



REQUEST FOR PROPOSALS #2026-58

FOR

COMMUNITY MONITORING PROGRAM

BOARD OF COUNTY COMMISSIONERS

CRAIG ROBERTS, Chair

PAUL SAVAS, Commissioner

MARTHA SCHRADER, Commissioner

BEN WEST, Commissioner

DIANA HELM, Commissioner

**Gary Schmidt
County Administrator**

**Stephanie Ebner
Contract Analyst**

PROPOSAL CLOSING DATE, TIME AND LOCATION

DATE: August 20, 2026

TIME: 2:00 PM, Pacific Time

PLACE: <https://bidlocker.us/a/clackamascounty/BidLocker>

SCHEDULE

Request for Proposals Issued.....	July 16, 2026
Protest of Specifications Deadline.....	July 23, 2026, 5:00 PM, Pacific Time
Deadline to Submit Clarifying Questions.....	August 6, 2026, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time....	August 20, 2026, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award

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SECTION 1 NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Clackamas County through its Board of County Commissioners will receive sealed Proposals per specifications until **2:00 PM, August 20, 2026** (“Closing”), to provide **Community Monitoring Program** services. No Proposals will be received or considered after that time.

Location of RFP documents: OregonBuys

RFP Documents can be downloaded from the state of Oregon procurement website (“OregonBuys”) at the following address <https://oregonbuys.gov/bsa/view/login/login.xhtml>, Document No. S-C01010-00017502.

Prospective Proposers will need to sign in to download the information and that information will be accumulated for a Plan Holder's List. Prospective Proposers are responsible for obtaining any Addenda, clarifying questions, and Notices of Award from OregonBuys.

Submitting Proposals: Bid Locker

Proposals will only be accepted electronically thru a secure online bid submission service, **Bid Locker**. *Email submissions to Clackamas County email addresses will no longer be accepted.*

- A. Completed proposal documents must arrive electronically via Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.
- B. Bid Locker will electronically document the date and time of all submissions. Completed documents must arrive by the deadline indicated in Section 1 or as modified by Addendum.
LATE PROPOSALS WILL NOT BE ACCEPTED.
- C. Proposers must register and create a profile for their business with Bid Locker in order to submit for this project. It is free to register for Bid Locker.
- D. Proposers with further questions concerning Bid Locker may review the Vendor’s Guide located at <https://www.clackamas.us/how-to-bid-on-county-projects>.

Contact Information

Procurement Process and Technical Questions: Stephanie Ebner, sebner@clackamas.us

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages proposals from Minority, Women, Veteran and Emerging Small Businesses.

SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

2.1 Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

2.2 Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

2.3 Protests of the RFP/Specifications: Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

2.4 Addenda: If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check OregonBuys for any notices, published addenda, or response to clarifying questions.

2.5 Submission of Proposals: Proposals must be submitted in accordance with Section 5. All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form) shall be signed. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

2.6 Post-Selection Review and Protest of Award: County will name the apparent successful Proposer in a Notice of Intent to Award published on OregonBuys. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers shall be given seven (7) calendar days from the date on the Notice of Intent to Award to review the file at the Procurement Division office and file a written protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by email, hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for

award, i.e. the protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

2.7 Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

2.8 Public Records: Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

2.9 Investigation of References: County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

2.10 RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

2.11 Clarification and Clarity: County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

2.12 Right to Reject Proposals: County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

2.13 Cancellation: County reserves the right to cancel or postpone this RFP at any time or to award no contract.

2.14 Proposal Terms: All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an

extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

2.15 Oral Presentations: At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

2.16 Usage: It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

2.17 Review for Responsiveness: Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

2.18 RFP Incorporated into Contract: This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

2.19 Communication Blackout Period: Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

2.20 Prohibition on Commissions and Subcontractors: County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

2.21 Ownership of Proposals: All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

2.22 Clerical Errors in Awards: County reserves the right to correct inaccurate awards resulting from its clerical errors.

2.23 Rejection of Qualified Proposals: Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

2.24 Collusion: By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.

2.25 Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

2.26 Commencement of Work: The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

2.27 Nondiscrimination: The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

SECTION 3 SCOPE OF WORK

3.1. INTRODUCTION

Clackamas County is seeking Proposals from vendors to provide Community Monitoring Program services.

Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.

3.2 BACKGROUND

The mission of the Clackamas County Juvenile Department (“CCJD”) is to provide equitable, effective juvenile justice services to support youth and family success, honor victim rights, and create opportunities for youth to experience positive change, contributing to a safe, secure, healthy community. Clackamas County Juvenile Department seeks the implementation of community monitoring services in Clackamas County for families involved with the Clackamas County juvenile justice system. The Community Monitoring Program provides equitable alternatives to custody for youth, allowing them to meet their conditions and case plans while maintaining connection to their natural support systems and community. Community Monitoring Program (“CMP”) offers options to address public safety and the needs of the youth with regular monitoring and reporting that is designed to encourage youth success and promote accountability. The CMP monitors youth by utilizing a wearable GPS tracking ankle monitor, conducts daily home visits, and completes check-in calls for all youth.

CCJD is dedicated to providing developmentally appropriate intervention, services, and supervision that aligns with the following objective of the CCJD’s Strategic Business Plan:

Accountability and Reformation - provide individualized evaluation, intervention, rehabilitative and supervision services to youth so they will be accountable to victims and the community, and repair the harm they have caused while building essential skills needed to transition into adulthood, and be contributing members of their community, living a crime free life.

3.3. SCOPE OF WORK

3.3.1. Scope:

Program Purpose

The Clackamas County Juvenile Department permits some juvenile justice-involved youth who would otherwise be placed into detention or out of home placements to remain in the community under the Community Monitoring Program. The CMP has several service components including active and passive electronic monitoring, in person visits, and telephone calls. Supervision levels vary depending on the youth’s compliance with program requirements. The CMP gives juvenile justice-involved youth greater opportunity to demonstrate accountability and responsibility than they would have in detention, while maintaining community safety. Additionally, youth can still remain involved in the community and access community services including staying in their community school. The Juvenile Court and Juvenile Counselors establish the conditions under which each juvenile will remain in the community. Under continuous supervision, the juveniles

can continue with school, employment, attend treatment, and maintain their ties to the community and their support systems.

Youth under Electronic Monitoring are monitored via Global Positioning Satellite (GPS), 24 - hours a day, and seven days a week. The Community Monitoring Program provider must be trained to detect violations of condition of releases or threats to public safety. Community Monitors will conduct random field visits and evaluate any changes in the juvenile's living situation within the community and document program compliance and issues, providing updates to assigned Juvenile Counselors. To ensure community safety, any activity that places the public at risk may result in the youth's removal from the Community Monitoring Program and placement into detention under the authority of CCJD or the Juvenile Court.

A component of the CMP program includes Probation Violation Prevention. Probation Violation Programming is for post adjudicated youth who need additional support to avoid a formal probation violation petition. The programming is up to 14 days of daily home visits and telephone monitoring by CMP staff.

B. Target Population

The target population served through these services are Clackamas County Juvenile Department youth including youth being supervised by Oregon Youth Authority for probation in Clackamas County up to the age of 23 years who are placed on the Community Monitoring Program pending adjudication, disposition, or on supervision needing additional support to prevent further court involvement. Population may include passive monitoring for youth in out-of-home placement or youth residing outside of Clackamas County (Multnomah, Clark, Washington, and Marion counties) but under the Clackamas County Juvenile Department's supervision.

Youth on the community monitoring program may have one or more of the following characteristics:

- Anti-social peers
- Anti-social attitudes
- Anti-social behaviors
- Lack of education/employment
- Substance abuse issues
- Mental health issues
- Low motivation
- Multiple program failure
- Multiple system involvement
- Lack of family support
- Gang affected/involved

Families of youth on the community monitoring program may have one or more of the following characteristics:

- Family history of anti-social behavior
- Family stress
- Family and/or marital dysfunction
- Presence of anti-social personality, cognition and companions
- Substance abuse and untreated mental health issues
- Poor or non-existent school and/or work involvement
- Absence of moral/authoritative voice

- Long histories of system involvement
- Family members involved in various service/justice systems
- Feelings of discouragement, blame and hopelessness

The target population may reside in environments that present elevated safety considerations. High-risk homes are defined as residences where youth have documented firearm-related charges or significant drug distribution charges, or that are situated within high-risk neighborhoods. High-risk neighborhoods are identified as specific locations, apartment complexes, or streets with a documented history of safety concerns or reported incidents.

Approximately 25 youth will be supervised by the contracted provider at any given time.

Program utilization will be reviewed every thirty (30) days with the contracted provider and the contracted provider representative during this contract period to ensure full utilization.

C. Service Specifications

The contracted provider shall comply with the following service provisions and procedures:

1. The contracted provider shall provide an orientation to all youth and the parent(s) or guardians of the youth receiving these services. The orientation will include a thorough explanation of all rules and expectations, which will minimally include the expectation of active participation in services and cooperation with rules, and the criteria for completion or discharge.
2. The contracted provider shall monitor safety plans and conditions of release while the youth is under the supervision of CMP and report any violations or significant issues to Juvenile Counselors.
3. The contracted provider shall deliver monitoring and tracking services on a scheduled and non-scheduled basis in the form of in-person, telephone, computer, site visit and collateral contact with parents/guardians, schools, work and others as appropriate based on the court order as suggested by the youth's behavior while on electronic monitoring, between the hours of 1:00 p.m. and 9:30 p.m., seven days per week.
4. The contracted provider shall install the Wearable Miniature Tracking Device (WMTD) for youth enrolled in the electronic monitoring (EM) component. The WMTD is a one-piece tracking system that utilizes GPS technology to track client locations 24 hours a day, seven days a week. The contracted provider will store and maintain an inventory of uninstalled electronic monitoring equipment, report malfunctioning equipment, and package and send such equipment to the electronic monitoring service provider. If there are issues or concerns with the electronic monitoring service provider, CCJD will make reasonable efforts to respond to the contracted provider's issues or concerns.
5. The contracted provider shall provide services in accordance with the Community Monitoring Program Reference Guide (Appendix A) and CCJD's policies and procedures.
6. The contracted provider shall document all contacts with youth/parent(s)/guardian(s) and all collateral contacts regarding the youth, as well as all actions taken and decisions pertaining to the youth in the program. Documentation shall be maintained in Juvenile

Justice Information System (JJIS). All information shall be entered into JJIS by the end of each workday. Telephone calls from the youth after 7 p.m. may be entered into JJIS on the following day. Written reports on youth shall be submitted upon completion of the program or as requested by CCJD.

Examples of information that shall be entered into a youth's file may include, but are not limited to:

- Reason for placement on the program as follows:
 - Juvenile Crime Prevention Risk Assessment (JCP) score, or JCP Quick Screen score,
 - Allegation(s).
 - Alternative to filing a probation violation petition.
- Referral source as follows:
 - Preliminary hearing referral,
 - Intake referral (pending a preliminary hearing),
 - Court or Counselor Referral of post-adjudicated youth.
- Court orders.
- Contacts by monitors, including:
 - Face-to-face visits,
 - Attempts to contact.
- GPS violations.
- Information gathered in the field, including:
 - Observations from home visits,
 - Drug and alcohol issues,
 - Abuse and violence issues,
 - School issues,
 - Collateral contacts.
- Telephone calls, including:
 - To and from youth and/or family,
 - Collateral contacts.
- Violations, including:
 - Additional law violations,
 - Curfew violations,
 - Violations of rules and expectations,
 - Violations of court orders.
- Sanctions pertaining to CMP, including:
 - Verbal warnings,

- Written letters of warning,
 - Internal review outcomes.
- All meetings regarding youth.
 - Information pertaining to any action and/or follow-up taken involving a youth.
 - All information pertaining to EM and GPS.
 - Notification to youth and/or parents/guardians of youth's court dates.
 - Progress notes to include a weekly summary of youth's progress and status and rationale for decreasing, increasing or remaining on the same level of supervision and, if appropriate, recommendations regarding what the youth should focus on for the next seven days.
 - Weekly school attendance reports for youth who are in school.
7. The contracted provider shall assure that interpretation services are available for youth with limited English proficiency and will work with CCJD and others to provide interpretation and translation services for youth who have other language needs. The contracted provider must have the capacity to serve other populations, including hearing impaired. All services of the contracted provider shall be delivered with sensitivity to the individualized needs of the youth and their families.
 8. The contracted provider and CCJD shall meet regularly to coordinate all services, reporting, recommendations, and concerns and to review contact logs, documentation, placements and other issues. Contractor's Program Director will dedicate 8 hours per week to review work, coordinate services and address other issues.
 9. The contracted provider shall designate a lead community monitor staff member to serve as a primary contact for CCJD for coordination of the contracted provider's CMP services.
 10. The contracted provider shall work in close collaboration with juvenile counselors, and Juvenile Intake and Assessment Center (JIAC) staff, as well as other CCJD staff in the operation of this program.
 11. The contracted provider shall participate in meetings as designated by CCJD program manager and shall be available to CCJD staff.

D. Review and Placement Policy

1. Pre-adjudicated and post-adjudicated youth referred to the community monitoring program mandated by the court.
2. Post-adjudicated youth may be referred by their juvenile counselor to the probation violation prevention programming.
3. Pre-adjudicated youth residing in the neighboring counties of Multnomah, Marion, Washington, and Clark are eligible for passive monitoring by Community Monitors. Community Monitors will be responsible to monitor youth's whereabouts during

contracted time and monitor phone calls, while the Juvenile Department will conduct weekly home visits. For out-of-county youth on the program, any device issues (including tampering with the GPS unit, broken charger, or strap violations) will be handled by the Clackamas County Juvenile Department staff on their visits or the youth will be required to come to the JIAC for maintenance.

4. The Contracted Provider shall not refuse referrals to any youth. CCJD shall make reasonable efforts to promote program staff safety by thoroughly assessing safety risks before recommending placement in the program and communicating all known safety concerns to the contracted provider at the time of referral. CCJD shall take any safety concerns expressed by the contracted provider into consideration before making a recommendation to the Juvenile Court.

E. Program Capacity and Duration

1. The contracted provider will maintain 3 FTE and provide on-site and field coverage from 1:00pm-9:30 pm 7 days a week to supervise up to twenty-five (25) youth (both pre- and post-adjudicated) placed on the Community Monitoring Program (CMP) at the service levels described by the Clackamas County Juvenile Department.
2. Program utilization will be reviewed every thirty (30) days with the contracted provider and the CCJD representative during this contract period to ensure full utilization.
3. Length of Program Participation for pre-adjudicated youth will be no less than forty-five (45) days and may remain longer if indicated on a Court order. "Length of Program Participation" is defined as the number of days a youth is supervised under the CMP. Early release from the pre-adjudicated program and/or enrollments of less than 45 days must also be approved by the Juvenile Court. At the end of the 45-day period, the contracted provider will recommend the youth's continuation or discharge from the program. The Juvenile Court must approve or disapprove each recommendation unless the Court has given prior approval for continuation or early termination.
4. Length of Program Participation for youth referred for post-adjudicated court sanctions is at the discretion of a judicial official and is typically 45 days in length.
5. Probation Violation Prevention programming is for post adjudicated youth who need additional support to avoid a probation violation petition that may result in an out of home or detention placement. CMP staff will provide daily home visits and telephone monitoring for youth up to 14 days on this program.

F. Resource Coordination

1. The contracted provider agrees to cooperate with and participate in the CCJD'S intake/resource coordination efforts and pre-trial placement planning processes that include the following:
 - a. Provision of routine information related to availability of services, and
 - b. Participation in coordinated efforts to match youth to the most appropriate level of service delivery.

2. The contracted provider agrees to coordinate with CCJD's JIAC staff at the beginning and ending of each shift for the transition to support the passive electronic monitoring of youth outside of the contracted provider's scheduled hours.
3. The contracted provider shall report on youth compliance with program rules or court orders to assigned CCJD Juvenile Counselors. Youth who are in compliance may be moved to a lower level of supervision. Youth in violation may be moved to a higher level of supervision or may have an Internal Review or Judicial Review Hearing as described in the CMP Reference Guide
4. CCJD shall provide one shared office/workstation, including work surfaces, phone, limited supplies and computers, to be utilized by the contracted provider staff for this program. The contracted provider may schedule use of CCJD'S meeting rooms for meetings, training and other activities associated with this program.
5. The contracted provider and CCJD shall work together to plan and provide an effective orientation and training for the contracted provider's CMP staff. Orientation topics may include but are not limited to an overview of the juvenile justice system, responsivity and meeting individualized needs, mandatory reporting, GPS, community monitoring standards and types of contacts. Electronic monitor/GPS set-up and procedures will be included. CMP staff will receive training on building safety, security, confidentiality, and the Alertus system. In addition, The contracted provider staff shall provide training and orientation for CCJD staff and stakeholders on CMP as requested.

The contracted provider and CCJD shall meet at minimum monthly or as needed, to review outcome documentation, refine the program model and/or outcome measures.

G. Administrative Requirements

1. Services shall be competently delivered and responsive to the youth's individual needs and identity(s). Competence is defined as the development of behaviors, attitudes and policies that enable the contract agency to deliver services in ways that meet the individual needs of the youth and their families.
2. The contracted provider may submit a letter or other documentation regarding an unresolved complaint or concern to the CCJD designee.
3. The contracted provider shall comply with the provisions as stated in ORS 181.537 and OAR 407-007-0200 through 407-007-0380 regarding criminal records checks, which apply to all employees having direct contact with youth receiving services through the contracted provider's contract with CCJD. The criminal history check should provide a reasonable screening of employees in order to determine if they have a history of criminal behavior such that they should not be allowed to oversee, live or work closely with, or provide services to youth. Employees hired by the contracted provider will pass an additional background check conducted by the Clackamas County Juvenile Department in order to obtain Criminal Justice Information Services (CJIS) clearance to have access to secure Juvenile Justice Information System database and secure areas of the Juvenile Department. Re-checks may be required by CCJD.

4. The contracted provider will be required to obtain access to the State of Oregon's Juvenile Justice Information System (JJIS) and comply with all applicable requirements, processes and procedures.
5. The contracted provider will provide and maintain a current site CMP Reference Guide and site Continuity of Operations Plan (COOP) to the county. The contracted provider will participate when requested in CCJD's Continuity of Operations Plan planning meetings.

H. Performance Objectives

CCJD and the contracted provider will utilize the Juvenile Justice Information System (JJIS) for data entry and collection. CCJD will maintain a CMP population group and the contracted provider will coordinate with CCJD identified staff to update youth information in JJIS. CMP staff will be responsible for entering all contacts with youth into JJIS. Performance under this contract will be monitored and evaluated by CCJD Management and the Performance, Planning and Research unit. The parties will determine data collection strategies relative to the services being provided. If performance falls below the expected levels, the contracted provider and CCJD will work together to identify and solve problems. Performance measures are subject to revisions.

I. Reporting

The contracted provider will submit output/reporting measures at a minimum of monthly to CCJD and will be periodically reviewed with CCJD. Output/reporting measures will be determined by the CCJD in conjunction with the contracted provider. The contents and format of this report shall be determined by CCJD and the contracted provider will include information to which the contracted provider has reasonable access.

RELEASE OF DATA. The contracted provider shall not disclose any data gathered in the performance of this Contract that includes population, statistics, outcomes or results without the County's prior review and express prior written approval. The contracted provider shall not alter, omit, or otherwise change County-approved data. The provisions of this section does not restrict the County from disclosing data gathered in performance of this Contract to the extent required by any law or regulation including, but not limited to, Oregon Public Records law. The provisions of this section does not restrict County from disclosing data gathered in the performance of this Contract to another person or organization for the use in research, program performance reporting, training or educational purposes so long as the disclosure is permitted by applicable law and does not include any personally identifiable information (including but not limited to a party's name, address, financial information, birthdates or social security numbers.) Nothing herein shall be construed as permitting disclosure of any data protected under applicable law.

3.3.2. Budget:

The County has an estimated project total budget of \$1,038,000, however firms shall provide competitive rates with an estimated not-to-exceed total. The proposed not-to-exceed price will be a factor in vendor selection.

3.3.3. Term of Contract:

The term of the contract shall be from the effective date through **October 31, 2029**.

3.3.4 Sample Contract: Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample Personal Services Contract this RFP can be found at <https://www.clackamas.us/finance/terms.html>.

Personal Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- ☒ Article I, Paragraph 5 – Travel and Other Expense is Authorized
- ☒ Article II, Paragraph 28 – Confidentiality
- ☒ Article II, Paragraph 29 – Criminal Background Check Requirements
- ☒ Article II, Paragraph 30 – Key Persons
- ☐ Article II, Paragraph 31 – Cooperative Contracting
- ☐ Article II, Paragraph 32 – Federal Contracting Requirements
- ☐ Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- ☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- ☒ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- ☒ Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage.
- ☒ Required – Abuse & Molestation endorsement with limits not less than \$1,000,000 per occurrence if not included in the Commercial General Liability policy.

SECTION 4 EVALUATION PROCEDURE

- 4.1** An evaluation committee will review all Proposals that are initially deemed responsive and they shall rank the Proposals in accordance with the below criteria. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposal. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

4.2 Evaluation Criteria

<u>Category</u>	<u>Points available:</u>
Service Delivery:	0-40
Demonstration of Ability to Provide Services:	0-15
Staff Descriptions & Qualifications:	0-15
<u>Responsivity and Meeting Individualized Needs:</u>	<u>0-30</u>
TOTAL POINTS AVAILABLE:	0-100 points

- 4.3** Once a selection has been made, the County will enter into contract negotiations. During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, discussions shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases.

SECTION 5 PROPOSAL CONTENTS

5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Proposals will only be accepted electronically thru Equity Hub's Bid Locker. Email submissions to Clackamas County email addresses will no longer be accepted.

5.1.2. Completed proposal documents must arrive electronically via Equity Hub's Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

5.1.4. Proposal may not exceed a total of **20 pages** (single-sided), inclusive of all exhibits, attachments, title pages, pages separations, table of contents, or other information. The Proposal Certification Page will NOT count towards the final page count. Pages shall be 8-1/2" x 11" standard sheet size, 11 point font, single-spaced.

Provide the following information in the order in which it appears below:

5.2. Proposer's General Background and Qualifications:

- Description of the firm.
- Credentials/experience of key individuals that would be assigned to this project.
- Description of providing similar services to public entities of similar size within the past five (5) years.
- Description of the firm's ability to meet the requirements in Section 3.
- Description of what distinguishes the firm from other firms performing a similar service.

5.3. Scope of Work

A. SERVICE DELIVERY (0-40 points)

1. Explain how your agency proposes to deliver the services described in this solicitation. Include in your description of, the program structure that facilitates service delivery, and the types of activities and services a family/guardian and youth would typically expect to receive while participating in your program.
2. Describe your experience working with and/or providing the services outlined in the Scope of Work. This would include active and passive electronic monitoring, in person visits, telephone calls, detecting violations of conditions of release and probation violation prevention.
3. Describe how you tailor your organization's services to meet the individual needs of youth, families and the community. Please provide specific examples, including a description of how you worked with specific communities you serve and how your agency used that learning to inform future services and staffing.
4. Describe how your agency is designed to help provide equitable alternatives to custody for juvenile-justice involved youth.

B. DEMONSTRATION OF ABILITY TO PROVIDE SERVICES (0-15 points)

1. Describe how long your agency/organization has been delivering these services?
2. Describe any contracts your agency has had with any organization(s) for these services within the last two (2) years and your experience providing these services. Include in your description any challenges, successes, and any program development or service delivery issues you have experienced. Include any corrective action measures that had to be taken, if applicable, to comply with those contracts.

3. What key strengths, resources and/or abilities does your agency/organization have that it can bring in providing these services?
4. If your agency/organization is new to this service area, describe your capacity and capability to deliver the required services and your plan to be fully competent and functioning as a service provider by the time of the contract execution.

C. STAFF DESCRIPTIONS AND QUALIFICATIONS (0-15 points):

1. Describe the duties and qualifications (e.g., education, training, experience, and license/certification/accreditation) of key staff positions that will be directly involved with the delivery of these services.
2. Describe the administrative management supervision structure of your agency/organization as it relates to the operation of these services and discuss any existing operational policies and procedures you have developed and would use to effectively deliver these services.
3. Describe how staff are supervised to ensure competency and appropriate delivery of service is being performed. Include in your description how staff problems are resolved and corrective action taken.
4. Describe any training provided to staff to strengthen skills and personal development.

D. RESPONSIVITY AND MEETING INDIVIDUALIZED NEEDS (0 – 30 points):

1. Describe how you will deliver services in a non-discriminatory and responsive way to youth and families that meets their individualized needs.
2. Describe the initial training and ongoing training staff receive related to delivering individualized services in a responsive manner. Please describe the delivery method of the training, the content of the training, and how many hours of training each staff receives annually.
3. Describe how your programming welcomes all members of the community needing these services.
4. Describe your ability to provide linguistically appropriate services to youth and families with limited English proficiency.

5.4. Fees

Fees should be on a time and material with a not to exceed fee basis. Fees should be sufficiently descriptive to facilitate acceptance of a Proposal. List the not-to-exceed amount you propose for the service. Fees and fee schedules should outline all estimated expenses, hourly rates for all assigned individuals, anticipated travel, and other reimbursable expenses. Provide a program budget that includes the County's total cost for Proposer to provide the Program ("Budget"). If the proposer will supplement non-County Program costs with non-County revenue, the Proposer shall note on the Budget both the amount and source(s) of such revenue. The Budget shall categorize all Program costs into the following three line items:

- a) Staffing Costs
- b) Miscellaneous Costs
- c) Administrative/Indirect Costs

5.5. References

Provide at least three (3) references from clients your firm has served similar to the County in the past three (3) years, including one client that has newly engaged the firm in the past thirty-six (36) months and one (1) long-term client. Provide the name, address, email, and phone number of the references. Please note the required three references may not be from County staff, but additional references may be supplied.

5.6. Completed Proposal Certification (see the below form)

PROPOSAL CERTIFICATION
RFP #RFP 2026-58

Submitted by: _____
(Must be entity's full legal name, and State of Formation)

Each Proposer must read, complete and submit a copy of this Proposal Certification with their Proposal. Failure to do so may result in rejection of the Proposal. By signature on this Proposal Certification, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury, the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Proposer is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Proposer to 24% backup withholding.

SECTION II. NON-DISCRIMINATION: That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST: The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFP, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Proposer to submit this Proposal. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a proposal for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFP (including any attachments); and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFP and Proposal; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this RFP.

Name: _____ Date: _____

Signature: _____ Title: _____

Email: _____ Telephone: _____

Oregon Business Registry Number: _____ OR CCB # (if applicable): _____

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: _____

Community Monitoring Program – Clackamas County

Reference Guide

APPENDIX A

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(A) APPENDIX:	DEFINITIONS

CMP Reference Guide

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Vendor will have a separate Employee Manual containing all of the agency-specific policies and procedures for all of its employees. The content of this Reference Guide is to provide Community Monitoring Program - Clackamas (CMP) specific information.

SECTION 1.01 PROGRAM SUMMARY

CMP is a program contracted by Clackamas County Juvenile Department (CCJD). Community monitoring provides alternatives to custody for youth, allowing them to meet their conditions and case plan goals while maintaining connection with their support systems and community. CCJD's Community Monitoring Program offers options to address public safety and the needs of youth with regular monitoring and reporting that is designed to encourage youth success, maintain connection to community, and promote accountability.

CMP Program Basics:

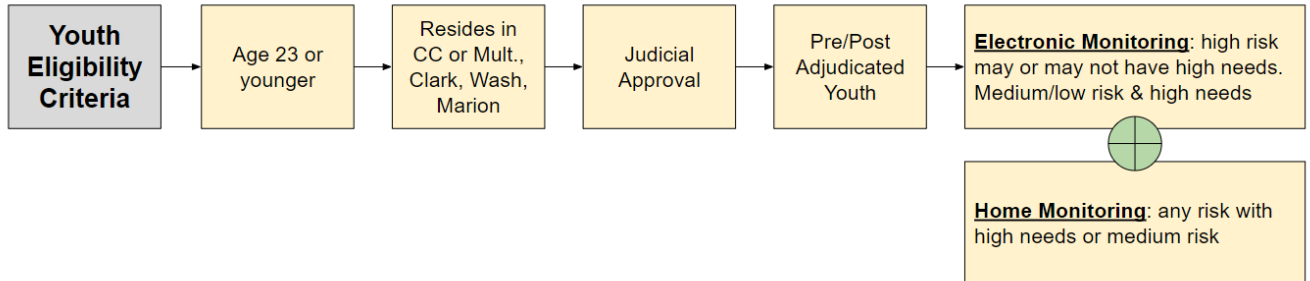
- The Community Monitoring Pilot Program operates 7 days a week, including all holidays. Program staff are available between 1:00PM-9:00PM
- Maximum Total Population: 25 youth
- Average length of time on program: 45 days
- All youth enter the program at Level 1 of supervision - see table below.
- Program rules:
 - Youth receive random visits at home, school, and/or work. Program also checks for attendance and participation at school as needed. Youth call a check-in line from pre-approved locations.
 - Youth on community monitoring can have up to 3 hours of free time a day on weekends depending on the level that they are on. Youth ordered on sight and sound supervision are not eligible for free time.
 - Youth on Electronic monitoring will not have free time.
 - Youth may still attend school and all pre-approved medical, dental, mental health and substance use treatment appointments regardless of what level of monitoring they are on.
 - Youth have an 8:00PM curfew. NOTE: Youth may be given an earlier curfew based on specific safety concerns (i.e., firearm charges, etc.) but no later than 8:00PM unless work related.

Youth Eligibility

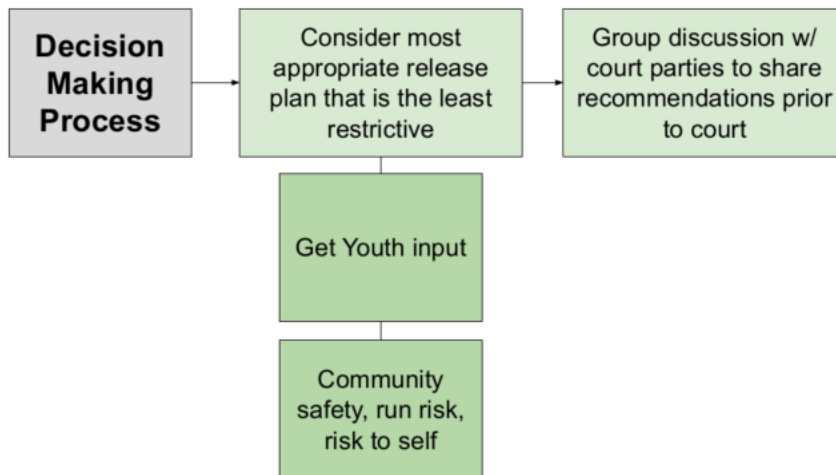
- Age 23 or younger.
- Resides within Clackamas County or neighboring Counties of Multnomah, Clark, Washington, and Marion.
- Judicial approval needed for Electronic Monitoring and 45-day Home Monitoring.
- **Pre-adjudication:** Youth who have pending serious offenses include all felonies, all weapons possession/use, and all assaults, as well as misdemeanors when appropriate.
 1. **Eligible for Electronic Monitoring and Home Monitoring 45 days with Court Order.**
- **Post-adjudication:** Youth on probation who have allegedly violated condition(s) of probation or have a new law violation.

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1. Eligible for Electronic Monitoring and Home Monitoring 45 days with Court Order.
2. Probation Violation Prevention Programming (up to 14 days with signed agreement from youth)

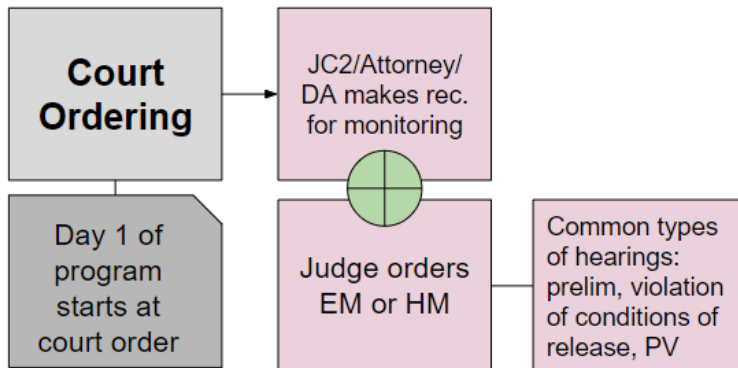


Decision Making Process



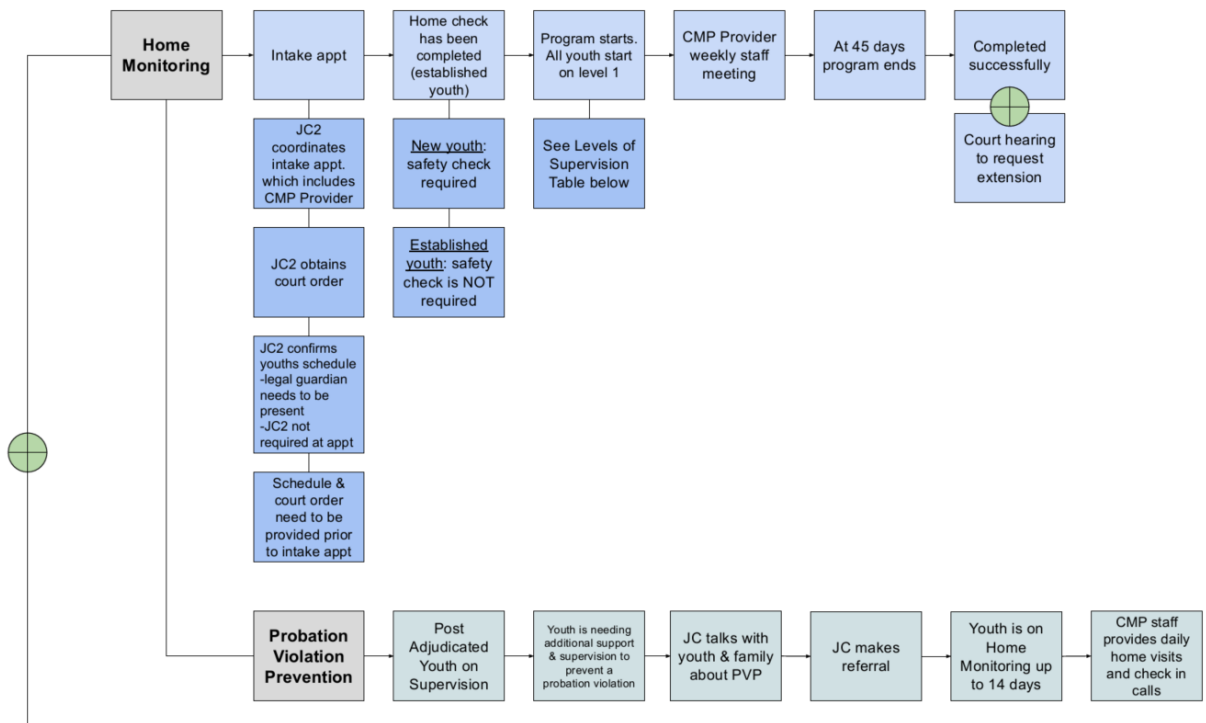
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Court Process

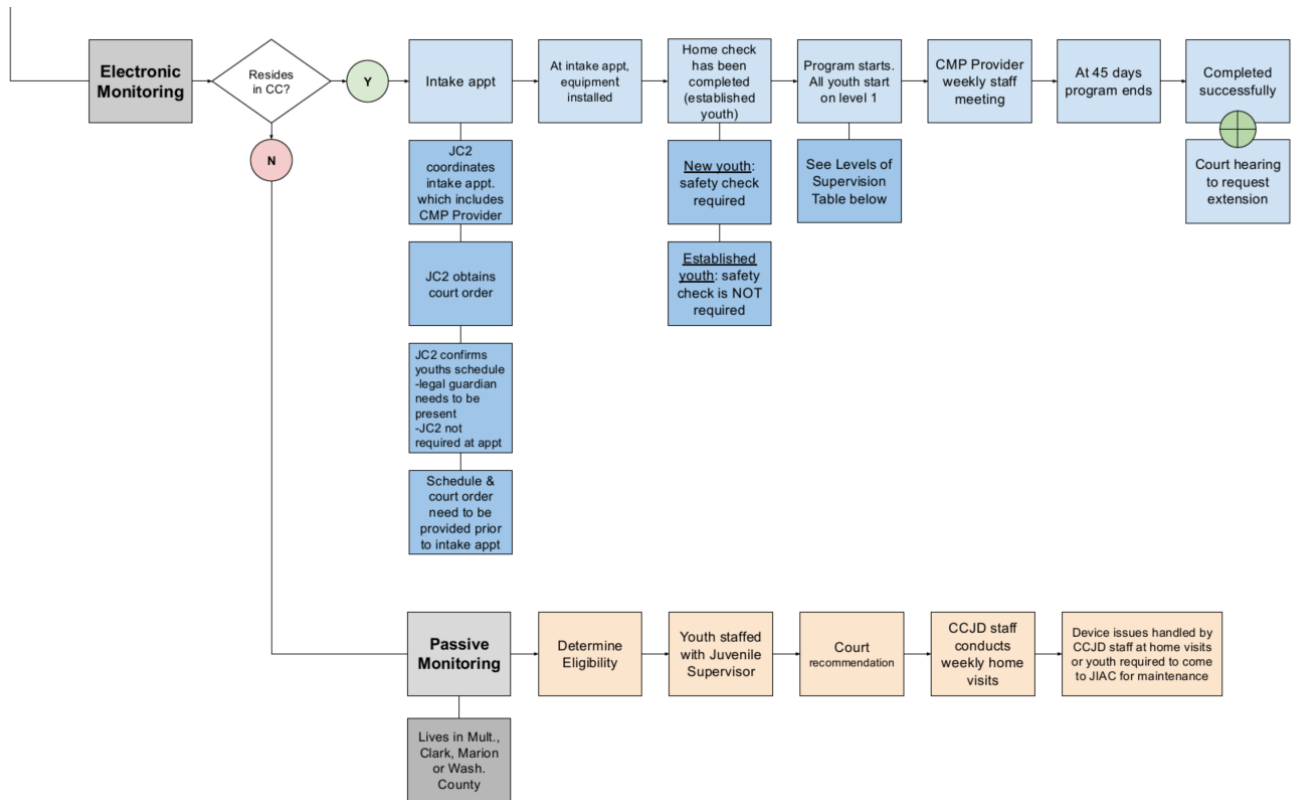


Please note: Day one of program is the day youth was ordered by the court to either CM or EM.

Breakdown of HM & CM



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Types of Supervision:

- **Home Monitoring**

Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make 1-4 Check-in phone calls, depending on the level every day, and they have an 8 PM curfew. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth must follow all court orders regarding communication, contact with others and use of electronics. They are allowed up to 3 hours of free time a day (weekends only) depending on their level. Youth are required to call CMP staff when they are leaving and when they return, but these calls do not count towards their Check-in calls.

NOTE: Youth may leave home with approved adult for essential errands for up to 3 hours. Examples of essential errands include grocery, pharmacy, emergency medical, etc.) All other outings must be approved by JC2.

- **Electronic Monitoring**

Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make 1-4 Check-in phone calls, depending on the level every day,

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and they have an 8 PM curfew. Youth wear a monitoring bracelet and are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth must follow all court orders regarding communication, contact with others and use of electronics. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. For approved outings, youth are required to call CMP staff to inform us when they are leaving and when they return but these do not count towards their Check-in calls.

- **Passive Electronic Monitoring**

For youth living outside of Clackamas County in the neighboring Counties of Multnomah, Clark, Marion, and Washington will be passively monitored by Vendor's CMP staff during the hours of 1:00 pm-9:0pm 7 days a week by monitoring the youth's whereabouts using SCRAM and providing check in calls as indicated by the youth's level. CCJD staff will conduct weekly home visits to youth residing outside of the County and device issues (including tampering with the GPS unit, broken charger, or strap violations) will be handled by the Clackamas County Juvenile Department staff on their visits or the youth will be required to come to the JIAC for maintenance.

CCJD Staff working in the Juvenile Intake and Assessment Center (JIAC) will be providing passive monitoring for youth on EM outside of CMP staff's scheduled hours outlined above. This monitoring will focus on battery alert(s), device tamper notification(s), and/or cut strap alert(s). A JJIS case note will be completed for any alerts confirmed and addressed by CCJD Staff working in JIAC. JIAC staff will not provide in person monitoring or phone contacts (i.e. curfew calls).

- **Probation Violation Prevention Programming**

Youth on probation who are at risk of a probation violation may participate in up to 14 days enhanced support consisting of additional home visits and phone calls conducted by Vendor's CMP staff with the Probation Violation Prevention Program. Must be staffed with a supervisor prior to making a referral and youth must sign the CMP Voluntary Agreement Form for the Probation Violation Program.

Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make 1-4 Check-in phone calls, depending on the level every day, and they have an 8 PM curfew. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth are required to call CMP staff when they are leaving and when they return, but these calls do not count towards their Check-in calls.

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Levels of Supervision:

Youth on Home Monitoring (HM) and Electronic Monitoring (EM) all start off on level 1 and can move through the 4 levels of the program based on program compliance. Youth on the Probation Violation Prevention Program will only be on Level 1 and Level 2. If a youth moves from EM to CM they start on the last level they were on EM. For instance EM3 they would start on CM3.

Program Level	PHONE CONTACTS		VISITS		Weekly Totals
	FROM Youth per Day (7 days/week)	Curfew Calls FROM CMP Staff per Day (7 days/week)	Face to Face by CMP Staff (per Week)	Face to Face Curfew Checks (Per Week)	
Level One	4 (28/Week)	1 (7/Week)	7	1	43
Level Two	3 (21/Week)	1 (7/Week)	5	1	34
Level Three	2 (14/Week)	1 (7/Week)	3	1	25
Level Four	1 (7/Week)	1 (7/Week)	1	1	16

Home Monitoring Free Time by Level <i>Free Time is on Weekends Only for youth on CM Only</i>		Probation Violation Prevention Free Time by Level <i>Free Time is on Weekends Only for youth on CM Only</i>	
Program Level	Free Time (hours/day)	Free Time (hours/day)	
Level One	0	1	
Level Two	1	2	
Level Three	2	N/A	
Level Four	3	N/A	

Supervision Level Change:

Monitoring Compliance

- Supervision Level Change:

Weekly Vendor's Community Monitoring staff meets to review the performance and supervision level of each youth on the program. A youth's supervision level may be adjusted based on the following performance criteria:

- Contact with Monitors
- Phone calls to the program

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- Adherence to program rules
- Adherence to court orders

Additional Considerations:

- Attitude
- Behavior
- Mental Health
- Substance Use
- Information received from parent/guardian, Juvenile Counselor, and/or school personnel
- Vendor's Community Monitoring Staff will have a Face-to-Face meeting with youth and provide a written explanation of their level change that explains the new expectations. Vendor's Community Monitoring Staff will provide an update to the youth's parent or guardian. This is documented in a JJIS Case Note.
- Vendor's Community Monitoring Staff will create a JJIS case note with weekly progress which will include any changes to youth's levels. Compliance issues will be addressed in daily JJIS case note.
- Vendor's Community Monitoring staff will complete a weekly JJIS assessment that will include.....
- When youth are facing challenges with program compliance one or more of the following actions may take place:
 - Moved to higher level of supervision
 - Verbal warning
 - Written warning
 - Review Hearing
 - Termination from program (on the run/unable to locate)
 - The action taken depends on the severity of the violation(s), the length of time youth has been on the program and specific court orders.

Length of Program:

• Pre-Adjudication

- Pre-Adjudicated youth are on until they appear at their court hearing or until the Condition of Release is vacated by a judge/referee.
- Youth will have an EM/CM review every 30 days by a Judge for compliance.
- CMP Program extensions beyond 45 days must be approved by a judge.
- Early release from CMP Program and/or less than 45-day enrollment must be approved by a judge.
- At the end of the 45-day period, CMP Program Director or Program Lead will make recommendations for continuation or discharge from the program to the JC2. The JC2 will make the final recommendation to the court, which must be approved by a judge.

• Post-adjudication Program

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- The length of time is typically 45 days but is at the discretion of the assigned judge/referee.
- Recommended length of stay is made should be specified on the court order.
- Early release from CMP Program or extension beyond 45-day enrollment must be approved by a judge.
NOTE: CMP staff conduct weekly reviews for compliance and will share a summary of youth's compliance with JC2's no later than 48 hours prior to the end of 45days so that it can be considered by the JC2 in their recommendation. This information would be shared in a JJIS case note provided by CMP staff.
- **Probation Violation Prevention Program**
 - This is a voluntary program for the youth to avoid going to Court for a formal probation violation. The youth and family will sign an agreement to participate on PVPP program. Length of time is not to exceed 14 days.

SECTION 1.02 BOUNDARIES FOR CMP EMPLOYEES

- Families may offer CMP staff something to drink or eat while conducting home visits.
- Families may also offer gifts to CMP staff. CMP staff are not to accept any form of gift from a client, family, victim or friends of client.
- While conducting a home visit, CMP staff should not be unattended/alone with the youth in any area of the house. The youth should be fully clothed when the CMP staff person is conducting a home visit (no boxers, towels, etc.).
- If a youth or someone in the youth's family makes inappropriate comments or gestures towards the CMP staff, the Vendor's Program Director should be notified to address this issue. The CMP staff should not feel obligated to address this issue directly with the person but should notify the Vendor's Program Director.
- **CMP staff should not talk with pre-adjudicated youth, their families or anyone about anything related to the current charges.**
- CMP staff should not discuss any information with any other youth or anyone about current or past youth on the program.

SECTION 1.03 BEING A MANDATORY REPORTER OF ABUSE AND NEGLECT

- Vendor's Community Monitoring Staff are mandatory reporters. These individuals are required to report because they have frequent contact with at-risk populations – infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities, and residents of nursing homes and other health care facilities.

SECTION 1.05 TYPES OF YOUTH REFERRALS

- Referrals can occur anytime from the prelim hearing throughout probation for pre-adjudicated or post-adjudicated youth.
- Common referrals may be for a new law violation, violation of conditions of release, probation violation, or referral to the probation violation prevention programming.

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RECOMMENDING YOUTH FOR CMP

- JC2 completes Youth Information Form in JJIS and emails this to JUV-CMP. This can be done prior to court, but youth will not be added to CMP until a court order is provided by the JC2 unless youth is referred to the probation violation prevention program where a signed consent form is required prior to placement on PVPP.
- JC2 is responsible for providing a brief overview of the CMP program to the youth and family. It is recommended that JC2's provide the CMP Infographic to youth and family when recommending CMP.
- JC2 is responsible for providing a copy of the court order indicating whether youth was placed on EM or HM to CMP staff immediately following court hearing.
- If a JC2 is recommending a youth to be placed on CMP as a sanction, the JC2 is responsible for informing CMP staff prior to the hearing to ensure capacity and GPS unit availability.
- JC2's should notify CMP staff as quickly as possible that youth is ordered to CMP following court hearing to allow CMP to coordinate scheduling of intakes.
- Field JC2's trying to keep youth from receiving a formal probation violation may refer youth up to 14 days of probation violation preventing programming (PVPP). PVPP will consist of Vendor's Community Monitoring staff making home visits and having the youth make phone calls according to their level.

INTAKE MEETING COORDINATION

- For all intakes **the youth and the person the youth was court ordered to reside with must be present**. The JC2 is recommended to be present for the intake but is not required. JC2 must have provided program with court ordered supervision requirements prior to the intake. If the person who the youth is residing with has not been informed that the youth is on the CMP program and they are not present at intake, CMP staff will not conduct visits to the home until this takes place. If JC2's recommendation is accepted by court and youth is ordered to CMP, JC2 is responsible for coordinating the intake meeting with CMP Staff and youth and parent/guardian.
- **Reminder: the JC2 must conduct a home visit prior to a youth being placed on the program. CMP staff will not visit the youth at their placement until a home visit has been performed by the JC2.**
- The intake meeting must take place at CCJD CMP staff's office or other approved location, between the hours of 1:00 PM and 4:00 PM for 30 minutes to 1 hour. Request for intake meetings outside of these identified hours must be coordinated between the JC2 and CMP Staff.
- Court paperwork ordering the youth on CM or EM **MUST be provided at the time of this intake or prior to it**. If the program does not have paperwork, an intake will be scheduled for a later time.
- If youth's JC2 is not available, another JC2 will need to coordinate this intake meeting.

ON-GOING COMMUNICATION WITH CMP STAFF

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- It is the JC2's responsibility to communicate known modifications to youth's schedule, supervision requirements, and any major changes to the case.
- **If the JC2 approves a change in residence (even for one night) CMP staff will not visit the youth at this location until a home visit has been performed by the JC2 and the supervising adult in this household has had the rules of CMP program explained to them by the JC2.**
- **Major incident reporting**
CCJD and/or CMP staff will complete the following process for reporting major incidents. Major incidents include suicide, recent violent incident (victim/perpetrator), new gang activity, additional police contact or any other incident:
 - **CCJD** staff that become aware of a **major incident** that could put CMP staff or others at risk will:
 - **Notify on-duty CCJD supervisor** (*Contact JIAC and request on call supervisor if after hours*)
 - **Notify CMP staff and/or CMP Program Director immediately**
 - **Create a JJIS case note to document this incident and communication with the above parties.**
 - **CMP** staff that become aware of a **major incident** as outlined above will,
 - **Notify the CMP Program Director or designee**
 - **Notify on-duty CCJD Supervisor immediately (contact JIAC and request on call supervisor be notified)**
 - **Create a JJIS case note to document this incident and communication with the above parties.**
- In addition to address safety concerns in general as outlined above, CMP Program Director will consult with the CCJD Senior Management regarding any major incidents or safety concerns regarding CMP staff conducting their duties.

CMP REVIEW Court Hearing

CMP staff will provide information as needed regarding youth's compliance on the program. If there are concerns of compliance that continue to be an issue for a youth a JC2 will schedule a court hearing before a Judge. CMP staff will provide a youth progress report to the JC2 no later than 48-hours before the court hearing.

COURT REVIEW OUTCOMES

- CMP staff monitors youth court dates and length of program requirements. JC2 will report court hearings outcomes or changes in supervision requirements.
- CMP staff will provide a progress report for each youth 48 hours prior to 30-day review hearing.
- JC2 must contact CMP staff within 24 hours of youth's court appearance to notify CMP staff if youth is finished with Program.
- It is the JC2's responsibility to notify CMP staff as to court outcomes and youths status on CM/EM.
- It is the JC2's responsibility to explain to the youth their CM/EM status.

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SECTION 1.07 PROGRAM UPDATE REQUIREMENTS

CAPACITY UPDATES

- CMP Program Director or designees will notify CCJD by emailing a provided email address when there are 20 youth assigned.

SECTION 1.08 COMMUNITY MONITORING PROGRAM

Home Monitoring and Probation Violation Prevention Program Rules

- All youth start off on Level One unless youth are transitioning from electronic monitoring to home monitoring supervision in which case the youth will start on the same level they were on electronic monitoring. Level One includes (7 random visits/week from Youth Monitors, youth make 4 check-in calls/day, 8 PM curfew (unless out with a parent that was pre-approved by their JC2) and up to 3 hours (includes travel time) of free community time (weekends only) depending on CMP Level.
- Youth are required to call CMP staff cell phones **every time they leave** the house with or without a parent that was pre-approved by their JC2. This call is different than a check in call and not counted toward there required 4 daily calls. CMP staff phone numbers will be provided to youth and families at time of intake.
- Youth need JC2 permission to stay away from their home overnight (with or without a parent), to be out more than three hours alone (except for work, school, medical/dental/mental health, substance use treatment and court related activities) and to be out alone past 8 PM. **All permissions need to be preapproved by the JC2 24 hours in advance.**

NOTE: Youth may leave home with approved adult for essential errands for up to 3 hours. Examples of essential errands include grocery, pharmacy, emergency medical, etc.) All other outings must be approved by JC2.

- Youth are not allowed to have friends over without prior approval from JC2. If individuals other than those known to reside with youth are present at time of home visits, CMP staff will inquire as to who the other individuals are and/or obtain physical descriptions of youth and document this information in a JJIS case note.

Electronic Monitoring Rules

- All youth start off on Level One (7 random visits/week from Youth Monitors and youth make 4 check-in calls/day)
- **Youth are not allowed to leave the house** (except school, work, medical/dental/mental health/substance use treatment appointments, and court activities) **and all outings must be pre-approved by the JC2. JC2 must notify CMP staff when an outing is approved.** JC2's should specify when approving an outing whether the youth will be accompanied by a parent or guardian.
- Youth are not allowed to have friends over without prior approval from JC2. If individuals other than those known to reside with youth are present at time of home visits, CMP staff will inquire as to who the other individuals are and/or obtain physical descriptions of youth and document this information in a JJIS case note.

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- Youth are required to call CMP staff cell phones every time they leave the house with or without a parent that was pre-approved by their JC2. This call is different than a check in call.
- Until CMP staff can visually assess property, youth are NOT allowed to be in the front or backyard. *EXCEPTION:* Youth *may be* allowed to be in their front or back yard depending on community environment, house layout, and/or safety concerns. CMP staff in conjunction with JC2 will determine if an exception is appropriate.
- Youth SHOULD NOT immerse the EM bracelet in water (i.e. no baths or swimming). Youth can shower.
- Youth on EM will not receive Free Time.

FOR BOTH EM PVPP, AND HM YOUTH:

- Youth will not violate any local, state or Federal laws.
- Youth will obey the rules of their parents/guardian.
- Youth will attend all scheduled Court hearings
- Youth will attend all scheduled meetings (meetings with JC2, medical, dental, mental health and substance abuse treatments).
- If enrolled, Youth will attend school regularly.
- Each week CMP staff reviews each youth's performance to determine if there are any compliance issues and whether a CM review needs to take place and/or if the youth can move down a level in supervision.
- Youth will receive notification if there are compliance issues and whether or not youth has moved supervision levels. Notification will be provided by CMP staff to youth and parent/guardian.
- JC2 must inform CMP staff when permission is granted to something outside of the approved schedule by email and creating a JJIS case note. (example: if you give youth on CMP permission to be out past 8 PM curfew, or if you granted permission for mom/dad/guardian to take youth on EM to the store)
- Written and verbal warnings for violation of program rules will be provided by CMP staff.
 - If individuals are present at time of home visit that are not known, CMP staff will ask who they are and document this in their daily JJIS case note.
 - If individual identifies themselves as somebody that is a co-offender and/or victim, CMP staff will attempt to notify JC2 if available, or on-duty supervisor as soon as possible.
 - If after hours, CMP staff will contact JIAC and request on-call supervisor be notified.

SECTION 1.09 *ELECTRONIC MONITORING (EM) VIOLATION PROCEDURES*

- The specific violations are documented in JJIS to ensure all CMP staff is aware of violations and notified of any follow-up required. Monitors can give verbal or written warnings based on the seriousness of the violation (s) and will notify JC2 of steps taken. Contacts with collateral contacts are also documented.
- See strap violations in section 1.17 for process if a cut strap notification is received.

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SECTION 1.10 INTAKE OVERVIEW

Intake Orientation

- Explain and give a copy of the Rules of Community Monitoring Program form.
- Explain and give a copy of the Telephone Check-In Instruction form.
- Review the staff schedule on the Telephone Check-In explaining that youth must call Youth Monitors every time they leave and return to their home.
 - Parents/guardians may be asked to verify outings.
- Obtain Release of Information.
- Provide Youth Monitors' schedule sheet with cell phone numbers.
- Get detailed schedule information.
- If placed on Electronic Monitoring, the EM bracelet should be fitted to the youth before leaving CCJD

SECTION 1.11 CONFIDENTIALITY

- All youth must sign a Release of Information in order for CMP staff to be able to gain school attendance and other information. School personnel should not be given any information about the youth and all questions and issues should be addressed with the youth's JC2.
- All intakes and sensitive phone calls that take place at CCJD should be done in the Community Monitoring office or other private setting. No paperwork containing client information should be left in the open. When not at their desk, staff members should lock computer screens and keep client information out of view.
- Youth information cannot be shared outside of CCJD which includes emailing information to email addresses outside of Clackamas County Juvenile. Youth information cannot be stored on non-Clackamas County devices. CMP staff cannot text youth information. If youth information needs to be discussed, this should be done in person or over the phone.
- Past youth involvement in the program is confidential and should not be shared with anyone other than CMP staff and Juvenile Department. Present youth involvement in the program is confidential and should not be shared with anyone other than CMP staff, Juvenile Department and parent or guardian.
- Any paperwork that contains client information that needs to be discarded should be shredded.
- Information contained in SCRAM and JJIS database is confidential material and should only be viewed by appropriate staff and should be used for work related purposes only.

SECTION 1.12 CUSTOM TAILORED CMP MONITORING PLANS

- Any CMP monitoring plan that is outside the regular rules of CMP must be staffed with CMP Program Director and JC2 supervisor prior to presenting the plan to the court and it must be approved by the Community Monitoring Program Director.

SECTION 1.13 GUN POLICY

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- Safety Check of the home would need to be performed before youth can be placed on the program.
- JC2's will screen all youth with gun charges with CMP staff prior to recommending youth to the program.
- Additional restrictions may apply for youth with gun charges as determined by court order, JC2 and/or safety plan. Examples would be early curfew, limitations on free time on community monitoring, etc.

SECTION 1.14 YOUTH ON WARRANT STATUS PROCEDURES

- If a youth with a warrant status has contact with CMP staff, CMP staff should direct youth to turn themselves in to JIAC and contact their assigned JC2. CMP staff should notify youth's assigned JC2 or CCJD on-duty supervisor. If after hours, CMP staff should notify JIAC to inform them of contact and complete a JJIS case note.
- CMP staff will not do home visits for youth on warrant status. CMP staff will coordinate with JC2's regarding retrieving equipment if youth on warrant status is on electronic monitoring.

SECTION 1.15 DOCUMENTATION

In order for the program to run efficiently and effectively, documentation will play an integral role in holding youth accountable. Accurate documentation is necessary for program operation as well. All decisions and recommendations that impact the youth on the program will be documented in JJIS.

The following needs to be **documented** in the database:

- Daily summary of contact(s) with youth (visits and calls)
- Weekly summary of contacts and check in calls including % of completion
- A weekly assessment summary will be completed in JJIS for each youth.
- All relevant conversations (with youth, parents, JC2's, school staff, other people working with youth) about a youth on the program
- Written and verbal warnings
 - Warnings are provided for any violation of program rules, including unauthorized people present at time of face-to-face visits. CMP staff will attempt to provide warnings within 24 hours of violation when possible. Warnings are documented in a JJIS case note.
- Level change notification
- Schedule changes
- Court date changes
- Intake meetings
- Electronic Monitoring Equipment Maintenance
- Electronic Monitoring Violations

Documentation Standards

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- All contacts with youth, families, and other professionals working with these youth need to be documented in JJIS by the end of CMP staff's shift.
- All observations should be objective, accurate and detailed. If a CMP staff is unclear about how to document something then staff should email co-workers (including Program Director) with the details of the situation for guidance.
- Any change in supervision, compliance, schedule, court appearances, and court orders must be documented immediately. JC2 will receive notification of violations to the program rules and when verbal and written warnings are issued to youth through JJIS case notes.

SECTION 1.16 JC2 REPORTING TO CMP STAFF

- Reminder it is the JC2's responsibility to communicate known modifications to the youth's schedule, supervision requirements, or any major changes to the case.
- It is the responsibility of the youth and family to obtain permission from their assigned JC2 24 hours in advance for outings with approved family member. CMP staff are not to contact JC2 for approval. JC2's are encouraged to reach out to youth at the beginning of each week to document this.
- If the JC2 approves a change in residence (even for one night), CMP staff cannot visit the youth at this location until a home visit has been performed by the JC2 **AND** the supervising adult in this household has had the rules of CMP/EM explained to them by the JC2.

SECTION 1.17 STRAP VIOLATION or RUNAWAY YOUTH

Strap Violations: CMP staff will verify to determine if strap violation is real. If confirmed, CMP staff will attempt to contact youth/guardian and complete the following steps:

1. Advise parent/guardian to report youth as runaway to law enforcement immediately. (If youth is in ODHS custody and/or foster placement, CMP staff will remind them that ODHS hotline should also be called.
2. Contact CMP staff on duty and CMP Program Director and/or designee
3. Notify assigned JC2 if during regular business hours
4. CMP staff will immediately contact JIAC at (503) 655-8342 to report cut straps (confirmed or unable to confirm). CMP Staff will provide the following when calling to report a cut strap violation:
 - a. Youth's name and JJIS number (if available)
 - b. Brief description of what is known to have occurred
 - c. Was strap violation verified?
 - d. Last known location of youth
 - e. CMP Staff's contact information
5. JIAC Staff will notify the on-call supervisor and provide all of the above information
6. CMP staff will go to the last known location of GPS equipment to attempt to retrieve the equipment (if possible).
7. Complete a JJIS case note with detail of what happened, and notifications made.

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If cut strap violation & runaway occurs outside of CMP hours, JIAC Staff will:

1. Advise parent/guardian to report youth as runaway to law enforcement immediately. (If youth is in ODHS custody, ODHS hotline should also be called)
2. Notify assigned JC2 if on shift (during regular business hours), OR
3. Notify the supervisor on duty or the on-call supervisor if after hours, and
4. Complete a JJIS case note.

If A Youth Absconds:

- **A youth is considered to have absconded if they have not been physically seen for over 72 hours by CMP staff.**
1. CMP staff will notify the JC2 when this occurs.
 2. The JC2 will have 48 hours to make contact with the youth and/or family to determine next steps.
 3. The youth will be staffed for next step.

Appendix A. Definitions

CMP Staff: CMP Staff are vendor's employees assigned to Clackamas County Juvenile Department's Community Monitoring Program (CMP).

Community Monitoring Program (CMP): CMP is a CCJD program that includes both community monitoring and electronic monitoring as alternatives to custody both pre and post adjudication. Youth must be ordered on to either community monitoring OR electronic monitoring by the court.

Home Monitoring (HM): Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make Check-in phone calls, depending on the level, into the program every day and they have an 8 PM curfew. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth must follow all court orders regarding communication, contact with others and use of electronics. They are allowed up to 3 hours of free time a day depending on their level. Youth are required to call CMP staff to inform them us when they are leaving and when they return, but these do not count towards their Check-in calls.

Electronic Monitoring (EM): Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all holidays. Visits are made to youth at home, school and/or work*. Youth are required to make Check-in phone calls, depending on the level, call in to the program every day and they have an 8 PM curfew. Youth wear a monitoring bracelet not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth must follow all court orders regarding communication, contact with others and use of electronics. Youth are required to call CMP staff to inform them when they are leaving and when they return but these do not count towards their Check-in calls.

Probation Violation Prevention Program (PVPP): Program up to 14 days, Includes random visits by CMP staff between 1:00PM-9:00PM, 7 days a week, including all

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holidays. Visits are made to youth at home, school and/or work*. Youth are required to make 1-4 Check-in phone calls, depending on the level every day, and they have an 8 PM curfew. Youth are not allowed to leave their property or have friends over without approval by JC2 24 hours in advance. Youth are required to call CMP staff when they are leaving and when they return, but these calls do not count towards their Check-in calls.

Curfew Call/Visit: phone call or face to face visit from CMP staff to youth to verify youth's location after curfew.

Face-to-Face: Face-to-face visits are visits performed by CMP staff to youth's residence, school, work, or other approved location.

Free Time: Free time is time that youth may be without adult supervision for activities approved by the assigned JC2 and parent/guardian. Free time is only for youth on community monitoring and is only allowed on weekends. Free time can be revoked for noncompliance.

NOTE: Youth on community monitoring who are also ordered to sight and sound supervision and/or house arrest cannot have free time. Free time includes travel time. If the youth has an approved activity to play basketball at the park for an hour it must include how long it takes to travel because they are not being supervised by an adult.

For example:

4:00 PM Youth leaves home to go to the park

4:10 PM Arrives at the park

4:50 PM leaves the park.

5:00 PM Arrives back home

NOTE: YOUTH ON ELECTRONIC MONITORING DO NOT GET FREE TIME

Passive Monitoring: For youth on electronic monitoring only, passive monitoring refers to monitoring of SCRAM software for alerts and violations. This is conducted by both CMP during regularly scheduled hours and by CCJD JIAC staff outside of CMP staff hours.

Safety Check: A safety check is a visit to the youth's residence that conducted by a youth's assigned JC2 or other designated CCJD staff that assesses for safety concerns including, but not limited to environmental hazards, access to weapons, animals, etc.

Warning: A swift written and/or verbal warnings provided to youth for violation(s) of program rules and/or court orders by CMP staff. **NOTE:** Warnings are provided immediately, or at next home visit. All warnings issued by CMP staff will be documented in JJIS.