

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. 7: RFQ Process for the Implementation of the Plan for the Central and East County Networked System of Services**

RECOMMENDATION:

1. ACCEPT the plan for issuance of Request for Qualifications (RFQs) for the Implementation of the Plan for the Central and East County Networked System of Services.
2. PROVIDE direction to staff on the RFQ process, timeline and contents of the RFQs as needed.
3. AUTHORIZE the issuance of RFQs to implement the Proposed Plan for an East & Central Networked System of Services for Returning Citizens.

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 an East and Central County network of services was provided by “Emerald HPC International, LLC (Emerald HPC).” A contract was awarded by the Board of Supervisors to Emerald HPC on May 21, 2013 in the amount of \$80,000. The CAO’s office developed a contract with Emerald HPC, which was executed mid-June 2013. Emerald HPC 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 complete plan is available on the County’s website at: <http://www.contracosta.ca.gov/index.aspx?nid=2366>

The Community Corrections Partnership (CCP) at its February 21, 2014 meeting recommended that the Public Protection Committee approve the Plan except with respect to its recommendation to “sole source” the contracts for service provision. Subsequent to its submittal to the CCP, Emerald HPC revised the Plan to include an “Affiliation Disclosure” statement and to amend the proposed Budget to remove the funding for “Mentor-Navigator Supervision, to accommodate a countywide proposal for Mentor/navigator supervision.

Implementation of the plan, as proposed by the CCP, will require the issuance by the County Administrator's Office of Request for Qualifications (RFQs) to identify contractors to provide network management and reentry related services identified in the plan.

PROPOSED RFQ PROCESS

The Plan prepared by Emerald HPC contemplates the availability of up to \$800,000 for implementation of the Plan from funding allocated in the FY 13-14 AB 109 Public Safety Realignment Budget for this purpose. There is also \$800,000 included for implementation of the Plan in the proposed FY 14-15 Budget (\$400,000 per region). The Plan includes a budget for both fiscal years in Appendix I. (*See Attachment A.*)

The Plan Budget allocates \$361,600 in FY 13-14 for "Management and Administration" of the Networks by 1.0 FTE Network Manager, 3.0 Field Operations Coordinators, 1.0 FTE Administrative Assistant, and 1.0 Database Administrator. These are proposed to be contracted positions, and the Network Manager position would be supervised by the Chief Probation Officer or his designee. The Network Manager would supervise the Field Operations Coordinators. The Database Administrator contractor position would work in collaboration with the Behavioral Health Division Homeless Program on the development of the ServicePoint system for use by the network service providers.

The Plan Budget allocates \$275,342 in FY 13-14 funds for the provision of "Network Services," which include housing, transitional employment, leadership and entrepreneurialism programs, women's services, pre-release education and employment preparation, and training/certification and job placement services. The Plan Budget also allocates \$5,000 for training for AB 109 police officers and volunteers, and \$18,000 for implementation support from the Plan developers, Emerald HPC. Finally, the Plan Budget includes a reserve to support implementation of the Networks in the amount of \$140,058, which could be used for unexpected costs related to project development, administration, training, or other related expenses.

Due to time constraints, Draft Requests for Qualifications (RFQs) are not available at this time, although they are in development. Staff proposes that three RFQs be issued that make available the funding identified in the Plan: one for "Network Management and Administration," another for "Network Services," and one for "Training." (If the Plan is approved as submitted, the existing contract with Emerald HPC would be amended to extend the term through June 30, 2014 and increase the payment limit by \$18,000 for implementation support services.)

In order to begin implementation of the proposed Plan, and to ensure that funds allocated in the FY 13-14 AB 109 Public Safety Realignment Budget for implementation are utilized, an aggressive timeline for the RFQ process must be adhered to. The consolidation of the Management and Administrative Services contractor positions into one RFQ and the consolidation of the Network Services into another RFQ will not only be more time efficient, but it will facilitate collaboration among community based organizations. The proposed Timeline for the RFQ process follows the timeline proposed for the West County Center RFQ. It anticipates an RFQ process that takes approximately 2 months to complete, so that contracts are issued June 1, 2014.

**Proposed Timeline for RFQ Process:
Implementation of Networks of Service for East & Central County**

Event	2 month process	
RFQ plan & Timeline to PPC	March 24, 2014	
RFQs Issued	April 1, 2014	<i>Tuesday</i>
Responders Conference	April 3, 2014	<i>Thursday, 2:00 to 3:00 p.m. via conference call</i>
Written Questions Due from responders	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>
Contracts Start Date	June 1, 2014	

RFQ Review Panel

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

- CAO staff,
- a County Reentry Coordinator from a neighboring jurisdiction
- Chief Probation Officer or his designee,
- a person with direct experience of incarceration and reentry into Central or East Contra Costa County,
- a representative of Emerald HPC, and
- 2 staff persons from CBOs performing reentry related services in neighboring counties.

Attachments

Attachment A – Implementation Budget included in East and Central County Plan