

# REQUESTS FOR PROPOSALS

*on behalf of the*  
**North Dakota Juvenile Justice State Advisory Group**

## Purpose

---

The North Dakota Juvenile Justice State Advisory Group (SAG) seeks to contract with one or two consultants to help advance its racial equity and cultural competence goals.

## Background

---

The SAG was established pursuant to the Juvenile Justice and Delinquency Prevention (JJDP) Act, one of the most successful standard-setting statutes that recognizes the value of citizen-driven efforts to prevent delinquency. Membership of the SAG is appointed by the Governor based on composition requirements set by the Act. The SAG is responsible for addressing the needs of at-risk youth, preventing juvenile justice system involvement, and strengthening North Dakota's juvenile justice system.

Recently, the SAG has taken on a greater commitment to fund and support policies, practices, and services to better prevent youth, and particularly youth representing North Dakota's Black, Indigenous and other people of color (BIPOC) population, from becoming involved in the juvenile justice system. Based on recommendations from a statewide racial equity workgroup, as well as a series of listening sessions with BIPOC leaders and representatives, the SAG has committed to the following strategic priorities:

1. Establish youth and family engagement activities to pilot mediation, credible messengers, and culturally aligned prevention services for youth and families at risk of law enforcement contact.
2. Develop a statewide restorative practices council to strengthen and expand restorative justice, with a particular focus on ensuring equal access, cultural competence, and related community supports for BIPOC participants.
3. Reduce barriers to preventive service delivery for BIPOC youth, including limited English proficiency, knowledge of available services, lack of transportation, and limited funding.
4. More directly engage BIPOC leaders and providers to guide the development of policies, training, funding, and capacity-building designed to prevent BIPOC youth from justice involvement and improve community-based service access, quality, and outcomes.

## Scope of Work & Desired Deliverables

---

Generally, the consultants will help to apply an equity lens to the current work of the SAG as well as any future work, including making recommendations on what the work should consist of. The consultant(s) will work with the SAG to advance the strategic priorities above, and ensure SAG activities incorporate equity and cultural competence as key priorities. The following activities have been identified for that work:

- Facilitate a set of strategic planning sessions with the BIPOC community including youth-serving community-based providers, community leaders, and others representing the Indigenous, Black, and immigrant communities statewide. These planning sessions will help to inform the strategic priorities detailed above and should be designed to produce actionable, written recommendations and a related action plan for policy, practice, and funding changes to present to the SAG and other agencies and/or committees, as applicable.
- Help the SAG to advance the action plan developed from these strategic planning sessions, which could include any of the following:
  - Collecting, aggregating, and sharing information about available community-based prevention services and supports, particularly those targeting the BIPOC community.
  - Directly engaging with BIPOC youth and families with lived experience in the juvenile justice system to obtain their feedback on community-based prevention goals, strategies, and opportunities for improvement.
  - Identifying and sharing funding and capacity-building opportunities with the BIPOC community in order to expand and strengthen prevention services.
  - Developing pilot programs to address barriers to service access and engagement.
  - Convening and engaging the BIPOC community in ongoing discussions around juvenile justice diversion and community-based prevention services, including supporting meetings with the SAG, law enforcement, ND Department of Health & Human Services, schools, and the ND Juvenile Court.
  - Providing training to public and private agencies on cultural competence and equity research and best practices.
  - Encouraging and supporting public and private agencies to adopt their own equity and cultural competence goals including through policy improvements, training, hiring, community outreach events, pilot programs, and initiatives.

- Support the SAG in developing and/or refining its three-year strategic plan, including key activities around reducing racial and ethnic disparities.
- Support the SAG in reviewing funding priorities, requests for funding proposals, and applications for funding to ensure they sufficiently reflect equity and cultural competence goals and priorities.
- Attend meetings of the SAG and other related entities as requested.

It is anticipated that the deliverables could be accomplished through a combination of in-person and virtual work.

## Qualifications

---

Consultants should have the following qualifications and expertise in support of these activities:

- Experience working directly with BIPOC communities in North Dakota on issues related to juvenile justice, child welfare, youth behavioral health, education, and/or youth development.
- Knowledge of and/or relationships with North Dakota BIPOC community service providers, community leaders and members, and faith-based and other grassroots organizations working with youth.
- Familiarity with juvenile justice and youth development research and best practices including on effective program models such as mentoring, restorative practices, credible messengers, family and cognitive behavioral therapy, and positive youth development programming.
- Experience working with public/private agencies in North Dakota on policy, practice, and funding improvements including policy reviews, training, strategic planning, and meeting facilitation.
- Strong collaboration, communication, and relationship management skills.
- Relationships with (or ability to build relationships with) system partners in North Dakota, including but not limited to schools, social services, law enforcement, and juvenile court.

Preference will be given to individuals that identify as BIPOC. In addition, the SAG is seeking applications from individuals or organizations not currently providing services to youth in order to avoid a conflict of interest.

## Funding and Project Period

---

Compensation for individual consultants cannot exceed the federally approved threshold of \$650 per day or \$81.25 per hour. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Travel and subsistence costs are allowable and must be at state rates. The SAG welcomes proposals in the range of \$60,000-80,000 over a 24-month project period, July 1, 2024 – June 30, 2026, for the work outlined above. Grant continuations are possible and will be considered based on progress of the deliverables.

Dual compensation is not allowed (i.e. an individual may not receive compensation from their employer and the grant for work performed during a single period of time even if the services performed benefit both). Contractors will be screened for suspension and debarment from receiving federal funds.

## Proposal Specifications

---

Proposals must include the following.

### 1. Application Cover Page

Applicants should complete and submit the application cover page found at: [www.ndaco.org/jjfunding](http://www.ndaco.org/jjfunding). All applicants for federal funds must have a Unique Entity Identifier (UEI) from the federal System for Award Management (SAM) in their application. A SAM UEI is a unique 12-character alpha-numeric value assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government in SAM. Contractors are required to complete a one-time process to provide basic information relevant to their organizations. The identifier is used for tracking purposes and to validate address and point of contact information for subrecipients of federal funds. First-time SAM registrants can request UEIs by visiting [SAM.gov](https://sam.gov) | [Duns - Sam UEI](https://sam.gov) and then clicking the green “Get Started” button. Registrations should be elected as viewable in the SAM Public Search in order to verify eligibility to receive federal funds.

### 2. Program Narrative

The program narrative should be submitted as an attachment. The attached document should be single-spaced, using a 12-point Arial font, have no more than 1-inch margins, and not exceed seven pages. The document should include the following items:

- Describe your qualifications and experience, as detailed above.

- Describe how you will address the scope of work, and your ability to work toward the desired deliverables.
- Detail your approach in working with the BIPOC community.
- Explain your understanding of racial equity and cultural competence and discuss any work on similar projects and the services you provided.
- Describe your ability to collaborate with public/private agencies, conduct training, and/or facilitate meetings.
- Describe your capability and/or experience with collecting and analyzing data, writing reports, and presenting information.

Applicants should detail the process for planning of the key deliverables, and include a timeline of activities that will ensure the deliverables are met should be included.

### 3. Budget Worksheet and Narrative

Provide a total cost of the scope of the work utilizing the budget worksheet and narrative found at: [www.ndaco.org/jjfunding](http://www.ndaco.org/jjfunding). A brief narrative should be provided with each budget item explaining the purpose of the item. Detailed costs calculations should be shown to demonstrate the amounts being requested. Travel expenses (mileage/meals/hotel) should be based on state per diem rates. For information on allowable expenses, please refer to the OJP Financial Guide found at: <https://www.ojp.gov/doj-financial-guide-2022>.

### 4. Resume and References

A resume should be included with the application along with names and contact information for up three references who can speak to your experience.

## Submission Process and Award Information

---

Proposals should be emailed no later than 5:00 pm on **Friday, June 28, 2024** to: [jjisag@ndaco.org](mailto:jjisag@ndaco.org).

Notification of an intent to apply should be submitted to Lisa Jahner via email at [ljahner@ndaco.org](mailto:ljahner@ndaco.org) no later than **Friday, June 21, 2024**.

Applicants awarded funding will be required to monthly progress reports.

Any questions should be directed to Lisa Jahner at (701) 425-0821 or via email at [ljahner@ndaco.org](mailto:ljahner@ndaco.org).