Invitation to Negotiate
ITN # 1 EBA VA 0517

Multisystemic Therapy Program

May 17, 2017

On behalf of:
Virginia Department of Juvenile Justice
600 E. Main St.
Richmond, VA

Distributed by:
Evidence-Based Associates
3519 N. Ottawa St.
Arlington, VA 22213

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OVERVIEW

On behalf of the Virginia Department of Juvenile Justice (VDJJ), Evidence-Based Associates (EBA) is seeking one or more dedicated, community-based provider agencies that provide clinical services to children, youth and families that would be interested in being trained to deliver and provide Multisystemic Therapy (MST) for system-involved youth in one or more Court Service Units (CSUs) across the Commonwealth. Initial localities are currently being identified and may include but will not necessarily be limited to: Christiansburg (serving Christiansburg, Pulaski, Roanoke), Danville (serving Danville, Martinsville, Chatham), Waynesboro (serving Waynesboro, Staunton, Lexington, Rockbridge County, Charlottesville) and Woodstock (serving Woodstock, Winchester, Harrisonburg, Warren, Frederick, Clarke, Shenandoah, Rockingham, Page, and Rappahannock counties).

Beginning in October 2016, VDJJ has contracted with Evidence-Based Associates (EBA) to implement and provide third party management of a Regional Service Coordination (RSC) model of service delivery. Due to a desire to implement a home-based intervention with a proven track record of serving high-risk juvenile offenders, this ITN as administered by EBA is to implement MST, a family-focused, intensive, home-based and evidence-based program. Among the goals of VDJJ’s service coordination model are to a) use evidence-based models that have been shown to reduce juvenile recidivism; and b) achieve a reduction in the rate of commitments to DJJ.

ABOUT MST:

MST addresses the multiple factors known to be related to delinquency across the key settings, or systems, within which youth are embedded. MST strives to promote behavior change in the youth’s natural environment, using the strengths of each system (e.g., family, peers, school, neighborhood, indigenous support network) to facilitate change.

The major goal of MST is to empower parents with the skills and resources needed to independently address the difficulties that arise in raising teenagers and to empower youth to cope with family, peer, school, and neighborhood problems. Within a context of support and skill building, the therapist places developmentally appropriate demands on the adolescent and family for responsible behavior. Intervention strategies are integrated into a social ecological context and include strategic family therapy, structural family therapy, behavioral parent training, and cognitive behavior therapies.

MST is provided using a home-based model of services delivery. This model helps to overcome barriers to service access, increases family retention in treatment, allows for the provision of intensive services (i.e., therapists have low caseloads), and enhances the maintenance of treatment gains. The average duration of MST treatment is approximately 4 months.

For questions related to the provision of Multisystemic Therapy (MST), please visit their website at http://mstservices.com.
SUBMITTAL INSTRUCTIONS:

Electronic submissions are due to dedwards@ebanetwork.com by 5 pm EST on 6/9/2017. A copy should also be sent to kbrooks@ebanetwork.com. Responses must be received by the stated deadline to be eligible for consideration. The proposals received by the above date and time will be opened simultaneously. The schedule for review and selection is attached as Appendix B.

Questions regarding this ITN should be directed to Dr. Dan Edwards at the above email address. The deadline for questions is COB 5/24/2017. All questions must be in writing to ensure all information is available to all bidders. All questions will receive a written e-mail response with a copy to all prospective bidders by COB 5/26/2017.

WHO CAN APPLY:

Private not-for-profit, public, and private for-profit youth-serving agencies may respond to this ITN. The Commonwealth of Virginia wishes to support the development and expansion of programs using an MST approach implemented with a high degree of clinical fidelity by investing in training and program design; therefore, though experience is not required to make application, preference may be given to those agencies with experience and a track record of success in providing MST to the juvenile offender population either within the Commonwealth or in other jurisdictions.

HOW PROVIDERS WILL BE SELECTED:

Proposals will be selected for contract negotiation based on clearly stated criteria (See Appendix A for list of Rating Criteria):
- ability to meet the needs of EBA and VDJJ within the timeframes required;
- ability to attract and retain three (3) MST therapists and one highly-qualified, highly-skilled MST supervisor (with hiring support from EBA and MST Services);
- knowledge and history of serving at-risk youth using family-centered, home-based, and evidence-based treatment approaches, and community-based services;
- potential to stabilize families at-risk of continued involvement in the juvenile justice system;
- ability to manage and support a top-tier, evidence-based intervention;
- cost-effectiveness of budget proposal;
- experience with and/or knowledge of MST;
- willingness to support the evaluation of this project;
- quality of the proposal;
- current team(s) in good standing with MST Services, Inc., if applicable. (For a list of licensed MST programs globally, see http://mstservices.com/teams/team-locations.)

The award for this ITN is subject to review by MST Services to determine the nominated applicant’s ability to achieve and sustain an adherent and competent team.

Please note all decisions are final and not subject to challenge. The final award will be dependent on the availability of funding. Payment terms will be monthly.
**FUNDING/TIME FRAMES:**

A contract for the period 7/1/2017-6/30/2018 (with options for renewal) will be negotiated as a result of this ITN process. Continued funding is contingent upon 1) effectively managing contract funds and 2) compliance with MST clinical requirements and EBA’s administrative requirements, as well as upon 3) accurate and prompt submission of required program and financial data and reports. Continued funding is also contingent upon positive performance history with achievement of program goals and objectives.

Regarding resource allocation and budget proposals, note that **all MST-specific training costs and related travel associated with MST licensed training and fidelity will be borne by EBA and eligible for reimbursement to EBA through VDJJ.**

**SCOPE OF SERVICES:**

1. Hire and support a standard MST Team, usually comprised of three full-time therapists and one full-time case carrying Supervisor (and allocation of program administration staff) to provide Multisystemic Therapy to youth and families identified by VDJJ Court Service Unit personnel while adhering to the program model provided by MST Services.
   - Therapists shall have a master’s degree in psychology, counseling, marriage and family therapy, social work, or a related area, or a bachelor’s degree with at least five years of related experience (e.g., family therapy and/or intensive in-home counseling).
   - Therapists will be full-time and must not be engaged in other professional work outside the MST working/training group (i.e., doing contract work at their agency).

2. Cooperate fully with all training, clinical supervision, and reporting requirements outlined by MST Services and their representatives. MST therapists and the supervisor shall participate in all training required by VDJJ, EBA and MST Services. Training requirements include:
   - initial 5-day training for therapists and supervisor;
   - a supervisor ‘jump-start’ training for the supervisor; and
   - quarterly boosters on selected topics by the MST expert.

   **Note:** **MST-Specific Training costs including travel will be paid for directly by EBA and eligible for reimbursement to EBA through VDJJ. MST-Specific training and travel costs need not be included in attached budget.**

3. Fully support all administrative and programs requirements for MST programs and staff as outlined in **Attachment C**

4. Agency shall provide therapists with, or ensure that therapists have access to, required equipment including: computers with Windows 7 and a speakerphone adequate for telephone consultation, cellular phones for therapists, mileage reimbursement for home visits, court attendance and clinical supervision, and adequate meeting space for meeting with families if home visits are not possible due to safety concerns.
5. Agency must locate appropriate community-based resources to meet any additional needs identified by the family which may include basic needs including enrollment in Medicaid, mental health services such as counseling, individual and/or family therapy, drug and alcohol evaluation and treatment, informal parenting support, mediation, safety planning, etc.

6. Serve 40-45 youth per year, with service commencing on or before the 15th of September 2017. Each agency must be able to provide services to all families within the designated catchment areas of VDJJ (see opening paragraph of this ITN), but each provider may choose to serve only one or more of the catchment areas identified. Referrals are made by DJJ Probation officers and approved by DJJ supervisors within each CSU.

7. The Direct Service Provider (DSP) agency that houses an MST Program shall prepare progress reports to the Court Service Unit on a regular and ongoing basis (at least monthly) to inform the Court Service Unit of the family’s progress toward meeting treatment goals as well as specific court obligations. As part of providing MST, the DSPs services may include appearing in Court as necessary.

8. Collect data on youth participating in the project to evaluate the effectiveness of the project design; work with representatives from the EBA and state and local DJJ staff in the identification of outcome measures and design of data collection tools; and cooperate fully with any evaluations.

9. Participate in regular and, as necessary, ad hoc meetings with the EBA Project Manager to exchange program and evaluation information.

APPLICATION PROCESS:

Your written response, utilizing the proposal outline indicated below, should have a minimum of one-inch margins, be prepared in a minimum of 12pt font size, and should not exceed eight (8) single-spaced, single-sided, type-written pages.

In addition to your narrative response, please provide:

*Attachment A* - Detailed Budget Outline. (use the attached cost estimator)

Provide a budget that:
- outlines specific expenditure(s) of contract funds;
- outlines 12-month costs for 3 FTE’s Therapists, 1 FTE Supervisor and .2 Program Manager; a .2 FTE administrative assistant is optional
- justifies each budget category with a brief statement of calculation or explanation;

*Attachment B* – Organization Chart with Identification of where the MST program fits

*Attachment C* - Signed MST Requirements for Agencies

*Attachment D (If Applicable) --* Most recent Periodic Implementation Review (PIR) report for active MST team(s)
PROPOSAL OUTLINE

(Your response must be structured in this format in order to be considered for contract funding. Proposals not submitted in this format may be subject to significant deductions in point values assigned by the review committee.)

I. Introduction/Management Capability
   A. Describe your agency and agency’s history.
   B. Provide an organization chart, identifying key personnel/positions and their qualifications that will have management and oversight of MST.

II. Experience with status offender/at-risk youth population and treatment model
   A. Describe your agency’s experience serving at-risk youth and youth at a moderate to high risk to re-offend involved in the juvenile justice and/or mental health systems.
   B. Describe your agency’s experience with and/or knowledge of MST or other community-based, family-centered treatment models.
   C. If currently providing MST services, please share your success with the model and the obstacles encountered and how those obstacles are being handled. Most recent PIR should be included for active teams.

III. Ability to meet EBA, VDJJ and MST Services requirements, deadlines and timeframes
   A. Provide detailed plan for your operational approach to the recruitment, training supervision and retention of therapists to provide management and MST therapists.
      1. Include in the description of your recruitment plan a copy of your employment advertisement for an MST Therapist, MST Supervisor, and specifics of how you will recruit.
      2. Include in the description of your retention plan your policies concerning annual raises, bonuses (performance, merit, and otherwise), mileage reimbursement, flex time schedules, tuition reimbursement, opportunities to earn CEUs, opportunities for licensed supervision, and all other retention policies.
   B. Provide detailed plans for how your agency will meet the obligations of EBA and VDJJ to ensure that services commence by September 15th at the latest. Include a detailed description of proposed contract initiation operations including all start up activities.
      1. Provide a timeline with days and steps detailed beginning with the day the contract is awarded and ending with the day the team is fully staffed.

IV. Confirm your agency’s ability and willingness to support and cooperate with the evaluation of this project.
APPENDIX A
EBA Score Form
2017 Multisystemic Therapy (MST) Program
Virginia DJJ

Agency Name: ________________________________
Program Title: Multisystemic Therapy (MST) EBA Application #: ITN # 1 EBA VA 0517
Reviewer Name: ___________________________ Review Date: ________________
Total Score: _______

<table>
<thead>
<tr>
<th>Definitions of Rating Categories</th>
</tr>
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<tbody>
<tr>
<td><strong>Exceptional</strong> - The proposal exceeds all technical specifications and requirements for all program components. The proposal is innovative, comprehensive, and complete in every detail.</td>
</tr>
<tr>
<td><strong>Good</strong> - The proposal meets all technical specifications and requirements for all program components. The proposal is comprehensive and complete in every detail.</td>
</tr>
<tr>
<td><strong>Adequate</strong> - The proposal generally meets all technical specifications and requirements for all program components, but it is not complete in every detail.</td>
</tr>
<tr>
<td><strong>Poor</strong> - The proposal does not meet all technical specifications and requirements for all program components, or it does not provide essential information to substantiate the grant applicant's ability to provide the service.</td>
</tr>
<tr>
<td><strong>Comments</strong> – Are discretionary, but may offer guidance to EBA, current or future provider and/or members. If you score exceptional or poor you must add comments.</td>
</tr>
</tbody>
</table>

Please circle the appropriate points for each category.

<table>
<thead>
<tr>
<th>SECTION A: Management Capability</th>
<th>Exceptional</th>
<th>Good</th>
<th>Adequate</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>The organization clearly describes the history of an organization that can support implementation and oversight of the MST model</td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>The organization clearly demonstrated management/organizational structure capability for monitoring the program and Adhering to the MST Model to include strategies for addressing Non-Adherence Practice.</td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Maximum Points = 10

Total Points = ______

Comments:
### SECTION B: Knowledge & Experience

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Good</th>
<th>Adequate</th>
<th>Poor</th>
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<tbody>
<tr>
<td>The organization demonstrated knowledge of evidence based treatment modalities such as MST</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The organization demonstrated knowledge of or experience with evidence-based treatment modalities other than MST</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The organization demonstrated knowledge of and experience with the target population</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The organization demonstrated a commitment to evidence based programming.</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The organization's most recent PIR report demonstrates adherence to the model and predominately “green or met” scoring</td>
<td>5</td>
<td>3</td>
<td>1</td>
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**Maximum Points = 25**

**Total Points =**

**Comments:**

### SECTION C: Services/Staff

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<th>Good</th>
<th>Adequate</th>
<th>Poor</th>
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<tbody>
<tr>
<td>The organization demonstrated the ability to recruit and retain home-based clinical staff.</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The organization has demonstrated the ability to recruit and retain therapists and supervisors</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The organization’s Plan for Recruitment &amp; Retention of MST Therapists meets the needs of EBA and VDJJ</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The organization’s policies provide ongoing support to the clinical staff that encourage growth and support the home based clinical staff non-traditional hours &amp; working conditions</td>
<td>5</td>
<td>3</td>
<td>1</td>
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**Maximum Points = 20**

**Total Points =**

**Comments:**

### SECTION D: Start-Up

<table>
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<th>Exceptional</th>
<th>Good</th>
<th>Adequate</th>
<th>Poor</th>
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<tr>
<td>The organization’s start up plan meets the scope of services required by MST with sufficient detail on task, person responsible</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The organization’s plan meets the needs of EBA and the DJJ within given time frames</td>
<td>5</td>
<td>3</td>
<td>1</td>
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**Maximum Points = 10**

**Total Points =**
## SECTION E: Budget Summary

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<tr>
<th>Exceptional</th>
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<tr>
<td>5</td>
<td>3</td>
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The organization's budget demonstrates realistic appraisal of operating costs associated with operating MST given the assigned case rate (e.g. salaries, travel, start-up, etc.).

Maximum Points = 5

Total Points =

Comments:

## SECTION F: Overall Quality of Proposal

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<tr>
<th>Exceptional</th>
<th>Good</th>
<th>Adequate</th>
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<tbody>
<tr>
<td>5</td>
<td>3</td>
<td>1</td>
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</table>

The organization clearly describes implementation and oversight of the MST modality

Maximum Points = 10

Total Points =

Comments:

Total Grant Scoring Points ____ (maximum points 80)

Reviewer Signature: __________________________
APPENDIX B

SCHEDULE OF REVIEW AND SELECTION

May 17 -- Distribution of the ITN
May 24 -- Deadline for Submitting Questions
May 26 -- Answers Posted
June 9 – Responses Due
June 15 -- Rater Responses Due
June 16 – Finalists Selected
June 22 -- Award Recipients Announced
July 1 – Contract Commences and Recruitment/Hiring Begins

July and August – Recruitment and Hiring of MST staff

September 11-15 MST Training (Tentative)