

**REQUEST FOR PROPOSAL SOLICITATION  
to provide  
TREATMENT SERVICES  
for adult offenders of the  
Department of Probation and Court Services  
Adult Casework Services Division  
18<sup>th</sup> Judicial Circuit  
DuPage County, Illinois**

**Proposal due by Monday August 3, 2009**

**Any questions about this solicitation should be directed to:**

**Patti Moore  
Jean Solon  
Rob Vickery  
Department of Probation and Court Services  
Adult Casework Division  
18<sup>th</sup> Judicial Circuit  
503 North County Farm Road  
Wheaton, Illinois 60187  
Phone: 630.407.8545 (Patti)  
630.407.8539 (Jean)  
630.407.8377 (Rob)  
Fax: 630.407.8501**

## SECTION I: OVERVIEW

The Department of Probation and Court Services of the Eighteenth Judicial Circuit, DuPage County, hereafter referred to in this document as the Department, is requesting proposals from area service providers, committed to providing correctional treatment to court-involved adult offenders. The Adult Casework Services Division has developed a network of service providers that are clinically responsive to the specific risks and needs of adult offenders sentenced to Probation. This network of providers implements therapeutic interventions that have been proven to be effective with this population and are consistent with the Department's Philosophy of Treatment and Intervention.

Through extensive research and meta-analysis, a model of Evidence-based Practice has been identified by the National Institute of Corrections and the Crime and Justice Institute. The model is based on three pillars: Collaboration, Organizational Development and the 8 Principles of Evidence-based Practice.

The Principles of Evidence-based Practice are:

1. Assess Actuarial Risk/Need. Sound assessment must identify dynamic and static risk factors.
2. Enhance Intrinsic Motivation. Using motivational interviewing techniques, as opposed to direct persuasion builds intrinsic motivation in offenders.
3. Target Interventions. Interventions need to be applied to higher risk offenders, related to their criminogenic needs, responsive to their personal unique issues and be delivered in the correct dosage.
4. Skill Train with Directed Practice. Cognitive behavioral treatment methods have been shown to be effective at changing behavior and reducing recidivism. Examining thinking, role playing and positive reinforcement are key components.
5. Increase Positive Reinforcement. Research suggests a ratio of 4 positive reinforcements for each negative when reinforcing newly developing skills.
6. Engaging Ongoing Support in Natural Communities. Realignment offenders with pro-social influences and support systems in their communities.
7. Measure Relevant Processes. Measuring outcomes of offenders and of staff performance.
8. Provide Measurement Feedback. Providing ongoing feedback on progress of positive changes for offenders and for staff performance.

The implementation of Evidence-based Practice has been found to reduce recidivism in the range of 25 to 30%. Treatment interventions which have produced these long-term outcomes are characterized by matching the level and intensity of the intervention to the level of the adult offender's risk. Effective interventions are behaviorally based, focus on changing criminal thinking, attitudes and beliefs, provide multiple opportunities for role play and skill practice and provide pro-social involvement in the community. Preferred treatment will involve the individual's social and community system.

## **SECTION II. PROCESS**

Our goal is to develop contractual agreements with service providers to supply effective correctional treatment to adult offenders sentenced to Probation supervision. Our objective is to safely maintain these offenders in our neighborhoods while reducing their risk to recidivate.

Enclosed in this packet are the materials, which need to be completed by interested agencies, for application to participate in this network. This includes:

- **Schedule for Open Enrollment**
- **Letter of Interest**
- **Approval for Background Investigation, Criminal History & Driver's License Form**
- **RFP Solicitation**
- **Indigence Guidelines**
- **Application & Questions**
- **Attachment A – Philosophy of Treatment and Intervention,**
- **Attachment B – Eight Evidence-based Principles:**
- **Attachment C – Timeline outlining target dates**

Each applicant will provide written responses to the application questions, supplying us with comprehensive information to assist in determining ability to address the service needs of our client population. This comprehensive information will assist us in determining if your agency is able to address the service needs of our client population. A committee of Probation staff and correctional leaders from the Administrative Office of the Illinois Courts will review and evaluate the information received from interested providers. Contracts will be awarded to a limited number of agencies with the goal of establishing a network of providers in the community that can meet the treatment needs of these clients. The Department will coordinate monthly or bi-monthly meetings with the service providers with a focus on training and coordination.

Applicants are being sought whose services can be rendered to clients within the DuPage County geographic area. Special consideration will be given to agencies that provide multi-lingual services.

Contracts will be set up for two full years, and the Department of Probation and Court Services will provide a fee per service when the client has been determined to be indigent. Fees for services will be collected by the individual service provider.

## **SECTION III: SERVICES**

### **A. TREATMENT**

Treatment is defined as a planned series of learning opportunities delivered to adjudicated offenders with the general objective of reducing their subsequent criminal recidivism. Treatment will consist of methods that are consistent with the Department's Philosophy of Treatment and Intervention and are supported by current professional research and practice with adult offenders involved in the criminal justice system (see Attachment A - Philosophy of Treatment and Intervention). This can consist but is not limited to the following:

- Cognitive behavioral therapy (individual and group)
- Substance abuse specific interventions which center on harm reduction
- Behavioral accountability
- Use of evidence-based curricula
- Motivational Interviewing

Treatment will be targeted to one or more of the highest criminogenic needs that are the most predictive of future criminal behavior. Those criminogenic needs are:

- Antisocial Attitudes, Values and Beliefs
- Callous Personality
- Low Self Control
- Alcohol and Drug Issues
- Antisocial Companions
- Dysfunctional Family

Treatment will be responsive to offenders in areas of:

- Gender
- Race
- Intellectual functioning
- Scheduling
- Motivation Levels
- Personality Types
- Learning Styles
- Other traits which are likely to become barriers to intervention

## **B. GOALS**

- Reduce the number of criminal offenses committed by offenders referred for treatment
- Effectively match clients to appropriate service providers.
- Reduce length of treatment by providing focused interventions based upon risk assessment.
- Provide offenders with skills to manage mental health, substance abuse and/or behavioral difficulties.

## **C. EVALUATION**

Each agency will be responsible for providing ongoing evaluation of services focusing on outcome criteria established with the network of service providers.

## **SECTION IV: PROVIDER REQUIREMENTS**

### **CREDENTIALS**

1. A Master's degree or Doctorate in psychology, social work, or a related human service field, and a minimum of two years experience in treating high-risk offenders. **OR** A Bachelor's Degree in psychology, social work, or related human service field and a minimum of five years experience in treating high-risk offenders.
2. Verification of credentials; i.e, IODAPCA, Illinois Department of Professional Regulation.

3. A minimum of two letters of support - one of these letters can come from another mental health professional or treatment collateral and one from a consumer of the provider's services;
4. General Liability Insurance with not less than one million dollars per occurrence and three million in aggregate annually.

**PREFERRED EXPERIENCE:**

- Use of therapeutic interventions for mental illness;
- Therapeutic experience using cognitive behavioral techniques;
- Use of behavioral therapy;
- Use of systemic interventions;
- Use of harm reduction substance abuse interventions;
- Working in collaboration with others
- Adaptability and Flexibility

**KNOWLEDGE BASE:**

- Family systems theory;
- Social ecological theory;
- Behavioral theory;
- Cognitive-behavioral theory;
- Social learning principles;
- Best practices and effective interventions with offenders,
- Criminogenic Risk factors.

**SECTION V: CONDITIONS OF SERVICE**

The service provider must agree with the program philosophy, which states probation staff are members of the case management and treatment team. The service provider also must ensure compliance with the Illinois Mental Health Code. To help ensure effective supervision of the adult offenders, service providers shall share all applicable information pertaining to the treatment and progress with appropriate probation staff. In order to effectively supervise cases, probation staff must be a meaningful part of the treatment team, able to identify problematic behavior and intercede appropriately, and have all necessary information to provide up-to-date and accurate status reports to the Court. Information to be shared includes compliance with the treatment plan and progress toward stated goals. The conditions listed below are not exhaustive and may be altered to ensure appropriate intervention is provided for each case.

- A. Any information obtained by the Probation Department throughout the duration of treatment which may impact the treatment plan will be available to the service provider. Both the Department and the service provider will recommend clients sign Release of Information forms.
- B. The results of the LSI-R assessment and the probation case plan, outlining the recommended type and frequency of intervention, will be provided to the service provider and discussed as needed;

- C. Upon involvement in treatment, monthly treatment reports will be prepared by the service provider and forwarded to the Probation Department. This report will include a record of attendance, participation in treatment, increase in risk factors, changes in the treatment plan and progress made.
- D. Treatment plans must address criminogenic needs and incorporate incentives and community support systems.
- E. Cognitive Behavioral Curricula must be submitted to the Department for review prior to the delivery of services.
- F. The service provider must notify the supervising probation officer within twenty-four (24) hours, in writing by fax, or telephone, of any non-compliance with the treatment plan. This includes absences or refusals to participate in treatment. A verbal report by telephone must be followed by a written report received within five (5) days.
- G. The service provider must be willing to testify in court.
- H. The service provider must agree to meet as frequently as once per month with Department personnel to discuss treatment and supervision issues.
- I. The service provider must notify the Department of any changes in the treatment plan, including the modality or intensity of treatment and also upon completion of treatment.
- J. If clients are placed on a waiting list for services, the Department must be notified within 24 hours.

## **SECTION VI: COMPENSATION**

Charges for offenders utilizing probation fees will be billed at the sliding scale rate of the agency and not to exceed \$75 per hour for individual counseling and \$30 per hour for group.

Treatment slots will not be pre-purchased. Participants who are gainfully employed will be required to pay the service provider for their treatment.

Applicants shall accept all participants determined to be indigent and provide them the identical program of services provided to non-indigent participants.

Compensation made to the service provider agencies shall be based on actual hours of service delivered.

### **A. REIMBURSEMENT AND INVOICING**

Invoices/vouchers must be submitted to the Adult Casework Division of the Department of Probation and Court Services. Each invoice must have the following identifiers for each individual being invoiced:

- Client's name;
- Case number;
- Client's date of birth;
- Client's social security number;
- Type of session (family, individual, group);
- Dates of service for each charge;
- Tax identification number or social security number for service provider

## **SECTION VII: RESPONSE TO RFP**

The response to this RFP should focus on the treatment of medium and high-risk offenders and utilize the 8 principles of Evidence-based Practice. Treatment protocols must address risk, need, responsivity, and must target the criminogenic needs which directly contribute to criminal behavior. All proposals must address quality assurance issues.

### **A. SUBMISSION OF LETTER OF INTEREST**

A Letter of Interest is attached to this proposal and should be completed by any interested service provider. The letter must be received by mail or fax, by Monday July 6, 2009, at 4:30 P.M. The mailing address is:

The Department of Probation and Court Services  
18th Judicial Circuit Court  
Adult Casework Services Division  
503 North County Farm Road  
Wheaton, Illinois 60187  
Attention: Patti Moore  
Jean Solon  
Rob Vickery

The fax number is: 630.407.8501

### **B. SUBMISSION OF QUESTIONS**

Interested parties must submit technical, contractual, and procedural questions concerning this proposal in writing. These written questions must be received by Monday, July 6, 2009, and may be delivered or faxed to:

The Department of Probation and Court Services  
18th Judicial Circuit Court  
Adult Casework Services Division  
503 North County Farm Road  
Wheaton, Illinois 60187  
Attention: Patti Moore  
Jean Solon  
Rob Vickery

The fax number is: 630.407.8501

All submitted questions with written responses will be sent to all parties who have submitted a Letter of Interest by Monday July 20, 2009. Applicants may obtain a copy of the consolidated Questions and Answers at the Department of Probation and Court Services on or after Monday July 20, 2009.

### **C. SUBMISSION OF FINAL PROPOSAL**

Following receipt of the Letter of Interest, final proposals are due by Monday August 3, 2009 at 4:30 P.M. to:

The Department of Probation and Court Services  
503 North County Farm Road  
Wheaton, Illinois 60187  
Attention: Patti Moore  
Jean Solon  
Rob Vickery

No proposals will be accepted after Monday August 3, 2009 at 4:30 P.M. Responses submitted by facsimile transmission will not be accepted. Responses must be submitted in a sealed package consisting of one copy of the single-spaced, typed proposal. The necessary information to be included in the final proposal is listed below.

1. Background Check Form
2. Application & Answers to Questions

### **D. COMPLETED APPLICATION**

The application process is outlined below and needs to be fully completed by the interested applicant.

### **E. COST OF PROPOSAL**

The charges set forth in the included **COST FOR SERVICES** shall represent the charges the applicant is willing to accept for services if a contract is negotiated with the Department of Probation and Court Services.

### **F. RESTRICTIONS ON CONTACT**

During the RFP process, we encourage mutual dialogue between the Department and interested service providers. We ask that all questions be directed to Patti Moore, at 630.407.8545 Jean Solon 630.407.8539 and Rob Vickery at 630.407.8377 in order to ensure consistency of response.

### **VIII. ADDENDA TO RFP**

If it becomes necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, a supplement will be provided to the interested parties in written form.

### **IX. CLARIFICATION OF PROPOSAL**

An applicant submitting a proposal that the selection committee determines is capable of being selected may be required to discuss or clarify this application with the committee at any time during the procurement process. However, the committee is not required to seek clarification. Any further discussion or clarification will be sought at the committee's discretion. As such, applicants should be clear and unambiguous in their response to this RFP.

#### **A. OWNERSHIP OF PROPOSALS**

All material submitted by an applicant would become the sole property of the Department of Probation and Court Services. The Department shall be under no obligation to return any proposals or materials submitted by service providers in response to this RFP.

#### **B. CANCELLATION OF PROCUREMENT**

The Department retains the right to cancel this procurement at any time before a contract has been executed and approved, in which event all proposals in response to this RFP will be rejected.

#### **C. COST OF VENDOR AGENCY RESPONSE**

No costs or expenses incurred by an applicant responding to this RFP or participating in this competitive procurement will be borne by the Department of Probation and Court Services.

#### **D. NO GUARANTEE OF PURCHASE**

The Department makes no guarantee that any purchase will take place as a result of this RFP or from the contracts resulting from this RFP.

### **X. EVALUATION CRITERIA**

#### **OVERVIEW**

A selection committee comprised of Probation staff and members of the Administrative Office of the Illinois Courts will review the responses to determine the ability of the prospective providers to meet the requirements of the RFP. The committee will solicit from treatment professionals and other sources, relevant information concerning both the service providers' past performance and the past performance of key individuals. The committee will review the responses to this RFP, combined with information received from professional solicitations to identify all qualified applicants for the service provider network.

#### **COST FOR SERVICES**

The indigence guidelines included represents the payment scale for clients who are determined to be participants with the service provider by the Department of Probation and Court Services. After indigence is determined, the Department will pay for services, at the rate identified below, for individuals who have been deemed indigent by the federal standards.