

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: March 24, 2014

TO: PUBLIC PROTECTION COMMITTEE

FROM: LARA DeLANEY, Senior Deputy County Administrator

SUBJECT: **Agenda Item No. 6: RFQ Process for the Implementation of the Plan for the West County Reentry Resource Center**

RECOMMENDATION:

1. ACCEPT the Draft Request for Qualifications (RFQ) for the Implementation of the Plan for the establishment of a West County Reentry Resource Center.
2. PROVIDE direction to staff on the RFQ process, timeline and contents of the Draft RFQ as needed.
3. AUTHORIZE the issuance of an RFQ for the Implementation of the Plan for the establishment of a West County Reentry Resource Center.

BACKGROUND:

As directed by the Public Protection Committee at their March 8, 2013 meeting, a Request for Proposals (RFPs) for the AB 109 Community Programs was issued on March 15, 2013 for the following: Planning for Reentry Resource Centers in the amount of \$120,000 (\$40k per region). The proposal that was recommended for funding to the Board of Supervisors for the planning of a West County Reentry Resource Center was provided by "Further The Work (FTW)." A contract was awarded by the Board of Supervisors to FTW on May 21, 2013 in the amount of \$40,000. The CAO's office developed a contract with FTW, which was executed mid-June 2013. Further The Work conducted their extensive planning process on budget, on schedule and submitted the proposed plan to the County Administrator's Office on January 27, 2014. The CCP recommended that the Public Protection Committee approve the Plan and recommend its adoption by the Board of Supervisors at its March 25, 2014 meeting.

Please note that the final plan for the West County Reentry Resource Center was distributed to the CCP at their Feb. 14, 2014 meeting in binder form. Subsequent to the CCP meeting on February 21, 2014, at which the Plans were presented and voted on by the CCP, an error was discovered with respect to the Sample Budget included in the document (Section 2.7: Budget, Pages 1-2). The Sample Budget mistakenly included the Fiscal Years of 14-15 and 15-16, rather than the intended years of 13-14 and 14-15.

The complete plan is available on the County's website at:
<http://www.contracosta.ca.gov/index.aspx?nid=2366>

Implementation of the plan, as proposed, will require the establishment of a Steering Committee, which includes two members of the CCP Executive Committee (one representing a public safety agency and one representing health/behavioral health agency), and the issuance by the County Administrator's Office of a Request for Qualifications (RFQ) to identify a "host organization."

RFQ PROCESS

A Draft RFQ has been prepared and is attached for your consideration as *Attachment A*. Note that text in the document that is highlighted in yellow are still in development and require further editing. The Draft RFQ posits the availability of up to \$800,000 for "Implementation of a West County Reentry Resource Center" to serve as a central, site-based gathering place for learning, capacity-development and access to information and services for returning citizens, for the period June 1, 2014 through June 30, 2015. (\$400,000 is allocated in the FY 13-14 AB 109 Public Safety Realignment Program Budget for implementation of a reentry resource center in West County, and \$400,000 is proposed for allocation in the FY 14-15 AB 109 budget as well.)

When approved for issuance, the RFQ will be posted on BidSync, the website the County utilizes for contracting opportunities, and distributed directly via email to contacts developed by the County's Reentry Coordinator, Jessie Warner, and staff of the CAO's office. A Press Release will be issued and a legal notice will be posted in the Contra Costa Times regarding the RFQ opportunity. After its release, an optional responders conference will be hosted, via conference call, by the Senior Deputy CAO, the Reentry Coordinator, and FTW. Questions and answers arising from the responders conference and received in writing will be posted to the County's website and distributed to all attendees on the call.

Proposed RFQ Timeline: Implementation of West County Reentry Resource Center

Event	2 month process	
Draft RFQ & Timeline to PPC	March 24, 2014	
RFQ Issued	April 1, 2014	<i>Tuesday</i>
Responder's Conference	April 3, 2014	<i>Thursday, 2:00 to 3:00 p.m. via conference call</i>
Written Questions Due from bidders	April 10, 2014	<i>Thursday</i>
Addendum Issued	April 14, 2014	<i>Monday</i>
Responses Due	April 21, 2014	<i>3 weeks</i>
Evaluation Period	April 23-25	
Results Letter Issued	April 28, 2014	
Appeal Period	April 28-May 1, 2014	
CCP Reviews Results	May 2, 2014	
Public Protection Reviews Results	Special Meeting	<i>May meeting cancelled due to Memorial Day holiday</i>
Board Award Date	May 13, 2014	<i>Only available date in May after May 6 meeting</i>
Contract Start Date	June 1, 2014	

The Draft RFQ is modeled on prior RFP/RFQs developed for the AB 109 program. The proposed timeline contemplates a response period of 3 weeks. The RFQ requires the submittal of a 20 page response narrative (excluding cover statement, table of contents, responder overview, budget, timeline, MOUs/letters of support, and required attachments). The Draft RFQ was developed in consultation with Ms. Rebecca Brown.

Due to time constraints, it is not recommended that the RFQ be reviewed by the CCP, whose next meeting is scheduled for April 4, 2014, as that would further delay its issuance. However, the CCP will be expected to act at its April meeting on the recommendation in the Plan to select two members of the Center Steering Committee, and these two members are proposed to serve on the Review Panel that is charged with reviewing responses and recommending the “host” organization for the Center.

RFQ Review Panel

The recommended composition of a 7-member review panel is:

- CAO staff,
- the County Reentry Coordinator,
- the 2 members of the CCP designated as representatives to the Steering Committee,
- a person with direct experience of incarceration and reentry into West Contra Costa County,
- staff person of a CBO performing reentry related services, and
- a member of the Community Advisory Board

Attachments

Attachment A – Draft RFQ for Implementation of West County Reentry Resource Center Plan