



Iowa Judicial Branch

1111 East Court Avenue | Des Moines, IA 50319

REQUEST FOR INFORMATION

RFI COVER SHEET

Administrative Information:

Agency:	Iowa Judicial Branch (IJB or Agency)		
Issuing Officer: Kelly Cox kelly.cox@iowacourts.gov			
RFI TIMELINE—Event or Action:			Date/Time(Central time):
Agency Issues RFI:			8/7/25
Response Due Date:			8/27/25
Response Due Time:			3:00 p.m.
Relevant Websites:	Web-address:		
Internet website where Addenda to this RFI will be posted:	https://www.iowacourts.gov/for-the-public/rfp/ https://bidopportunities.iowa.gov/		
Electronic Copies of Responses are Required to be Submitted to the Issuing Officer.			

1.1 Purpose:

The purpose of this Request for Information (“RFI”) is to solicit responses from potential providers/vendors, community-based organizations, advocates, and stakeholders (“Respondents”), with experience in supporting transition and reentry planning for youth exiting out of home care.

1.2 Definitions:

For the purposes of this RFI, the following terms are defined.

“**IJB**” shall mean Iowa Judicial Branch.

“**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 response to this RFI.

“**RFI**” means this Request for Information and any attachments, exhibits, schedules or addenda hereto.

“**State**” means the State of Iowa, 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.

“**YCPM**” means Youth Centered Planning Meeting, refers to a Youth-centered practice model that follows standards defined by JCS. The YCPM model ensures that young adults transitioning back to their communities from out-of-home placements have access to healthy, meaningful, and lifelong connections within their community. By fostering these connections, the goal is to provide them with the knowledge, skills, and resources necessary to support their independence and achieve their life goals. YCPMs are designed to be voluntary, youth-led, and co-facilitated by the youth, ensuring youth feel empowered throughout the process. The youth identify a team of supportive individuals to assist them to make the connections to resources in the following eight domain areas: education, employment, health and safety, housing, supportive relationships, self-sufficiency, civic engagement, and interpersonal skills/behaviors.

1.3

This RFI has been issued to obtain information only, and is not intended to result in any contract(s) or agreements with any Respondents. Juvenile Court Services within the Iowa Judicial Branch (JCS) is seeking vendor and community insight and information prior to developing the technical specifications for a potential Request for Proposals (RFP), and want to ensure that JCS is aware of the best practices, innovations, and lessons learned from the field on how best to design and implement YCPMs.

1.4

This solicitation for information does not commit the Iowa Judicial Branch to publish a RFP, nor to award a contract. The issuance of a RFP, as a result of information gathered from these responses, is solely at the discretion of the Iowa Judicial Branch. Should a RFP be issued, it will be open to all qualified vendors. Responding to this RFI is not a pre-qualification process.

1.5

After information received in response to this RFI is evaluated, and depending upon funding availability and other factors, a RFP may be published by the Iowa Judicial Branch in order to select one or more vendors for specific work which would result in one or more contracts.

2. Background:

Young adults who are leaving out-of-home placement should have healthy and meaningful lifelong connections within their own community. It is through these connections that they will be better able to gain the knowledge, skills, and resources to support themselves and realize their goals in life.

Youth Centered Planning Meetings (YCPM's) uplift youth voice to share their dream and advocates partner with them on developing goals and identifying who can assist them in meeting those goals. Initially, the practice began with a targeted clientele of youth sixteen years of age or older who were transitioning out of placement. Transition plans are now a requirement for all youth aged fourteen and above that are placed in a JCS court-ordered out-of-home placement. YCPM's are an integral part of the transition plan. Various levels of youth engagement in this process are to be expected based on developmental age, mental health status, interests and other factors. YCPMs are conducted in accordance with JCS guidelines.

Initially, in 2014, JCS began using the Youth Team Dream Meeting (YTDM) evidenced-based model in JCS District 3. It was then extended into JCS Districts 1 and 2 the following year. In 2016, JCS was a part of the Juvenile Reentry Task Force (JRTF). The JRTF focused on developing strategies to improve assessment policies and practices in order to create efficiencies and processes for transition planning that would lead to a decrease in recidivism rates and an increase of support for youth transitioning back to their homes, school, and community. During this process, additional research was completed to redefine and enhance the YTDM model to meet the unique needs that our JCS youth presented through their delinquency risk factors. Through this research, the YCPM model evolved and by 2021 all eight JCS Districts were implementing the YCPM model to some level. Since 2022, there has been a focus to ensure all eight JCS Districts are provided training and support on meeting state and federal transition and reentry requirements through the YCPM model.

This RFI seeks information on how best to design and support the facilitation of youth centered planning meetings for youth transitioning and reentering their home, community, and school from out-of-home placement. Youth are expected to play a central key in leadership and facilitation in these meetings. JCS is seeking information, recommendations, and insights from qualified providers, community-based organizations, and other stakeholders to inform the YCPM process, where youth lead or co-facilitate discussions about their own reentry plans, in partnership with family, service providers, and other key team members. JCS wants to understand what supports youth's need, how facilitators can best prepare participants, and how to ensure these meetings lead to a real, successful transition back into the community.

3. Administrative Information:

3.1 Downloading the RFI from the Internet.

The RFI document and any addenda to the RFI 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 RFI, 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.

3.2 RFI Timeline.

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

3.3 Cost of Preparing the Proposal.

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

3.4 No Commitment to Contract.

Issuance of this RFI in no way constitutes a commitment by IJB to award a contract or to conduct business with any Respondent.

3.5 Response Clarification Process.

IJB reserves the right to contact a Respondent after the submission of Responses for the purpose of clarifying a Response. 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.

3.6 Disposition of Responses.

All Responses become the property of the IJB and shall not be returned to the Respondent. All Responses will be in the public domain and be available for inspection by interested parties.

3.7 Public Records and Requests for Confidential Treatment.

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 Response. 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 Response 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.***

If 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, 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, 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.

3.8 Copyright Permission.

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

3.9 Release of Claims.

By submitting a Response, the Respondent agrees that: (a) 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 RFI or for any information, facts or data that may be omitted from the RFI, 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 response; and (b) it will not bring any claim or cause of action against IJB or the State based on any misunderstanding concerning the information provided in the RFI or concerning IJB's or the State's failure, negligent or otherwise, to provide the Respondent with complete, pertinent, or accurate information in this RFI or for any failure to provide information that any Respondent might consider relevant for purposes of making a decision to submit a response to this RFI.

3.10 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.

4. Response Instructions:

4.1 Responses should address the questions listed in Section 5 of this RFI.

4.2 Responses should be submitted electronically in writing in either a Word document, or PDF format to the Issuing Officer listed on the RFI cover page.

4.3 Responses that include payment methodology suggestions shall be used for reference and informational gathering only. No formal quotations shall be received or awarded in relation to this RFI process.

4.4 For inquiries related to this RFI, interested Respondents shall contact only the Issuing Officer as indicated on the RFI cover page.

4.5 Responses must be received by the date and time indicated on the RFI cover page.

5. RFI Responses:

5.1 Respondent Information:

5.1.1 Provide the name, and principal physical location of your business.

5.1.2 Provide the best description of your business in relation to this RFI, selecting from the following options:

- Provider/vendor
- Community-based organization
- Other stakeholder.

5.1.3 Provide the name, address, and email address of the representative to contact regarding any follow-up related to this RFI.

5.2 Service Design and Meeting Facilitation:

5.2.1 How do you ensure that youth are adequately prepared and supported to lead their own transition/reentry meeting?

5.2.2 What qualifications or training should facilitators possess to be effective in a youth-centered context?

5.2.3 How can facilitators effectively engage the right team members (ie. family, case workers, school reps, providers, informal supports) to attend the meetings?

5.3 Outcomes and Effectiveness:

5.3.1 In your experience, have youth-led meetings resulted in transition plans that were meaningfully followed? Why or why not?

5.3.2 What strategies have been effective in ensuring the goals developed in planning meetings are met?

5.3.3 How can we measure whether or not a youth's transition and reentry plan is successful from the youth's perspective?

5.4 Enhancing Service Quality:

5.4.1 How can technology be used to improve communication, collaboration, and accountability before, during and after meetings?

5.4.2 What tools or systems have you used to ensure that everyone involved in the plan understands their responsibilities and timelines?

5.4.3 How can youth be supported in tracking progress on their transition goals after the meeting is concluded?

5.5 Objectivity and Responsiveness:

5.5.1 How do you ensure that the youth's voice is authentically respected, especially for youth from historically marginalized communities?

5.5.2 What culturally responsive practices should be integrated into planning meetings to meet a wide range of needs and experiences?

5.6 Implementation Considerations:

5.6.1 What are key barriers to effective youth-centered planning meetings and how can we proactively address them in the RFP?

5.6.2 What recommendations do you have to ensure that services and facilitation are consistent across different regions or providers?

5.6.3 What does a reasonable scope and scale of service delivery look like, in your experience (caseloads, staff/supervisory ratio, frequency of meetings)?

5.6.4 What payment mechanism in your experience works best in this service delivery model?

5.6.5 What additional information would you like to share that should be considered as the RFP is being developed.