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# State of Iowa Juvenile Court Services

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May 11, 2026

Responses to Questions received regarding Transition Services and Aftercare RFP JUV-27-TS-03-001:

1. Are organizations able to apply for Aftercare services only, or must they apply for both aftercare and transitional services for youth Transitioning to Adulthood?  
**Q1 Answer:** Respondents' bids must apply to and provide both Aftercare and Transition to Adulthood services to be considered Responsive.
2. We understand that aftercare services are intended for youth reentering the community from residential placements. How are youth identified for Transition to Adulthood services? Are these services also limited to youth exiting residential placement, or may they include any youth on JCS caseloads?  
**Q2 Answer:** Transition to Adulthood referrals may include any youth on a JCO's caseload as identified by a JCO. This may include youth that have been in a previous placement or currently in the community. These youth will benefit from services to develop essential skills for independence and self-sufficiency.
3. Section 4.3.G, Pages 23-25: What is the expected duration of services for youth participating in Transition to Adulthood services?  
**Q3 Answer:** There is no set timeline for Transition to Adulthood, the duration of these services could be as short as one month or last until discharge from JCS.
4. Section 4.3.B, Page 22: Section 4.3.B references a requirement that Transition Specialists be cross-trained in both OTWH (Aftercare) and Transition to Adulthood services prior to administering services. Would the Agency consider an alternative approach in which OTWH services and Transition to Adulthood services are delivered by different staff members, each partially allocated to the project and trained specifically to their respective service model, rather than requiring all staff to be cross-trained in both?  
**Q4 Answer:** Yes, please see the updated language included in Technical Specification 4.3.B in Amendment 2 for this RFP. The agency would consider an alternative, but prefers a full-time Transition Specialist whose sole duty is this project and one and one part-time supervisor.
5. Section 1.4, Page 5: IJB has indicated that approximately 10 youth are expected to receive Aftercare services during the first fiscal year of the contract. Is there an anticipated number of youth who would receive Transition to Adulthood services during that same period?  
**Q5 Answer:** It is anticipated that the Transition to Adulthood would have shorter service duration, so 10-20 youth could receive this service per year. Please see the updated language included in Section 1.4, Background Information, in Amendment 2 for this RFP.

6. Section 4.3.D, Page 22: “Each Transition Specialists shall manage a caseload of not more than 10 Youth at one time.” Does this caseload cap include youth receiving services for both Aftercare AND Transition to Adulthood services?

**Q6 Answer:** No, please see the updated language included in Technical Specification 4.3.B in Amendment 2 for this RFP. It is anticipated that a maximum of 10 Youth will may be receiving each service at one time, for a total of 20 youth receiving services. If there becomes availability, then new cases may be initiated.

7. Section 1.4, Page 5: Page 5 indicates that the program will initially serve 10 youth in the first year. However, an earlier section references a prior service that supported approximately 35 youth annually. Is the intent to return to that level of service delivery? If so, what ramp-up timeline or growth trajectory is anticipated?

**Q7 Answer:** The program previously provided in JCS D3 through a different funding source was a different, less intensive type of transition service, which served approximately 35 youth annually. The updated numbers provided within Section 1.4, Background Information in Amendment 2 of this RFP reflect the anticipated number of Youth to be served for the first year of the proposed service. Any expansion of the service would occur via an amendment and is not anticipated to occur until future years of service.

8. Attachment 4 – Cost Proposal Form: The RFP Attachment 4-Cost Proposal Form states that the Unit rate shall be the cost per one hour of billable time. Billable time shall be paid for only direct client contact time, direct contact time with client’s family regarding the client, and transporting the client as approved by JCS, for which the details shall be submitted with monthly invoices. How will the Agency ensure that the Contractor can continue to provide service delivery during the initial start-up period and/or at times of low referrals when the billable rate only includes direct client time? Could the monthly billable unit rate reflect 1/12th of the total contract cost instead?

**Q8 Answer:** Please see the updated language included in Attachment 4, Cost Proposal in Amendment 2 for this RFP. Respondents may factor in the initial startup period and potentially lower referrals when submitting their proposed payment methodology or incorporate it into the billable rate.

9. Page 6: The RFP states, Youth transitioning to adulthood will be guided by the Transition Specialist as determined by the JCO. Services will include but not be limited to: obtaining legal identification documents, creating a resume, completing employment and housing applications, furthering educational opportunities, and identifying any available financial assistance resources. Transition to Adulthood Youth will meet with Transition Specialists no less than once every two weeks.

- Where will these youth be coming from/departing? Are these youth who may still be living in their homes but need extra support in terms of transitioning to independent living? Or will these youth also be coming from residential providers/other facilities, but not going home?
- If in a facility such as Residential, would serves start prior to discharge of the youth from the facility as occurs with On the Way Home?
- Where will these young people be living when they are receiving Transitional services??

**Q9 Answer:** Youth referred to the Transition to Adulthood program could be both out of the home, or within the home needing additional support. Additionally, Youth referred to these

services could also be in an out-of-home placement but not going home and therefore not appropriate for OTWH.

- Yes, for youth in an out-of-home placement, services could start prior to discharge.
- The Youth will be living in either an out-of-home placement or within the community.

10. Section 4.3.D, Pages 22: "Each Transition Specialists shall manage a caseload of not more than 10 Youth at one time." Does this caseload cap include youth receiving services for both Aftercare AND Transition to Adulthood services? If so, we would recommend increasing this number to 15. This will allow for some flexibility because, with OTWH programming, caseload responsibilities can vary depending on when a youth is in the community versus when they are in QRTP/STS which impacts hours spent providing services.

**Q10 Answer:** Please see the response to question 6 above, as well as the updated language included in Technical Specification 4.3.B in Amendment 2 for this RFP. It is anticipated that a maximum of 10 Youth will may be receiving each service at one time, for a total of 20 youth receiving services.

11. Attachment 4 – Cost Proposal Form. Page 41: "...billable time shall be paid for only direct client contact time, direct contact time with client's family regarding the client, and transporting the client as approved by JCS, for which the details shall be submitted with monthly invoices." In addition to face-to-face hours, would IJB allow the contractor to use the definition of billable "direct services" as identified within the On The Way Home Program activities when calculating direct services for billing? This includes direct contact (that may also be via phone or video conference) with the youth, family or school for the purposes of implementing OTWH such as service plan monitoring or implementation, crisis management, parenting support and safety planning.

**Q11 Answer:** No. Direct contact does not include via phone or video conferencing. Please see the clarification that direct contact is "in-person", added to Attachment 4, Cost Proposal in Amendment 2 of this RFP.

12. Section 1.4, Page 5: "Approximately 10 youth will be referred to this program in its first fiscal year". Does IJB anticipate an increase in youth referred in subsequent contract years?

**Q12 Answer:** Yes, please see the response to Question 7 above.

13. Section 4.3.J.1, Pages 25: As it relates to minimum qualifications and skills, would IJB consider adding the following? "Exceptions to this requirement may be approved in writing by the Chief Juvenile Court Officer (CJCO) on a case-by-case basis.

**Q13 Answer:** Yes. Please see the updated language contained within Section 4.3.J.1 in Amendment 2 of this RFP.