



## **REQUEST FOR APPLICATION**

**DEADLINE:**

**11:59pm, May 1, 2026 (verified by email time stamp)**

**PRE-APPLICATION CONFERENCE:**

**2:30pm, March 4, 2026**

**LEVEL E GROUP HOME AS DEFINED BY DHS  
LICENSING STANDARDS**

**12 TO 16 BED MALE**

**SHARON “SHEL” MILLINGTON EXECUTIVE  
DIRECTOR**

**Office of Juvenile Affairs**  
**Level E Group Home- RFA**  
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**STATE OF OKLAHOMA**  
**OFFICE OF JUVENILE AFFAIRS**  
**REQUEST FOR APPLICATION**  
**GROUP HOME**

**I. INTRODUCTION**

OJA is seeking a contracted Level E Group Home program with an emphasis to diversify into the Northeastern portion of the state. This RFA is an invitation to propose service delivery for youth deemed appropriate for a Level E Program.

All programs must be located within the boundaries of the State of Oklahoma and preference will be given to programs within a 20-mile radius of Oklahoma County.

For consideration, Applicant must provide a narrative for a program that shall contain evidence-based treatment for youth, from 12-19 years old, in the custody of OJA.

The Applicant shall provide an in-depth narrative of the program including how the program will be implemented from beginning to end in logical order, who will be involved, and how a final plan of action will be achieved. The Narrative shall provide a description of the treatment program encompassing a well-detailed evidence-based plan and program design, trauma informed care modalities with a clear picture of the ability to provide to youth a program that is relevant to the population to be served. The evidence-based program shall include at minimum, modality, theoretical foundation, research references and outcomes data. The Applicant must adequately address the staffing services, policy requirements, tasks, and other issues listed in the RFA. The program design shall describe what will be done to meet the program objectives.

**A. Behavioral Descriptors of Targeted Juveniles**

Youth placed into the program will normally present with a combination of behavioral descriptors which may include but are not limited to:

1. multiple, failed placements;
2. repeated criminal offenses, school difficulty, problems with authority figures, verbal aggression, and peer difficulty;
3. antisocial and/or aggressive behavior;
4. intellectually limited with no impulse control requiring individualized services; and
5. emotional difficulties that are amenable to treatment in structured, community-based setting.

**B. OJA's Major Program Objectives:**

**1. Major Program Objectives to addressed within the Application**

- a) The program shall address a structured treatment program, using a written curriculum aimed at cognitive restructuring and development of social skills including, but not limited to, self-control, stress management, communication skills, resistance skills, responsible decision making and social problem solving, and employing cognitive behavioral methods such as discussion, role-play and feedback, behavioral contracting, token economy, etc.

- b) The remediation of behavioral and emotional problems through a focus on both residential and therapeutic issues;
- c) The provision of twenty-four (24) hour awake intensive supervision for the protection of the residents and the community.
- d) The provision of an on-site education program pursuant to contract with the school district in which the facility would be located and in accordance with Title 70 of the Oklahoma State Statutes. Oklahoma law requires each group home to provide notice to the local school district 90 days in advance of the need for educational services. 70 O.S. 1-113 (F)(2).
- e) The program must also have access to a certified vocational training program that is relevant to the current Oklahoma job market. Preference will be given to programs located within a close proximity to a CarrierTech Center with an MOU or other documentation that demonstrates the ability of the Group Home to utilize programs within the CareerTech curriculum. Further preference will be associated with applications with clear plans for youth to obtain certifications that they are able to utilize in their respective communities.
- f) The provision of periodic re-assessment of youths' substance abuse risk, through methods reflecting appropriate professional standards, including but not limited to, drug testing.

Program shall address methods to minimize absences without leave (AWOLS) from the facility, through methods including but not limited to development of a therapeutic community, behavioral contracts, etc.

### **C. Licensing Standards**

Contractor shall comply with all applicable licensing standards that pertain specifically to this proposal and as set forth in Oklahoma Department of Human Services Standards for Child Placing Agencies or Standards for Residential Child Care Facilities. Contractor shall maintain licensing standards compliance throughout the Contract term and any renewal periods.

### **D. Compliance with Rules**

Contractor shall comply with Mandatory rules set forth for Contract-based residential care (CBRS), which is a specifically defined course of care and treatment for juveniles in OJA custody. Contractor shall also adhere to the provisions of OHCA Part 105. Residential Behavior Management Services (RBMS) in Group Settings, and Non-Secure Diagnostic and Evaluation Centers, OAC 317:30-5-1040 through 317:30-5-1047, and Part 108. Nutrition Services, OAC 317:30-5-1075 through 1076. RBMS funds for eligible youth in the Group Home Program will be collected by OJA and used to offset the cost of the service.

## **II. APPLICATION SUBMISSION REQUIREMENTS**

### **A. Program Description**

#### **1. Problems to be Addressed**

The Applicant must provide a clear and concise statement to directly address the needs of the group home youth as provided by OJA Policy, OHCA RBMS requirements, licensing requirements, and the Youth's Individual Treatment Plan (ITP). The Applicant must establish logical connections between the proposed program, the target population, and the problem(s)

to be addressed and resolved. Emphasize pertinent knowledge and experience with the target population and the responsiveness of the proposed program to the target population. The problem statement should include the Applicant's vision and ideas for solving the problem(s) by utilizing OJA CORE 4 areas of importance: Education, Healthy Relationships, Career Progression and Overall, Health.

## 2. Program Design

The program design shall describe what will be done to address adolescent treatment needs with an emphasis on life skills and career preparations. This is the Applicant's opportunity to explain how the program will be implemented from beginning to end in a logical order, who will be involved, and how a final plan of action will be achieved. Describe the details of what will be put in place to obtain the program objectives.

### a) Character of the Target Population

Define your understanding of the character and nature of the target population to be served. The detailed description of the target population must state the ages, races, gender, type of offenders to be served and the character of their problems and needs. Always cite the sources of the data you use.

### b) Goals and Objectives

Goals must be focused and narrowly defined. "Objectives" are the specific, measurable, tangible changes the program is expected to bring about, including expectations the Applicant has for youth because of their participation in the program. Objectives must be time specific and result in a product that makes a difference. Each problem described in the problem statement must have at least one (1) measurable objective. Make sure objectives are realistic and can be achieved within the time period of the contract.

### c) Outcomes Measurement

Describe the outcomes measures that will be used to determine effectiveness of the program. These measures should be both qualitative and quantitative. Goals that are aggressive, challenging, and creative will be scored much higher than those that are unremarkable and status quo.

## B. Facilities

Applicant shall specifically identify or describe the facilities to be used to ensure sufficiency of the program being proposed.

## C. Work Plan and Timetable

### 1. Submission, Modification, or Withdrawal of Applications.

a) Applications are due no later than 11:59pm, May 1, 2026. Electronic Submissions should be sent to [RFP@OJA.OK.Gov](mailto:RFP@OJA.OK.Gov). Responses must be received by the stated deadline to be eligible for consideration. The subject on the Application & Application modification response should say **"2026 Level E Group Home RFA - Male" with the name of the Applicant.**

- b) A Pre-Application Meeting will be held March 4, 2026, at 2:30pm via virtual link. This informational meeting will also allow all applicants the opportunity to participate in a question-and-answer forum. Although not mandatory, this meeting is highly recommended.
- c) Any application received after the exact time specified for receipt may not be considered.
- d) Applications may be withdrawn electronically, at any time before the exact time set for receipt of applications.

## **D. Past Performance**

### **1. General**

Each Applicant shall submit a past performance section with its application response. Applicants are cautioned that OJA will use data provided by each Applicant in this section and data obtained from other sources in the development of performance risk assessments. Applicant must provide documented evidence of its fiscal and resource capability to conduct the program successfully. Applicant must clearly indicate the legal entity authorized to operate the program. Applicant is also permitted, but not required, to submit information on significant achievements or explain past performances relevant to the proposed effort. Applicants are advised that it is responsible for the integrity and content of its application submission. Applicant must disclose all instances in which Applicant had a contract canceled due to performance issues. Any instance undisclosed will be grounds for termination

### **2. Disclosure of On-going Litigation/previous Lawsuits**

Applicant must submit all information relative to on-going litigation and/or previous lawsuits in which it has been named as a party or otherwise involved. Applicant shall disclose all lawsuit judgments, findings of negligence, upholding of lawsuits, dismissals, etc. Disclosure shall specifically address the death of a resident or employee caused by murder, suicide or an accident; severe injury to a resident; severe abuse, neglect or mistreatment of a resident by a service provider; employee, or another resident involved in a service program; misappropriation of state or federal funds by an employee of a private or public service contractor that receives those funds; a violent crime committed by a resident against another individual; or any event that occurs in the facility that has gained media attention. The disclosure shall include: (a) the style and court number of the case; (b) the amount of the claim; (c) the nature of the legal proceedings (arbitration; case filed in district court, etc.); (d) the nature of the claim (wrongful death, abuse, wrongful termination, etc.); (e) resolution of the claim, if any, or reasonably expected outcome; (f) nature of Applicant's involvement in case (i.e., named defendant, expert witness, etc.). Failure to comply with this section may result in immediate termination of any agreement resulting from this RFA.

### **3. Relevant Contracts**

References from at least three (3) previous customers located in the United States must be provided with the Application response. These references must be for customers where the Applicant has completed successful projects of similar size and scope to the overall project being proposed by Applicant. Applicant shall submit information on past and current contracts with both Government and non-Government institutions, which demonstrates recent experience in providing related services. Recent experience is defined as those

services that have been provided within the last five (5) years. For each reference, provide the requested information in the following:

a) Administrative Data

- (1) Company/Division Name
- (2) Program Title
- (3) Contracting Applicant
- (4) Contract Number
- (5) A brief description of the contract scope of work
- (6) Type of Contract
- (7) Period of Performance
- (8) Original Projected Completion Date and Final Completion Date
- (9) Name, address, and telephone number of Program director/Manager and Contracting Officer.

**E. Specific Applicant's Entity Information**

Provide the following information:

**1. Project Management**

The Applicant's mission and goals; organizational charts; management philosophy

**2. Organizational Capabilities**

Organizational charts – program management and supervision structure

**3. Key Personnel**

Staff expertise and experience with youth programs; staff expertise and experience with programs similar to this project.

**4. Program Implementation and Monitoring**

Length of time in existence; the growth of the Applicant; significant accomplishments; how accomplishments were measured.

**5. Cost Estimating and Financial Management**

Success with related programs or obtaining funding to serve similar populations

**III. PROGRAM BUDGET STRUCTURE**

The Application must include a detailed budget that is cost effective and contains all costs associated with the program. The budget must be complete, detailed and cost effective in relation to the program activities. The budget must be divided into major categories such as labor, room and board, treatment, etc. with a breakdown of cost within those categories.

**IV. COMPENSATION**

Level E operators that are properly licensed and hold a current Office of Juvenile Affairs Contract (See Schedule A) are eligible to receive the Rates represented in Schedule B.

**V. EVALUATION CRITERIA FOR AWARD****A. General**

All applications will be evaluated according to the procedures outlined in this Section. Evaluation of application responses to this RFA will be conducted by a Selection Committee to be determined by the OJA Executive Director or designee.

**B. Award of Contract**

Award of any contracts as a result of this RFA will be made in strict accordance with this section. OJA reserves the right to reject all applications not conforming with the Scope of Work and the Application Submission Requirements. Issuance of this RFA is not a guarantee that a contract award will result from this solicitation. OJA has the right to issue multiple contracts based on the eligible RFAs.

To receive an award or payments from the State, using OMES terminology, a Bidder must be registered as both a Bidder and as a Supplier and must maintain the registration prior to any Contract or Contract renewal term. The registration process may be completed electronically at the following link: <https://oklahoma.gov/omes/divisions/central-purchasing/suppliers-and-payees/supplier-portal.html>

In addition to evaluating each Applicant's response as specified herein, OJA will evaluate other considerations such as:

**1. Adherence to Request for Application (RFA) Terms and Conditions**

OJA will evaluate each Applicant's adherence to the terms and conditions of the RFA.

**2. Past and Present Performance**

OJA will also conduct a performance risk assessment based on an evaluation of Applicant's past and present performance as it relates to the probability of successfully accomplishing the proposed effort. OJA will use both data provided by Applicant and data obtained from other resources in conducting the performance risk assessment.

**C. Specific Criteria**

Criteria are listed in descending order of importance. These are mandatory considerations. Failure of Applicant to respond to each criterion is a basis for rejection of the Application as non-responsive. A point system will be used for this evaluation. A maximum of 100 points can be awarded to a particular application response.

**1. PHASE I: INITIAL QUALIFYING CRITERIA**

The applicant's proposal must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any proposal receiving a "no" response to any of the following qualifying criteria shall be disqualified from consideration.

| ITEM | APPLICATION ACCEPTANCE CRITERIA   | YES | NO |
|------|---|-----|----|
| 1    | Was the contractor's application received by the deadline specified in the RFA? |     |    |
| 2    | Vendor meets eligibility requirements as stated in Section 1                    |     |    |

**2. PHASE II: CRITERIA FOR SCORING PROPOSAL/APPLICATIONS**

Qualifying application proposals will be collectively scored by the proposal review team. All qualified applications will be evaluated, and awards made based on the following criteria considered, to result in awards most advantageous to the State. Applications will be scored on the content, quality, and completeness of the responses to the items in the scope of work and on how well each response addresses the following core factors. OJA will consider scores, organizational capacity, and distribution among catchment areas, and variety of quality improvement plans in determining awards. Please note that Contractors not meeting the eligibility requirements or any of the minimum or mandatory requirements as stated in Phase I will not be scored.

| <b>Evaluation Criteria</b>            | <b>Score</b> |
|---------------------------------------|--------------|
| Proposal Summary                      | 5            |
| Programs Treatment Approach           | 35           |
| Programs Implementation Plan          | 20           |
| Program Staffing                      | 5            |
| Geographical Location                 | 20           |
| Demonstration                         | 10           |
| Line-Item Budget and Budget Narrative | 5            |
| <b>Total Score</b>                    | <b>100</b>   |

**3. Program Demonstration**

Finalist will be required to provide a brief, virtual demonstration of their application. Specific guidance for the demonstration will be submitted to the finalists.

**4. Submission Instructions**

Completed Applications must be submitted to the following email address before the deadline listed on the cover page.

[RFP@oja.ok.gov](mailto:RFP@oja.ok.gov)

Questions may be submitted to the above email address and answers will be posted on the OJA website. All applicants are encouraged to attend the pre-application conference posted on the cover of this document.

**VI. AFFIDAVIT**

The information and representations contained in this Application are true and accurate to the best of my knowledge and subject to verification by OJA.

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Signature

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Date

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Printed Name

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Title