

**OFFICE OF THE COUNTY ADMINISTRATOR**  
**CONTRA COSTA COUNTY**

TO: Public Protection Committee  
*Supervisor Candace Andersen, Chair*  
*Supervisor John Gioia, Vice Chair*

FROM: Lara DeLaney, Senior Deputy County Administrator

DATE: February 24, 2016

SUBJECT: **Request for Proposals (RFPs) and Request for Qualifications (RFQs) for AB 109 Community Programs**

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**RECOMMENDATIONS**

1. REVIEW the Draft RFP/RFQs and PROVIDE input and direction to staff on their content and distribution.
2. CONSIDER the issue of the distribution of funding for Employment and Housing services: Should the \$2M for Employment and \$1,030,000 for Housing be distributed regionally utilizing the same formula as in the past (40% to East, 30% to Central, 30% to West); updated to reflect current population numbers (Approximately 41% reside in East County, approximately 28% reside in West County, approximately 20% reside in Central County); or based on need. PROVIDE direction to staff for incorporation into Final RFPs.
3. CONSIDER the issue of the extent to which a respondent identifies matching funds for their program. Should there be explicit preference for providing leveraged resources in the Budget? If so, at what level. PROVIDE direction to staff for incorporation into Final RFPs.
4. CONSIDER the term of the contracts: Are contracts for 3 years, or one year with 2 one-year renewal options? PROVIDE direction to staff for incorporation into Final RFPs.
5. CONSIDER the recommendation of staff to commence the development and distribution of the RFQ for Planning and Facilitation Services related to the update of the County's Reentry Strategic Plan and AB 109 Operational Plan after the current RFPs and RFQ are issued.

## **BACKGROUND**

On January 22, 2016 the CCP Executive Committee adopted a FY 2016-17 Public Safety Realignment Budget for recommendation to the Board of Supervisors. The recommended FY 2016-17 AB 109 Public Safety Realignment Budget included \$4,020,036 for Community Programs as follows:

- |   |             |
|---|-------------|
| • Employment Support and Placement Services       | \$2,000,000 |
| • Support of WCRSC & Central-East Reentry Network | \$1,225,036 |
| • Short and Long-Term Housing Access              | \$500,000   |
| • Peer and Mentoring Services                     | \$110,000   |
| • Family Reunification Services                   | \$90,000    |
| • Legal Services                                  | \$80,000    |
| • Development of a "Reentry Resource Guide"       | \$15,000    |

In addition, the CCP Executive Committee recommended an additional appropriation of \$160,000 (approximately 4%) to the AB 109 Community Programs, to be allocated among the Community Program service areas upon the advice of its Community Advisory Board (CAB). At its February 8, 2016 meeting, the PPC recommended that an additional \$500,000 be allocated to the Community Programs, with advice from the CAB on its distribution.

The CAB took action on its recommended allocations at its Feb. 11, 2016 meeting and recommends allocation amounts for the AB 109 2016-17 fiscal year Community Programs as follows (\$4,680,000 in total):

- a. Employment Support and Placement Services - \$2,000,000
- b. Short and Long-Term Housing - \$1,030,000
- c. Reentry Success Center and Central-East Network- \$1,285,000
- d. Mentoring and Family Reunification - \$200,000
- e. Civil Legal Services - \$150,000
- f. Reentry Resource Guide - \$15,000

In its Budget request to the CCP, the CAB recommended that the County undertake an RFP/RFQ process for the contracts that will commence in FY 16-17 for the following services:

1. Employment Support and Placement Services
2. Short and Long-Term Housing
3. Civil Legal Services
4. Family Reunification
5. Mentoring Services
6. Data/Program Evaluation *Note: The CAO's office is proposing an update to the County's Reentry Strategic Plan, an update of the County's AB 109 Operations Plan, and the implementation of the AB 109 Annual Report for the FY 16-17 program evaluation and implementation support services.*

*CAO staff recommends commencing the procurement process for these services after the RFPs for Employment, Housing, Mentoring & Family Reunification and the RFQ for Civil Legal Services are issued to allow for additional, sufficient RFQ development time.*

7. Jail to Community Services (Note: The funding for the Jail-to-Community services is provided in the Sheriff's Office budget and not administered through the CAO's office, as are the Community Programs contracts. Staff from the Sheriff's Office has indicated that RFPs are not anticipated to be issued at this time.)

The CAB further recommended that contracts be structured as multi-year (3 years recommended) contracts. The CAO's office administers the Community Programs contracts and has done so since 2013, when RFPs/RFQs were initially undertaken. Other recommendations from the CAB regarding the procurement process included:

1. For the RFP development process, the CAO should include the Network Manager, the Success Center Director, the County Reentry Coordinator, a member of the CAB, and a member of the CCP.
2. RFP/RFQs should include trauma informed principles, practices, and competencies as preference points and should be established as contractual requirements.
3. Responding organizations should be required to demonstrate cultural competency to engage and provide services to Contra Costa's formerly incarcerated population and their families.
4. The RFP/RFQ process should seek to encourage meaningful collaboration among organizations for the more integrated and efficient delivery of services (allowing a proposal to respond to more than one service area; allowing a proposal to include multiple partners).

In developing the Final Draft RFPs and RFQ, the CAO's office used the original RFP/Qs developed in 2013 for the current Community Program contracts as the starting point for the RFP/Q development process and incorporated the recommendations of the CAB. Staff researched RFP/Qs issued in other counties in California for reentry services for procurement best practices and program design. In addition, multiple conference calls were held with the RFP/Q development team to ensure participation and input on their development.

Substantive changes from the original RFPs and RFQ include:

- a. Timeline Updated
- b. Service Delivery Model Updated

- c. Target Population remains AB 109 but service population expanded to formerly incarcerated
- d. Updated the Demographic information to current data
- e. Contract term: 3 years
- f. Minimum Organization Requirements expanded to include "Trauma-Informed Principles and Practices," "Risks-Needs-Responsivity"; and "Evidence Based Practices" and "Cultural Competency" rewritten
- g. Outcomes re-written to describe program objectives, rather than providing outcome measures (*which are requested from responders*)
- h. Substitute for recent audit provided as an option (*provided for in 2013, after RFPs issued*)
- i. Proposal length reduced from 20 to 16 pages in RFPs.
- j. Explicit identification of evidence-based practices (EBP) and Risk-Needs-Responsivity (RNR) principles in Program Narrative required and points awarded in Rating Sheet for demonstrated knowledge of and commitment to implement EBP and RNR
- k. Fidelity to EBP in Implementation and Oversight plan required
- l. 3 year Budget requirement
- m. Changing order of Forms and Attachments
- n. Changing description of Housing Services and Program Narrative to explicitly encourage SLE/Supportive Housing
- o. Developed description of Family Reunification services
- p. Added \$150,000 in Network Housing to the Countywide Housing RFP but indicated distinction of the funding between Network support and countywide services.

### Timeline of RFP Process

The Timeline of the RFP/RFQ process envisions a process that from date of issuance to Board of Supervisors award will last approximately two months. If there is strict adherence to the timeline, the Board of Supervisors would be authorizing contracts for services at their May 10, 2016 meeting, and staff would be executing contracts to begin on July 1, 2016, with a contract term running through June 30, 2019.

### **AB 109 RFP/RFQs Timeline**

Event	Date
<b>RFPs Issued</b>	<b>March 1, 2016</b>
Bidders Conference #1: <b>East County</b>	Mar. 7 9:00 to 11:00
Bidders Conference #2: <b>Central County</b>	Mar. 8 10:00 to noon
Bidders Conference #3: <b>West County</b>	Mar. 9 2:30 to 4:30
Written Questions Due from bidders	Mar. 14

Addendum Issued	Mar. 16
<b>Responses Due</b>	<b>April 1, 2016</b>
Evaluation Period	April 4-8, 2016
Vendor Interviews	April 11-15, 2016
Results Letter Issued	April 15, 2016
Appeal Period	April 18-22
Public Protection Reviews Results	April 25, 2016
CCP Reviews Results	May 6, 2016
<b>Board Award Date</b>	<b>May 10, 2016</b>
Contract Start Date	July 1, 2016

### Review Panel Participants

To conduct the proposal evaluation and vendor interview process, Review Panels will need to be established. The following members are proposed:

1. Assistant Chief Todd Billeci or designee
2. Lara DeLaney representing the CAO's office.
3. A Reentry Coordinator from a neighboring County.
4. A Member of the CAB
5. A subject matter expert in each of the service areas
6. A formerly incarcerated person or family member of a formerly incarcerated person

The County Reentry Coordinator, Donte Blue, will facilitate the Review Panel process. The CAO staff will commence solicitation of volunteers to serve on the Panels after the RFPs/RFQ are released.

Staff will seek to broaden its RFP/Q notification process, to ensure that as many service providers as possible are notified about the opportunity.

Attachment A: RFP Employment Support and Placement Services

Attachment B: RFP Short and Long-Term Housing Access

Attachment C: RFP Peer Mentoring and Family Reunification

Attachment D: RFQ Civil Legal Services

Note: With the exception of Attachment A, the RFP for Employment Services, the attached Final Drafts of the RFPs and RFQ do not include pages where "boiler-plate" content comprises the text of the document. Only pages where substantive differences are included are attached.