



**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
PROBATION SERVICES DIVISION
REQUEST FOR PROPOSALS TO PROVIDE
GRANT MANAGEMENT AND ADMINISTRATION**

November 14, 2024

The Administrative Office of the Illinois Courts (Administrative Office) Probation Services Division is accepting proposals for contractual employment to act as a Program Coordinator, dedicated to the administration and oversight of a Swift Certain Fair (SCF) grant. This contract will be for the duration of the grant, starting date of the agreement execution and ending September 30, 2027. We invite individuals to submit a proposal to us by close of business **December 15, 2024**, for consideration.

A description of our organization, the services needed, and other pertinent information follows:

Background Information

In October 2024, the Probation Services Division was awarded a three-year grant which allows for the Division to partner with two probation and court services departments in Illinois to implement SCF principles to assess and improve responses to emerging adult clients who are on probation for violent crimes and unlawful use of weapons charges, as well as additional felony offenses, by implementing the principles of swift, certain, and fair. In addition, the Administrative Office and the project probation departments will implement support services such as housing, transportation, education and/or job training, and community engagement. The project will also allow for collaboration among different court officials including probation, treatment providers, and the criminal court judge. It is expected that the use of these strategies and the provided SCF training and technical assistance will improve outcomes, reduce recidivism, and promote fair administration of justice.

Services to Be Performed

The Program Coordinator is a contractual position which is dedicated 100% to the administration and oversight of a Swift Certain Fair (SCF) grant. Work is performed with professional judgment under the supervision of the Field Services Manager, Probation Services, and is reviewed through conferences and reports.

FUNCTIONS INCLUDE:

- Works closely with the Grants Manager and follows the grant management/oversight protocols for the Bureau of Justice Assistance's Swift Certain Fair Supervision Program grant.
- Assists with federal grant administration including monitoring and coordination of subcontractors and services delivered through outside organizations.
- Works closely with the assigned Field Services Coordinator for the department recipients of the SCF grant.
- Works in support of the Field Services Manager and necessary agencies to develop Swift Certain Fair Supervision Program.
- Maintains data necessary to produce timely, accurate reports required by grant.
- Ensures all monitoring and tracking requirements are being met and established controls are in place

to meet grant guidelines and requirements.

- Facilitates and leads Swift Certain Fair trainings.
- Plans and coordinates Swift Certain Fair training activities with division staff, circuit court probation departments and outside agencies as necessary.
- Administers the logistical and substantive preparation for training programs.
- Attends and participates in conferences, meetings, and committees as a Swift Certain Fair representative.
- Acts as a cross-system liaison to promote and carry out grant related duties.
- Performs other duties as assigned.

Education and Experience Requirements

Graduation from an accredited college or university with a bachelor's degree in criminal justice or related field and a minimum of two years' experience in developing and coordinating training in a court or correctional environment, preferably related to probation and evidence-based practices or an equivalent combination of education and experience. The ideal candidate will have competencies and experience in grant administration, project management and have working knowledge of evidence-based programming in community corrections.

Candidates must have the ability to plan, develop, implement, coordinate and evaluate statewide probation programs and corresponding best practices; be able to accurately gather data on Swift Certain Fair Programs; work effectively on multiple projects and to coordinate program logistics under tight deadlines; serve effectively as facilitator at group meetings to identify training needs and provide evaluation; assess the skills of presenters and select presenters who will provide a stimulating and intellectually rewarding training experience for participants; have working knowledge and experience with personal computer applications (i.e. Word, Access, PowerPoint, and Excel); ability to prepare clear and concise reports; have strong organizational and interpersonal skills; communicate effectively, verbally and in writing.

Key Personnel

Following is the key contact for information you may seek in preparing your proposal:

Jason Steele, Field Services Manager, Probation Services Division, Administrative Office of the Illinois Courts: jsteele@illinoiscourts.gov or (217)208-3263.

Your Response to This Request for Proposal

In responding to this request, we request the following information:

1. Details on your experience including but not limited to grant administration, probation programming, training, and report drafting.
2. Provide educational experience, degrees, and course of study.
3. Provide three professional references, not related to you, who have definite knowledge of your work qualifications.
4. Description of any additional specialized training, apprenticeship and skills that are work related.

Evaluation of Proposals

The Probation Services Division Director, Grants Manager, and Field Services Manager will evaluate proposals on a qualitative basis, which may include interviews.

Submission

Please submit your response to this request for proposal to Jason Steele at jsteele@illinoiscourts.gov by the close of business December 15, 2024.