



Iowa Judicial Branch

1111 East Court Avenue | Des Moines, IA 50319

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information:

Title of RFP:	STEP Intervention Services	RFP Number:	JUV-27-CB-06-001
Agency:	Iowa Judicial Branch (IJB or Agency)		
Number of years of the initial terms of the Contract:	1 year	Number of possible annual renewals:	5 additional 1-year terms exercisable by the IJB in its sole discretion
Anticipated Initial Contract Term Beginning:	July 1, 2026	Ending:	June 30, 2027
Anticipated Maximum Annual Contract Budget:	\$600,000		
Issuing Officer: Mary Loops Mary.Loops@IowaCourts.Gov 211 8 th Ave. SW Cedar Rapids, IA 52404			
PROCUREMENT TIMETABLE—Event or Action:			Date/Time(Central time):
Agency Posts Notice of RFP on TSB website			April 1, 2026
Agency Issues RFP			April 3, 2026
Letters of Intent to Bid			April 13, 2026 3:00 p.m.
RFP written questions, requests for clarification, and suggested changes from Respondents due:			April 17, 2026 3:00 p.m.
The IJB's written response to RFP questions, requests for clarifications and suggested changes due: (will be available on bidding website)			April 24, 2026
Proposals Due Date: Proposals Due Time:			May 15, 2026 3:00 p.m.
Anticipated Date to issue Notice of Intent to Award:			May 29, 2026
Anticipated Date to execute Contract:			July 1, 2026

Relevant Websites:	Web-address:	
Internet website where Addenda to this RFP will be posted:	https://www.iowacourts.gov/for-the-public/rfp/ https://bidopportunities.iowa.gov/	
Internet website where General Terms for Juvenile Court Services (JCS) Services Contracts are located:	https://www.iowacourts.gov/static/media/cms/General Terms for JCS Services Cont 1257FB3D72AAA.pdf	
Electronic Copies of Proposals Required to be Submitted to Issuing Officer.		
Firm Proposal Terms	120 Days	
<i>Per Section 3.2.11, of the RFP the minimum Number of Days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm:</i>		

1 INTRODUCTION

1.1 PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Respondents to provide the goods and/or services identified on the RFP cover sheet and further described in Section 4 of this RFP to the IJB, as identified on the RFP cover sheet. The IJB intends to award a Contract(s) beginning and ending on the dates listed on the RFP cover sheet, and the IJB, in its sole discretion, may extend the Contract(s) for up to the number of annual extensions identified on the RFP cover sheet.

1.2 DEFINITIONS

For the purposes of this RFP and the resulting Contract, the following terms are defined.

“Agency” means the agency identified on the RFP cover sheet that is issuing the RFP.

“Bid Proposal” or “Proposal” means Respondent’s proposal submitted in response to the RFP.

“Contract” means the Contract(s) entered into with Respondent(s) as described in section 6.

“Contractor” means the awarded business/person to provide the contractual services agreed upon.

“General Terms” and “General Terms and Conditions” shall mean the General Terms for Juvenile Court Services service contracts as linked on the RFP cover page.

“IJB” shall mean the Iowa Judicial Branch.

“Invoice” means a Contractor’s claim for payment. At the IJB’s discretion, claims must be submitted on an original invoice from the Contractor and on a claim form accepted by the IJB, such as a General Accounting Expenditure (GAX) form.

“Juvenile Court Officer” or “JCO” means a person appointed as a juvenile court officer under section 602.7202 of the Iowa Code and also includes a chief juvenile court officer appointed under section 602.1217 of the Iowa Code.

“Juvenile Court Services” or “JCS”, for the purposes of this RFP, means a unit of the Iowa Judicial Branch in which juveniles adjudicated by the Iowa Juvenile Court as delinquent and youth at risk of entering the court system receive services as directed by the Chief Juvenile Court Officer or designee.

“Respondent” means the company, organization or other business entity submitting a proposal in response to this RFP.

“Responsible Respondent” means a Respondent that has the capability, as determined in the sole discretion of the IJB, in all material respects to perform the scope of work and specifications of the Contract. In determining whether a Respondent is a Responsible Respondent, the IJB may consider various factors including, but not limited to, the Respondent’s competence and qualifications to provide the goods or services requested, the Respondent’s integrity and reliability, the past performance of the Respondent and the best interest of the IJB and the State.

“Responsive Proposal” means a Proposal that complies, in the sole discretion of the IJB, with the material provisions of this RFP.

“RFP” means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.

“State” means the State of Iowa, the IJB, and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

“Vendor” means anyone who provides goods or services to another entity.

1.2.1 Additional Definitions specific to this RFP:

“Carey Guides” refers to a set of evidence-based cognitive -behavior tools developed by The Carey Group to help probation officers work with individuals in the justice system. These guides are designed to be practical, concise and rooted in research to support probation officers in addressing risk factors, building skills and promoting long-term positive change for clients.

“Carey Guides BITS” means Brief Intervention Tools by the Carey Group which are short one page, evidence-based cognitive-behavioral worksheets. They serve as quick, structured interventions to help clients build skills, address criminogenic needs and avoid relapse, often supplementing the Carey Guides.

“Case Plan” refers to the document prepared by the referring JCO detailing Youth’s identified criminogenic risk factors and select interventions intended to address risk factors.

“Circumstances Response Form” refers to a document completed by the referring JCO outlining appropriate responses to further delinquencies and resulting notifications to significant behavioral events. See also Attachment 8.

“Crisis Plan” refers to the document created by STEP Facilitators outlining responses to critical situations in an effort to ensure safety and stability. See also Attachment 6.

“Crisis Supports” refers to immediate, short-term help for overwhelming emotional distress, mental health emergencies, or client or parental support disruptions within the household.

“Discharge Plan” refers to a summary of service noting all Deliverables that were attempted, met as outlined in the service Contract.

“EPICS-I or EPICS-Influencer” refers to an extension of the Effective Practices in Community Supervision (EPICS) Model, an approach that teaches community supervision staff how to apply the core principles of effective intervention to community supervision. The goal of EPICS-I is to identify prosocial support (an “Influencer”) in an individual’s life, teach those Influencers core skills used within the EPICS-I model to identify risky situations and practice these skills with their individual to help successfully manage these challenges.

“Formal Youth” refers to Youth under the supervision of JCS via formal court proceedings.

“Informal Youth” refers to Youth under the supervision of JCS via informal adjustment agreement.

“Level Contract” refers to the agreement that the Youth, referring JCO, and STEP Facilitators review together, outlining the details and frequency of service. See also Attachment 5.

“Motivational Interviewing” refers to an evidence-based approach to behavior change. It is designed to help people find the motivation to make a positive behavior change. The client-centered approach is a guiding style of communication with can empower people to change by drawing out their own meaning, importance, and capacity for change.

“Referral” means the document provided to the Respondent to initiate services.

“STEP Intervention Services”, or **“STEP”** refers to a sequence of intervention events set forth by the Respondent’s Facilitators – identified as **S**ay the problem, **T**hink of solutions, **E**xplore consequences, and **P**ick the best solution.

“STEP Facilitator(s)” or **“Facilitator(s)”** refer to the Respondent’s staff.

“Youth” refers to individuals ranging in age from 12-18 who are served by JCS.

“Youth Centered Goals” refers to individualized goals that prioritize the young person’s choices, strengths, and desired outcomes.

“Unsuccessful” refers to the instance when a Youth is charged with an aggravated misdemeanor or felony offense and is moved to a higher level of care throughout the life of the services.

1.3 OVERVIEW OF THE RFP PROCESS

The RFP process is for the IJB’s benefit and is intended to provide the IJB with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Respondent is responsible for determining all factors necessary for submission of a comprehensive Proposal.

Respondent should review Attachment 3, Form 22 Request for Confidentiality, for more information if its Proposal contains confidential information. Any Proposal marked “Confidential” or “Proprietary” on every page may be disqualified.

Respondents will be required to submit their Proposals electronically via email to the Issuing Officer.

1.4 BACKGROUND INFORMATION

Early intervention and follow-up programs/graduated sanctions services are services to be provided to children adjudicated delinquent and children who have been referred to Juvenile Court Services for a delinquency violation or who have exhibited behaviors that put them at risk of a juvenile delinquency referral. The services are directed to enhance personal adjustment to help the children transition into productive adulthood and to prevent or reduce delinquent acts, out-of-home placement, and recidivism.

Juvenile Court Services (JCS) within the Sixth Judicial District (D6) is seeking one or more vendors to provide “STEP” Intervention Services throughout all of JCS D6, which includes the counties of Benton, Iowa, Linn, Jones, Johnson, and Tama. “STEP” refers to a sequence of intervention events

set forth by the Respondent's Facilitators – identified as **S**ay the problem, **T**hink of solutions, **E**xplore consequences, and **P**ick the best solution.

JCS D6 has contracted various forms of community-based services providing supervision and monitoring over the last decade. The objective of the services outlined in this solicitation is to mitigate the use of detention placement or other extended, higher levels of care for Youth in the Sixth Judicial District. This program, termed STEP, will serve both Formal and Informal Youth who have committed a delinquent act. Enrollment in STEP allows the Youth to remain in their home and community while reducing or preventing further juvenile justice system involvement. STEP is designed to support Juvenile Court Services' efforts to reduce recidivism by equipping the Youth and family with structured skills related to identified needs, attaining prosocial Youth Centered Goals, and connecting the Youth and family to long term community resources and supports. STEP is an in-home, level-based supervision program with outreach services primarily serving moderate, high and high-against-person Youth, which may include use of an electronic monitoring unit. Respondent will closely monitor the Youth and family several days a week through frequent contact, in person and by phone.

Respondents shall plan for approximately 60 cases requiring various levels of services as outlined in the contract levels in Attachment 5. An estimated 25% of cases will reside in Tama, Jones, Iowa, and Benton counties. Anticipated service duration will be 3-6 months for Informal Youth and 9-12 months for Formal Youth.

Respondents shall provide transportation to youth as part of the programming as requested by the Referring JCO. Previously, youth transported outside of JCS D6 were billed separately. JCS D6 requires Respondents to submit a separate, inclusive hourly unit rate for transporting youth outside of JCS D6, as indicated in Attachment 4, Cost Proposal Form. It is estimated that there would be 2 out of district transports per week. When transportation is requested locally, within JCS D6, it will be included within the inclusive monthly programming rate, as indicated in Attachment 4, Cost Proposal Form.

2 ADMINISTRATIVE INFORMATION

2.1 ISSUING OFFICER

The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.

2.2 RESTRICTION ON COMMUNICATION

From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Respondents may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2. Oral questions related to the interpretation of this RFP will not be accepted. Respondents may be disqualified if they contact any State employee other than the Issuing Officer about the RFP except that Respondents may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

2.3 DOWNLOADING THE RFP FROM THE INTERNET

The RFP document and any addenda to the RFP will be posted at <https://www.iowacourts.gov/for-the-public/rfp/>, <https://bidopportunities.iowa.gov/>.

The Respondent is advised to check the website periodically for Addenda to this RFP, particularly if the Respondent downloaded the RFP from the Internet as the Respondent may not automatically receive addenda. It is the Respondent's sole responsibility to check daily for addenda to posted documents.

2.4 PROCUREMENT TIMETABLE

The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The IJB reserves the right to change the dates. If the IJB changes any of the deadlines for Respondent submissions, the IJB will issue an addendum to the RFP.

2.5 QUESTIONS, REQUESTS FOR CLARIFICATION, AND SUGGESTED CHANGES

Respondents are invited to submit written questions and requests for clarifications regarding the RFP. The questions or requests for clarifications must be in writing and received by the Issuing Officer before the date and time listed on the RFP cover sheet. Oral questions will not be permitted. If the questions or requests for clarifications pertain to a specific section of the RFP, Respondent shall reference the page and section number(s). The IJB will post written responses to questions, requests for clarifications, or suggestions received from Respondents on or before the date listed on the RFP cover sheet to the website(s) referenced on the RFP cover sheet. The IJB's written responses will become an addendum to the RFP.

The IJB assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

2.6 AMENDMENT TO THE RFP

The IJB reserves the right to amend the RFP at any time using an addendum. The Respondent shall acknowledge receipt of all addenda in its Proposal. If the IJB issues an addendum after the due date for receipt of Proposals, the IJB may, in its sole discretion, allow Respondents to amend their Proposals in response to the addendum.

2.7 AMENDMENT AND WITHDRAWAL OF PROPOSAL

The Respondent may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing. Electronic mail is acceptable. Respondents must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals. Electronic mail is acceptable for notice of withdrawal.

2.8 SUBMISSION OF PROPOSALS

Each Respondent is responsible for submitting its Proposal at the Issuing Officer's email address identified on the RFP cover sheet before the "Proposals Due" date and time listed on the RFP cover sheet, unless such date and time is extended by the IJB, at its sole discretion, through the issuance of an addendum to this RFP. **This is a mandatory requirement and will not be waived by the Agency. Any Proposal received after this deadline will be rejected and the IJB will notify the Respondent.** It is the Respondent's responsibility to ensure that the Proposal is received by the Issuing Officer prior to the deadline. Late proposals, regardless of cause, will not be opened or considered for evaluation, and will be disqualified from further consideration. It is the Respondent's sole responsibility to ensure delivery at the stated location and time.

Respondents must furnish all information necessary to enable the IJB to evaluate the Proposal. Oral information provided by the Respondent shall not be considered part of the Respondent's Proposal unless it is reduced to writing.

2.9 PROPOSAL OPENING

The IJB will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Evaluation Committee has reviewed all of the Proposals submitted in response to this RFP and the IJB has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Respondents who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Respondents who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

2.10 COSTS OF PREPARING THE PROPOSAL

The costs of preparation and delivery of the Proposal are solely the responsibility of the Respondent.

2.11 NO COMMITMENT TO CONTRACT

The IJB reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the IJB to award a Contract.

2.12 REJECTION OF PROPOSALS

The IJB may reject outright and not evaluate a Proposal for reasons including without limitation:

- A. The Respondent fails to email the cost proposal in a separate attachment.
- B. The Respondent acknowledges that a mandatory specification of the RFP cannot be met.
- C. The Respondent's Proposal changes a material specification of the RFP or the Proposal is not compliant with the mandatory specifications of the RFP.
- D. The Respondent's Proposal limits the rights of the IJB.
- E. The Respondent fails to include information necessary to substantiate that it will be able to meet a specification of the RFP as provided in Section 3 of this RFP.
- F. The Respondent fails to timely respond to the IJB's request for information, documents, or references.
- G. The Respondent fails to include Proposal Security, if required.
- H. The Respondent fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in Section 3 of this RFP.
- I. The Respondent presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP.
- J. The Respondent initiates unauthorized contact regarding the RFP with state employees.
- K. The Respondent provides misleading or inaccurate responses.
- L. The Respondent's Proposal is materially unbalanced.
- M. There is insufficient evidence (including evidence submitted by the Respondent and evidence obtained by the IJB from other sources) to satisfy the IJB that the Respondent is a Responsive Respondent.
- N. The Respondent alters the language in Attachment 1: Certification Letter or Attachment 2: Authorization to Release Information letter.

2.13 NONMATERIAL VARIANCES

The IJB reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the IJB, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to: minor failures to comply that do not affect overall responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Respondents, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the specifications of the RFP. In the event the IJB waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP specifications or excuse the Respondent from full compliance with RFP specifications or other Contract specifications if the Respondent is awarded the Contract. The determination of materiality is in the sole discretion of the IJB.

2.14 REFERENCE CHECKS

The IJB reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Respondent's qualifications and the qualifications of any subcontractor identified in the Proposal.

2.15 INFORMATION FROM OTHER SOURCES

The IJB reserves the right to obtain and consider information from other sources concerning a Respondent, such as the Respondent's capability and performance under other Contracts, the qualifications of any subcontractor identified in the Proposal, the Respondent's financial stability, past or pending litigation, and other publicly available information.

2.16 VERIFICATION OF PROPOSAL CONTENTS

The content of a Proposal submitted by a Respondent is subject to verification. If the IJB determines in its sole discretion that the content is in any way misleading or inaccurate, the IJB may reject the Proposal.

2.17 PROPOSAL CLARIFICATION PROCESS

The IJB reserves the right to contact a Respondent after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Respondent has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Respondent's Proposal. The IJB will not consider information received from or through Respondent if the information materially alters the content of the Proposal or the type of goods and/or services the Respondent is offering to the IJB. An individual authorized to legally bind the Respondent shall sign responses to any request for clarification. Responses shall be submitted to the IJB within the time specified in the IJB's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

2.18 DISPOSITION OF PROPOSALS

All Proposals become the property of the State and shall not be returned to the Respondent. Once the IJB issues a Notice of Intent to Award the Contract, the contents of all Proposals will be in the public domain and be available for inspection by interested parties, except for information for which Respondent properly requests confidential treatment or according to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.19 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT

The IJB's release of public records is governed by Iowa Code chapter 22. Respondents are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The IJB will produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Respondent as non-confidential records unless Respondent requests

specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein ***AND the information is confidential under Iowa or other applicable law.***

2.19.1 Form 22 Request for Confidentiality

Form 22 must be completed and included with respondent's proposal. Completion and submittal of form 22 is required whether the proposal does or does not contain information for which confidential treatment will be requested. Failure to submit a completed form 22 will result in the proposal being considered non-responsive and not evaluated.

2.19.2 Confidential Treatment Is Not Requested

A Respondent not requesting confidential treatment of information contained in its Proposal shall complete Section I of Form 22 and submit Form 22 with the Proposal.

2.19.3 Confidential Treatment of Information is Requested

A Respondent requesting confidential treatment of specific information shall perform *all* the following:

- A. Complete Section II of Form 22,
- B. Include the word "CONFIDENTIAL" in file name of its Proposal containing confidential information,
- C. Mark each page upon which the Respondent believes confidential information appears and clearly identify each item for which confidential treatment is requested; *marking a page in the page margin is not sufficient identification*, and
- D. Submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Respondent:

- A. Enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential,
- B. Justifies why the material should be maintained in confidence,
- C. Explains why disclosure of the material would not be in the best interest of the public, and
- D. Sets forth the name, address, telephone, and email for the person authorized by Respondent to respond to inquiries by the IJB concerning the confidential status of such material.

The confidential material in the Public Copy must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.

Failure to request information be treated as confidential as specified herein shall relieve the IJB and State personnel from any responsibility for maintaining the information in confidence. Respondents may not request confidential treatment with respect to pricing information and transmittal letters. A Respondent's request for confidentiality that does not comply with this section or a Respondent's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting Respondent's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.

If the IJB receives a request for information that Respondent has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Respondent shall, at its sole expense, appear in such action and defend its request for confidentiality. If Respondent fails to do so, the IJB may release the information or material with or without providing advance notice to Respondent and with or without affording Respondent the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Respondent fails to comply with the request process set forth herein, if Respondent's request for confidentiality is unreasonable, or if Respondent rescinds its request for confidential treatment, the IJB may release such information or material with or without providing advance notice to Respondent and with or without affording Respondent the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

2.20 COPYRIGHT PERMISSION

By submitting a Proposal, the Respondent agrees that the IJB may distribute the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Respondent consents to such distribution and warrants that such distribution will not violate the rights of any third party. The IJB shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

2.21 RELEASE OF CLAIMS

By submitting a Proposal, the Respondent agrees that: (a) the IJB and the State shall not be liable to any extent for any information, facts or data (or the completeness or accuracy thereof) provided in the RFP or for any information, facts or data that may be omitted from the RFP, regardless of whether such inaccurate, incomplete or omitted information or data would be considered material or relevant to a Respondent for purposes of making an informed decision to either submitting a proposal or entering into a Contract if awarded to a successful Respondent; and (b) it will not bring any claim or cause of action against the IJB or the State based on any misunderstanding concerning the information provided in the RFP or concerning the IJB's or the State's failure, negligent or otherwise, to provide the Respondent with complete, pertinent, or accurate information in this RFP or for any failure to provide information that any Respondent might consider relevant for purposes of making a decision to submit a proposal or to enter into any Contract resulting from this RFP.

2.22 EVALUATION OF PROPOSALS SUBMITTED

The submission of a Proposal shall be deemed a representation and warranty by the Respondent that it:

- A. is a sophisticated party possessing sufficient knowledge and expertise concerning the subject matter of this RFP;
- B. is able to fully and independently evaluate the advisability of submitting a proposal and in assuming and performing all duties, liabilities, and obligations described in or contemplated by this RFP;
- C. has conducted its own independent gathering, review, and investigation of all information, facts, and data necessary for purposes of making an informed decision whether to submit

a proposal and to assume and perform all duties, liabilities, and obligations described herein, without relying on any specific facts, information or representations of any kind made or provided by or on behalf of the IJB, including any information presented in this RFP; and

- D. has investigated all aspects of the RFP, and it is aware of the applicable facts of the RFP process and its procedures and requirements, and it has read and understands the RFP.

No request for modification of the provisions of the Proposal shall be considered after its submission on the grounds the Respondent was not fully informed as to any fact or condition. Statistical information that may be contained in the RFP or any addendum is for informational purposes only. The IJB disclaims any responsibility for any information or facts that may subsequently be determined to be incomplete or inaccurate. The IJB does not represent or warrant the accuracy or completeness of any such information, and the IJB shall not be liable for any errors or omissions, or the results of errors or omissions, which may be discovered, at any time, to exist in RFP, including any appendices, attachments or amendments thereto.

Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 5 of the RFP. The IJB will not necessarily award a Contract resulting from this RFP to the Respondent offering the lowest cost. Instead, the IJB will award the Contract(s) to the Responsible Respondent(s) whose Responsive Proposal the IJB believes will provide the best value to the IJB and the State.

2.23 AWARD NOTICE AND ACCEPTANCE PERIOD

Notice of Intent to Award the Contract(s) will be sent to all Respondents submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by or acceptable to the IJB. If the successful Respondent fails to negotiate and deliver an executed Contract by that date, the IJB, in its sole discretion, may cancel the award and award the Contract to the remaining Respondent the IJB believes will provide the best value to the State.

2.24 NO CONTRACT RIGHTS UNTIL EXECUTION

No Respondent shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Respondent and the IJB.

2.25 CHOICE OF LAW AND FORUM

This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Respondents are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced by any party in connection with this RFP or any contract shall only be brought in the appropriate Iowa forum.

2.26 RESTRICTIONS ON GIFTS AND ACTIVITIES

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Respondents are responsible for determining the applicability of this Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.27 NO MINIMUM GUARANTEED

The IJB does not guarantee any minimum level of purchases under the Contract.

2.28 APPEALS

If appealed, the state court administrator shall consider the evaluation committee's recommendation when making the final decision, but the state court administrator is not bound by the recommendation. The state court administrator may either accept or reject the recommended Respondent, or accept the Proposal of another Respondent, or elect not to select any Respondent. Appeals of the Notice of Intent to Award need to be received in the office of the state court administrator within 5 calendar days following the posting of the Notice of Intent to Award a contract.

3 FORM AND CONTENT OF PROPOSALS

3.1 INSTRUCTIONS

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

3.1.1 Specifications

The Proposal shall be submitted as an electronic file, in either Microsoft Word, or text searchable pdf format. The Proposal shall be divided into two separate electronic files: (1) the Technical Proposal and (2) the Cost Proposal. ***The Technical Proposal and the Cost Proposal shall be labeled in the file name as such and submitted as separate files.***

All cost information MUST be contained ONLY in the Cost Proposal and NOT included in the Technical Proposal.

The electronic submissions should be sent to the email address below:

Mary Loops, Issuing Officer

Issuing Officer Email Address: Mary.Loops@iowacourts.gov

In addition to submitting separate files for the Technical Proposal, as well as the Cost Proposal, the following information should also be included within the text of the email:

RFP Number: JUV-27-CB-06-001

RFP Title: STEP Intervention Services

The IJB shall not be responsible for misdirected emails or premature opening of Proposals if a Proposal is not properly labeled.

3.1.2 Confidential Information

If the Respondent designates any information in its Proposal as confidential pursuant to Section 2, the Respondent must also submit one (1) electronic copy of the Proposal from which confidential information has been excised as provided in Section 2 and which file is labeled "Public Copy".

3.1.3 Promotional or Display Materials

Proposals shall not contain promotional or display materials.

3.1.4 Attachments

Attachments shall be referenced in the Proposal.

3.1.5 If a Respondent Proposes Multiple Solutions

If a Respondent proposes more than one solution to the RFP specifications, each shall be labeled and submitted separately and each will be evaluated separately.

3.2 TECHNICAL PROPOSAL

The following documents and responses are required and shall be included in the Technical Proposal in the order given below:

3.2.1 Transmittal Letter

An individual authorized to legally bind the Respondent shall sign the transmittal letter. The letter shall include the Respondent's mailing address, email address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in accordance with the provisions of Section 2.

3.2.2 Table of Contents

The Respondent shall include a table of contents of its Proposal and submit with its Proposal.

3.2.3 Executive Summary

The Respondent shall prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

- A. Statements that demonstrate that the Respondent has read, understands and agrees with the terms and conditions of the RFP including the Contract provisions in Section 6.
- B. An overview of the Respondent's plans for complying with the specifications of this RFP.
- C. Any other summary information the Respondent deems to be pertinent.
- D. Mandatory Specifications and Scored Technical Specifications

Respondent shall answer whether it will comply with each specification in Section 4 of the RFP. 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. Proposals must identify any deviations from the specifications of the RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specifications of this section, the IJB may reject the Proposal.

3.2.4 Vendor Background Information

Respondent shall provide the following general background information:

- A. Name, address, telephone number, fax number and email address of the Respondent including all d/b/a's or assumed names or other operating names of the Respondent and any local addresses and phone numbers.
- B. Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.
- C. State of incorporation, state of formation, or state of organization.
- D. The location(s) including address and telephone numbers of the offices and other facilities that relate to the Respondent's performance under the terms of this RFP.
- E. Number of employees.
- F. Type of business.
- G. Federal Tax ID.

- H. Name, address and telephone number of the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal.
- I. Name, address and telephone number of the Respondent's representative to contact regarding scheduling and other arrangements.
- J. Name, contact information and qualifications of any subcontractors who will be involved with this project the Respondent proposes to use and the nature of the goods and/or services the subcontractor would provide.
- K. Respondent's accounting firm.
- L. The successful Respondent will be required to register to do business in Iowa before payments can be made.

For vendor registration documents, go to: <https://das.iowa.gov/procurement/vendors/how-do-business>

3.2.5 Experience

The Respondent must provide the following information regarding its experience:

- A. Number of years in business.
- B. Number of years of experience with providing the types of goods and/or services sought by the RFP.
- C. The level of technical experience in providing the types of goods and/or services sought by the RFP.
- D. A list of all goods and/or services similar to those sought by this RFP that the Respondent has provided to other businesses or governmental entities.
- E. Letters of reference from three (3) previous customers or clients knowledgeable of the Respondent's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.
- F. Personnel.

The Respondent must provide resumes for all key personnel who will be involved in providing the goods and/or services contemplated by this RFP. The following information must be included in the resumes:

- A. Full name
- B. Education
- C. Years of experience and employment history particularly as it relates to the specifications of the RFP

3.2.6 Termination, Litigation, Debarment

The Respondent must provide the following information for the past five (5) years:

- A. If the Respondent had a contract for goods and/or services terminated for any reason, provide full details regarding the termination.
- B. Describe any damages or penalties assessed against or dispute resolution settlements entered by Respondent under any existing or past contracts for goods and/or services.

Provide full details regarding the circumstances, including the dollar amount of damages, penalties and settlement payments.

- C. Describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Respondent to engage in any business, practice or activity.
- D. A list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Respondent or its officers have been a party.
- E. Any irregularities discovered in any of the accounts maintained by the Respondent on behalf of others. Describe the circumstances and disposition of the irregularities.

Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Respondent. Respondent shall provide written notification to the IJB of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Respondent, following execution of the Contract.

3.2.7 Criminal History and Background Investigation

The Respondent hereby explicitly authorizes the IJB to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners, and managerial and supervisory personnel who will be involved in the performance of the Contract.

3.2.8 Acceptance of Terms and Conditions

By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFP and the Contract terms set forth in Section 6 as well as the General Terms for JCS Services Contracts linked on the RFP cover page, without change except as otherwise expressly stated in its Proposal. If the Respondent takes exception to a provision, it must:

- A. identify it by page and section number;
- B. state the reason for the exception;
- C. set forth in its Proposal the specific RFP or General Terms language it proposes to include in place of the provision; and
- D. ***comply with all requirements set forth in Section 6 of this RFP.***

If Respondent's exceptions or responses materially alter the RFP, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the IJB may reject the Proposal, in its sole discretion.

3.2.9 Certification Letter

The Respondent shall sign and submit with the Proposal, the document included as Attachment #1 (Certification Letter) in which the Respondent shall make the certifications included in Attachment #1.

3.2.10 Authorization to Release Information

The Respondent shall sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Respondent authorizes the release of information to the IJB.

3.2.11 Firm Proposal Terms

The Respondent shall guarantee in writing the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm Bid Terms 120 days following the deadline for submitting Proposals.

3.3 COST PROPOSAL

The Respondent shall provide its cost proposal in a separate electronic file, in either Microsoft Word or text searchable pdf format, identified as such for the proposed goods and/or services. All cost information MUST be contained ONLY in the Cost Proposal and NOT included in the Technical Proposal. The Respondent must also complete and include Attachment # 4 – Cost Proposal Form with its Cost Proposal.

3.3.1 Payment Methods

The State of Iowa, in its sole discretion, will determine the method of payment for goods and/or services as part of the Contract. The State of Iowa's Purchasing Card (Pcard) and ePayable solution (EAP) are preferred payment methods, but payments may be made by any of the following methods: Electronic Funds Transfer (EFT)/Automated Clearing House (ACH), or State Warrant. Respondents shall provide payment acceptance information in this section 3.3.1 in their Cost Proposals. ***This information will not be scored as part of the Cost Proposal or evaluated as part of the Technical Proposal.***

3.3.1.1 Credit card or ePayables

Pcards and EAP are commercial payment methods utilizing the VISA credit card network. The State of Iowa will not accept price changes or pay additional fees if Respondent uses the Pcard or EAP payment methods. Pcard-accepting Respondents must abide by the [State of Iowa's Terms of Pcard Acceptance](#).

3.3.1.2 Electronic Funds Transfer (EFT) by Automated Clearing House (ACH)

Respondents shall provide a statement regarding their ability to accept payment by EFT by ACH. Payments are deposited into the financial institution of the claimant's choice three working days from the issue date of the direct deposit.

https://das.iowa.gov/sites/default/files/acct_sae/man_for_ref/forms/eft_authorization_form.pdf

3.3.1.3 State Warrant

The State of Iowa's warrant drawn on the Treasurer of State is used to pay claims against the departments of the State of Iowa. The warrant is issued upon receipt of proper documentation from the issuing department.

3.3.2 Payment Terms

Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Vendor/Respondent.

3.3.3 Respondent Discounts

Respondents shall state in their Cost Proposals whether they offer any payment discounts, including but not limited to:

3.3.3.1 *Prompt Payment Discount*

The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

3.3.3.2 *Cash Discount*

The State may consider cash discounts when scoring Cost Proposals.

4 SPECIFICATIONS

4.1 OVERVIEW

The successful Respondent shall provide the goods and/or services to the IJB and other agencies using the Contract in accordance with the specifications as provided in this Section. The Respondent shall address each specification in this Section and indicate whether it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Respondent shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Respondent. Proposals must identify any deviations from the specifications of this RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification(s) of this section, the IJB may reject the Proposal.

4.2 MANDATORY SPECIFICATIONS

All items listed in this section are Mandatory Specifications. Respondents must mark either “yes” or “no” to each specification in their Proposals. By indicating “yes” a Respondent agrees that it shall comply with that specification throughout the full term of the Contract, if the Respondent is successful. In addition, if specified by the specifications or if the context otherwise requires, Respondent shall provide references and/or supportive materials to verify the Respondent’s compliance with the specification. The IJB shall have the right to determine whether the supportive information and materials submitted by the Respondent demonstrate the Respondent will be able to comply with the Mandatory Specifications. If the IJB determines the responses and supportive materials do not demonstrate the Respondent will be able to comply with the Mandatory Specifications, the IJB may reject the Proposal.

1. The Issuing Officer must receive the Bid Proposal, and any amendments thereof, prior to or on the due date and time.
2. The Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal funding by any federal department or agency.

4.3 SCORED TECHNICAL SPECIFICATIONS

All items listed below are Scored Technical Specifications. All specifications will be evaluated and scored by the Evaluation Committee in accordance with Section 5.

Specifications – Describe how each item will be achieved	Weight	Score (0-4)	Total Possible Points
A. Respondent shall accept all Referrals from JCOs for STEP identified as Say the problem, Think of solutions, Explore consequences and Pick the best solution. The Referrals may include Youth under formal or informal supervision who are categorized as risk level moderate, high, or high against person. Each Referral will be accompanied by a copy of the	100		400

Case Plan and Circumstances Response Form, (see Attachment 8) with an anticipated service start date.			
<p>B. Chronologically, upon receipt of the Referral:</p> <ol style="list-style-type: none"> 1. The Respondent will connect with the referring JCO during business hours virtually, in-person, or via phone call on the day the Referral is received. The purpose of this contact will be to review all documents and discuss any additional parameters of the Referral. 2. If the Referral designates the Youth to start in Levels 1-4, (see Attachment 5), the Respondent will assign two STEP Facilitators to the Youth and at least one STEP Facilitator of the same gender as the Youth will be assigned. If the Youth is designated to the maintenance level (the level where the Youth may be provided transportation, community service work, UAs, problem solving as needed), one STEP Facilitator of the same gender as the Youth shall be assigned. 3. The STEP Facilitators will coordinate an in person initial meeting with the Youth, their legal guardian, and JCO to review program expectations. This includes reviewing the Level Contract (see Attachment 5) in detail and establishing Youth Centered Goals. 4. The STEP Facilitators will develop a Crisis Plan (see Attachment 6) with the Youth and their legal guardian to address community concerns as identified by the JCO within 7 calendar days of the Referral. This plan shall identify community-based Crisis Supports, family and kin supports, and an additional person who is able to provide temporary residence for the Youth should their current residence no longer be stable as determined through a collaborative process between the JCO, youth and guardian. 	400		1600
<p>C. In collaboration with the services and timelines as outlined in the Level Contracts, (see Attachment 5), the program should be administered as follows:</p> <ol style="list-style-type: none"> 1. STEP Facilitators will meet with the Youth and JCO face-to-face to discuss progress related to the information outlined in the Youth-Centered Goals sheet at the request of the JCO. 2. Contacts with the Youth shall facilitate Youth in completion of Youth Centered Goals and/or to enhance protective factors through community-based connections. This includes but is not limited to: practicing structured life skills, role playing daily prosocial interactions, establishing sustainable prosocial community connections and relationships, collecting urinary analysis (only upon request of the JCO with a court order in place), assisting with electronic monitoring devices (only upon request of the 	500		2000

<p>JCO with a court order in place), and securing, scheduling and supervising community service hours that are in compliance with state and federal child labor laws for court ordered restitution.</p> <p>3. A member of the STEP Facilitators shall assist with transportation for the purpose of assisting youth with employment, appointments to meet with JCO, mental health, substance abuse treatment or medical appointments, or to serve community service. Transportation for school is limited and based on Youth's need and only to locations within the geographical area of the Sixth Judicial District.</p> <p>4. Respondent shall be capable of providing transportation outside of the district on an as needed basis.</p> <p>A. Respondent shall accept out-of-district requests for transportation so long as they are provided with 5 business days notice prior to the requested trip.</p> <p>B. Respondent shall ensure all out-of-district transportation requests are itemized, and billed at the separate, inclusive hourly rate as indicated in Attachment 4 – Cost Proposal Form.</p> <p>C. Youth designated to the maintenance level (the level where the Youth may be provided with transportation, community service work, UAs, problem solving as needed) require only transportation services as outlined in C3 above.</p>			
<p>D. Within 3 business days of the Respondent and the Youth agreeing that level requirements have been satisfactorily met, the STEP Facilitators shall schedule a meeting with the JCO to discuss moving the Youth to a less-restrictive level.</p>	300		1200
<p>E. Together the STEP Facilitators shall provide a brief written summary of their interactions with Youth and steps taken to achieve the identified Youth Centered Goals to share with the referring JCO via email on a weekly basis.</p>	200		800
<p>F. Respondent shall submit a Discharge Plan to the JCO within 14 calendar days of a Youth's discharge from the program.</p>	50		200
<p>G. Respondent shall report situations as outlined in the Crisis Plan to the JCO via email or voicemail no later than 8 hours following the incident regardless of the day of the week or time of the day.</p>	100		400
<p>H. Respondent will provide daily electronic monitoring unit reports to JCS by 8:00 AM daily including weekends and holidays.</p>	250		1000
<p>I. Respondent's staffing requirements will include:</p> <p>1. STEP Facilitators shall have, at a minimum, an associate's degree in social science or related field and 1 year of</p>	300		1200

<p>experience working with delinquent Youth or with law enforcement.</p> <ol style="list-style-type: none"> 2. STEP Facilitators shall attend a JCS-organized training in Motivational Interviewing or referred to a certified Motivational Interviewing trainer within 6 months of administering service. The Respondent agrees to track and notify JCS when a staff member is due to be trained. 3. STEP Facilitators shall be trained in a JCS-approved trauma informed care and cultural competency. 4. STEP Facilitators shall be trained in one additional cognitive behavioral intervention such as: EPICS-I, Carey Guide/BITS, or other JCS-approved cognitive behavioral intervention. 5. JCS shall be invited to participate in the hiring process for all STEP Facilitators who are not employed upon initiation of the Contract. 			
<p>J. STEP Facilitators shall maintain a physical presence by spending 1 hour weekly in their respective JCS offices to allow JCOs the opportunity to conduct case consultation reviews and coach Facilitators on skill-based tools stated in I4. This time needs to be consistent with little variation or rescheduling.</p>	250		1000
<p>K. Performance Criteria to adhere to:</p> <ol style="list-style-type: none"> 1. 100% of the time STEP Facilitators will contact the referring JCO within 24 hours of receiving a Referral throughout the business week or by 9 am the Monday following a weekend. 2. 100% of STEP Facilitators will be trained in Motivational Interviewing within 6 months of Contract initiation or hire. 3. 100% of all hiring of new STEP Facilitators shall include JCS in the process. 4. 100% of all incidents related to the Crisis Plan will be communicated to the JCO within 8 hours. 5. 80% of weekly updates shall be made on time. 	50		200
TOTAL POSSIBLE POINTS – Technical Specifications	10,000		

5 EVALUATION AND SELECTION

5.1 INTRODUCTION

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest value to the IJB. The IJB will not necessarily award the Contract to the Respondent offering the lowest cost to the IJB. Instead, the IJB will award to the Respondent whose Responsive Proposal the IJB believes will provide the best value to the State.

5.2 EVALUATION COMMITTEE

The IJB will evaluate Proposals received in response to this RFP. The IJB will use an evaluation committee to review and evaluate the Proposals. The evaluation committee will recommend an award based on the results of their evaluation to the IJB or to such other person or entity who must approve the recommendation.

The IJB's Evaluation Committee, or a subset of the Evaluation Committee, will initially review and evaluate each proposal received to determine the Respondent's ability to meet the RFP requirements.

The IJB may request additional information or clarification of proposals and hereby reserves the right to select the particular response to this RFP that it believes will best serve its business and operational requirements, considering the evaluation criteria set forth below.

The IJB reserves the right to cancel this RFP at any time or reject any or all proposals received as a result of this RFP if it is in the best interest of the IJB.

5.3 TECHNICAL PROPOSAL EVALUATION AND SCORING

All Technical Proposals will be evaluated to determine if they comply with the Mandatory Specifications.

5.3.1 **Technical Proposal Specifications Scoring Guide.**

Points will be assigned to each specification as follows, unless otherwise designated:

4	Bidder has agreed to comply with the requirements and provided a clear and compelling description of how each requirement would be met, with relevant supporting materials. Bidder's proposed approach frequently goes above and beyond the minimum requirements and indicates superior ability to serve the needs of the Agency.
3	Bidder has agreed to comply with the requirements and provided a good and complete description of how the requirements would be met. Response clearly demonstrates a high degree of ability to serve the needs of the Agency.
2	Bidder has agreed to comply with the requirements and provided an adequate description of how the requirements would be met. Response indicates adequate ability to serve the needs of the Agency.

1	Bidder has agreed to comply with the requirements and provided some details on how the requirements would be met. Response does not clearly indicate if all the needs of the Agency will be met.
0	Bidder has not addressed any of the requirements or has provided a response that is limited in scope, vague, or incomplete. Response did not provide a description of how the Agency's needs would be met.

5.4 COST PROPOSAL SCORING

The Cost Proposal file(s) will remain unopened during the evaluation of the Technical Proposals and any Contractor presentations. After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored. Cost Proposal pricing will be scored based on a ratio of the lowest cost proposal versus the cost of each higher priced Contractor Proposal. Under this formula, the lowest Cost Proposal will receive all of the points assigned to pricing. A Cost Proposal twice as expensive as the lowest Cost Proposal will earn half of the available points. Percentages and points will be rounded to the nearest whole value. The formula is:

Weighted Cost Score = (price of lowest Cost Proposal/price of each higher priced Cost Proposal) X (points assigned to pricing)

Example:

Contractor A quotes \$35,000; Contractor B quotes \$45,000 and Contractor C quotes \$65,000.

Contractor A: \$35,000 = receives 100% of available points for cost.

\$35,000

Contractor B: \$35,000 = receives 78% of available points for cost.

\$45,000

Contractor C: \$35,000 = receives 54% of available points for cost.

\$65,000

Total Points Assigned to Cost: 500

5.5 TOTAL SCORES

Each Contractor's Technical Proposal points will be added to its Cost Proposal points to obtain the total points awarded for the Contractor's Proposal.

Total Points Possible: 10,500

5.6 TIED SCORE AND PREFERENCES

- 5.6.1 An award shall be determined by a drawing when responses are received that are equal in all respects and tied in price. Whenever it is practical to do so, the drawing will be held in the presence of the Respondents who are tied in price. Otherwise the drawing will be made in front of at least three non-interested parties. All drawings shall be documented.
- 5.6.2 Notwithstanding the foregoing, if a tied score involves an Iowa-based Respondent or products produced within the State of Iowa and a Respondent based or products produced outside the State of Iowa, the Iowa Respondent will receive preference. If a tied score involves one or more Iowa Respondents and one or more Respondents outside the state of Iowa, a drawing will be held among the Iowa Respondents only.
- 5.6.3 In the event of a tied score between Iowa Respondents, the Agency shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the Respondents have complied with ESGR standards. Preference, in the case of a tied score, shall be given to Iowa Respondents complying with ESGR standards.
- 5.6.4 Second preference in tied scores will be given to Respondents based in the United States or products produced in the United States over Respondents based or products produced outside the United States.
- 5.6.5 Preferences required by applicable statute or rule shall also be applied, where appropriate.

6 CONTRACTUAL TERMS AND CONDITIONS

6.1 CONTRACT TERMS AND CONDITIONS

Any Contract(s) resulting from this RFP between the IJB and any Respondent(s) selected by the IJB shall be a combination of the specifications, terms and conditions referenced in this RFP, including without limitation, the General Terms for Juvenile Court Services (the "General Terms") located on the website linked on the RFP Cover Page (with such modifications thereto as the IJB determines to be necessary or desirable), the offer of the Respondent contained in the Respondent's proposal (excluding any exceptions taken by Respondent in accordance with this Section 6 that are not accepted by the IJB specifically in writing and contained in an executed Contract), written clarifications or changes made by the IJB through an amendment to the RFP in accordance with the provisions of this RFP, and any other terms deemed necessary by the IJB. The Contract terms and conditions in Section 6 and the General Terms will be incorporated into and become part of the Contract. The IJB reserves the right to supplement and modify any of the foregoing terms and conditions prior to the execution of any Contract.

The IJB reserves the right to either award a Contract without further negotiation with any successful Respondent(s) or to negotiate Contract terms with any selected Respondent(s) if the best interests of the IJB would be served. No exception or proposed amendment by a Respondent to the provisions or terms and conditions of this RFP, including the General Terms, shall be incorporated into any resulting Contract unless the IJB has explicitly accepted the Respondent's exception or amendment in writing in the resulting Contract.

All costs associated with complying with such terms and conditions should be included in any pricing quoted by Respondent.

By submitting a proposal, each Respondent acknowledges its complete acceptance of the terms, conditions, and specifications contained in this RFP, including the General Terms, without change except as otherwise expressly stated in its Proposal.

If a Respondent takes exception to any terms, conditions, specifications or other provisions of this RFP (including those set forth in the General Terms), it must state the reason for the exception and set forth in its proposal the specific Contract language it proposes to substitute in place of the excepted provision(s).

If a Respondent takes exception to any term, condition, or provisions contained in the General Terms, the Respondent must produce a redlined draft of such terms, conditions, or provisions, and such redlined draft must clearly reflect all of Respondent's exceptions thereto and all alternative language or other changes that Respondent specifically proposes to make.

Exceptions and/or proposed changes that materially change the terms, conditions, specifications, or provisions of the RFP (including those in the General Terms) may be deemed non-responsive by the IJB, as determined in its sole discretion, resulting in possible disqualification of the Respondent's proposal.

A Respondent's failure to state an exception to any term, condition, requirement or other provision of this RFP (including those contained in the General Terms) and propose alternative language in accordance with this Section 6.1 may be conclusively deemed by the IJB to constitute Respondent's acceptance thereof.

Any term, condition, provision, or requirement to which a Respondent fails to take exception and propose changes and/or alternative language in accordance with this Section 6.1 will not be subject to negotiation.

A Respondent may not take exception to any of the provisions or terms contained in this RFP or the General Terms.

A Respondent may not state that it takes exception to any of the terms, conditions, requirements, or other provisions of the RFP (including those contained in the General Terms) to the extent any of the foregoing conflict with any terms or conditions contained in the Respondent's standard form contracts. If a Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the IJB may reject the Respondent's Proposal, at its sole discretion.

The IJB reserves the right to refuse to enter into a Contract with the successful Respondent for any reason, even after delivery of notice of selection or intent to award or negotiate a contract. The IJB further reserves the right to negotiate contract terms with the successful Respondent if the best interests of the IJB or the State would be served.

The IJB will evaluate all Proposals without regard to any proposed modifications to any terms and conditions of the RFP or the General Terms. Once a Proposal has been identified as the one for which an Award recommendation has been made, but prior to notifying Respondents of the decision, the IJB, in its sole discretion, may consider any modifications to the terms and conditions of the RFP or the General Terms proposed by a Respondent in that Proposal. The IJB reserves the right to either award a Contract(s) without further negotiation with the successful Respondent or to negotiate Contract terms with the successful Respondent if the best interests of the IJB or the State would be served. As such, if any proposed modifications are not determined to be in the best interests of the IJB or the State, or appear to pose a substantial impediment to reaching agreement, the IJB may, in its sole discretion:

1. Issue a Notice of Intent to Award in favor of the successful Respondent, but decline to agree to or further negotiate any modifications to terms and conditions proposed by Respondent in its Proposal;
2. Issue a Notice of Intent to Award in favor of the successful Respondent, and may identify in the Notice any modifications to terms and conditions proposed by Respondent in its Proposal with which the IJB will or will not agree or further negotiate;
3. Enter open-ended negotiations with the successful Respondent; provided, that any such negotiations shall be limited to the modifications to terms and conditions proposed by Respondent in its Proposal;
4. Change the IJB's recommendation for Award and issue a Notice of Intent to Award to a Respondent whose proposal does not pose as great of a challenge to the IJB.

Any ambiguity, vagueness, inconsistency or conflict, either internal to such modification(s) or arising when read in conjunction with other portions of the Contract, shall be construed strictly in favor of the State. Only those proposed modifications identified in the Notice of Intent to Award

issued by the IJB as terms and conditions with which the IJB will agree, or ultimately agrees to after further negotiations, shall be part of the Contract. The State may ignore all modifications or exceptions proposed by a Respondent, accept one or more and ignore others, accept all or, through negotiations after an award, agree to compromise language concerning one or more proposed modifications to be incorporated into a final Contract between the parties. By executing and submitting its Proposal in response to this RFP, Respondent understands and agrees that the State may exercise its discretion not to consider any or all proposed modifications or exceptions Respondent may request and may accept Respondent's proposal under the terms and conditions contained in this RFP and the General Terms.

6.2 TERM LENGTH

The Contract shall have an initial term of one (1) year, beginning on the later date of Contract execution or the anticipated start date for the initial term specified on the RFP Cover Page. At the end of the Contract's initial term, the IJB shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of five (5) additional one-year terms. The resulting Contract may be terminated in accordance with its terms. The IJB may not agree to penalties for termination in any of the above-described scenarios.

6.3 INSURANCE

6.3.1.1 Insurance Requirements.

Insurance requirements are set forth in Section 2.7 of the General Terms for JCS Services Contracts, which can be found on the website linked on the RFP Cover Page.

6.3.1.2 Insurance Policies.

Unless otherwise requested by the State of Iowa, Respondent shall cause to be issued insurance policies with the coverages set forth below:

Type of Insurance	Limit	Amount
General Liability (including contractual liability) written on an occurrence basis	General Aggregate	\$2 million
	Products – Comp/Op Aggregate	\$1 million
	Personal injury	\$1 million
	Each Occurrence	\$1 million
Automobile Liability (including any auto, hired autos, and non-owned autos)	Combined Single Limit	\$1 million
Excess Liability, umbrella form	Each Occurrence	\$1 million
	Aggregate	\$1 million
Workers Compensation and Employer Liability	As Required by Iowa law	As Required by Iowa law
Property Damage	Each Occurrence	\$1 million
	Aggregate	\$1 million
Professional Liability/Errors and Omissions	Each Occurrence	\$1 million
	Aggregate	\$1 million
Cyber Liability / Network Security	Each Occurrence	\$1 million
	Aggregate	\$1 million

6.4 MONTHLY REPORT

The Respondent shall provide an electronic detailed monthly report on all services provided under this agreement within the State of Iowa via email to the Iowa Judicial Branch, Attn: Christopher Wyatt, Christopher.Wyatt@iowacourts.gov. The report template can be found in Attachment 7 and shall report the following for each Youth: Youth name, Referring JCO, new delinquent acts, total number of contact hours, number of in person contacts and number of contacts by phone or text. Format shall be Microsoft Excel compatible format. The State reserves the right to request more detailed information (ad-hoc reporting) at any time and on an individual or specific basis for a specific service, client, time frame, or for a range of services, clients or time frames.

ATTACHMENT 1: CERTIFICATION LETTER – REQUIRED

Alterations to this document are prohibited, see section 2.14.14.

Mary Loops, Issuing Officer
Iowa Judicial Branch
Mary.Loops@iowacourts.gov

Re: RFP **JUV-27-CB-06-001- STEP** - - PROPOSAL CERTIFICATIONS

Dear Issuing Officer:

I certify that the contents of the Proposal submitted on behalf of **[Name of Respondent]** _____ (Respondent) in response to the Iowa Judicial Branch for **RFP JUV-27-CB-06-001- STEP** are true and accurate. I also certify that Respondent has not knowingly made any false statements in its Proposal.

Certification of Independence

I certify that I am a representative of Respondent expressly authorized to make the following certifications in behalf of Respondent. By submitting a Proposal in response to the RFP, I certify in behalf of the Respondent the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other Respondent or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the Contract.
4. No attempt has been made or will be made by Respondent to induce any other Respondent to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the Contract period between Respondent and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Respondent nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a three year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Respondent knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the Contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

7. Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2011)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Respondents to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Respondent certifies the following: (check the applicable box)

- Respondent is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code Chapter 432*; or
- Respondent is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in *Iowa Code subsections 423.1(42) and (43)*.

Respondent also acknowledges that the Agency may declare the Respondent’s Proposal or resulting Contract void if the above certification is false. The Respondent also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

Sincerely,

[Signature, Name and Title]

[Date]

ATTACHMENT 2: AUTHORIZATION TO RELEASE INFORMATION LETTER – REQUIRED

Alterations to this document are prohibited, see section 2.14.14.

Mary Loops, Issuing Officer
Iowa Judicial Branch
Mary.Loops@iowacourts.gov

Re: RFP JUV-27-CB-06-001- STEP - AUTHORIZATION TO RELEASE INFORMATION

Dear Issuing Officer:

[Name of Respondent] _____ (Respondent) hereby authorizes the Iowa Judicial Branch or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Respondent in response to RFP JUV-27-CB-06-001- STEP.

The Respondent acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Respondent acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Respondent is willing to take that risk.

The Respondent hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to the RFP.

The Respondent authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent’s Proposal submitted in response to RFP.

The Respondent further authorizes any and all persons and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Respondent’s Proposal. The Respondent hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Respondent that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

[Printed Name of Respondent Organization]

[Signature and Title of Authorized Representative]

Date

ATTACHMENT 3: FORM 22 – REQUEST FOR CONFIDENTIALITY – REQUIRED

The submission of this form 22 is required.

This Form 22 (Form) must be completed and included with your Proposal to the RFP. The Form is required whether the Proposal does or does not contain information for which confidential treatment will be requested.

Failure to submit a completed Form will result in the Proposal being considered non-responsive and eliminated from evaluation.

Section I

Confidential Treatment Is Not Requested

A request for confidential treatment of information contained in our Proposal is not submitted.

_____	_____	_____
Company	RFP Number	RFP Title
_____	_____	_____
Signature	Title	Date

Section II

Confidential Treatment Is Requested

If you are submitting a request for confidential treatment of any information submitted in your Proposal, complete the rest of this form.

The below information is to be completed and signed only if Respondent is requesting confidential treatment of any information submitted in its Proposal.

Per the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the Request for Proposal (RFP), Respondent requesting portions of its Proposal be maintained in confidence must complete this form and submit it with its Proposal. Respondent should read and familiarize themselves with chapter 22 of the Iowa Code regarding release of public records before completing this Form. Respondent shall refer to the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the RFP for instructions regarding how to request confidential treatment of portions of its Proposal.

Notes

- A. ***Completion of this Form is the sole means of requesting confidential treatment.***
- B. ***Respondent may not request pricing proposals be held in confidence.***

Completion of the Form and the IJB’s acceptance of Respondent’s submission does not guarantee the IJB will grant Respondent’s request for confidentiality. The IJB may reject Respondent’s Proposal entirely in

the event Respondent requests confidentiality and does submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFP.

To request confidentiality, Respondent must provide the following information:

Respondent must conspicuously mark confidential material in its Proposal in accordance with the section titled Public Records and Requests for Confidential Treatment. *Check box when completed.*

Respondent must specifically identify and list the Proposal section(s) for which it seeks confidentiality and answer the following questions for each section listed:

- Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.
- Justify why the material should be kept in confidence.
- Explain why disclosure of the material would not be in the best interest of the public.
- Provide the name, address, telephone, and email for the Respondent’s person authorized to respond to inquiries by the IJB concerning the status of confidential materials.

Please provide the information in the table below. Respondent may add additional lines if necessary or add additional pages using the same format as the table below.

For each section with confidential material, provide the following information in the table below. Respondent may add additional lines if necessary or add additional pages using the same format as the table below

- A. Specific grounds in *Iowa Code Chapter 22* or other applicable law which supports treatment of the material as confidential
- B. Justification of why the material should be kept in confidence.
- C. Explanation of why disclosure of the material would not be in the best interest of the public.
- D. Name, address, telephone, and email for the person at Respondent’s organization authorized to respond to inquiries by the IJB concerning the status of confidential materials.

RFP Section	Specific Grounds	Justification	Explanation	Contact Information

Respondent must submit a Public Copy of its Proposal from which the confidential information has been excised. The Public Copy is in addition to the copies required in the cover letter. The confidential

material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible. *Check box when completed.*

This Form must be signed by the individual who signed the Respondent's Proposal. The Respondent shall place this Form completed and signed in its Proposal immediately following the transmittal letter. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

**Failure to provide the information required on this Form may result in rejection of Respondent's submittal to request confidentiality or rejection of the Proposal as being non-responsive.*

**Please note that Section II of this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Proposal.*

_____	_____	_____
Company	RFP Number	RFP Title
_____	_____	_____
Signature	Title	Date

ATTACHMENT 4: COST PROPOSAL FORM – REQUIRED

This form must only be included in submitted Cost Proposals.

It cannot be included with the Technical Proposal.

Payment Terms

Per *Iowa Code § 8A.514* the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a vendor.

Cost Proposal

Respondent's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices) based on the Payment Terms outlined above. The following template is required. Please use additional pages to provide any additional narrative support for the costing information.

Respondents **MUST** provide a response to both Deliverable Item **A AND** Deliverable Item **B**.

Deliverable Item Description (specify if Unit or flat Rate)	Firm US Dollars
<p>A. Hourly Unit Rate for Transportation for Youth out-of-the-district</p> <p>This unit rate shall be an inclusive hourly rate to transport any youth out-of-district.</p>	
<p>B. Inclusive Monthly Program Rate for up to 60 Youth</p> <p>This unit rate shall be the monthly program rate for a case list of up to 60 Youth, inclusive of ALL of the following:</p> <ul style="list-style-type: none"> • Direct Youth Contact, including, but not limited to: <ul style="list-style-type: none"> ○ In person or phone contacts as outlined in the Levels Contract ○ Crisis Care as needed ○ Non-court ordered transportation as specified by the Referring JCO ○ Local transportation of Youth as requested by the Referring JCO • All Indirect services, including, but not limited to: <ul style="list-style-type: none"> ○ Completion of paperwork ○ Travel ○ Scheduling and preparation ○ Drafting and submitting reports and correspondence with JCS ○ Weekly office hours ○ Monitoring electronic monitoring devices 	



Iowa Judicial Branch

1111 East Court Avenue | Des Moines, IA 50319

ATTACHMENT 5: LEVELS CONTRACT EXAMPLE(S)

LEVEL 1

By signing and initialing below, I, [Name of Youth], agree to follow the rules of the STEP contract that are checked on the following pages. I also agree to follow the laws of this community, show up to appointments on time, and cooperate with my parent/guardian(s) and STEP Facilitator. I understand that if I break these rules there could be more strict consequences.

X _____
Youth Signature Date

X _____
STEP Facilitator Date

X _____
STEP Facilitator Date

JCO Signature Date

As the parent/guardian, I understand the conditions of this contract and agree to actively participate in and support its enforcement with the assistance of the STEP Facilitator.

Parent(s)/Guardian: _____ Date _____

Phone: _____

Date _____

Parent(s)/Guardian

Phone: _____

The STEP Facilitator(s) assigned to this case and phone number is:

Failure to comply could result in more restrictive consequences in one or more of the following:

- 1) Level drop
- 2) Denial of your advancement to the next level

Youth's
Initials

RESIDENCE

- ____ 1. I will be on house arrest for a minimum of 10 days. This means I will only have permission to go to school, work, court or other appointments approved by my parent/guardian(s), JCO or STEP Facilitator.
- ____ 2. I may leave my place of residence when accompanied by my parent/guardian(s) and/or STEP Facilitator.
- ____ 3. I agree to be personally responsible for calling/texting the STEP Facilitator each time I leave or return to my residence.
- ____ 4. I will participate in substance and/or alcohol testing immediately upon the request of the STEP Facilitator or Juvenile Court Officer.
- ____ 5. I will not allow friends to be at my residence.
- ____ 6. I will meet with the STEP Facilitator 4-7 times per week. Unannounced visits will occur.

SCHOOL/WORK

- ____ 7. School hours are from _____ to _____. I will come directly home after school to my residence. I will provide the STEP Facilitator with my class schedule and notify them of any changes.
- ____ 8. I will turn in weekly employment schedules to the STEP Facilitator and notify them of any changes.
- ____ 9. I will attend school and all my classes regularly as determined by the JCO, unless my parent/guardian(s), JCO or STEP Facilitator give me permission to remain at my residence, for reasons of illness or scheduled appointments.
- ____ 10. I will obey the school rules and regulations.
- ____ 11. I will be at work when scheduled unless my parent/guardian(s) or STEP Facilitator gives me permission to remain at my residence, for reasons of illness or scheduled appointments.

Prior to moving to a less restrictive level, there will be a scheduled meeting between the STEP Facilitator/JCO/Youth for the Youth to have an opportunity to present why advancement of levels should be granted.

LEVEL 2 (14 DAY MINIMUM)

By signing and initialing below I, [Name of Youth], agree to follow the rules of the STEP contract that are checked on the following pages. I also agree to obey the laws of this community, show up to appointments on time, and cooperate with my parent/guardian(s) and STEP Facilitator. I understand that if I break these rules there could be more strict consequences.

X _____
Youth Signature Date

X _____
STEP Facilitator Date

X _____
STEP Facilitator Date

JCO Signature Date

As the parent/guardian, I understand the conditions of this contract and agree to actively participate in and support its enforcement with the assistance of the STEP Facilitator.

Parent/Guardian print and sign name Date

Phone: _____

The STEP Facilitator(s) assigned to this case and phone number is:

Failure to comply could result in more restrictive consequences:

- 1) Level drop
- 2) Denial of your advancement to the next level

Youth's
Initials

RESIDENCE

- _____ 1. I agree to be personally responsible for calling or emailing the STEP Facilitator whenever I leave my residence or change locations.
- _____ 2. I will participate in substance and/or alcohol testing immediately upon the request of the STEP Facilitator or Juvenile Court Officer.
- _____ 3. I can have friends over to my residence if I am given prior permission from my parent/guardian(s) and they must leave by curfew of 10pm unless prior arrangements are made with the STEP Facilitator. Friends will need to be previously approved by my JCO/STEP Facilitator/parent/guardian.
- _____ 4. I will meet with a STEP Facilitator 3-5 times per week. Unannounced visits will occur.

SCHOOL/WORK

- _____ 5. School hours are from _____ to _____.
- _____ 6. I will turn in weekly employment schedules to the STEP Facilitator and will notify them of any changes.
- _____ 7. I will attend school and all my classes regularly as determined by the JCO, unless my parent/guardian(s) and STEP Facilitator give me permission to remain at my residence, for reasons of illness or scheduled appointments.
- _____ 8. I will obey the school rules and regulations.
- _____ 9. I will be at work when scheduled unless my parent/guardian(s) and/or STEP Facilitator give me permission to remain at my residence, for reasons of illness or scheduled appointments.

Prior to moving to a less restrictive level, there will be a scheduled meeting between the STEP Facilitator/JCO/Youth for the Youth to have an opportunity to present why advancement of levels should be granted.

LEVEL 3 (4 WEEK MINIMUM)

By signing and initialing below I, [Name of Youth], agree to follow the rules of the STEP contract that are checked on the following pages. I also agree to obey the laws of this community, show up to appointments on time, and cooperate with my parent/guardian(s) and STEP Facilitator. I understand that if I break these rules there could be more strict consequences.

X _____
Youth Signature Date

X _____
STEP Facilitator Date

X _____
STEP Facilitator Date

JCO Signature Date

As the parent/guardian, I understand the conditions of this contract and agree to actively participate in and support its enforcement with the assistance of the STEP Facilitator.

Parent(s)/Guardian Date
Phone: _____

Parent(s)/Guardian Date
Phone: _____

The STEP Facilitator(s) assigned to this case and phone number is:

Failure to comply could result in more restrictive consequences:

- 1) Level drop
- 2) Denial of your advancement to the next level

Youth's
Initials

RESIDENCE

- _____ 1. I agree to be personally responsible for calling or emailing the STEP Facilitator whenever I leave my residence and when I return home.
- _____ 2. I will participate in substance and/or alcohol testing immediately upon the request of the STEP Facilitator or Juvenile Court Officer.
- _____ 3. I can have friends over to my residence if I am given prior permission from my parent/guardian(s) and they must leave by curfew of 10pm unless prior arrangements are made with the STEP Facilitator. Friends will need to be previously approved by my JCO/STEP Facilitator/parent/guardian.
- _____ 4. I will return to my residence at the below curfew.
 - Sunday-Thursday: _____ 9pm _____
 - Friday-Saturday: _____ 10pm _____
- _____ 5. I will meet with the STEP Facilitator 2-4 times per week. Unannounced visits will occur.

SCHOOL/WORK

- _____ 6. School hours are from _____ to _____.
- _____ 7. I will turn in weekly employment schedules to STEP Facilitator. I will notify them of any changes.
- _____ 8. I will attend school and all my classes regularly as determined by the JCO, unless my parent/guardian(s) give me permission to remain at my residence, for reasons of illness or scheduled appointments.
- _____ 9. I will obey the school rules and regulations.
- _____ 10. I will be at work when scheduled unless my parent/guardian(s) give me permission to remain at my residence, for reasons of illness or scheduled appointments. I will give the STEP Facilitator a weekly work schedule.

Prior to moving to a less restrictive level, there will be a scheduled meeting between the STEP Facilitator/JCO/Youth for the Youth to have an opportunity to present why advancement of levels should be granted.

LEVEL 4 (NO MINIMUM)

By signing and initialing below, I, [Name of Youth], agree to follow the rules of the STEP contract that are checked on the following pages. I also agree to follow the laws of this community, show up to appointments on time, and cooperate with my parent/guardian(s) and STEP Facilitator. I understand that if I break these rules there could be more strict consequences.

X _____
Youth Signature Date

X _____
STEP Facilitator Date

X _____
STEP Facilitator Date

JCO Signature Date

As the parent/guardian, I understand the conditions of this contract and agree to actively participate in and support its enforcement with the assistance of the STEP Facilitator.

Parent(s)/Guardian Date

Phone: _____

Parent(s)/Guardian Date

Phone: _____