



## Arrowhead Regional Corrections

February 3, 2017

Dear Service Provider:

As part of the Juvenile Detention Alternatives Initiative we have been working on developing alternatives to detention for youth. We are seeking two .60 FTE culturally based community coaches to assist and support juveniles and their families to ensure that juveniles who are released to this alternative attend scheduled court dates and do not commit additional offenses prior to scheduled court dates. Coaches will work with pre-adjudicated and post-adjudicated youth of color in St. Louis County.

This RFP seeks a culturally competent African American community coach and a culturally competent Native American community Coach. Individuals, culturally based organizations, and culturally competent organizations are invited to respond to this Request for Proposals for Community Coaches.

We look forward to your responses. All responses must be received prior to the close of business March 3, 2017. If you have any questions, please call Julie Peters at (218) 726-2657. Please mail them or fax them to (218) 733-2972 to:

Julie Peters  
Arrowhead Regional Corrections  
320 W. Second St., Room 303  
Duluth, MN 55802

Sincerely,

Kay Arola  
Executive Director  
KA:jp

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**Arrowhead Regional Corrections  
Response Form  
Community Coach RFP**

Name:			
Organization (if Applicable):			
Address:		City:	State: Zip:
Phone: Office	Phone: Mobile		E-mail
I will accept employment at the following locations (Check box):			
<input type="checkbox"/> Duluth Area		<input type="checkbox"/> Range Area	

**Please include responses to the following when responding to this RFP.**

1. What experience have you had working with at risk youth, youth in the juvenile justice system, youth of color in particular, and their families? Please include years / months of experience.
2. What is your educational background in terms of working with youth and their families?
3. What are your connections to the Native American / African American communities? What is your experience and involvement in those communities? What is your knowledge of and life experiences related to African American / Native American culture?
4. What are your connections to your culture and how do you experience that in your daily activities?
5. What is your understanding of systemic or institutional racism and its effects on communities of color?
6. What experience and abilities do you have in building and strengthening relationships between, youth, their families, and their cultural community?
7. Please provide any additional information that you believe to be pertinent in responding to the RFP.

**If you are an organization responding to this RFP please answer these additional questions:**

1. What are the mission and goals for your organization and how do they address your work with cultural communities to engage youth and families?
2. What is the structure and make up of your Board and how does it work with cultural communities to engage youth and families?
3. How has your organization responded both programmatically and strategically to being a culturally competent organization?

## **Purpose of the Request For Proposals (RFP)**

On behalf of the Juvenile Detention Alternatives Initiative (JDAI), Arrowhead Regional Corrections (ARC) is evaluating vendors to provide culturally specific community Coaches. Community coaches will assist and support juveniles and their families to ensure that juveniles who are released from AJC attend scheduled court dates and do not commit additional offenses prior to scheduled court dates. Community coaches will work with pre-adjudicated and post-adjudicated youth of color in St. Louis County.

As a strategy to reduce disproportionate minority contact (DMC), community coaches will serve all youth of color who are detained and later released, who qualify for an alternative to detention, who fail to appear in court after a summons, and who are placed on supervised probation.

Community coaches may work with additional juvenile offenders; however, their work with youth of color will be the priority.

This RFP seeks one culturally specific African American community coach and one culturally specific Native American community coach who have relationships in the cultural communities and can engage our youth and their families.

Organizations that can provide culturally specific and/or culturally competent programming will be considered in response to this RFP.

## **Materials and Support from ARC**

Arrowhead Regional Corrections will provide the following materials and support:

- An employee of Arrowhead Regional Corrections (ARC) to act as the provider's contact person.
- Arrowhead Juvenile Center (AJC) staff and Court and Field Services probation officers will work collaboratively with the community coaches.

## **Compensation and Hours of Availability**

A community coach will be an independent contractor.

Community coach hours are flexible with the expectation that service may need to be provided in the evenings and weekends, dependent upon the needs of their clients. Providers are expected to provide up to 25 hours of service per week. Compensation for a community coach is \$22.50 per hour not to exceed \$30,000 in a twelve (12) month period or \$2,500 per month. Compensation for a community coach is \$30,000 per 12 month period. The provider will bill ARC bimonthly detailing the clients served, number of hours, and services provided.

## **Services Required From Provider**

### **Services for Pre-Adjudicated Youth**

#### **I. Primary Purpose of Community Coaches**

The primary purpose is to provide direct service and support to juveniles and their families and to ensure that juveniles who are released from custody attend scheduled court dates and do not commit additional offenses.

#### **II. Serving Pre-Adjudicated Juveniles**

Community coaches will work with youth brought to AJC who are eligible for community based detention alternatives as identified by the Risk Assessment Instrument (RAI).

### **III. Service Description**

- Provide short-term contact with youth and family referred by AJC to assist them in attending their scheduled court dates.
- Provide transportation to court if needed.
- Engage youth and minimize the chance of a new offense being committed before their scheduled court date and/or disposition.
- Connect or reconnect youth to educational opportunities such as mainstream schooling, alternative schooling, employment opportunities, IEPs, Integration Specialists, mentoring, or tutoring.
- Provide access to a variety of cultural and recreational activities.
- Connect youth with pro-social culturally based leisure activities
- Connect youth to their cultural communities, identifying and building strengths based on their culture.
- Remain with the youth during their court hearings and provide the Probation Officer with a summary of the child's strengths and needs.
- It is anticipated that each community coach may serve up to 15 youth at a time. This number may vary depending upon the level of services and contact a youth would require based on their risk and need for services.

### **IV. Service and Responsibilities**

- The community coach shall respond to AJC and law enforcement calls regarding juvenile offenders who need an alternative placement.
- The community coach will have daily phone contact with the youth before the initial court date, and a minimum of one face to face contact per week.
- After the initial court appearance, face-to-face visits may vary depending on the assessed level of supervision for the referred youth. These contacts can be completed in the home, school, or in the community based on the needs of the youth and the goals of the youth's case plan.
- The community coach will participate in at least one activity/outing per week, consistent with the youth's needs.
- The community coach will attend Probation Screening Meetings for youth with whom they work.
- The community coach will make weekly court reminder calls to all youth on the delinquency calendar.
- The community coach will follow up on juvenile warrants and attempt to have youth "walk in" to court, rather than wait to be arrested.

### **V. Referral and Completion Process**

- Youth are referred to a community coach by AJC or the Court if they meet the criteria for community alternatives to detention as set forth by the Risk Assessment Instrument.
- Youth and their parent(s) or responsible adult will be given a program description for community coaches which includes contact information.
- AJC will contact the community coach and make the formal referral.
- During the initial contact with the juvenile and her/his family, the coach will gather background information from the youth and family to help determine the appropriate level of support services in order to ensure success.

- Youth are discharged from the community coach program upon disposition of their case in Juvenile Court. At that point, the youth may also continue to work with the coach after they are adjudicated. (See post-adjudicated details)

## **Services for Post-Adjudicated Youth**

### **I. Primary Purpose of Community Coaches for Youth on Probation**

The primary purposes are to work with youth and their families, connect them to their communities, prevent violations, and act as a liaison between the juvenile, families, and the criminal justice system.

The goal is to engage the youth in culturally specific, strength-based pro-social activities such as youth groups, school related activities and other positive pursuits.

### **II. Post-adjudicated Youth Served**

- Youth of color adjudicated delinquent with an open probation file.

### **III. Service Description**

- Participate with post adjudication signing of conditions of probation.
- Work closely with youth, family, and the probation officer to support youth while they are on probation.
- Help youth to identify personal assets that are strength-based, leading to positive goal achievement.
- Assist youth in accessing structured cultural and recreational activities.
- Connect youth to their cultural communities, identifying and building strengths based on their culture.
- Assist in getting youth to Court, medical, psychological, and chemical treatment appointments.
- In cooperation with Probation Officers, make referrals as necessary for social services (e.g. counseling, chemical dependency treatment); coordinate services with others including probation, family and other treatment or community providers; and help youth develop a weekly schedule while assigned to a community coach.
- Meet with Probation staff for case reviews.
- Assist youth in fulfilling court ordered obligations and prevent formal violations of their probation.

### **IV. Service and Responsibilities**

- The community coach will have at least one contact per week. The majority will be face to face. These contacts can be completed in the home, school, or in the community, based on the needs of the youth and the goals of the youth's case plan. The number of face to face encounters may vary depending on the assessed level of supervision for the youth.
- The community coach will arrange and/or participate in at least one activity/outing per week consistent with the youth's goals.
- The community coach will help to ensure that the youth appears on time at all court hearings. The coach will attend the court hearing and serve as a source of support for the youth and serve as a liaison with the justice system.
- The community coach will help youth access community resources to help them with their needs or help them to pursue their pro-social interests (e.g. after school programming, recreational sports, employment, mental health, chemical health).

- The community coach will collaborate with probation by having regular dialogue and attending staff meetings.
- The community coach will work with youth of color who are transitioning out of AJC treatment programs.
- Time permitting, the community coach may provide cultural activities to AJC residents.

## **V. Referral and Completion Process**

- Juveniles may be referred to the community coaches by probation officers, the Courts, or AJC staff.

### **Other Substantive Contractual Requirements**

#### **Independent Contractor**

For all purposes, the relationship between Provider and ARC would be that of an independent contractor.

#### **Insurance:**

Provider would agree to maintain sufficient malpractice and liability insurance, and agree to mutual defense and indemnification.

#### **Discrimination**

Provider would agree to comply with all state and federal laws pertaining to unlawful discrimination.

#### **Transportation**

Community coaches, from time to time, may be expected to assist in getting juveniles to their court appearances and would transport them to Court. Coaches are also responsible for providing their own transportation.

#### **Clerical work, Documentation of Cases**

The provider shall, at its own expense, provide required case documentation to ARC.

#### **Training**

Community coaches must attend initial training that will be provided through Arrowhead Regional Corrections. The training areas are as follows:

- The juvenile justice process from intake to release from probation including the roles and authority of law enforcement, Arrowhead juvenile Center, Probations Officers, the County Attorney's Office, and the Court
- Substance abuse in youth: How to recognize and work with youth who may have abuse or addictive issues
- Mental Health: Identifying and working with youth who have mental health issues
- Youth Development: Introduction to the stages of development in terms of cognitive skills, social skills, and decision making skill
- Skills in de-escalating and dealing with conflict
- Training for mandatory reporters
- Cultural competency training
- Confidentiality (HIPAA, etc) training

## **Attributes and qualities sought in Community Coaches**

It is preferable that Community Coaches will have a connection to the communities of color and their culture. It is expected that a Coach will have educational and work experience that will support their work.

Following are the knowledge, attributes, and experiences that a successful community coach will have.

- Knowledge of and experience working with at risk youth
- Knowledge of and experience working with families of at risk youth.
- Knowledge of and experience working with youth within the juvenile justice system
- Ability to serve as a positive role model for youth
- Ability and community connections to connect youth with their cultural communities and activities
- Knowledge of and life experiences related to African American/Native American culture
- Ability to communicate in writing and orally
- Ability to build and strengthen relationships between, youth, their families, and their cultural community
- Knowledge of substance abuse issues and mental health issues and ability or experience in identifying these issues in youth
- Knowledge of and experience regarding confidentiality requirements when working with youth
- Experience and ability to help youth and their families successfully navigate through the juvenile justice system

## **Background Checks**

Arrowhead Regional Corrections requires that a background check be completed on any individual that is to have contact with youth referred to the community coaches program.

## **Confidentiality**

All information disclosed to a community coach about the youth being referred will be kept strictly confidential except with a written release of information. Any information shared between the community coach, the youth, the Court, probation, police and AJC, will be for the sole purpose of ensuring youth success, and that the youth complies with the Community Coaches Program. Provider would agree to abide by all relevant data privacy laws (HIPAA, Minnesota Government Data Practices Act, etc.) and audit requirements resulting from this agreement.

## **Rules Governing Competition**

This is a professional services contract, not subject to competitive bidding. A provider will be selected based upon the ability to provide the necessary services, cost, and other information submitted by the prospective vendors. The vendor with the lowest proposed cost will not necessarily be selected.

## **Selection of Proposal:**

All responses to this request will be reviewed by the Selection Committee who will forward a recommendation to the JDAI Oversight Committee. The Oversight Committee will then forward their recommendation to the Director of Arrowhead Regional Corrections and legal counsel. The final recommendation will be submitted to the Arrowhead Regional Corrections Board for final evaluation and approval.

The Selection Committee will be comprised of the following:

- Superintendent of AJC
- Chief Probation Officer, ARC
- JDAI Oversight Committee Community Representative
- State JDAI Coordinator

Arrowhead Regional Corrections anticipates making a final decision within 30 days of the submission deadline.