

1. Scope of Contract:

The purpose of this Request for Proposal is to enter into a contract with a qualified firm or individual to provide Motivational Interviewing training for Juvenile and Domestic Relations District Court (JDRDC) staff who works at Boys Probation House, Foundations (formerly Girls Probation House), Shelter Care, the Juvenile Detention Center and the Supervised Visitation Program. All programs are operated by Fairfax County JDRDC. Training provided by the successful offeror shall include staff training, on-going consultation and support to agency staff. The focus of the training will be to develop staff competency in the motivational interviewing approach in order to support the agency's desired objectives. The resultant contract may be utilized for additional Juvenile and Domestic Relations District Court (JDRDC) divisions and other Human Service agencies.

2. Contract Term:

The term of the contract is from date of award through December 15, 2011 with four (4) one (1) year renewal options or for an amount up to \$50,000 for the entire term of the contract, whichever comes first.

3. Background:

JDRDC has identified Motivational Interviewing (MI) as a method for increasing responsiveness of juvenile offenders and their families that can result in improved outcomes in accordance with the agency's move towards Evidence Based Practice. Motivational Interviewing is also an important component in the effective implementation of the agency's Youth Assessment and Screening Instrument (YASI), a risk/needs assessment tool. Continued development of staff competency in the MI approach is seen as a method to support desired agency objectives. Development of such competency requires training, on-going consultation and support of agency staff. Training audiences shall include probation officers and probation counselors, supervisory and management level staff employed by Fairfax County Juvenile and Domestic Relations District Court.

JDRDC currently operates various adolescent residential facilities for "at-risk" court-involved youth. The programs range from secure detention and short-term crisis shelter to long-term therapeutic group homes, with services varying according to the type of program. The adolescent residential facilities for "at-risk" court-involved youth are:

- Foundations: a long-term post dispositional therapeutic facility where residents stay an average of nine to twelve months. It accommodates twelve females.
- Boys Probation House: a long-term post dispositional therapeutic facility where residents stay an average of ten to twelve months. It accommodates twenty-two males. Sixteen boys are housed in two therapeutic programs, and six reside in a transitional living program.
- Shelter Care: a co-ed facility which houses youth who are awaiting court action and are charged with Child in Need of Services/Supervision (CHINS) or minor delinquency offenses.
- Juvenile Detention Center (JDC): a secure co-ed facility that accommodates up to 121 residents. JDC houses pre-dispositional youth who are awaiting court action and post dispositional youth who have been sentenced to the facility. One component of the program is an eleven bed treatment unit housing adolescent males who's stay averages six months.

4. Tasks To Be Performed :

- 4.1. Provide two-day Motivational Interviewing (MI) training sessions to introduce participants to MI, as stated in Section 1 of the Scope of Work. The training session details as are outlined below in 4.1 a - 4.1 d.
 - a. Work with participants to develop basic knowledge of the MI approach including the overall philosophy of MI, specific communication skills that comprise the MI approach, and an understanding of the process of behavior change from an MI perspective.
 - b. Provide a mix of didactic presentations, demonstrations by the instructor, and structured practice opportunities for the participants, consistent with adult learning principles.
 - c. Conduct a total of three (3), two-day training sessions. JDRDC recommends that the two-day sessions occur Tuesday and Wednesday to accommodate staff accessibility. Training sessions are to begin no earlier than January 2011 and completed by May 2011.
 - d. Provide additional training sessions as requested by JDRDC through the end of the term of the contract.
- 4.2. Provide one-day follow-up training sessions to continue to build MI competency among participants. These follow-up sessions shall meet criteria as stated below in 4.2 a through 4.2 d:
 - a. Schedule sessions between 3-6 weeks following completion of the two-day training sessions referenced in Section 4.1 a.-d.
 - b. Provide highly experiential approach, allowing the participants to have extensive practice opportunities applying MI skills and concepts to the juvenile offender population.
 - c. Provide a total of three (3), one day sessions to be completed by June 30, 2011.
 - d. Provide additional training sessions as requested by JDRDC through the end of the term of the contract.
- 4.3. Provide in-person and/or telephonic consultation to JDRDC staff to assess the application of MI skills learned in the training sessions listed above. The consultation process is outlined in 4.3a and 4.3b.
 - a. Conduct individual or group discussion, provide a review of MI sessions that are recorded or simulated by JDRDC staff, as well as provide individual coaching and feedback.
 - b. Contractor may be required to provide up to 18 hours of consultation through June 30, 2011. Coordinate with the JDRDC training specialist regarding the frequency and location of consultative activities. Additional hours may be needed as requested by JDRDC.
- 4.4. All training sessions shall have a maximum of 30 thirty participants.
- 4.5. All training sessions shall take place at the Fairfax County Courthouse, the Historic Courthouse, or the Juvenile Detention Center.

- 4.6. Training dates and times shall be consistent with the requirements of this solicitation and coordinated between the contractor and the JDRDC Training Specialist. JDRDC's Training Specialist will have final approval of the training schedule.
- 4.7. The contractor shall provide master copies of participant materials to support the two day and follow-up MI training sessions to JDRDC no later than 10 days prior to the date of training to ensure that JDRDC has sufficient copies for the participants.
- 4.8. The contractor shall distribute, collect and submit to the JDRDC training specialist, training evaluation forms for each training event.

5. County Responsibilities:

- 5.1. JDRDC shall be responsible for the identification and coordination of and any fees for all training locations. Additionally, JDRDC will provide reasonable supplies to facilitate such training events such as easel pads, markers, and audiovisual equipment (with the exception of a laptop computer).

6. Reports And Invoicing:

- 6.1. Invoices must be submitted no later than 5 business days following completion of the training sessions.
- 6.2. Invoices should be submitted to: Kim McCarthy
4000 Chain Bridge Road
Fairfax, VA 22030

7. Qualifications:

- 7.1. The individual(s) providing this training must be a licensed clinical psychologist, licensed clinical social worker (LCSW), and/or a licensed professional counselor (LPC).
- 7.2. The individual (s) providing the training shall maintain a membership in the Motivational Interviewing Network of Trainers (MINT).
- 7.3. The individual(s) providing the training must have experience working and/or training staff who work with the at-risk youth population, including juvenile offenders.

8. Submission of Proposal:

The offeror must submit their proposal with the following information:

- 8.1. Name of the firm (s) and/or individual (s) submitting proposal; main office address; when organized; if a corporation, when and where incorporated; appropriate Federal, State, and County registration numbers; and annual report or financial statement.
- 8.2. A narrative description of current and past experience providing Motivational Interviewing Training to the target audience as indicated in Section 1, Scope of Work.
- 8.3. A brief narrative discussing how the offeror will provide the services outlined in the Tasks to Be Performed section.
- 8.4. A proposed outline of topics and curriculum for the Motivational Interviewing Training.

- 8.5. Copy of the resume and professional license for the person(s) providing the services, and proof of membership in the Motivational Interviewing Network of Trainers (MINT).
- 8.6. The last page of the proposal should include a proposed rate for group training sessions and consultation. Proposed fees should be inclusive of any administrative fees including travel costs. Complete the attached Pricing Schedule.
- 8.7. One (1) original (duly marked) and five (5) copies of the proposal should be submitted to the following address:

Department of Administration for Human Services
Contracts Management
12011 Government Center Parkway, Suite 738
Fairfax, Virginia 22035-1119
Telephone: 703-324-7828
Attn: Jadira Edgar

- 8.8. Proposals must be received at the above address by 2:00 p.m. on November 19, 2010. Proposals received after the due date and time shall not be considered for contract award and shall be returned to the offeror.

9. Proposal Evaluation Criteria:

The following factors will be considered by a Selection Advisory Committee in the award of this contract:

- 9.1. Offerors response to the Tasks to be Performed section.
- 9.2. Offerors qualifications and experience providing motivational interviewing for the target audience as specified in Section 7 Qualifications.
- 9.3. Details of the approach and methodology for services provided.
- 9.4. Reasonableness of cost.

10. Insurance and Indemnification:

At a minimum the contractor will be expected to maintain general liability insurance and professional liability insurance. Specific insurance requirements will be provided prior to contract award.

11. General Terms and Conditions

The offeror awarded a contract will be expected to abide by all applicable provisions of Fairfax County's General Conditions and Instructions to Bidders. This document is available for review at: <http://www.fairfaxcounty.gov/dpsm/pdf/generalconditions>

ATTACHMENT A

PRICING SCHEDULE: Please provide a proposed pricing schedule as requested below.

Item	Price
1. Two-day on-site training sessions. Price to include all preparation expenses and training fees.	\$ / 2 day
2. Follow-up 1 day on-site training session. Price to include all preparation expenses and training fees.	\$ / 1 day
3. On-site or distance-based consultation with JDRDC staff. Price to include all preparation expenses and training fees.	\$ / hour