cost proposals if a fair comparison is deemed impossible at IJB discretion.

State of Iowa Juvenile Court Services



4. Will JCS require Juvenile Court Officers to attend YCPMs in person?
(Reference 4.3.V.3 Scored Technical Specifications pg 34)

Q4 Answer: The successful Respondent shall schedule the YCPM meeting in collaboration with the JCO in order for the JCO to be present in person at each meeting with the exception of Out-of-State placements.

5. What is the anticipated number of youth to be served annually under this contract?

Q5 Answer: Up to 400* Youth per fiscal year are anticipated to be referred to be served under this Contract.

*Note: This number is lower than the total number of Youth that were in care in FY24 and FY25 as some Youth were counted multiple times due to the following reasons: some Youth will age out and not qualify for the community YCPM, Youth aging out are those that leave the foster care system because they reach the maximum age of eligibility at 18 years of age; some Youth step down from one level of care to another, these youth follow a planned transition of a more intensive, restrictive setting (i.e., QRTP), to a less restrictive, more independent setting (i.e., SAL). When a youth discharges from QRTP and has completed the discharge YCPM, that plan is intended to guide the transition into the next level of care. The discharge YCPM establishes goals that align with and support the expectations of SAL, a new YCPM is not required at admission into that setting. However, the discharge YCPM at the SAL program must be completed to ensure continuity of care, goal alignment, and appropriate transition planning into adulthood.

6. Does the Agency have any historical or geographic data it can share regarding the number and location of youth previously provided these services?

Q6 Answer: Please see the information provided in Answers for Q2 and Q5 above.

7. For youth that are dually adjudicated (JCS and HHS), how will it be determined what contracted provider will provide Youth Centered Planning Meeting services?

Q7 Answer: The primary and placing agency (JCS or HHS) will be responsible for leading the transition services for the Youth.

8. What are the primary roles/positions that should be included/funded under this contract?

Q8 Answer: JCS expects each Respondent to make the best staffing decisions to provide the service according to the requirements outlined within the RFP.

9. Are Bidder's allowed to charge their federally approved indirect rate?

Q9 Answer: Respondents are best situated to decide the appropriate indirect rate to charge.

State of Iowa Juvenile Court Services



10. What is the expected timeline (e.g. frequency of meetings, length of involvement)?

Q10 Answer: Please see Section 4.3 Technical Specifications “E”, “I”, “J”, “K”, “M”, “N”, “O”, “U” and “V”.

11. What staffing qualifications and caseload expectations are required for this program?

Q11 Answer: In accordance with Sections 3.2.5, 4.3.A, 4.3.L and 6 of the RFP and Section 2.12.28 of the General Terms for JCS Services Contracts linked on the RFP cover pages, Respondents are best situated to determine staffing qualifications and caseload expectations to meet the requirements outlined within the RFP.

12. What level of responsibility and liability does the provider hold for outcomes, safety concerns, and crisis situations?

Q12 Answer: Please see Section 6 of the RFP and the General Terms for JCS Services Contracts linked on the RFP cover page.

13. Will IJB please share the total number/percentage of YCPM cases (units) served in each district during the most recently completed year?

(Reference Section 1.4, Background Information, p. 7-9, Attachment 4, Cost Proposal, p. 49)

Q13 Answer: Please see the information provided in Answers for Q2 and Q5 above.

14. Can IJB please share the total number/percentage of YCPM cases (units) served by placement type during the most recently completed year (QRTP, State Training School, detention, etc.)?

(Reference Section 1.4, Background Information, p. 7-9, Attachment 4, Cost Proposal, p. 49)

Q14 Answer: Please see the information provided in Answers for Q2 and Q5 above.

15. Will IJB please share the total number/percentage of YCPM cases (units) that involved youth with Problematic Sexualized Behavior during the most recently completed year?

(Reference Section 1.4, Background Information, p. 8, Attachment 4, Cost Proposal, p. 49)

Q15 Answer: This information is currently not available within the data system.

State of Iowa Juvenile Court Services



16. Can IJB please share the total number/percentage of YCPM cases (units) placed out of state during the most recently completed year?

(Reference Section 1.4, Background Information, p. 8-9, Attachment 4, Cost Proposal, p. 49)

Q16 Answer: Please see the information provided in Answers for Q2 and Q5 above.

17. Does IJB anticipate any significant changes in the number of YCPM cases, the way they are balanced geographically, or the way they are balanced by placement type?

(Reference Section 1.4, Background Information, p. 7-9, Attachment 4, Cost Proposal, p. 49)

Q17 Answer: Please see the information provided in Answers for Q2 and Q5 above.

18. Can the IJB provide a list of the current contractors providing YCPM services in each district?
(Reference Section 1.4, (Background Information, p. 7-9)

Q18 Answer:

D1: No current provider

D2: Woodward Community Based Services

D3: No current provider

D4: Boys Town

D5: Children and Families of Iowa

D6: Four Oaks

D7: Youth Justice and Rehabilitation Center

D8: American Home Findings

19. For youth placed out of state, are all six YPCMs to be completed in person?

(Reference Section 4.2.O., Services to Out of State Youth, p. 30-31 , Attachment 5, YCPM Overview, p 52)

Q19 Answer: Please see the clarifying language added to Section 4.3, Technical Specification O. Item 4, included in Amendment 1 for the RFP.

20. Is proposal security required as part of this RFP?

(Reference Section 2.12.G., Rejection of Proposals, p. 12)

Q20 Answer: No proposal security is required as part of this RFP.



21. Does IJB have a preferred template for the technical proposal?
(Reference Section 2.12.I, Rejection of Proposals, p. 12)

Q21 Answer: No, JCS does not have a preferred template for the technical proposal.

22. Does IJB prefer required documentation to be included in the body of the proposal, or referenced and attached (letters of support, resumes, etc.)?
(Reference Section 3.1.4., Attachments, p. 18)

Q22 Answer: Including required documentation in the body of the Proposal is sufficient.

23. Executive Summary, D: Mandatory Specifications and Scored Technical Specifications, "Respondent shall answer whether it will comply with each specification in Section 4 of the RFP." Please confirm/clarify whether the intent of this section is for respondents to offer a blanket confirmation of alignment with mandatory specifications in the executive summary, and provide detailed responses in Section 4, or whether each specification should be addressed in the executive summary.
(Reference Section 3.2.3.D., Executive Summary, p.19 & Section 4, Specifications, p. 2435)

Q23 Answer: Blanket confirmation to meet all mandatory specifications is acceptable.

24. Executive Summary, Paragraph 2, "Where the context requires more than a yes or no answer or the specific specification so indicates, Respondent shall explain how it will comply with the specification. Merely repeating the Section 4 specifications may be considered non-responsive and result in the rejection of the Proposal." Are there any specifications where 'yes' will be considered responsive and score full points?
(Reference Section 3.2.3.D., Executive Summary, p.19 & Section 4, Specifications, p. 24-35)

Q24 Answer: Respondents should use their best judgement to determine whether additional explanation is needed to explain how it will comply with each specification.

25. Are there any font type, font size, spacing, or page limit requirements?
(Reference Section 3, Form & Content of Proposals, p.18)

Q25 Answer: No, JCS does not have specific font type, font size, spacing, or page limit requirements for Proposals.

State of Iowa Juvenile Court Services



26. If a respondent is proposing subcontractors, is each identified subcontractor required to complete the Authorization to Release Information Letter?
(Reference Attachment 2, Authorization to Release Information, p. 45)

Q26 Answer: No, Respondent is not required to identify subcontractor(s), nor to submit Authorization to Release Information Letter(s) for subcontractor(s) at the time of Proposal submission. Please see Section 4.3, Technical Specification W.

27. Is there a cap on the percentage of indirect requested? If so, what is the cap?
(Reference Attachment 4, Cost Proposal, p. 49)

Q27 Answer: No, there is not a cap on the percentage of indirect costs requested.

28. What criteria will need to be met for the Chief and Supervisor to approve virtual YCPM'S for out of state youth?

Q28 Answer: In accordance with Section 4.3.E.4, all YCPMs for Youth placed out of state are cause for exception but should still be documented via email to the JCO and JCS Supervisor requesting an exception to policy. Please see the clarifying language added to Section 4.3, Technical Specification O. Item 4, included in Amendment 1 for the RFP.

29. Would supervisor's have access to run reports in the T&R web app to help track deadlines for documentation being updated, uploaded, and submitted?

Q29 Answer: JCS may explore this option in the future, but is unable at this time to guarantee this would be possible within the T & R Web Application.

30. N. Respondent will provide YCPM services for Problematic Sexual Behavior Youth based on the following: Facilitator will conduct a post admission YCPM within 45 calendar days.
a. Is this meeting classified as the placement prep and YCPM?

Q30 Answer: Please see the clarifying language added to Section 4.3, Technical Specification N. Item 1, included in Amendment 1 for the RFP.



31. O. Respondent will provide YCPM services to Out-of-State Youth based on the following: 1. For Youth who require Out-of-State Placement, Respondent's YCPM timeframe will have an option for adjustment. These Youth who require Out-of-State Placement will receive a timely, in-person YCPM prior to leaving the state, so they enter placement with clarity, support, and a coordinated plan for successful Transition back to their home, school, and community.
- How much notice would youth, family, and facilitator have that out-of- state placement will be taking place?
 - Is the hope to complete what would be considered a placement and discharge YCPM before youth goes to out of state placement?
 - What would JCS consider as "suitable state of mind" to complete a YCPM before leaving detention to an out of state placement?
 - If a YCPM is completed with youth in detention before going to an out of state placement, would a new YCPM take place once youth in in placement? Specifically, would one youth be receiving two placement YCPM's and two Discharge YCPM's?

Q31 Answer:

- JCS works closely with the Youth's treatment team including the Out-of-State facility. An exact timeframe of when all parties involved receive notification that a Youth will be placed out of state is not possible as it can take several months for a Youth to be approved and placed out of state. As soon as the referring JCO has approval for and receives confirmation of Out-of-State Placement, the JCO will make a YCPM referral.
- The goal is for the Prep and Placement YCPM to occur in person at the detention center. The Prep and Discharge YCPM shall occur virtually while the Youth is out of state with an approved exception to policy.
- To assist JCS in determining a Youth's suitable state of mind for purposes of completing a YCPM before leaving detention for an Out-of-State Placement, JCS will evaluate with the Youth their willingness to participate in the YCPM, their mental health needs, and their stability.
- Youth will receive the same number of YCPMs whether they are general Out-of-Home Youth or placed out of state. Youth going out of state shall have their Prep and Placement YCPM completed in detention prior to leaving the state to allow the transition team to meet in person. The Prep and Discharge YCPM will occur virtually with approved exception to policy.

State of Iowa Juvenile Court Services



32. In Section U- Monthly reports.

- a. Would JCS consider creating a form in the T&R web that has all requested information needed for the monthly report? Could developers create form in such way that any documents, data, and information already in the web app could auto fill in monthly report format?

Q32 Answer: JCS may explore this option in the future, but is unable at this time to guarantee this would be possible within the T & R app.

33. What is the annual average of the last 5 years of how many youth needed YCPM's

Q33 Answer: Please see the information provided in Answers for Q2 and Q5 above..

34. In the last two years, how many youths have been in out of state placement annually?

Q34 Answer: Please see the information provided in Answers for Q2 and Q5 above.

35. In the last two years, how many youths have been in PSB treatment annually?

Q35 Answer: At this time, we do not have the information readily available.

36. Does JCS expect the number of youths in placement to stay in the range of the last two years, or do they expect an increase or decrease?

Q36 Answer: JCS anticipates the number of Youth in placement to remain approximately within the range of the last two years, please see the information provided in Answers for Q2 and Q5 above.

37. How many youths would need YCPMs as of today

Q37 Answer: There were 320 Youth in Out-of-Home Placement as of 4/2/2026.

38. What constitutes for a youth not meeting criteria for a YCPM?

Q38 Answer: A Youth not meeting criteria for a YCPM would be determined on a case-by-case basis by the primary and placing agency.

39. What is the average length of stay in facilities for youth?

Q39 Answer: The length of stay average for Youth in facilities is approximately six to eight months, excluding PSB Youth. The average length of stay for PSB Youth is approximately eighteen months.



40. What is the availability to get staff trained in YCPMs?

Q40 Answer: During the first quarter of the resulting Contract, YCPM Facilitator training will be offered each month, if needed. After the first quarter, the training will be offered on an as-needed basis, depending upon the needs of the successful Respondent.

41. Is telehealth considered an option for meetings due to coordination and travel for multiple parties, weather, or other circumstances?

Q41 Answer: Virtual options are available for transition team members excluding the Youth and the Facilitator. The Youth and Facilitator are required to be in person, with the exception of Out-of-State placements. Please see Section 4.3, Technical Specification E for details.

42. Would JCS ever deny virtual YCPM for an out of state placement?

Q42 Answer: JCS anticipates that YCPM meetings for the majority of out of state placed Youth will be provided virtually, with an approved exception to policy. One example of when a virtual option may be denied is if the Out-of-State Placement is within a similar, or shorter geographic distance to the successful Respondent and/or subcontractor facilitating the YCPM's location.