Board of Commissioners
Agenda Item Transmittal Form
Procurement/Contract Transmittal Form

Type of contract: 1 year ☐ Multi-year ☐ Single Event ☐ CC Use Only

Vendor Information
Vendor Name: Making the Transition, Inc.
Address: PO BOX 57031, ATLANTA GA, 30343
Email: keith@makingthetransition.org
Phone #: 404-576-8828
Contact: KEITH STRICKLAND
Term of contract: ONE YEAR WITH RENEWALS

Finance Director Signature
I have reviewed the attached contract, and the amount is approved for processing.
Signature: [Signature]
Date: 1.28.20

Procurement Officer Signature
I have reviewed the attached contract, and it follows Purchasing Policies of Rockdale County.
Signature: [Signature]
Date: 1.29.20

Summary: Execute a youth outreach strategy. This youth outreach initiative will be a joint project between the Rockdale County District Attorney’s Office, Rockdale County Board of Commissioners and Making the Transition, Inc.; and include Community Stakeholders, additional law enforcement agencies, local businesses, churches and the Rockdale County Community.

Making the Transition, Inc. will create program content, train volunteers, and provide case management services. The Rockdale County District Attorney’s Office will mobilize volunteers, engage participants and volunteers, and partner with parents.

Consultant will:
- Consult regarding creation of initiative
- Create needs youth assessment
- Identify program participants
- Create youth outreach/pretrial intervention program
- Onboard community stakeholders
- Create program management system
- Provide program material for workshops, classes, online workshops, and classes
- Will train Vision Pods to teach program material
- Will support Vision Pods allowing them to teach workshops/classes twice per month during school year

Department Head/Elected Official Signature: [Signature]
Date: 1.28.20
January 27, 2019

Director Miller,

I am writing in support of Making the Transition, Inc. as a partner in the Youth Intervention/Prevention Program that Commissioner Washington and I have been working on. Making the Transition, Inc., founded and Directed by Keith Strickland, is a unique behavioral modification and life enrichment agency that works with youth and young adults. Making the Transition specializes in cognitive awareness, life skills training, vision building and helps participants create a healthier self-concept, while instilling evidence-based practices essential for overcoming various social determinants and life barriers.

In effort to intervene and prevent Rockdale County youth exhibiting behavioral issues in school from entering the criminal justice system, Making the Transition will provide a customized system of care through its program to ensure all youth have the skills and opportunities necessary to succeed.

If any other information is needed, please feel free to contact me.

Sincerely,

Alisha Adams Johnson
District Attorney
Rockdale Judicial Circuit
CONTRACT FOR SERVICES
(Independent Consultant)

This Contract for services entered into on this ______ day of __________, 2020, by and between the parties MAKING THE TRANSITION, INC., whose address is P.O. Box 57031, Atlanta, GA 30343, hereinafter referred to as “Consultant”, and ROCKDALE COUNTY, GEORGIA, a political subdivision of the State of Georgia, whose address is 962 Milstead Avenue, Conyers, Georgia 30012 (hereinafter referred to as “County”), sets forth the rights, understandings and obligations by and between Consultant and County for the employment of Consultant by County to provide Youth Life Enrichment-Pretrial Intervention Initiative services for the Rockdale County Judicial Circuit.

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1.

Consultant shall perform, for Rockdale County, Georgia, Youth Life Enrichment-Pretrial Intervention Initiative Services as set forth in Exhibit “A”. Consultant shall perform said services within the parameters established by the Rockdale County Judicial Circuit, independent of any day-to-day operational instructions from the County. Consultant shall submit a monthly report to the Rockdale County Judicial Circuit as to work performed under this contract, itemizing the number of hours worked during the month per case.

Consultant must have two (2) years experience in their related field.

2.

County recognizes fees set forth by Consultant in Exhibit “A” and shall pay Consultant as set forth in Exhibit “A”.

Consultant shall be paid for services rendered as set forth in Exhibit “A” for Youth Life Enrichment-Pretrial Intervention Initiative Services. Consultant may submit for payment once services are rendered no more than a twice a month.

3.

Consultant shall submit a monthly invoice for payment by the 15th of the month for services provided in the previous month.

Consultant acknowledges that he/she is not an employee of the County and that said relationship between Consultant and the County can be severed at any time. Consultant acknowledges that he/she is an independent contractor with the County and consequently Consultant shall be responsible for the procurement of his own health, liability and worker’s compensation insurance policies.

In addition, Consultant shall be responsible for contributing payments for, as provided by law, all FICA, withholding and all other taxes, to the proper agencies of the United States and State of Georgia in connection with the compensation provided by the County in conjunction with the services rendered pursuant to the terms and conditions of the State and/or Federal Government as set forth in Exhibit “A”.

4.

Services that cannot be provided by Consultant, shall be sub-contracted with a qualified provider. Consultant shall include expense in monthly invoice and Consultant shall be responsible for paying sub-contractor.
The Consultant agrees to indemnify and hold harmless the County, its officers, agents, and employees, from any and all claims against the County, its officers, agents and employees, which arise out of any act or omission of the Consultant or any of the Consultant’s officers, agents and/or employees, and any and all claims which result from any condition created or maintained by the Consultant or anyone employed by the Consultant or any of their officers, agents or employees, which condition does not specify to be created or maintained by this Agreement. Consultant must maintain applicable insurance throughout the term of this contract and be prepared to provide proof to the County, if requested.

This contract is effective _____________, 2020 and shall continue through ______________, 2021 and is renewable for two (2) additional one-year terms, renewable each year.

This contract shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

This contract shall and does encompass the entire understanding between the parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

MAKING THE TRANSITION, INC. 

By: ________________________________

Keith Strickland, CEO

Printed Name and Title

Attest:

Corporate Secretary or Assistant Corporate Secretary

ROCKDALE COUNTY, GEORGIA

By: ________________________________

Osborn Nesbitt, Sr., Chairman

Attest:

Jennifer Rutledge, County Clerk

Approved as to Form:

M. Qader A. Baig, County Attorney
Exhibit “A”

Youth Life Enrichment-Pretrial Intervention Initiative
(consisting of 5 pages)
Project Name: Rockdale County Youth Life Enrichment-Pretrial Intervention Initiative

Client Name: Rockdale County

Consultant Name: Making the Transition, Inc.

Overview

The proposed initiative is a youth and young adult focused outreach program, designed to reach youth within the public school system and youth within the Criminal Justice System.

Programs within the initiative will focus on educating youth about the cost of crime, reducing violence, guiding participants away from gang activity, character building, social emotional healthiness, brain mapping, soft skills knowledge, life skills development, and cognitive behavioral awareness, as well as enhance the educational values of the school.

Project Goals

- The program will serve as a wraparound service within the public school system; assisting school staff by partnering to provide services to higher risks students
  - The goal of this component of the program is to identify the highest risks student population, wrap the identified group with support, services and critical programming
- The program will also identify youth who have already entered the Criminal Justice System, who are currently still enrolled in public school
  - The goal of this component of the program is to reduce new arrest and/or violations amount participants
- The program will measure success by tracking the ability to accomplish the following:
  - Reduce overall behavioral issues and disruptions caused by participants
  - Realign participants’ personal goals with the school’s educational goals
  - Reduce the number of new arrests and/or violations
  - Reduce fights; improving overall school safety
  - Reduce gang activity
  - Reduce drug usage
  - Reduce numbers of days absent
  - Increase hours present within class
  - Increase overall hopefulness among participants
  - Create a more positive school culture; enhance the educational experience for the entire student body

Description

Making the Transition, Inc.  Makingthetransition.org
This youth outreach initiative will be a joint project between the Rockdale County District Attorney’s Office, Rockdale County Board of Commissioners and Making the Transition, Inc.; and also include Community Stakeholders, additional law enforcement agencies, local businesses, churches and the Rockdale County Community. Making the Transition, Inc. will create program content, train volunteers, and provide case management services. The Rockdale County District Attorney’s Office will mobilize volunteers, engage participants and volunteers, and partner with parents.

MAKING THE TRANSITION, INC. WILL:
- Consult regarding creation of initiative
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- Will train Vision Pods to teach program material
- Will support Vision Pods allowing them to teach workshops/classes twice per month during school year

Procedures
- Identify Highest Risks Youth
- Hold Risks and Needs Assessment
- Develop Positive Behavior Intervention System
- Create Programming Strategy
- Build Service Teams
- Prepare Vision Pods
- Offer Programs, Workshops and Activities

Project Tasks

Making the Transition, Inc.  Makingthetransition.org
• Tasks 1
  • Consulting
• Tasks 2
  • Research
• Tasks 3
  • Strategic Planning
• Tasks 4
  • Programming Development
• Tasks 5
  • Training
• Tasks 6
  • Management

Schedule

• Tasks 1
  • Program Consulting
• Tasks 2
  • Program Analysis
    • Review Rockdale Public School Data
    • Identify Youth Programming and Services Needs
    • Create Community Engagement Strategy
• Tasks 3
  • Team Building
    • Identify target middle and high schools
    • Enter into partnership the Rockdale Court System
    • Identify Community Stakeholder Partnerships
      • Churches, Businesses, Social Clubs, ...
    • Set clear expectations, train and prepare partners
• Tasks 4
  • Classification
    • Identify highest-risks school population
    • Identify youth within Juvenile Court
    • Identify youth within highest crime rate communities
    • Identify youth living within inner-city generational poverty
Rockdale County Youth Life Enrichment-Pretrial Intervention Initiative

- Assessment
  - School staff
  - School culture
  - Families within school
  - Juvenile court
  - Families within juvenile court
  - Community members
  - Entry assessment for participants
  - Hold community townhall

- Program Development
  - Comprehensive needs assessment
  - Customized Positive Behavior Intervention System
  - System of courses
  - Community-based aftercare services
  - Measurables and set programming goals

- Tasks 5
  - Training
    - Officially Recruit Volunteers
    - Train Volunteers
    - Create Vision Pods
    - Assign Vision Pods to service groups

- Tasks 6
  - Implementation
    - Create programming schedule
    - Start test program
    - Introduce program to participants
    - Run sample of program
    - Review programming expectations, needs and goals
    - Recap with all Vision Pods
    - Run full program modules within all predetermined service areas

Current Status

- Tasks 1 - Complete
- Tasks 2 - Complete
- Tasks 3 - January 13, 2020 (proposed start date)
- Tasks 4 - January 21, 2020 (proposed start date)
- Tasks 5 - February 1, 2020 (proposed start date)
- Tasks 6 - February 15, 2020 (proposed start date)

Making the Transition, Inc.
Makingthetransition.org
Program Cost

- Total Cost:
  - $75,000.00
    - Consulting Fee: [Pre-Programming]
      - $8,500.00
    - Research Fee: [Program-Development]
      - $7,000.00
    - Strategic Planning Fee:
      - $9,500.00
    - Programming Development Fee:
      - $15,000.00
    - Training Fee:
      - $5,000.00
    - Management Fee: [Program-Management]
      - $30,000.00