

Division of Youth Services (DYS)  
Adolescent Evening Reporting Center- AERC  
**Request for Proposals (RFP) (AERC#001)**

**Questions and Answers**

1. I have a potential therapist that is available part time (20-30 hrs wk). Is he/she eligible to be the therapist or is it mandatory that the therapist is full time?  
**Answer:** *No, It is mandatory that AERC counselors work forty (40) hours per week.*
  
2. Do all the positions listed have to be filled? Can a staff have dual roles? Ex. Recreational Advisor coordinates activities and be the driver instead of hiring a driver and Rec person.  
**Answer:** *The Program Coordinator, Licensed Counselor and Case Manager will be required to serve a single role. All other positions can serve in a dual capacity.*
  
3. If the budget allows, can a position be created that is not listed in the Proposal? Ex. Assistant Coordinator, etc.  
**Answer:** *Yes, however prior to approval of additional positions the budget will be reviewed by DYS to ensure that functions and services of the program are adequately budgeted.*
  
4. When creating budget for part time staff, can I pay PT staff one set amount monthly for services, or is it mandatory that I compensate them on an hourly wage?  
**Answer:** *Either method of payment is acceptable, however; the terms and conditions of the compensation will have to be approved by DYS.*
  
5. How many clients does MDHS expect to be serviced under a single AERC program?  
**Answer:** *DYS anticipates the following:  
Hinds – 65, Madison – 65, Coahoma –45 in a year.*
  
6. Can the full-time, licensed counselor be contracted through a mental health agency that already works with the youth court?  
**Answer:** *Yes, a full time counselor can be contracted through a mental health agency if adequately licensed and available to work 40 hours per week.*
  
7. Can any of the listed staff positions be filled through contractual service agreements with other businesses (e.g., contracting with school district to provide transportation for children within that school district instead of hiring a driver)?  
**Answer:** *Yes*
  
8. Can the Board of Supervisors/ Youth Court/ Government Entity serve as the proposer or is non-profit affiliation required?  
**Answer:** *Yes*

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9. Does this program require an independent evaluation to determine whether the program is achieving its overall intent? Is the proposer responsible for hiring an independent evaluator? **Answer:** *Yes, however the proposer is not responsible for hiring the independent evaluator.*

10. How does the Adolescent Evening Reporting Center differ from an AOP?

**Answer:** *The differences between the AERC program and the AOP program are but not limited to:*

<i>Adolescent Opportunity Program-AOP</i>	<i>Adolescent Evening Reporting Center-AERC</i>
<i>Age Criteria: 12 to 17 (Youth Court Jurisdiction is age 20, if no crimes are committed after the age of 18)</i>	<i>14 to 18 (Youth Court Jurisdiction is age 20, if no crimes are committed after the age of 18)</i>
<i>Adjudicated delinquent</i>	<i>Adjudicated delinquent &amp; pre-adjudicated juveniles</i>
<i>Hours of operation: 3:30 to 5:30</i>	<i>4:00 to 8:00</i>
<i>Phase 1- 6 months Phase 2- 3 months Phase 3- 3 months</i>	<i>Phase 1-6 months Phase 2-6 months</i>
<i>Program Coordinator and Counselor percentages of time</i>	<i>Program Coordinator and Counselor full time</i>
<i>Snacks</i>	<i>Hot evening meal</i>
<i>Recreational, Life skills, college career, academic tutoring optional and youth advocate for service</i>	<i>Life skills, college career, academic tutoring mandatory</i>
<i>Key staff and education and experience requirement for program coordinator, counselor, case manager</i>	<i>Key staff and education and experience program coordinator, counselor, case manager, education advisor, recreation advisor, fiscal and program support staff</i>
<i>Frequency of interventions for individual and family therapy weekly requirement</i>	<i>Frequency of interventions for individual and family therapy determined by ITP</i>

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11. Is there presently a program being conducted in Hinds County? If so, what is the average daily census for Phase 1 ("Intensive Phase") and Phase II ("After Care Phase")?

**Answer:** *No*

12. Is there presently a program being conducted in Madison County? If so, what is the average daily census for Phase 1 ("Intensive Phase") and Phase II ("After Care Phase")?

**Answer:** *No*

13. Is there presently a program being conducted in Coahoma County? If so, what is the average daily census for Phase 1 ("Intensive Phase") and Phase II ("After Care Phase")?

**Answer:** *No*

14. Would the program be conducted at the county detention center?

**Answer:** *No*

15. Could the program be conducted in a church facility?

**Answer:** *Yes*

16. When does a provider submit three letters of references from current or past vendors?

**Answer:** *When the proposal packet is submitted.*

17. Who do we need to contact to get letters of references at MDHS?

**Answer:** *The Division Director.*

18. As an Institution of Higher Education/ State Agency, do we need to furnish certified copies of Articles of Incorporation, etc.?

**Answer:** *No*

19. Is there a maximum number of clients to be served by a project?

**Answer:** *No, please see response to question #5 for population estimate.*