

Request for Proposal for Consultant Services

National Center for Juvenile Justice

Quality Improvement Initiative

The National Center for Juvenile Justice (NCJJ), located in Pittsburgh, PA, is the independent research arm of the National Council of Juvenile and Family Court Judges (NCJFCJ), a non-profit organization. NCJJ concentrates on providing research and statistics related to the juvenile justice system and the prevention of juvenile delinquency and child abuse and neglect. The mission of NCJJ is effective justice for children and families. Our primary means of accomplishing that mission is through research and technical support.

BACKGROUND

NCJJ is seeking a Consultant to work on the Quality Improvement Initiative (Qii), a project funded by the Pennsylvania Commission on Crime and Delinquency (PCCD). The Qii is designed to bring the research on effective interventions to providers and probation departments so that they can see where their interventions align with best practices and gain support to incorporate best practices into their interventions as needed. Ultimately, this work will improve the quality of services available for court-involved youth, help probation to identify effective interventions, and prepare providers for external evaluations.

REQUIREMENTS

Consultant must

- Have knowledge of Pennsylvania's Juvenile Justice System
- Have experience with quality improvement processes
- Have experience with research and evaluation methods
- Possess strong presentation and writing skills
- Have the ability to manage and motivate people
- Be able/willing to travel more than 50% of work days

CONSULTANT SERVICES TO BE PERFORMED

The Consultant will work 124 days, at least 50% of the days will require travel. The Consultant for the Qii will be required to participate in the following activities:

Engage Providers-

The Consultant will be expected to promote the Qii and engagement in the QI Process at relevant meetings and Juvenile Justice conferences across the state.

Provide Services to Providers-

The Consultant will provide both on-site and off-site assistance to providers embarking on QI efforts. The Consultant will work directly with up to 10 providers in Eastern Pennsylvania by:

- (a) conducting on-site training;
- (b) assisting with completion of a Self-Assessment and creation of a QI Plan;
- (c) monitoring progress and providing technical assistance to providers as they implement their QI Plan; and
- (d) initiating monthly follow-ups, both on-site and off-site.

Independent Assessments-

The Consultant will assist in conducting Independent Assessments to provide objective verification that an intervention aligns with best practices/priority areas of effective intervention and writing the resulting reports.

Team Member-

The Consultant will be required to participate in at least bi-monthly project staff meetings in Pittsburgh and quarterly Qii Advisory Group meetings.

COVERED COSTS

In addition to the agreed upon daily rate, NCJJ agrees to pay for the following items for the Consultant for the Qii:

- Round-trip mileage for distances greater than 25 miles or rental car fee
- Lodging, if necessary
- Per diem (75% for travel days)
- Reimbursement for parking and tolls

YOUR RESPONSE TO THIS REQUEST FOR PROPOSAL

Applicants may not be an employee of federal or state government.

In responding to this request, we require the following information:

1. A letter of Interest
2. Current Resume

Interested parties should submit the requested information to Teri Deal deal@ncjj.org. Please submit your response to this request for proposal by July 30, 2010.