

# **EXHIBIT “A”**

## **SCOPE OF SERVICES**

### **NASSAU COUNTY SHERIFF’S WORK ETHICS AND TRAINING (S.W.E.A.T.) PROGRAM**

Services to be Provided:

Nassau County partners with the State of Florida Department of Juvenile Justice to provide services to youth who are on probation and conditional release in the Sheriff’s Work Ethics and Training (S.W.E.A.T.) Program. As a part of the S.W.E.A.T. Program, the County seeks a vendor to provide youth tutoring/academic assistance and mentoring services to community at-risk youth and probation youth referred by the Nassau County Court or the Department of Juvenile Justice and who are in need of such services pursuant to the following scope of services:

#### **SECTION I - GENERAL**

- 1) The Vendor shall annually submit an Organizational Chart and subsequently upon any changes. The organizational chart shall include the Vendor’s programmatic and administrative structure.
- 2) The Vendor shall annually submit a COOP Plan which provides for the continuity of Contract services in the event of a manmade/natural disaster/emergency.
- 3) Nassau County shall pay the Vendor for all services provided no more frequently than once each calendar month. The Vendor shall submit to Nassau County a statement for Services provided during the calendar month immediately preceding the Statement. Each Statement shall include a detailed itemization of the Services provided and be allocated according to the following categories:
  - a. Tutoring: One time enrollment fee of \$30 per participant and \$65 per hour (\$32.50 per half hour), for a minimum of thirty (30) minutes per session;
  - b. Mentoring: One time enrollment fee of \$30 per participant and \$55 per hour (\$27.50 per half hour), for a minimum of thirty (30) minutes per session; and
  - c. Program Director: \$50.00 per hour.

## **SECTION II – SWEAT EVENTS**

The Vendor shall coordinate the SWEAT events as follows:

- a. The Vendor shall arrange, and schedule community service events comprised of a minimum of a six-hour workday/event day for youth to complete sanctions.
- b. The Vendor shall schedule youth for SWEAT events based upon referrals from the Court and/or the Department's Juvenile Probation Officer (JPO) and notify the youth of required attendance.
- c. The Vendor shall coordinate and ensure that a sufficient number of sworn Law Enforcement Officers/Correctional Officers supervise each event.
- d. The Vendor shall submit, by the following Tuesday of each week, a fax or e-mail listing the names and DJJ identification number of each youth who participated in the previous week's SWEAT event. The list shall be submitted to the referring source (Court), Nassau County/Provider, the Department's Contract Manager, and the Chief Probation Officer (CPO) of the Fourth Judicial Circuit.

## **SECTION III – MENTORING/TUTORING/PROGRAM DIRECTOR**

### **1) MENTORING**

The Vendor shall provide mentors and coordinate mentoring sessions as follows:

- a. Vendor shall develop a plan of action for each youth to address areas of need that have been identified and provide mentoring to ensure continued educational, personal, and professional success of the participants.
- b. The mentors must be equipped and trained to mentor in many areas to include, but not limited to: academic counseling, self-esteem, life skills, character development, professional skills, peer-pressure, personal development, and leadership skills.

- c. All mentors shall hold a College or Associate of Arts degree, at a minimum. Further, mentors shall be categorized as Direct Care Staff and shall be at least nineteen (19) years of age.
- d. Vendor shall be responsible for preparing and submitting sign-in logs, indicating the first initial and last name of the youth mentored at each session, and the start time and end time of each session with a printed name and signature by the individual offering the mentoring for referred Community At-Risk, Probation, and CR youth, as referred by the Court.
- e. Mentoring sessions shall be a minimum of thirty (30) minutes per session and shall be offered at a minimum of two times per week to youth. Sessions may occur back to back.

## **2) TUTORING**

The Vendor shall provide tutors and coordinate tutoring sessions as follows:

- a. The Vendor shall coordinate and provide a variety of tutors to assist at-risk or program/conditional release youth with court ordered attendance at tutoring sessions.
- b. Vendor shall provide academic assistance to participants by providing effective tutoring practices by tracking progression of the participants and conducting a conclusion report on each participant to measure results of the program.
- c. All tutors shall hold a College or Associate of Arts degree, at a minimum. Further, tutors shall be Direct Care Staff and shall be at least nineteen (19) years of age.
- d. Tutoring/Academic Assistance sessions shall include course work assistance for participating youth and instruction to help academic achievement in the classroom.
- e. Vendor shall be responsible for preparing and submitting sign-in logs, indicating the first initial and last name of the youth tutored at each session, and the start time and end time of each session with a printed name and signature by the individual offering the tutoring for referred Community At-Risk, Probation, and CR youth, as referred by the Court.

- f. Tutoring/Academic Assistance sessions shall be a minimum of thirty (30) minutes per session and shall be offered at a minimum of three times per week to youth. Sessions can occur back to back.

### **3) PROGRAM DIRECTOR**

Vendor shall also serve as the Program Director of the Nassau County Youth Intervention Program, as designated by the County, as follows:

- a. The Program Director shall be Direct Care Staff and shall be at least nineteen (19) years of age. Further, The Program Director shall hold a College degree with a minimum of five years' experience in supervising and/or counseling youth.
- b. The Program Director shall serve in compliance with all requirements of the State Funding Agreement between the State of Florida, Department of Juvenile Justice and Nassau County Board of County Commissioners, Contract No. 10813 ("State Funding Agreement"), which Agreement is incorporated herein by this reference.
- c. The Program Director shall oversee aspects of the program, conduct the PAT on community at-risk youth, JJIS data entry, fiscal management, hire and supervise staff, provide direction and guidance for staff and youth, monitor ongoing evaluation, effectiveness records, and provide applicable reports to the Department of Juvenile Justice, as required.
- d. The Program Director will be required to input several data items on each employee into the JJIS System, including employee name, social security number, date of hire, program where employed, and job title and will be responsible for updating the list monthly regarding employees who have left their employment and all new hires.
- e. The Program Director shall collect, maintain and enter the following data into the JJIS system for evaluation purposes:
  - i. Demographic information of youth served: Name, date of birth, race, sex, Social Security Number, date of admission, and date of release;
  - ii. Identification of youth by status: At-Risk, Probation, Conditional Release;
  - iii. Behavior characteristics of youth admitted to the program; and

- iv. Types of services provided (Mentoring/Tutoring/SWEAT Events).
- f. The Program Director shall evaluate behavior on an on-going basis, collect data and track progression of the participants, and conduct a conclusion report on each participant to measure results of the program.
- g. The Program Director shall prepare, maintain and submit the following Monthly Reports as required by Contract #10813 between Nassau County and the Florida Department of Juvenile Justice:
  - i. Youth Census Report for Mentoring, Tutoring and SWEAT Events;
  - ii. Mentoring Sign In Logs;
  - iii. Tutoring Sign In Logs;
  - iv. SWEAT Event Sign In Logs;
  - v. Staff Hire Report;
  - vi. Any Ad Hoc Reports which could be requested by DJJ's Contract Manager, or designee; and
  - vii. Staff Vacancy Report.
- h. Vendor shall include a detailed itemization of the services provided for coordination by the Program Director and administration in their monthly statement to Nassau County.

#### **SECTION IV - TRAINING**

- 1) The Vendor shall submit annually, each January, a training plan to incorporate, at a minimum, pre-service and in-service training as outlined in Rule 63H, F.A.C. The Vendor shall use the Department of Juvenile Justice's Training Plan template to develop its plan.
- 2) The Vendor, and their employees, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department of Juvenile Justice ("DJJ"), or another local, state or federal agency, for the services to be performed or for the position held.
- 3) The Vendor's Direct Care staff must have completed, at a minimum, the following essential skills training:
  - a. PAR trained; thirty-two (32) hours, provided by DJJ (mentors and tutors are exempt from this requirement);
  - b. CPR/First aid certified; four (4) hours, provided by DJJ (mentors and tutors are exempt from this requirement);

- c. Professionalism and ethics training provided through DJJ's Learning Management System "LMS";
  - d. Suicide prevention training, provided through LMS; and
  - e. Emergency procedures training, provided through LMS.
- 4) In addition to all Direct Care Training requirements set forth above, the Vendor shall ensure their staff is trained in the following training topics:
  - a. Critical Incident Reporting Requirements – (provided by the Department of Juvenile Justice's Probation Program Operations staff);
  - b. JJIS Training, for a minimum of two staff members who will be responsible for entering data into the JJIS – (provided by the Department of Juvenile Justice);
  - c. Motivational Interviewing Training, for a minimum of two staff members who will be conducting Prevention Assessment Tool (PAT) interviews – (provided by the Department of Juvenile Justice); and
  - d. Prevention Assessment Tool (PAT) Training for a minimum of two staff members – (provided by the Department of Juvenile Justice).
  - e. The Vendor is responsible for all training costs associated with this Scope of Services. Any training to be provided by DJJ, or on-line in the LMS, is available at no cost to DJJ and shall be coordinated with the Provider and DJJ's Contract Manager.