

**El Paso Human Services, Inc.
COMMUNITY YOUTH DEVELOPMENT (CYD)**

**REQUEST FOR APPLICATIONS
FY2023**



*CYD Funding Source: Texas Department of Family and Protective Services
CYD Fiscal Agent: El Paso Human Services, Inc.*

**Date of Release: August 31, 2022
Contract Start Date: October 1, 2022
El Paso Human Services
COMMUNITY YOUTH DEVELOPMENT (CYD)**

REQUEST FOR APPLICATIONS FY2023

GRANT FUNDED YOUTH DEVELOPMENT AND JUVENILE DELINQUENCY
PREVENTION SERVICES

GENERAL INFORMATION

Fiscal Agent Contact Name: El Paso Human Services, Inc.

Fiscal Agent Point of Contact:

EPHSI Director: Susana Reza
Address: 1001 Montana Ave.
Phone: (915) 534-7227
Fax: (915) 544-1997
Email Address: susanareza@elpasohumanservices.org

Funding Opportunity Title: Community Youth Development (CYD)

Announcement Type: Request for Applications (RFA)

Date Due: **September 22, 2022 by 5:00 p.m. MST**

Submit to susanareza@elpasohumanservices.org Copy angelicat4ephsi@gmail.com

Anticipated Number of Awards: 1

Projected Award Amount: \$34,000.00

Project Period for Award: October 1, 2022 – August 31, 2023. All projects must be completed within this time frame. Annual renewal of award may be offered through FY2026 (September 1, 2025 – August 31, 2026) contingent on program meeting annual outputs.

**TIMETABLE OF PROCUREMENT ACTIVITIES
FY2023**

All dates are subject to change at El Paso Human Services discretion.

ORDER	CYD RFA (COMPETITIVE PROCUREMENT) SCHEDULE (CONTRACT TERM: SEPTEMBER 1, 2018 – AUG 31, 2019)	TENTATIVE SCHEDULE
A	RFA Release Date	August 31, 2022
B	Bidders' Conference	September 9, 2022 at 1:30pm via zoom.
C	<u>Applications due to CYD; 5:00 p.m. MST</u> Submit to: susanareza@elpasohumanservices.org Copy to angelicat4ephsi@gmail.com	September 22, 2022
D	Review and scoring of applications by Review Committee	September 23-28, 2022
E	Award Notification	September 29, 2022
F	Finalize Service Provider's plan of operations and budgets	September 30, 2022
G	Execution of subcontract through El Paso Human Services	September 30, 2022
H	<u>Contracted Services Begin</u>	October 1, 2022

SECTION I - INTRODUCTION

A. EL PASO HUMAN SERVICES, INC.

El Paso Human Services, Inc. is a private non-profit multi-purpose organization providing services in El Paso, Texas and outlying counties since 1984. *The Mission of El Paso Human Services, Inc. (EPHSI) is to empower children, youth and families in crisis, through the provision of quality and individualized services.* EPHSI has been the contractor for the DFPS Community Youth Development Program (CYD) for juvenile delinquency prevention in the 79924 zip code for over 18 years. During this time period, EPHSI has served thousands of children and youth through sub-contracted services procured to provide mentoring, youth leadership, youth activities, youth sports, tutoring and community service projects. This responsibility is fulfilled by various programs and services, including the Community Youth Development (CYD) Program. The services of the CYD Program empower and support youth to influence their community, to sustain meaningful

relationships with others, to develop leadership skills, and to build positive self-image. The Texas Health and Human Services Commission (HHSC), Department of Family and Protective Services (DFPS), EPHSI, and CYD missions work hand-in-hand to provide quality prevention programs to children and families in the 79924 community.

B. PURPOSE OF CYD PROGRAM

The goal of the CYD program is to provide an array of services to promote protective factors in youth and prevent negative outcomes such as juvenile delinquency in 79924 where there appears to be incidents of juvenile crime and other risk factors that contribute to juvenile crime and adverse outcomes for youth. Providing services such as mentoring, youth leadership development, a parental component, and after-school programs should meet the CYD goal to increase protective factors, thus increasing the likelihood of positive outcomes for youth.

Research¹ has shown that five protective factors are linked to a reduction of juvenile delinquency: (1) Family bonding/communication, (2) School involvement, (3) Individual self-esteem/efficacy, (4) Positive peer association, and (5) Community involvement. El Paso Human Services, Inc. seeks to contract for services to prevent juvenile delinquency by funding programs that increase youth protective factors associated with juvenile delinquency.

In order to minimize the prevalence of juvenile crime and the destruction of our youth and community, we must offer services which will impact our youth's school attendance and performance, build their self-esteem, and enhance their decision-making skills. We must provide meaningful activities, which will enable them to avoid gang, crime, violent or delinquent activities. **The GEOGRAPHIC area identified for the receipt of CYD funding in El Paso in 79924. All services must be provided in the 79924 ZIP code area.**

El Paso Human Services, Inc. is seeking applications from agencies, non-profits and for-profit organizations, as well as public institutions that are located in and/or operate in the 79924 ZIP code area. Each is invited to submit a proposal to provide services to youth ages 6 to 17 years of age, who live in and/or attend school in the 79924 ZIP code area, for the explicit purpose of **Juvenile Crime Prevention**.

C. HISTORY OF CYD PROGRAM

Although all young people experience difficulties, youth in at-risk situations are particularly vulnerable. In Texas, 25% of youth ages 0-17 live in poverty and 11% of youth are not covered by health insurance. Therefore, none of our youth are entirely safe from academic failure, irresponsible sex, drugs, violence, or other social pathologies of our time. In such environments, it is critical that communities create programs and services that meet young

¹See, for example: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention. 2003 Report to Congress: Title V Community Prevention Grants Program. Retrieved from OJJDP website: <https://www.ncjrs.gov/pdffiles1/ojjdp/207694.pdf>

people's developmental needs for affirmation, direction, and guidance. Community recreational, leadership, employment and enrichment programs, administered by capable and caring adults, have been shown to be powerful resources in instilling a sense of competence, personal value, belonging and empowerment in youth of all ages, as well as a powerful deterrent in reducing juvenile crime.

In response to the many issues facing Texas youth, the CYD program was established in 1995, with funds authorized by the 74th Legislature, for the purpose of reducing juvenile crime in areas of Texas with a high incidence of juvenile crime. The program is administered by the Prevention and Early Intervention division of the Texas Department of Family and Protective Services (DFPS), with EPHSI serving as the fiscal agent for the local 79924 CYD program. The program is designed to be strongly community-based, with decision-making and fund allocation authority managed at the local level in accordance with the guidelines of the program and this contract procurement.

Locally, the CYD program targets the high juvenile crime ZIP code of 79924, which is located north of central El Paso and east of the Franklin mountains. Development of the area was extensive during the 1950s and 1960s. It is one of the more ethnically diverse areas in the city due to the concentration of military families. The Northeast has not developed as rapidly as other areas like east El Paso and northwest El Paso, but its development is steadily increasing.

The local CYD program operates in partnership between EPHSI, the CYD Collaborative Committee (CCC), the Youth Advisory Committee (YAC), and CYD contracted Service Providers. EPHSI executes, manages and monitors the program's day-to-day operations. The CCC is responsible for assessing local community strengths and needs, selecting the most appropriate services, integrating and promoting CYD into the community, and implementing a parent involvement component.

This program provides prevention services focused on mentoring, youth leadership development, Youth Advisory Committee (YAC), parent involvement, youth-based curriculum class/activities, family-based curriculum class/activities, family focused services, recreational services, academic support services, and post high school readiness. The CYD program is community-based, flexible, and a powerful tool to support positive options for youth. Program services reflect a mix of intensive services that serve a limited number of youth (e.g. one-on-one mentoring) with lower intensity services that serve a higher number of youth (e.g. group recreation). Services must be offered year-round at a variety of times and locations to include out of school time, in order to meet the needs of local youth.

Historically the original eleven (11) ZIP codes were determined by the CYD Interagency Planning Workgroup in 1995 as the ZIP codes with the highest incidence of juvenile violent crime in the State of Texas. The ZIP codes were expanded to thirteen (13) in 1998, fifteen (15) in the year 2000, and eighteen (18) in 2017. Program specifics vary from site to site, but all programs follow the same basic model.

D. PARTICIPANT ELIGIBILITY

1. Services are provided to youth below 18 years of age and their families who live in and/or attend public school in the 79924 ZIP code area.
2. The primary target age range for youth to be served is 10-17 years. Youth served from ages 6-9 cannot exceed 30% of annual unduplicated performance measure. Youth under age 6 are not eligible for this service.
3. Family members of eligible participants are eligible for services if the goal of the service involves preventing delinquency or reducing risk factors of the target youth. Family members eligible for such services are limited to those individuals who are related to and residing in the same household as the eligible youth, including the Primary Caregiver at a minimum.

E. CLIENT SERVICE REQUIREMENTS

The Service Provider agrees to adhere to the following conditions in the provision of services to clients under this contract:

1. All clients must enter into services voluntarily.
2. Service provider cannot charge clients a fee for participating in a program or for any program participation related costs.
3. Service provider must provide services to families without regard to their economic status.
4. Average number of unduplicated youth served monthly must meet the minimum. An unduplicated youth is a targeted youth with a unique client ID number who receives at least one service and is only counted one time during the performance period.
5. Programs are allowed to serve youth regardless of their ongoing involvement with CPS.
6. Service Provider program targets youth exhibiting **at least two** of the following risk factors²:
 - a. Poor expressive language;
 - b. Lack of self-control;
 - c. A high degree of impulsiveness and hyperactivity;
 - d. Aggressive temperament;
 - e. Antisocial behavior;
 - f. Friends who engage in “problem behavior;”
 - g. Low school attendance;
 - h. Parent/guardian(s) exhibit low school attainment and/or was a teen parent(s);
 - i. Poor parental/guardian supervision and harsh and erratic discipline;
 - j. Parental conflict and/or single parent families;

² See, for example: Preventing & Reducing Juvenile Delinquency (2003), p. 105. By J.C. Howell. Thousand Oaks, CA: Sage Publications and Child Delinquents: Development Intervention and Service Needs (2003), R. Loeber and D. Farrington, (Eds.). Thousand Oaks, CA: Sage Publications

- k. Parent/guardian with mental illness;
 - l. Family history of problem behaviors such as parental drug use, domestic violence or criminal activity; and/or
 - m. History of maltreatment.
7. Service Providers are not limited to serving only youth who are eligible for CYD services. It is necessary to note however, that only services provided to registered and eligible youth, as defined above, will be reimbursed through CYD.

F. COMMUNITY NEEDS AND FUNDING PRIORITIES

The following are recommended juvenile delinquency prevention funding priorities that resulted from the El Paso CYD Community Strengths and Needs Assessment (#1 priority being the most important).

Note: Funding priorities and funded programs should reflect a direct link with the prevention of juvenile delinquency. Programs should be offered in safe, positive and welcoming places in 79924.

- 1. Homework Assistance - programs that offer assistance with homework and special projects after-school**
- 2. Recreational- Healthy sports activities.**
- 3. STEAM or STEM learning activities offered after-school that enhance individual technology skills**
- 4. Social life skills with the opportunity engage in field trips**
- 5. Parent/Caregiver Involvement** - Parent/Caregiver engagement is associated with improved program outcomes.³ Parental involvement increases youth participation in after-school programs, influences constructive parent involvement in the home, increases protective factors and may address risk factors that may lead to juvenile delinquency.⁴ Further, father-figure involvement is linked to decreased drug use, and decreased delinquent behavior.⁵

G. ELIGIBILITY

1. Eligible Respondents

³ See, for example: Berglund, M.L. et al. (1998). *Positive Youth Development in the United States: Research Findings on Evaluations of Positive Youth Development Programs*. Retrieved on January 17, 2014 from the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation website: <http://aspe.hhs.gov/hsp/positiveyouthdev99/index.htm>

⁴ MetLife Foundation After School Alert (2012). *Afterschool: A Key to Successful Parent Engagement*. Issue No. 57. Retrieved January 17, 2014 from the After School Alliance website: http://www.afterschoolalliance.org/issue_57_Parent_Engagement.cfm

⁵ Informed Families (2013). *Father Involvement Leads to Healthier Children*. Retrieved on January 17, 2014 from the Informed Families website: http://informedfamilies.org/campaigns/red_ribbon/news/father_involvement_leads_to_healthier_children?

- a. Service Provider must have at least 2 years of experience in managing budgets, grants, contracts for social services, as well as have at least 2 years of experience in providing programs to youth and families.
- b. Service Provider that has monitoring reports from any Texas state agency or federal funding entity and/or audits performed on their agency in the past 3 years must submit those monitoring reports with their response that will demonstrate that their agency is competent in managing and budgeting their organization's programs and operations.
- c. Service Provider must certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department of agency from doing business with the Federal Government.
- d. Service Provider that is currently providing services under contract with any El Paso Human Services, Inc., and has contract audit issues that are outstanding, is not eligible to apply for funding under this RFP.
- e. Service Provider must have written policies and procedures in place to ensure the following:
 - i. Establish and maintain effective internal controls;
 - ii. Comply with Federal and State statues, regulations, and terms & conditions;
 - iii. Evaluate and monitor compliance;
 - iv. Take prompt action on audit findings;
 - v. Safeguard and protect personally identifiable information;
 - vi. Human Resources (recruiting and hiring of new employees, orientation and training of current employees, employee benefits, retention, and nepotism);
 - vii. Standards of conduct covering conflicts of interest; and
 - viii. Governing the performance of its employees.

These policies and procedures should be (as a best practice) established in compliance with guidelines in:

- i. “Standards for Internal Control in the Federal Government” (the “Green Book,” issued by the Comptroller General of the United States) and
 - ii. The “Internal Control Integrated Framework” (issued by the Committee of Sponsoring Organizations of the Treadway Commission – COSO).
- f. Historically Underutilized Businesses (HUB), Minority or Women-Owned Business Enterprises (M/WBE), small businesses and Disadvantaged Business Enterprises (DBE) are strongly encouraged to apply.

2. Ineligible Activities & Use of CYD Funds

- a. Awarded Service Providers may not use funds CYD funds to replace any other federal, state, or local source of funds awarded under any other contract. Additionally, Service Providers may not use CYD funds as match (in-kind or cash

match) for any other funding opportunity (grant application) in which the awarded Service Provider may be participating.

- b. Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of DFPS (Reference OMB §200.438).
- c. Any activities related to boxing, GED classes, and English as a Second Language (ESL) programs cannot be funded through the CYD program. Academic tutoring programs, as funded or overseen by Texas Education Agency, or required programs provided in schools (whether public, private, or charter) will not be funded by CYD. These include: English as a Second Language (ESL) instruction, standardized test preparation and/or test-taking (STAAR, PSAT, SAT, ACT, CLEP, etc.). Supplanting of funds is unallowable. Any services that state agencies are required to fund, cannot be funded by CYD. Other guidelines regarding ineligible use of CYD grant funds, as established by OMB Regulations, the Texas Administrative Code, and the Uniform Grant Management Standards are understood to be covered by reference and in the sub-contractual agreement.
- d. *Other services that will not be considered for funding are:*

- | | |
|--|---------------------------------------|
| *Legal assistance programs | *Construction of new buildings |
| *Employment agency fees | *Lobbying for legislation, elections, |
| *Fundraising or sales promotional events | or administrative reform |
| *Purchasing of real estate | *Extensive community planning |
| *Medical Supplies | *Medical Services |

H. SERVICES TO BE PROVIDED

The 79924 Community Youth Development program will fund prevention services that are directly linked to juvenile delinquency prevention. Intervention services are not appropriate under the CYD model. To the greatest extent possible, services should be designed to appeal to those youth most vulnerable to juvenile delinquency. Services provided through the CYD program must meet the needs of the community and show how the service prevents juvenile delinquency/crime.

1. Program Requirements

- a. Service Provider will make reasonable efforts to provide services that meet the individual needs of the client. Service Provider will develop and maintain a cultural competence plan that effectively provides services to people of various cultures, races, ethnic backgrounds, and religions in a manner that recognizes and affirms their worth, protects and preserves their dignity, and ensures equity of service delivery. Service Provider will take into consideration the intellectual functioning, literacy, level of education, and comprehension ability of each client in order to ensure that all

information is presented in a way that meets the individual needs of each client. Service Provider will provide services in the client's primary language, whether provided directly by Service Provider or through a translator.

- b.** CYD Program Services must include a Parent Involvement component.
- c.** Additional CYD Program Services that are focused on the prevention of juvenile delinquency must be based on the needs identified in the Community Strengths and Needs Assessment.
- d.** Services must be offered at times and places that meet the needs of local youth with a preference for after-school activities.
- e.** Services must have no empirical evidence or theoretical basis indicating that the practice constitutes a risk of harm to those receiving it.
- f.** Youth may not participate solely in one-time activities. If one-time activities are planned as a service, they should be an added value for youth already participating in other CYD Program Services or for outreach and recruitments purposes and cannot be a stand-alone service.
- g.** Program services must be easily accessible to youth. Service Provider must address and arrange for transportation needs for any youth in order for them to participate in CYD program activities.
- h.** Program services must be focused on enhancement of at least one of the following protective factors associated with juvenile delinquency prevention, including, but not limited to:
 - i.** Involvement with positive peer group activities and norms;
 - ii.** Social competencies such as decision making skills, assertiveness; and interpersonal skills;
 - iii.** Caring adults other than parent;
 - iv.** Strong bond between children and parents;
 - v.** Emotional support and absence of severe criticism;
 - vi.** Clear rules and expectations;
 - vii.** Involvement with school/community;
 - viii.** Friendship network;

- ix. Positive perception of self and others;
 - x. Places high values on helping others; and
 - xi. Sense of purpose.
- i. CYD cannot not fund programs that are intended for tertiary prevention of juvenile delinquency (i.e., specifically youth who are currently on probation or are known to have been previously on probation). This will be assessed through self-report at the time of client registration. Prevention programs are intended to prevent juvenile delinquency.

Note: Youth whose cases are pre-adjudicated, informally adjudicated, or whose adjudication has been deferred are eligible for CYD services.

- j. **CYD Program Services:** All CYD Program Services must be adequately staffed and supported in order to accomplish all the deliverables of the program. **Programs with an evidence-based component will be given higher value during the scoring process.**
 - k.. **Entertainment costs. Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency (Reference OMB §200.438). Respondent should provide assurances that all field trips have an educational benefit or assist with meeting the goals of the CYD Program and the field trips not expose the participants to any safety risks.**
2. **Priority Areas to be Funded * can be stand alone or combination of one or more of the following:**
- a. **Homework Assistance - programs that offer assistance with homework and special projects after-school**
 - b. **Recreational- Healthy sports activities.**
 - c. **STEAM or STEM learning activities offered after-school that enhance individual technology skills**
 - d. **Social life skills with the opportunity engage in field trips**
 - e. **Parent/Caregiver Involvement - Parent/Caregiver engagement is associated with improved program outcomes.⁶ Parental involvement increases youth participation in**

⁶ See, for example: Berglund, M.L. et al. (1998). *Positive Youth Development in the United States: Research Findings on Evaluations of Positive Youth Development Programs*. Retrieved on January 17, 2014 from the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation website: <http://aspe.hhs.gov/hsp/positiveyouthdev99/index.htm>

after-school programs, influences constructive parent involvement in the home, increases protective factors and may address risk factors that may lead to juvenile delinquency.⁷ Further, father-figure involvement is linked to decreased drug use, and decreased delinquent behavior.⁸

3. Administration

Service Provider performance will be assessed on the basis of reporting and administrative responsibilities. These include, but are not limited to, the following:

a. Program Staffing

EPHSI will conduct background checks completed through DFPS for all employees, interns and volunteers that work directly with CYD clients and/or have access to CYD client information. Service Providers must submit required documents to the CYD Program Coordinator, who uses the ABCS system. Criminal clearance and child abuse/neglect clearance must be obtained prior to contact with CYD youth or identifying information. An FBI criminal history check may be required for anyone who has lived outside the state of Texas within the past 5 years and may be required at the discretion of the DFPS contracts background checks division on a case-by-case basis.

b. Training

Service Provider CYD staff, including volunteers must complete 12 hours of training on an annual basis.

I. PERFORMANCE MEASURES AND OUTCOMES

Performance measures typically include outputs and outcomes. Output measures demonstrate performance in terms of the quantity or volume of services provided, e.g., the number of clients served, number and types of services, etc. Outcome measures demonstrate performance in terms of the quality and impact of services and whether or not they have met intended goals/objectives. Outcomes relate to behavior, skills, knowledge, attitudes, values, etc.

El Paso Human Services, Inc. will contract with a Service Provider to meet the following performance measures:

1. Anticipated Output Measures

Output #1: Expected average number of Target Youth served monthly: **At least 50**

Output #2: Expected number of unduplicated Target Youth served annually: **180 Youth**

⁷ MetLife Foundation After School Alert (2012). Afterschool: A Key to Successful Parent Engagement. Issue No. 57. Retrieved January 17, 2014 from the After School Alliance website: http://www.afterschoolalliance.org/issue_57_Parent_Engagement.cfm

⁸ Informed Families (2013). Father Involvement Leads to Healthier Children. Retrieved on January 17, 2014 from the Informed Families website: http://informedfamilies.org/campaigns/red_ribbon/news/father_involvement_leads_to_healthier_children?

- Output #3:** Completed Youth Experience Surveys obtained from eligible primary caregivers of 6-9 year-old children during the contract period: 50%
- Output #4:** Pre-service Development Assets Profile surveys completed by the 10-17 y.o. target youth served in the Service Provider program: 100%
- Output #5:** Post-service Developmental Assets Profile surveys completed by the 10-17 y.o. Target Youth served in the Service Provider program: 60%

2. Outcome Measures

Outcome #1: Primary Caregivers of 6-9 year-old children are satisfied with the Service Provider's services received: 80%

Outcome #2: 10-17 year old Target Youths are satisfied with the Service Provider's services received: **80%**

Outcome #3: 10-17 year old Target Youths report an increase in the protective factors: One protective factor for which 75% of 10-17 year old Target Youths indicate an absolute increase.

Outcome #4: 10-16 year old Target Youths served in the Service Provider program will not engage in delinquent behavior: 95%

Note: Performance measures, indicators and targets are set at the discretion of El Paso Human Services, Inc. and may be changed at any time, but will not be changed without due notice from the Fiscal Agent.

J. AVAILABILITY OF FUNDING

Award amount for FY 2023 for the subcontracted services under this procurement is \$34,000.

The method of payment is cost reimbursement. This means that only actual costs will be paid, and costs should only be billed after they have been billed to the Service Provider.

Match funds are NOT required for CYD.

Awarded Service Providers may not use funds received from DFPS to replace any federal, state, or local source of funds awarded under any other contract. Additionally, Service Providers may not use CYD funds as match (in-kind or cash match) for any other funding opportunity (grant application) in which the awarded Service Provider may be participating.

K.

1. Contract Term

The initial contract awarded under the procurement process for FY2023 will be for an eleven-month period, beginning October 1, 2022, and ending August 31, 2023. One

detailed budget will be negotiated, which includes FY2023 (October 1, 2022 – August 31, 2023). A Subcontractor will be chosen both on information received from the Community Strength and Needs Assessment, grant guidelines, and other program factors.

2. Contract Renewal

At El Paso Human Services, Inc. discretion, and based on the subcontractor's performance, El Paso Human Services, Inc. *may* renew these contracts for any determined length of time without the contracts being subject to further competition. This *may* include Fiscal Years 2024-2026. Contract renewal is not automatic. Subcontractor's prices must remain firm for the entire contract. Contracts may not be renewed when the Community Strengths and Needs Assessment indicates a different prioritization of services; when required by DFPS in writing; when the subcontractor is not able to meet performance standards; and/or when it is in El Paso Human Services, Inc.'s best interest to do so. The items listed below are among the items El Paso Human Services, Inc. may consider when determining, at its sole discretion, whether or not to renew a contract. This list is not intended to be all-inclusive. El Paso Human Services, Inc. may decide to renew or not renew a contract for any reason including the following:

- Availability of funding
- Subcontractor's compliance with the terms of the contract and/or performance
- Subcontractor's compliance with renewal documentation and deadlines

L. LEGAL AND REGULATORY CONSTRAINTS

1. Delegation of Authority

State and federal laws limit HHSC's ability to delegate certain decisions and functions to a contractor, including but not limited to: (1) policy-making authority; and (2) final decision-making authority on the acceptance or rejection of contracted services.

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SECTION II – APPLICATION DEADLINE AND SUBMISSION

A. PROPOSAL DEADLINE and SUBMISSION

Proposals must be submitted electronically to susanareza@elpasohumanservices.org Subject line should read: “79924 CYD Request for Proposal FY2023.” All attachments should have your agency name or abbreviation in the file name. The proposal must be received **no later than 5:00 p.m. MST, September 22, 2022.** Late proposals WILL NOT be accepted.

SECTION III - APPLICATION PROCESS

A. El Paso Human Services, Inc. AMENDMENTS AND ANNOUNCEMENTS REGARDING THIS RFP

EPHSI will post all official communication regarding this RFA to the El Paso Human Services, Inc. website. El Paso Human Services, Inc. reserves the right to revise the RFA at any time. Any changes, amendments, or clarifications will be made in the form of written responses to respondent questions, amendments, or addendum issued by El Paso Human Services, Inc. Respondent <http://www.elpasohumanservices.org> website frequently for notice of matters affecting the RFA.

B. SERVICE PROVIDER BIDDERS’ CONFERENCE

Date: **September 9, 2022**

Time: 1:30 p.m. – 2:30 p.m.

Zoom Link: <https://us02web.zoom.us/j/89741665630?pwd=NIZCRHpCb3ozTW4vSG5lYVZoOHlQQT09>

C. WRITTEN QUESTIONS AND RESPONSES

All questions and comments regarding this RFP must:

- Be submitted electronically to susanareza@elpasohumanservices.org
- Questions will be answered via email reply to all respondents.

E. SCREENING

El Paso Human Services, Inc. will review all proposals received by the deadline, and negotiate their plan of services and budget for FY2023. El Paso Human Services, Inc. reserves the right to negotiate all aspects of the application, including partial or probationary funding.

F. EVALUATION PROCESS

El Paso Human Services, Inc. will evaluate proposals based on the following best value criteria.

The extent to which the Respondent's proposed services meet the needs of CYD and the client(s) for whom the services are being procured	15%
Plan of Operation	40%
Respondent Background and Experience	15%
Project Cost with a focus on cost per family served	30%

The proposal must set forth full, accurate, and complete information as specified. All proposals will be reviewed and services negotiated based upon information provided in the proposal. El Paso Human Services, Inc. will review the proposal and negotiate services and funding allocations. El Paso Human Services, Inc. reserves the right to also utilize other data, cost reports, prior experience with the provider, and agency records in the evaluation process.

Service Providers should NOT assume that the reader of their proposal is familiar with their specific operation. Requests for information in the Request for Proposal should be answered fully, in order and in accordance with the specified instructions.

G. SELECTION & NEGOTIATION

Negotiations with the selected Service Provider may be held at the sole discretion of El Paso Human Services, Inc. The purpose of the negotiation will be the development of final contracts with El Paso Human Services, Inc. El Paso Human Services, Inc. staff will complete contract negotiations based on the service details shared in the submitted proposal.

The selected Service Providers will be contacted for negotiation on or before September 29, 2022. All negotiations are **confidential prior to the contract being awarded.**

H. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) GUIDELINES

In accordance with El Paso Human Services, Inc. ordinance for Historically Underutilized Businesses, El Paso Human Services, Inc. strongly encourages applications from Minority and Women Owned Business Enterprises (M/WBEs) and Disadvantaged Business Enterprises (DBE). The County's policy reads as follows:

El Paso Human Services, Inc. to provide equal opportunities to all subcontractors and to redress the discrimination found in the El Paso Human Services, Inc. marketplace and in public contracting against minority-and women-owned and disadvantaged business enterprises. W/WBEs and DBEs are encouraged to participate in El Paso Human Services, Inc. bid process. The Purchasing Department and the CYD Project Manager

will provide additional clarifications regarding guidelines, assistance with proposal forms, and further explanation of the Community Youth Development (CYD) procurement process to those subcontractors who request it. El Paso Human Services, Inc. seeks to encourage their full participation in all phases of county's procurement activities and to afford them a full and fair opportunity to compete for all county's contracts.

The purposes and objectives are as follows:

1. To provide opportunities for MBEs and WBEs to broaden and enhance their range of capacities to do business with the county.
2. To provide opportunities for MBEs and WBEs to serve as subcontractors for the supply of goods and services to the county.
3. To administer this program in a manner consistent with applicable federal and state law.

I. SUBCONTRACT REQUIREMENTS

1. Before a subcontract may be awarded the following conditions must be met:
 - a. The Subcontractor(s) agrees to accept and abide by all terms and conditions of the prime contract between the DFPS and the Fiscal Agent (El Paso Human Services, Inc.).
 - b. The subcontract contains a clause requiring the Subcontractor to accept and abide by all relevant terms and conditions in the contract between the DFPS and the Fiscal Agent.
 - c. The Subcontractor's proposed prices are reasonable for the type and amount of services purchased.
2. The executed subcontract must clearly detail the scope of the work to be performed, remuneration, and other terms and conditions that structure or define the relationship with the Fiscal Agent.
3. All subcontracts must hold DFPS and the El Paso Human Service, Inc. harmless for payment of services performed by the Subcontractor.
4. Once selected the Subcontractor shall submit upon request copies of the following:
 - ATTACHMENT A – Proof of Organization Status
 - List of Board of Directors (if applicable)
 - Agency-Based Org Chart
 - Program-Based Org Chart
 - Job Descriptions for any position reimbursed wholly or in part through CYD funds
 - Resumes of persons in any position reimburse wholly or in part through CYD funds

SECTION IV - PROPOSAL CONTENT AND PREPARATION

A. GENERAL INSTRUCTIONS

1. Respondents should assume the readers of their proposals are not familiar with their specific organization, program, or method of operation;
2. **All sections/questions should correspond with the RFP, and labeled with section titles, numbers or letters within the proposal, and then answered thoroughly;**
3. All sections/questions should follow the exact order detailed in the RFP;
4. Service specifications listed in this RFP and all parts of the Service Provider's proposal, as accepted for award of the contract, become part of the final contract by reference, and are binding; and
5. All program goals, objectives, outputs and outcomes should be **realistic**.

Failure to comply with the specifications of this request for proposal will result in the proposal being delayed and/or not funded.

B. INSTRUCTIONS FOR PREPARATION

1. Business Proposal should be submitted as one Word or PDF document, single spaced Arial or Times New Roman font, 12 pt for normal text and no less than 10pt for tables, graphs and appendices.;
2. Clearly legible;
3. Must include Table of Contents and have sections appropriately labeled;
4. Sequentially page-numbered;
5. Include the Service Provider's name at the top of each page;
6. Organized in the sequence listed in the RFP;
7. Cost Proposal should be submitted on the Budget 2030 excel document provided as a separate attachment.

Do not include materials or pamphlets or other items (i.e. letters of recommendation) not specifically requested in this RFP. No partial or incomplete responses will be accepted.

C. FORMAT AND CONTENT

Items to be included in the proposal:

- Part 1 – Business Proposal
- Part 2 – Cost Proposal

PART 1 – BUSINESS PROPOSAL

The Business Proposal must include the following sections in this order:

- Section 1 – Executive Summary
- Section 2 – Corporate Background and Experience
- Section 3 – Plan of Operation
- Section 4 – Value-added Benefits

Section 1 – Executive Summary (1 page maximum)

In this section, condense and highlight the content of the Business Proposal to provide El Paso Human Services, Inc. with a broad understanding of the Respondent’s approach to meeting the RFP’s business requirements. The summary must demonstrate an understanding of CYD’s goals and objectives for this procurement.

Section 2 – Corporate Background and Experience

This section details the Respondent’s corporate background and experience. The section should include the following information:

1. Corporate Background and Experience

Describe the Respondent’s corporate background as it relates to projects similar in scope and complexity to the project described in this RFP.

- a.** Include a brief description of your organization:
 - i.** Type of organization (Non-profit, For-profit, HUB, M/WBE, DBE, etc.) -
 - ii.** History of organization;
 - iii.** Services provided by organization;
 - iv.** History and success in providing community youth based services in the 79924 code or larger community (if applicable);
 - v.** History of CYD funding (if applicable); and
- b.** Respondent must have at least 2 years of experience in managing budgets, grants, contracts for social services, as well as have at least 2 years of experience in providing programs to youth and families. Include a description of how your organization meets this requirement.
- c. Respondent** that has monitoring reports from any Texas state agency or federal funding entity and/or audits performed on their agency in the past three (3) years must indicate any findings of such monitor reviews and/or audits and how the findings were corrected.

2. Financial Capacity

A Respondent must supply evidence of financial stability sufficient to demonstrate reasonable stability and solvency appropriate to the requirements of this procurement. Respondents must submit a current financial statement. At a minimum, such financial statements and reports shall include: balance sheet; statement of income and expense; statement of changes in financial position; cash flows; and capital expenditures. Include all documents requested under this section: Financial Capacity as ATTACHMENT A.

Section 3 – Plan of Operation

This section details the Respondent’s program. The section should include the following information:

1. Description of Proposed Services

- a. State the name of the Respondent’s program(s)
- b. Is the program a stand-alone program or component of a larger program?
- c. List the service type(s) your program(s) will provide:
 - i. Parent Involvement
 - ii. Youth-Based Curriculum Class/Activities
 - iii. Family-Based Curriculum Class/Activities
 - iv. Family Focused Services
 - v. Recreational Services
 - vi. STEAM/STEM services
- d. Identify total expected number of youth served:
 - i. Monthly beginning October 1, 2022 – August 31, 2023)
 - ii. Total unduplicated youth for contract term ending August 31, 2023
- e. Identify target population appropriate for your program, including:
 - i. Gender
 - ii. Age
 - iii. Race/Ethnicity
 - iv. School Grades
- f. Include detailed service description of the Respondent’s program (be specific and thorough).
- g. Describe program service delivery:
 - i. Average frequency of services (identify daily, weekly, monthly, as needed, etc.);
 - ii. Average intensity of services (Total # of sessions, visits, or interactions per participant);
 - iii. Average duration of services (Identify the average amount of time it will take to participate to complete the program);

- iv. Location(s) services will be delivered (program, office, client’s school, client’s home, etc.);
 - v. Days/Times services will be provided (M-F 9-5, 24/7 services, weekend services, etc.); and
 - vi. Estimated start date.
- h.** List the protective factors this program will identify for change:
- i. Involvement with positive peer group activities and norms
 - ii. Social competencies such as decision making skills, assertiveness and interpersonal skills
 - iii. Parental/guardian supervision
 - iv. Caring adults other than parent
 - v. Strong bond between children and parents
 - vi. Emotional support and absence of severe criticism
 - vii. High parental expectations
 - viii. Clear rules and expectations
 - ix. Involvement with school/community
 - x. Friendship network
 - xi. Positive perception of self and others
 - xii. Places high values on helping others
 - xiii. Sense of purpose
- i.** State all program goals and objectives. Please use SMART objectives (<http://www.health.state.mn.us/divs/opi/qi/toolbox/objectives.html>).

Example (add rows as needed) – *Include chart in narrative:*

Goal 1:
Objective 1:
Objective 2:
Objective 3:

- j.** Describe start-up activities and plans for youth and family recruitments and subsequent service referrals, and reduction of potential barriers or other accessibility obstacles.
- k.** Describe the process for recruiting, engaging and retaining program participants. Describe the procedures and/or processes for intake, including how the family’s individual needs(s) for service will be assessed.
- i. Recruiting;
 - ii. Client Engagement;
 - iii. Retention; and

iv. Intake and Assessment.

- l. Describe any community based outreach and awareness events or activities your program will implement or participate in this year.
- m. Identify the program model or curriculum (if applicable) to be implemented, to include the developer of the program.
- n. Will your program offer incentives for participation? If yes, describe the types of incentives to be provided.
- o. Discuss potential barriers (e.g. transportation, child care, etc.) to providing services to the target population, and how you will overcome those barriers. If additional services such as transportation are not to be offered, identify the processes used to ensure these factors are not obstacles to accessing services.

2. Staffing Plan

Respondents must have a staffing plan which is clear and strategic.

- a. Indicate the number of staff needed to operate the CYD funded program. I include position titles and expected number of work hours for each position allocated to the program.
- b. Will this program use volunteers?
 - i. If yes, describe the procedures for recruiting and screening volunteers and what criteria will be used to ensure they are a good fit to deliver the proposed services.
 - ii. Explain the tasks which will be assigned to volunteers, how they will be trained, supervised, and retained (once a month supervision is required).
 - iii. If volunteers will serve as mentors, state the adult to youth ratio.
- c. Include continuity plan for staff vacancies, process for training new hires in the evidence-based or promising practice program, and procedures for screening, matching, and providing assignments to volunteers (if utilized).
- d. Include plan for providing monthly (minimum) supervision of all staff that provide direct services to clients, including volunteers. This supervision must provide the direct staff and volunteers an opportunity to gain professional development, support, and advice about their work with the clients.
- e. Include **CYD Staffing Chart**:

Example (add rows as needed) - *Include chart in narrative:*

3. Community Needs Assessment

- a. List the community needs / funding priorities that your program will address. How does your program meet the identified needs? (see Section I, F)
- b. Describe how your program services correlate and promote the ideals of the “vision” of the CYD Program.
- c. Describe the strengths and assets your agency will bring to the Community Collaborative Committee (CCC).
- d. Describe how the proposed services will assist in reducing juvenile delinquency or crime in 79924. Include how your program will focus on juvenile delinquency prevention, as opposed to intervention or diversion.
- e. Describe how the program will positively develop and enhance the lives of youth and their families, and what impact the program will have on the community.
- f. Describe how services will be delivered in a culturally competent manner and how cultural competency is incorporated throughout the service delivery model.

CYD Vision

“The community’s greatest asset is its people.
We are a collaboration dedicated to developing positive character
and leadership skills among youth and their families.”

5. Program Evaluation

Describe your evaluation plan for the program to include: staff responsible for evaluation, how evaluation data will be collected, how evaluation data will be conveyed to relevant staff, and how evaluation data will be used to revise or improve the program. Include a list of measurement tools that will be collected to demonstrate on-going program effectiveness and implementation of the program design.

6. Safe Passage Plan

Describe the Respondent’s safe passage plan.

- a. How youth and families will safely access program services, and what measures will be taken to maintain the safety and care of participants;
- b. Are program locations easily accessible to program participants;
- c. If transportation will be provided to program participants. If transportation is not provided, how does your agency propose that the participants will safely access the proposed services; and
- d. Does agency have a Safe Passage Plan for participants to go to and from program activities (If yes, please include copy).

7. Parent Involvement

Describe the Respondent's Parent Involvement plan.

Respondent must demonstrate a commitment to the meaningful involvement of parents. There are several options available to engage parents. Which strategy works best will depend on the dynamics of the community served, as well as the services offered through your program. These strategies may include parent training/parenting classes, parent leadership programs, counseling, service-based learning, and many other strategies.

Parent Involvement Resources:

- a. Positive Youth Development in the United States
<http://aspe.hhs.gov/hsp/positiveyouthdev99/index.htm>
- b. Family Involvement in Expanded Learning Programs for High School Students
<http://www.expandinglearning.org/expandingminds/article/family-involvement-expanded-learning-programs-high-school-students>
- c. Afterschool: A Key to Successful Parent Engagement
http://www.afterschoolalliance.org/issue_57_Parent_Engagement.cfm
- d. Texans Care for Children
<http://texanscareforchildren.org/Texas-Childrens-Mental-Health-Forum/Quick-Facts>

Kreider, H. M. and Mayer, E. (2006). Improve Family Engagement in After-School Programs. *Our Children*, 32(2), 12-14.

Section 4 – Value-added Benefits

Describe any services or deliverables that are not required by the RFP that the Respondent proposes to provide at no additional cost to El Paso Human Services, Inc. Respondents are not required to proposed value-added benefits, but inclusion of such benefits may result in a more favorable evaluation.

PART 2 – COST PROPOSAL

The Cost Proposal must include the following sections in this order:

- Section 1 – Budgets
- Section 2 – Budget Justification
- Section 3 – Cost Allocation Plan

Section 1 – Budgets

The cost of services is used to evaluate each proposal. Use **Budget Form 2030** to provide cost

information for each proposed program/service, and include description (justification/explanation) for each budget line item in the “Methodology for Contract Budget Narrative” column. Do not substitute any other budget forms for these forms or amend (only update) the forms.

Respondents must complete and submit One Budgets (using Budget Form 2030):

1. FY 2023 (October 1, 2022 – August 31, 2023)

Include Budget as Budget 2030

Respondents must base their Cost Proposals on their Plan of Operation. This section should include any business, economic, legal, programmatic, or practical assumptions that underlie the Cost Proposal. El Paso Human Services, Inc. reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into the contract resulting from this RFP are deemed rejected by El Paso Human Services, Inc.

Respondents must separately identify and describe any value-added benefits, cost-savings and cost-avoidance methods and measures, that it proposes to employ, and the effect of such methods on the Cost Proposal and Plan of Operations in its response.

The following budget specific information is provided to assist Respondents in budget planning and preparation:

1. Methodology for Grant Budget Narrative must be included and must be as detailed as possible.
2. Costs shared between programs must be budgeted according to your organization's Cost Allocation Plan, if applicable.
3. Budget calculations should use two decimal points.
4. Budget calculations should use exact expense figures. Please do not round up or down.
5. Average Monthly Salary - Enter the average monthly salary. Since pay periods vary from agency to agency, the average would be the annual total salary divided by 12.
6. Proposed Salary Increases. If you have an employee currently earning \$2,600.00 per month, and you project a salary increase four months after contract execution, resulting in a monthly salary of \$2,700.00 per month, then please list the position twice, the first line would list the position for 4 months at \$2,600.00 per month, and the second listing would be for 8 months at \$2,700 per month.
Note: Salaries line items cannot increase once approved/contracted. Any raises MUST be included in your original budget.
7. Salary. Identify if Salary or Hourly under “Methodology for Contract Budget Narrative.” If hourly, indicate rate per hour.
8. Salary. Identify if each position is Full-Time or Part-Time under “Methodology for Contract Budget Narrative.”
9. Salary. Please be consistent with position titles and percentage of time on contract in the budget, staffing plan, and your organizational chart.

10. Fringe. Use “Fringe by Type of Benefit” section; not “Fringe by Employee” section. If benefit will only be paid to selected positions, please indicate which positions receive the benefit under “Methodology for Contract Budget Narrative.”
11. Fringe. Texas Unemployment Compensation Act, (TUCA) calculations restart with each calendar year and is assessed on the first \$9,000 earned per calendar year (not fiscal year).
12. Fringe. Federal Insurance Contribution Act (FICA), is currently calculated at 7.65%.
13. Travel. Service Provider’s travel expenses, which include, but may not be limited to, transportation, lodging, meals, and incidental expenses and comply with OMB A-87 and Uniform Grant Guidance (UGG).
14. Travel. Mileage is currently \$.625 per mile at the time of RFP publication.
15. Methodology for Contract Budget Narrative. For each line item, please provide a short explanation (including formula) of the proposed expense in this column in the "Proposed Budget" Tab.

Section 2 – Budget Justification

Provide a brief budget justification to support your proposed budget.

Section VII – PROPOSAL CHECKLIST

PART 1 – BUSINESS PROPOSAL

The Business Proposal must include the following sections in this order:

- Section 1 – Executive Summary
- Section 2 – Corporate Background and Experience
- Section 3 – Plan of Operation
- Section 4 – Value-added Benefits

PART 2 – COST PROPOSAL

The Cost Proposal must include the following sections in this order:

- Section 1 – Budgets (included in Attachments)
- Section 2 – Budget Justification (Word or PDF format)

ATTACHMENTS):

ATTACHMENT A – Financial Statement