



Contra Costa County

REQUEST FOR PROPOSALS (RFP) #1602-168 *Peer Mentoring and Family Reunification for AB 109 Program*

The Contra Costa County Administrator's Office is pleased to announce, on behalf of the Board of Supervisors, the availability of up to \$200,000 on an annual basis for "Peer Mentoring and Family Reunification Services" to be provided to formerly incarcerated individuals in Contra Costa County for the period July 1, 2016 through June 30, 2019.

This RFP is a process by which the County solicits proposals of qualified bidders that may be selected to enter into a contract with the County.

Please read this entire packet carefully.

Interested parties are required to attend a

MANDATORY Bidders Conference

At any of the following dates/times/locations:

March 7 from 9:00 to 11:00 a.m. in the Pittsburg City Council Chambers, 65 Civic Ave., Pittsburg

March 8 from 10:00 a.m. to noon in the Zoning Administrator Room, 30 Muir Rd., Martinez

March 9 from 2:30 p.m. to 4:30 p.m. in the Richmond City Council Chambers, 440 Civic Center Plaza, Richmond

Attendance at this mandatory Bidders Conference is a requirement for submitting a proposal. The Bidders Conference is an opportunity to ask questions about the RFP and to receive technical assistance.

**Final proposals will be due at 651 Pine Street, 10th floor, Martinez CA 94553
by 5:00 p.m. on Friday, April 1, 2016.**

Written questions about the RFP can be submitted to lara.delaney@cao.cccounty.us by

5:00 p.m. on March 14, 2016.

Questions received after the Bidders Conference will be answered and made available at <http://www.co.contra-costa.ca.us/index.aspx?NID=2366>.

Thank you in advance for your efforts in preparing your response.



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PEER MENTORING AND FAMILY REUNIFICATION FOR AB 109 PROGRAM

Project Description

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36-45	32%	31%	31%
46-55	21%	19%	20%
56-65	6%	6%	6%
66+	0.8%	0.4%	0.7%
Race/Ethnicity			
White	34%	44%	38%
Black	44%	34%	40%
Hispanic	19%	19%	19%
Asian	0.8%	1.1%	1%
Pacific Islander	NA	0.3%	0.1%
Filipino	0.8%	0.6%	0.7%
Samoan	0.2%	0.1%	0.2%
Native American	0.1%	NA	0.1%
Other	0.2%	NA	0.1%
Unknown	0.7%	1.1%	0.9%

VI. Funding

Up to \$200,000 (two hundred thousand dollars) is recommended in the AB 109 Public Safety Realignment Budget to fund the provision of Peer Mentoring and Family Reunification Services, on an annual basis, and the contract period is from July 1, 2016 through June 30, 2019. The Contra Costa County Administrator's Office (CAO) will administer these funds. The contract(s) resulting from this RFP may potentially be renewable at the sole discretion the Board of Supervisors.

Of the \$200,000 recommended in the AB 109 Budget, \$110,000 is allocated to Peer Mentoring programs serving clients in West County and \$90,000 is allocated to Family Reunification programs serving clients countywide.

Agencies may submit proposals individually, or may collaborate and work together to provide services in one or more geographic areas of the county. Respondents may submit a proposal to deliver services in one region of the County or in more than one region, depending on their experience and expertise. If applying collaboratively, only one agency may serve as the lead and will be expected to coordinate all fiscal and administrative duties as needed to meet the contractual obligations. This RFP may result in a single award or multiple awards.

VII. Purpose, Services, and Outcomes

A. Purpose:

"Reentry" is not a specific program, but rather a research-driven process that starts when an



individual is initially incarcerated and ends when the person has been successfully reintegrated in his or her community as a law-abiding citizen. The reentry process includes the delivery of a variety of research-informed and evidence-based program services in both pre- and post-release settings, designed to ensure that the transition from prison or jail to the community is both safe and successful. Mentoring of justice-involved individuals can be a significant element of a successful reentry strategy, as can be family reunification.

This solicitation is aimed at promoting more effective and successful reentry through the establishment and maintenance of pre- and post-release mentoring relationships and family reunification services.

B. Peer and Mentoring Services:

The specific objective of the Peer Mentoring program is to recruit and train individuals as mentors and match them with participants in pre- and post-release services. “Mentoring” refers to a developmental relationship in which a more experienced person helps a less experienced person develop an enhanced sense of self-worth and specific knowledge and skills to increase their chance of successful reentry. Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional and personal development with the primary goal of preparing an individual (pre-release) for reentry and supporting him/her during the reentry process to enhance success. Most importantly, mentoring facilitates connections to pro-social networks and role models within the community that can facilitate new ways of thinking and reduce the risk for anti-social behavior.

Mentoring involves communication, is relationship-based, and can take many forms. It may consist of a one-to-one relationship or it can also occur in a small group setting. Mentoring also includes support with family reunification including fostering family readiness, health, safety, and receptivity during reentry and reintegration.

All AB 109 funded mentoring programs must include the evidence-based practice of connecting with individuals pre-release with continuity post-release. Responders should propose mentor training programs that address the unique needs of justice-involved individuals as well as supports for mentors. Proposers must also demonstrate connections to the community and specific methodologies for connecting with and improving outcomes for participants in the mentoring program. Training and program models should incorporate the perspectives of formerly incarcerated individuals who have achieved successful reintegration.

While mentoring will not look the same across all programs, there are some underlying principles of quality mentoring that provide the foundation around which effective mentoring systems are built, and which proposals should demonstrate. These principles include:

- a. Strong partnership between the mentoring organization and the AB 109 partners;
- b. A reasonably intensive process for the careful selection and retention of qualified mentors, and detailed processes to successfully match mentors and mentees;



- c. Training for mentors that is informed by the needs of adults reentering the community, and seeks to promote effective mentoring methods;
- d. Mentoring content (i.e., resources, materials, training, etc.) based on recognized adult basic education instructional skills and knowledge, and content and strategies individualized to the needs of formerly incarcerated participants with special attention paid to the provision of post-matching support;
- e. Effective program management including detailed plans for management of program information, mentee/mentor relationship monitoring, strategies for ongoing mentor evaluation and development
- f. A robust and well communicated grievance process for mentees

Peer mentoring services may include, but are not limited to, the following:

- Pre-release relationship building;
- One-to-One mentoring support;
- Peer mentoring groups;
- Post-release reentry aftercare sessions/drop-in support;
- Transportation of clients and families to appointments and meetings;
- Service advocacy to address barriers to successful reentry;
- Services to support development of healthy, safe relationships with intimate partners and family members;
- Social events and service projects to build relationships and increase positive engagement with the community.

C. Family Reunification Services:

Formerly incarcerated individuals who have effective social support systems are more likely to successfully reenter society. Family members can provide formerly incarcerated individuals with financial and emotional support when needed. The term “family” should not be narrowly restricted to blood relatives; it can apply to any individuals with whom the formerly incarcerated individuals have strong ties.

Responders should also address the needs of children with incarcerated parents. The evidence suggests children of incarcerated parents are also in need of support; they are less likely to do well in school, more likely have behavior problems, more likely to have substance abuse problems, and more likely to suffer from depression. Moreover, the lack of contact with their parents can cause them to have low self-esteem (Bushfield, 2004). All of these factors place these children at higher risk of becoming incarcerated themselves; therefore, helping the family reunify is a way to address the generational effects of incarceration.

While it is important to try to build on family strengths, it is also important to recognize that family reunification is not always possible or advisable. For some clients, family ties may act as a conduit to risky behavior such as violence, drug use and criminal activity, rather than an insulator from these negative influences. Conversely, for some families, relationships that are steeped in histories of victimization or disappointment can mean that families will not be ready or willing to work at repairing a relationship or providing support to an individual when she or



he is released (Travis, 2003). In these cases, it is important to identify other sources of social support, whether that means tapping into existing relationships or helping establish new ones.

Objectives

1. Strengthen social support systems for clients to help reduce the risk of future incarceration.
2. Enhance communication skills through hands-on training sessions in order to foster a creative atmosphere for trust.
3. Provide tools to equip family members and other supporters with an ability overcome the challenges of everyday life events.
4. Provide parenting and childhood developmental education.
5. When proper to do so, facilitate a process to repair harm done to pro-social relationships.

VIII. Minimum Organizational Requirements

1. Service History: A documented history of similar or equivalent service delivery to high risk criminal justice populations, including successful completion of contract deliverables and participation in outcome evaluation.
2. Justice System Collaboration: A history of prior successful collaboration with Probation, corrections, local law enforcement or other justice system stakeholders.

Knowledge of and participation in “jail to community” service delivery models is preferred, including demonstrated history of working effectively within a correctional setting and maintaining staff with jail clearances.

3. Evidence-Based Practices: Demonstrated knowledge of and commitment to implement evidence-based practices related to successful engagement and recidivism reduction with high-risk criminal offenders.
4. Risk-Needs-Responsivity: Demonstrated understanding of criminogenic needs and the recidivism reduction strategies that rely on effectively responding to these needs. An effective response often requires proper intervention dosage and duration levels
5. Staff Training: Bidder’s staff must be qualified and adequately trained to provide services and able to maintain confidential offender record information (CORI). Staff must commit to full participation in trainings provided through the County, including trauma-informed practices among other topics. County has the discretion to approve or disapprove the qualifications/training level of bidder’s staff working with Probation clients.
6. Cultural Competency: Demonstrated understanding and capacity to deliver gender responsive services, in appropriate languages, at appropriate educational and literacy levels, that are within the context of an individual’s cultural identity. To do this requires a demonstrated awareness, respect, and dynamic appreciation of the beliefs, practices,



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Proposal Preparation Instructions

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SECTION II—PROGRAM NARRATIVE

II.1 Agency Overview (1-2 pages for each agency)

(Submit an agency overview for each party in a collaborative.)

- A. State your agency's mission and its overall service philosophy.
- B. Describe briefly:
 - 1. Your agency's primary program services;
 - 2. Agency's years in operation and number of years providing services described herein;
 - 3. Agency's experience and capabilities as they relate to the scope of services described herein;
 - 4. Current service population(s): number of clients, demographic and geographic information, and types of services provided;
 - 5. Staffing pattern (size, composition, education level);
 - 6. Location of administrative and program office(s);
 - 7. History of collaboration with other service providers;
 - 8. Other partner agencies involved in provision of services.

II.2 Program Proposal (8 pages or fewer)

- A. Describe the program of service delivery for which AB 109 funds are requested. For each program, address the following, and specifically identify the **incorporation of evidence-based practices** in your program:
 - 1. Program Design, Methodology & Goals
 - a. What are the goals of the program?
 - b. What is the approach employed by the program to meet the goals? Provide a detailed description of the program model including any tailoring of the program to meet the needs of the individual receiving services.
 - c. Who is the target population for your program? *Provide details on demographics of the target population, including number of clients to be served, gender, and geographic location.*
 - d. What specific services will be provided to this population and who will provide the services?



- e. Where and how will the services be offered? *Indicate the location, duration, dosage, and frequency of mentoring or family reunification activities and services.*
 - f. Demonstrate your organization's knowledge of and commitment to implement evidence-based practices related to successful programmatic engagement and recidivism reduction strategies, including the appropriate use of Risk-Needs-Responsivity principles. Where your services are research-informed, describe why such practices are promising and likely to produce the desired outcomes and impact with the target population.
 - g. For Peer Mentoring programs, identify the target number of mentors who will be recruited and list the community partners the applicant will engage in recruiting mentors.
 - h. For Peer Mentoring programs, identify and define the population of people that will serve as mentors.
 - i. For Peer Mentoring programs, provide an outline of the training curriculum that will be provided to all mentors.
 - j. For Family Reunification programs, provide an outline of any parenting and childhood development curriculum that will be provided to clients.
2. Program evaluation – outcomes
- Describe in specific detail how you will determine the success of the program and the quality of the services provided.
- a. How will service delivery be monitored and evaluated?
 - b. What data will you collect and report?
 - c. How will you use that data for program improvement?
 - d. What are your program outcome measures and how will you track them? *Discuss specific outcomes that measure the impact or results for each service component.*
3. Collaboration and Coordination
- a. Indicate how this program will interface with the Reentry Network and the Reentry Success Center, and other public and private agencies serving the same target populations or providing related services.



- b. Articulate strategic partnerships with a range of reentry service providers, so that clients have efficient access to relevant treatment, financial literacy/money management, mental health, education, employment and other personal development opportunities in addition to sober, safe and dignified housing.
- c. If this proposal is a collaborative effort, describe the primary activities and responsibilities of each collaborator. Indicate how resources will be shared, how funds will be leveraged and blended, and how service duplication will be avoided.
- d. Describe your knowledge of and experience collaborating and/or making/receiving referrals with community-based service partners, such as community-based organizations, County departments, criminal justice systems and other relevant agencies/organizations.

Please include memorandums of support and/or memorandums of understanding.

II.3 Program Implementation and Oversight (4 pages or fewer)

1. Describe the process goals and timeline for implementation of the service plan. *Process goals describe the action-steps that the agency or collaborative will take in order to implement the service plan. If the proposal is a collaborative effort, describe each agency's specific responsibilities and timelines, and the respective primary roles of staff in each agency in completing the action-steps.*
2. Describe how you will ensure the fidelity of your program to evidence-based practices.
3. Submit a staffing plan for all staff working directly or indirectly in this program, including: staff name and job title; time allocated to program; duties/activities; language/cultural competence. Describe briefly how the staffing plan meets the needs of the program. *Clearly indicate positions you will need to hire.*
4. Submit job descriptions and resumes of Executive Director and key program staff.
5. Submit agency organizational chart.

II.4 Bidder's Experience (up to 1 page)

Describe your agency's current or past experience in providing the proposed services, including length of time your agency has been providing these services. Indicate staff experience with methodologies to be used. Note any other relevant aspects of your agency's service history that demonstrate capacity to provide the proposed services.



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Attachment A

Required Attachments and Respondent Checklist

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REQUIRED ATTACHMENTS & RESPONDENT CHECKLIST

Each respondent must submit a proposal in the following order with documents as described (unless otherwise noted). Duplicate enclosed forms as necessary.

- ☐ A. **Proposal Cover Statement (Form #1)** attached as cover to each proposal
- ☐ B. **Table of Contents**
- ☐ C. **Program Narrative**
- ☐ D. **Program Budget Information**
- ☐ E. **List of Agency Board of Directors (Form #2)**
- ☐ F. **Agency Organizational Chart** indicating how proposed project relates with other agency projects and programs.
- ☐ G. **Job Descriptions and Resumes** of Executive Director and key program staff
- ☐ H. **Bidder's Statement of Qualifications (Form #3)**, completed and signed by Agency Executive Director and President of Agency Board of Directors. *(Form #3 with original signatures must accompany original proposal.)*
- ☐ I. **Bidder's Contracts and Grants (Form #4)**, completed and signed by the Agency Executive Director and the President of the Board of Directors. *(Form #4 with original signatures must accompany original proposal.)*
- ☐ J. **Fiscal Attachments** *(If submitting additional proposals, no need to re-submit.)*
 - Non-profit proposers must provide a copy of:
 1. A recent audit (within 12 months) or audited financial statement attached to the original copy of the proposal. *If the organization has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons for not ever having conducted an independent audit, and a certification from the Chair of the Board of Directors, Executive Director, and the agency accountant that the information accurately reflects the agency's current financial status. Also submit:*
 2. Current agency-wide Budget
 3. Balance Sheet
 4. Profit and Loss Statement
 5. Manual of Fiscal Procedures and Policies, *if available*
 6. Current Board of Directors' Bylaws
 7. Roster of the organization's Board of Directors including the directors' names, titles, phone numbers, and email addresses.
 8. 501(c) 3 Letter.

For-profit proposers must provide a copy of:

1. A recent audit (within 12 months) or audited financial statement attached to the original copy of the proposal. *If the company has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons*



for not ever having conducted an independent audit, and a certification from the Chair of the Board of Directors, C.E.O., and the company accountant that the information accurately reflects the company's current financial status. Also submit:

2. Most recent company Annual Report
3. Current company Budget
4. Balance Sheet
5. Profit and Loss Statement
6. Manual of fiscal procedures and policies, *if available*
7. Current Board of Directors' Bylaws

☐ **K. Agency Brochure** (as available) (*If submitting additional proposals, no need to re-submit.*)

☐ **L. Curriculum**