



Contra Costa County

REQUEST FOR PROPOSALS (RFP) # 1609-196 *Facilitation and Data Analysis Services for the Contra Costa County Racial Justice Task Force*

The Contra Costa County Administrator's Office is pleased to announce, on behalf of the Board of Supervisors, the solicitation of proposals for "Facilitation and Data Analysis Services" to provide support to the Contra Costa County Racial Justice Task Force for the period December 1, 2016 through June 30, 2018.

This RFP is a process by which the County solicits proposals of qualified responders who may be selected to enter into a contract with the County for the provision of these services.

Please read this entire packet carefully.

***Final responses will be due at 651 Pine Street, 10th floor, Martinez, CA 94553
by 12:00 p.m. (noon) on Friday, November 4, 2016.***

Written questions about the RFP can be submitted to lara.delaney@cao.cccounty.us
by 12:00 p.m. on Friday, Oct. 21, 2016.

A mandatory Bidders Conference will be conducted on

Wednesday, October 5, 2016

from 10:00 a.m. – 11:30 a.m. at the County Zoning Administrator's Room,

30 Muir Road, Martinez.

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



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***RFP Timeline***

1.	RFP announced	Tuesday, Sept. 27, 2016
2.	Mandatory Bidders Conference	Wednesday, Oct. 5, 2016, 10:00 a.m.
3.	Written Questions Due from Responders	12:00 p.m. (noon), Oct. 21, 2016
4.	Addendum Issued	Oct. 24, 2016
5.	Response Submission Deadline	12:00 p.m. (noon), Nov. 4, 2016 County Administrator's Office 651 Pine Street, 10 th Floor Martinez, CA 94553
<i>No response will be accepted after this date and time. Postmarked, facsimiled, or e-mailed submissions will not be accepted.</i>		
6.	Review, rating, and interview process	Nov. 7-10, 2016
7.	Notification of recommendations	Nov. 10, 2016
8.	Appeal period	Nov. 14-18, 2016
9.	Deadline to submit appeal letters	5:00 p.m., Nov. 18, 2016
10.	Public Protection Committee Review	Nov. 28, 2016
Board of Supervisors approval and authorization to award contracts is tentatively scheduled for the December 6, 2016 Board of Supervisors' agenda.		



REQUEST FOR PROPOSALS #1609-196
“FACILITATION AND DATA ANALYSIS”
FOR CONTRA COSTA COUNTY RACIAL JUSTICE TASK FORCE

Statement of Work

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I. Introduction

The Contra Costa County Administrator's Office (CAO), on behalf of the Board of Supervisors, is issuing this Request for Proposals (RFP) #1609-196 to receive Proposals from qualified contractors to provide facilitation and data analysis services to assist the Racial Justice Taskforce in identifying ways of reducing racial and ethnic disparities (RED) within Contra Costa County's local justice system.

Based on the response to this solicitation for Proposals, Contra Costa County (County) plans to contract with contractors for the period of December 1, 2016 to June 30, 2018. The County will retain the discretion to renew any contract issued, contingent on availability of funding and demonstrated successful performance by funded contractors during the contract period.

Private and public not-for-profit organizations and for-profit organizations with experience in providing services in the described areas are invited to submit Responses. If you are interested in and capable of providing the requested services by contract with the County, please carefully review the Request for Proposals (RFP) and submit your response as directed in the "Response Preparation Instructions." This solicitation is not in any way to be construed as an agreement, obligation, or contract between the County and any party submitting a response, nor will the County pay for any costs associated with the preparation of any response.

II. Synonymous Terms

As used throughout this RFP, the following terms are synonymous:

- A. Supplier, Vendor, Contractor, Successful Responder
- B. Purchase Order, Contract, Agreement
- C. Services, Work, Scope, and Project
- D. Proposer, Responder, Bidder, Organization
- E. "The County" refers to the County of Contra Costa, California.

III. Minimum Organizational Requirements

The County seeks to partner with eligible entities that have expertise in performing facilitation and data analysis services on projects related to racial justice. The successful responder must possess and demonstrate the following minimum requirements:

1. Service History: A documented history of similar or equivalent service delivery to public agencies for at least three years, including successful completion of contract deliverables and participation in outcome evaluation.
2. Criminal Justice System Experience: A history of prior successful experience working with a broad spectrum of justice system stakeholders.



3. Cultural Competency: Demonstrated understanding and capacity to deliver culturally competent and responsive services.
4. Licensing/Certification Requirements: Successful bidders must have and maintain all appropriate licenses, permits, and certifications as required by the laws of the United States, State of California, Contra Costa County, and all other appropriate governmental agencies.

IV. **Background**

Beginning with the Juvenile Justice Delinquency Prevention Act of 1974, the federal government mandated that states make efforts to address Disproportionate Minority Confinement (DMC). An amendment to this law in 1992 changed the language of DMC to Disproportionate Minority Contact to ensure a more holistic view of the entire justice system and various touch points that may contribute to disproportionate outcomes for minority youth.

Taking up this mandate, the State of California's Corrections Standards Authority initiated a multi-pronged effort to address DMC that included the implementation of an Enhanced DMC Technical Assistance Project (DMC-TAP). Along with Los Angeles, San Diego, Santa Cruz and Alameda, Contra Costa was among the first five counties awarded a DMC-TAP grant. With this grant, in 2005 Contra Costa convened a workgroup to study DMC in three local areas: Richmond, Bay Point, and the Monument Corridor area of Concord. This project culminated with a December 2008 report that made a number of short to long-term recommendations that were aimed to help the County address the various disparities identified in the study. Currently, the Board of State and Community Corrections continues the state's work in this area through its support of the Reducing Racial and Ethnic Disparities (RED) Subcommittee of the State Advisory Committee on Juvenile Justice and Delinquency Prevention.

In Contra Costa, discussions about the implications of RED in regards to our local justice system have expanded beyond the juvenile justice context. This interest culminated with the Contra Costa County Racial Justice Coalition sending a letter to the County's Board of Supervisors (Board) in April 2015 requesting review of several matters aimed at identifying and reducing bias towards, and overrepresentation of, minorities in the local criminal justice system. In July 2015, the Board forwarded this matter to its Public Protection Committee (PPC) for further discussion¹. The Public Protection Committee (PPC) generally hears all matters related to public safety within the County.

On July 6, 2015, the Committee initiated discussion regarding this referral and directed staff to research certain items identified in the Coalition's letter to the Board of Supervisors and return to the Committee in September 2015.

¹ See the report at:
http://64.166.146.245/agenda_publish.cfm?id=&mt=ALL&get_month=7&get_year=2015&dsp=agm&seq=22052&rev=0&ag=660&ln=43490&nseq=&nrev=&pseq=22038&prev=0#ReturnTo43490



On September 14, 2015, the Committee received a comprehensive report from staff on current data related to race in the Contra Costa County criminal justice system, information regarding the County's Workplace Diversity Training, and information regarding diversity and implicit bias trainings and presentations from across the country².

At the November 9, 2015 meeting, the Committee received a brief presentation reintroducing the referral and providing an update on how the DMC report compares with the statistical data presented at the September meeting. Following discussion, the Committee directed staff to return in December 2015 following discussions between the County Probation Officer, District Attorney and Public Defender with thoughts about how to approach a new DMC initiative in the County. These discussions culminated in a joint presentation on December 14, 2015 by the County Public Defender, Chief Probation Officer, and District Attorney that included the following recommendations:

- (1) the County convene a Task Force to revisit and expand upon the findings of the County's 2008 DMC-TAP report,
- (2) the County enter into a contract for a facilitator to help guide the Task Force through this process, and
- (3) a researcher be paid to help the Task Force collect and analyze data during the process.

The Committee directed the three departments above to provide a written project scope and Task Force composition to the Committee for final review.

On April 12, 2016, the Board of Supervisors accepted a report and related recommendations from the Committee resulting in the formation of a 17-member Disproportionate Minority Contact Task Force composed of the following:

- County Probation Officer
- Public Defender
- District Attorney
- Sheriff-Coroner
- Health Services Director
- Superior Court representative
- County Police Chief's Association representative
- Mount Diablo Unified School District representative
- Antioch Unified School District representative
- West Contra Costa Unified School District representative
- (5) Community-based organization (CBO) representatives (at least 1 representative from each region of the County and at least one representative from the faith and family community)
- Mental Health representative (not a County employee)
- Public Member – At Large

² See the report at:

http://64.166.146.245/agenda_publish.cfm?id=&mt=ALL&get_month=9&get_year=2015&dsp=agm&seq=22947&rev=0&ag=684&ln=45005&nseq=&nrev=&pseq=22945&prev=0#ReturnTo45005



Subsequently, a 7-week recruitment process was initiated to fill the (5) CBO representative seats, the (1) Mental Health representative seat and the (1) Public Member - At Large seat. The deadline for submissions was June 15, 2016 and the County received a total of 28 applications.

On June 27, 2016, the PPC met to consider making appointments to the (5) CBO representative seats, the (1) Mental Health representative seat and the (1) Public Member - At Large seat.

At the conclusion of the meeting, the PPC directed staff to set a special meeting for early August to consider the final composition of the entire (17) seventeen-member Task Force once all names were received from county departments, school districts, etc. In addition, the Committee recommended changing the title of the Task Force to the "Racial Justice Task Force," which was determined to be more reflective of the current efforts to evaluate racial disparities in the local criminal justice system.

On August 15, 2016, the Committee approved the nominations for appointment to the Task Force, including a recommendation that the Superior Court designee seat be a non-voting member of the Task Force at the request of the Superior Court. On September 13, 2016, the Board of Supervisors approved the composition of the task force and change of its title. The composition of the Task Force is as follows:

Contra Costa County			
Racial Justice Task Force, Composition			
	Member Seat	Name	Title/Affiliation
1.	County Probation Officer	Todd Billeci	County Probation Officer
2.	Public Defender	Robin Lipetzky	Public Defender
3.	District Attorney	Tom Kensok	Assistant District Attorney
4.	Sheriff-Coroner	John Lowden	Captain, Sheriff's Office
5.	Health Services Director	Dr. William Walker	Health Services Director
6.	Superior Court Designee*	Magda Lopez	Director of Court Programs and Services
7.	County Police Chief's Association representative	Bisa French	Captain, Richmond Police Department
8.	Mount Diablo Unified School District representative	Debra Mason	MDUSD Board Member
9.	Antioch Unified School District representative	Bob Sanchez	AUSD Director of Student Support Services
10.	West Contra Costa Unified School District representative	Marcus Walton	WCCUSD Communications Director
11.	CBO seat 1	Stephanie Medley	RYSE; AB109 CAB; District I resident
12.	CBO seat 2	Donnell Jones	CCISCO; District I resident
13.	CBO seat 3	Edith Fajardo	ACCE Institute; District IV resident
14.	CBO seat 4	My Christian	CCISCO; District III resident
15.	CBO seat 5	Dennisha Marsh	First Five CCC; City of Pittsburg Community Advisory Council; District V resident
16.	Mental Health representative	Christine Gerchow, PhD.	Psychologist, Juvenile Hall-Martinez; District IV resident
17.	Public Member – At Large	Harlan Grossman	Past Chair AB 109 CAB; GARE participant; District II resident
* Superior Court has requested this seat be non-voting member of the Committee.			



V. Funding

Up to \$225,000 (two hundred twenty five thousand dollars) is allocated in the AB 109 Public Safety Realignment/Community Programs Budget in Fiscal Year 2016-17 to fund data collection, program evaluation and system planning services, to be utilized for projects including an update of the AB 109 Operations Plan, the County's Reentry Strategic Plan, and the facilitation and data analysis of the Racial Justice Task Force. *An RFP is anticipated to be issued in the fall of 2016 for the AB 109 Operations Plan and Reentry Strategic Plan Update.*

VI. Purpose, Scope of Services of RFP

A. Purpose:

The County seeks a responder to provide facilitation services for a 17-member Racial Justice Task Force over the course of 18 months, as well as data analysis of the project's impact. Creation of the Task Force was unanimously approved by the Board of Supervisors on April 12, 2016. The mandate of the Task Force is as follows:

1. Research and identify consensus measures within the County to reduce racial disparities in the criminal justice system;
2. Plan and oversee implementation of the measures once identified; and
3. Report back to the Board of Supervisors on progress made toward reducing racial disparities within the criminal justice system.

The selected contractor for this project will be responsible for ensuring that the Task Force meets these objectives.

These facilitation and data analysis services must be independent and objective. In the performance of these services, the successful contractor shall avoid all conflicts of interest and all appearances of conflicts of interest. All conflicts of interest and potential conflicts of interest shall be described in detail in the response with any proposed resolutions to allow the services to be completed objectively.

The proposers of the facilitation and data analysis services for the Racial Justice Task Force must demonstrate expertise in racial and criminal justice facilitation as well as the ability to evaluate and analyze the effectiveness and outcomes of reforms recommended by the Task Force. The successful contractor is also expected to facilitate implementation of selected reforms in the County, with emphasis on building community engagement.

The successful contractor must collaborate with traditional County criminal justice stakeholders and community representatives to identify appropriate reforms, oversee implementation of those reforms, and design and perform data analysis to assess implementation. Responders should demonstrate past experience with or willingness to collaborate with other research partners that may be engaged by the County.



B. Scope of Services

In responding, responders should indicate how they would address the following areas of work and demonstrate capacity and experience in multiple realms related to this RFP, such as:

Facilitation Services

1. Development of group operating guidelines to support meaningful participation by all Task Force members and efficient and effective decision making by the Task Force;
2. Assessments of and recommendations regarding racial and criminal justice reforms;
3. Development of countywide, shared definitions for critical elements of racial and criminal justice reform (e.g., a common definition or set of definitions for disproportionality);
4. Development and production of a public report regarding racial disparities in the criminal justice system and the impacts of implemented reforms selected by the RJTF.
5. Subject-matter research and advice related to racial and criminal justice reform implementation and evaluation strategies in other counties.

Data Analysis Services

1. Analysis of existing countywide racial and criminal justice disparities;
2. Development of countywide, shared baseline data sets and common baseline outcome metrics, benchmarks, and comparison sets;
3. Applying mixed-methods designs, incorporating both quantitative and qualitative techniques, in evaluation;
4. Assessment and recommendations related to options for data infrastructures; and

Contractor(s) will be expected to appear before and present to the Public Protection Committee periodically throughout the contract period, providing progress reports both orally and written.

VII. Contract Monitoring

The County Administrator's Office will actively monitor services provided through these contracts and will:

- a. Monitor subcontracts written by and entered into by the contractor;
- b. Provide information to contractors concerning additional State or County data requirements not provided herein.

At a minimum, contractors will be expected to:

- a. Be able to enter into contract and begin service delivery within 1 month of award;
- b. Perform all services without material deviation from an agreed-upon Service Plan;
- c. Complete progress reports in a timely manner;
- d. Maintain adequate records of service provision to document compliance with Service Plan and complete forms supplied;
- e. Cooperate with the collection of other data as requested by the County.



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RFP Requirements and Instructions

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RFP Requirements and Instructions for Responders

The responder requirements in this section are mandatory. Contra Costa County reserves the right to waive any nonmaterial variation.

1. All responders shall submit one (1) original response package and eight (8) complete copies of the response, under sealed cover, by mail or hand-delivery to the CAO at 651 Pine Street, 10th Floor, Martinez, CA 94553 to be received **no later than 12:00 p.m. on Friday, Nov. 4, 2016**. Each submission must be marked on the outside with the Responder's name and RFP #1609-196. Any response received after the deadline will be rejected. Postmarks, faxed and e-mailed submissions are not acceptable.
2. The CAO will review all received responses to make sure they are technically compliant with formatting and submission guidelines as per the RFP. Responders that are non-compliant with technical requirements will not move forward to the Review Panel.
3. All costs incurred in the preparation of a response will be the responsibility of the responder and will not be reimbursed by the County.
4. A response may be withdrawn in person prior to **12:00 p.m. (noon) on Nov. 7, 2016**. If withdrawing a response, the responder must provide appropriate identification (i.e. driver's license) and sign a receipt attesting to his/her withdrawal of the response.
5. A mandatory conference for prospective responders will be held on **Oct. 5, 2016 at 10:00 a.m.** at the County Zoning Administrator's Room at 30 Muir Road, Martinez, to answer questions about the RFP process.
6. Prospective responders interested in participating in the Bidders Conference are requested to return the Bidders Conference RSVP on page 28 by 5:00 p.m. on Monday, Oct. 3, 2016.
7. Any questions regarding this RFP should be emailed to Lara.DeLaney@cao.cccounty.us on or before **12:00 p.m. on Oct. 21, 2016**. Please include RFP #1609-196 in the subject line.
8. The CAO may amend this RFP, if needed, to make changes or corrections to specifications or provide additional data. Amendments will be posted at <http://www.co.contra-costa.ca.us/2366/Services-Programs> and, if after the optional bidders conference, emailed to all those attending. The CAO may extend the RFP submission date, if necessary, to allow responders adequate time to consider additional information and submit required data.
9. The RFP process may be canceled in writing by the CAO prior to awards if the Contra Costa County Board of Supervisors determines that cancellation is in the best interest of the County.



10. With respect to this RFP, the County reserves the right to reject any, some, or all responses. The County reserves the right to negotiate separately in any manner to serve the best interests of the County. All responses become property of the County, without obligation to any responder.
11. Responses will be judged on overall quality of content and responsiveness to the purpose and specifications of this RFP. Responses should be without expensive artwork, unusual printing, or other materials not essential to the utility and clarity of the response. Evaluation criteria and scoring factors are described below.
12. A Review Panel will evaluate responses received. The panel may be composed of representatives of the Public Defender's Office, the Sheriff's Office, the Probation Department, the District Attorney's Office and members of the Racial Justice Coalition. (*Panel composition subject to change depending on availability of participants.*) On the basis of panel ratings recommendations, the Public Protection Committee will make recommendations to the Contra Costa County Board of Supervisors. Responders will be notified of this recommendation in writing. Award of a contract by the Board of Supervisors will constitute acceptance of a response.
13. Only responders submitting a response in accordance with RFP #1609-196 may appeal the RFP process. Appeals must be submitted in writing and should be addressed to Lara DeLaney, Senior Deputy County Administrator; County Administrator's Office and received at 651 Pine Street, 10th Floor, Martinez, CA 94553, no later than **5:00 p.m. on Nov. 18, 2016**. Notification of a final decision on the appeal shall be made in writing to the responder within five (5) days, and the decision of the CAO shall be final and not subject to further review. When submitting, an appellant must clearly state the action appealed, the harm to the appellant, and the action sought. Appeals shall be limited to the following grounds:
 - Failure of the County to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments.
 - There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
 - A violation of State or Federal law.
 - .
14. Successful responders will be expected to promptly enter contract negotiation with the CAO. This may result in mutually agreed upon changes in plans or activities identified in the response. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.
15. Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior



to the effective date of any contract.

16. The CAO will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.
17. The contract from this RFP will be for the Dec. 1, 2016 through June 30, 2018 period, with satisfactory performance as a condition of any future contract renewal.
18. Each response to this RFP will be a public record that will be subject to disclosure under the California Public Records Act (Government Code, § 6250, et seq.) and the County's Better Government Ordinance (County Ordinance Code, Title 2, Division 25).
19. All contracted parties must agree to implement the County's alcohol/drug abuse prevention/treatment policy and comply with related monitoring and evaluation procedures.



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“FACILITATION AND DATA ANALYSIS”
FOR CONTRA COSTA COUNTY RACIAL JUSTICE TASK FORCE

RESPONSE PREPARATION INSTRUCTIONS

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Response Preparation Instructions

RESPONSE INSTRUCTIONS

1. Responses must be in the form of a package containing a complete response and all required supporting information and documents. Each responder must submit one (1) original package and eight (8) complete copies with attachments included.
3. Response materials are to be double-spaced on 8 1/2" x 11" paper (*recycled preferred*) with no less than 1" margins on all sides, using an easy to read 12-point font. Total response should not exceed 10 pages excluding cover sheet, table of contents, budget and budget narrative, and required attachments.
4. Pages must be stapled together and numbered consecutively with each section identified by an appropriate Roman numeral.
5. Forms 1-3 (attached to this RFP) are to be fully completed and attached in the order indicated on the Respondent's Checklist.
6. All information in the response package must be presented in the following sequence.

PROPOSAL OUTLINE

SECTION I - INTRODUCTION

I.1 Proposal Cover Statement (Form #1)

The Proposal Cover Statement with original signatures, **in blue ink**, of the bidder's Board of Directors' President and Executive Director attached to the original of the proposal must precede the narrative. Copies of the form must also serve as a cover page to the remaining eight (8) proposal copies submitted.

I.2 Table of Contents

Include a table of contents using Attachment A as your guide.

SECTION II—PROGRAM NARRATIVE

II.1 Agency Overview (2 pages or less) *Information regarding a data analysis partner should be included in this section if Responder intends to work with a separate provider partner for these services.*

- A. State your organization's mission and its overall service philosophy.
- B. Describe briefly:



1. Responder's history, years in operation, and number of years providing services described herein.
2. Responder's primary areas of expertise and current core services.
3. Responder's qualifications (including resources and capabilities) as they relate to the scope of services described herein.

II.2 Approach to Scope of Work (9 pages or fewer)

Responses should address the following key concepts and goals:

- The County has multiple goals for facilitating and analyzing the data related to the Racial Justice Task Force:
 - ✓ Establish a group process that ensures meaningful participation and equal decision making power to community and government members alike;
 - ✓ Research and identify appropriate reform measures to address racial disparities;
 - ✓ Plan and facilitate implementation of reforms recommended by the Task Force;
 - ✓ Ensure community engagement in the Task Force process and reforms;
 - ✓ Support the development of key definitions (such as shared definitions of disproportionality) and "Learning Questions," such as, "What factors are most highly correlated with decreased rates of racial disproportionality for individuals in Contra Costa County?"
- Facilitation and data analysis for this project may involve several phases of work; these phases may be undertaken by one or more consultants and may be implemented simultaneously or sequentially, as appropriate.
- Facilitation and data analysis will involve departments and divisions of multiple County agencies and municipalities; multiple systems (law enforcement, behavioral health, social service, courts, education); private/nonprofit service providers; and community members at large.
- The project may require contractors with multiple capacities including:
 - ✓ Assessment of multiple existing racial and criminal justice reform models;
 - ✓ The ability to identify needs, challenges, and potential solutions to enable research, selection, implementation, and analysis of appropriate reforms.
- The project may require the utilization of mixed methods, including combined review and analysis of departmental documentation; quantitative data from County and private



data systems; and qualitative data from interviews with partner agencies, service providers, and community members.

- The project may include the development of an interim project evaluation, including key findings and recommendations for next steps or course corrections.

1. Organizational Capacity to Provide Services

- a. Describe your organizational capacity to perform the facilitation and data analysis services described herein and provide an organizational chart. *Organizational chart will not count towards page limit. If you are proposing a partner agency to provide either service, the partner agency's capacity must also be described.*
- b. Submit a staffing plan for all staff working directly or indirectly on this project, including: staff name and job title; time allocated to project; duties/activities. Attach a current resume or CV for each staff position proposed for this project, and the executive management of the organization. Describe briefly how the staffing plan meets the needs of the project. *Clearly indicate positions you will need to hire; any attached resume or CV will not count against page limit. If you are proposing a partner agency, the partner agency plan must also be described.*
- c. Describe your staff's skills and qualifications to perform the services of facilitation and data analysis. *If you are proposing a partner agency, the partner agency's staff skills and qualifications must also be discussed.*
- d. Describe your staff's experience and expertise in working with diverse sub-populations. *If you are proposing a partner agency, the partner agency's staff experience and expertise must also be discussed.*

2. Technical Expertise

- A. Discuss your (and/or your partner agency, if need be) subject-matter expertise as it relates to:
 1. racial and criminal justice reform facilitation;
 2. racial and criminal justice reform implementation;
 3. community engagement related to selection, implementation, and assessment of racial and criminal justice reform;
 4. public/private multi-stakeholder projects;
 5. racial and criminal justice reform data analysis and assessment;
 6. public presentation of data.



- B. Discuss your expertise (*or that of your partner agency*) in group facilitation and project management of multi-stakeholder initiatives that engage public agencies, law enforcement, community-based organizations, and community members, including formerly incarcerated individuals.

3. Experience with Similar Projects

- a. Describe any similar past projects including the scope of the project, relevance, stakeholders, and a brief summary of the approach and services provided. If relevant, indicate any collaborative partners engaged to complete the project. In addition, indicate any challenges encountered and how they were addressed.
- b. Describe any similar past projects that involved informal or formal collaboration with additional research partners or initiatives. Describe past experience collaborating with research partners and highlight any lessons applicable to this scope of work.

4. Implementation

- a. Attach a timeline that includes all phases of implementation, project milestones, and key activities of staff. *The timeline will not count towards any page limit.*
- b. Discuss how, where, and by whom specific services would be provided.

SECTION III. - BUDGET INFORMATION

III. Line-Item Budget and Budget Narrative

- A. Complete a line-item budget for all aspects of the project, showing all costs. The Budget should include a breakdown of all costs that demonstrates computations for each budget category (i.e., Personnel, Benefits, Supplies, Local Travel, etc.) Budgets should also clearly indicate the availability of matching resources and their source for additional points. *Proposed budgets are expected to be complete, reasonable, cost effective, and necessary for proposed activities.*

- Include the compensation rates and hours/FTEs of proposed personnel.
- Estimate the cost for the program and or projects undertaken, if a phased approach is utilized. Tie costs to anticipated phases or milestones.

B. Program Budget Narrative

Each budget cost item must be detailed in the narrative and should reflect the basis for the computations.



If you anticipate using subcontractors or partners, explain the proposed scope and costs anticipated for their services.

Every item must be completed, if applicable. Minimal narrative requirements are described below:

1. Administration and Support

Include supervisors, directors, clerical support staff, and administrative staff with no service delivery responsibilities. Divide the salaries of staff with both "Service Delivery" and "Administration" responsibilities in proportion to the time allotted for each activity.

List such staff in both categories. Indicate titles, rate of pay, time allotted to program and full-time equivalent positions (FTEs). Explain in narrative.

Indirect administrative costs should not exceed 15% of total request.

2. Program Staff

Include all staff involved in service delivery. Indicate titles, rate of pay, time allotted to program and FTEs.

3. Payroll Fringe Benefits

Report estimated costs of benefits, vacations, sick leave and training days on the line-item budget. Narrative shall list staff by title, FTEs, pay rate and amount of time allocated. Include for each staff title by type (FICA, SUI, FUTA, Worker's Compensation, leave and health and other insurance), applicable rates or basis.

4. Operations

a. *Occupancy*

Describe all applicable factors (e.g. rent/leases) and basis for allocating cost to program.

b. *Utilities*

Describe all applicable factors and basis for allocating cost to program.

c. *Telephone, Postage, Insurance, Equipment*

List by type, justification of cost and basis for allocating cost to program.

d. *Printing/Photocopying*

List cost by type and describe justification for cost and basis for



allocating costs to program.

e. *Materials*

List by type and describe justification of cost.

f. *Travel*

Describe type, justification, and basis of cost. Include service delivery, administration mileage and transportation costs for clients.

g. *Miscellaneous*

Indicate kinds of anticipated miscellaneous costs. Each item over \$100 should be explained individually.

IV. Letters of Recommendation

Provide no more than three (3) relevant letters of recommendation. These letters should speak specifically to the services you are seeking to provide and your organization's demonstrated experience and expertise.



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RESPONSE REVIEW AND SELECTION

DRAFT



Response Review and Selection

All responses submitted in compliance with the RFP requirements will be eligible for review and selection.

Response Selection Methodology:

- A. CAO staff will review each response's adherence to RFP specifications, including:
 - 1. Forms and Attachments
 - 2. Response Narrative
 - 3. Budget Information
- B. All responses deemed responsive will be referred to the RFP Review Panel.
 - 1. The panel may be composed of representatives of Probation, Public Defender, the District Attorney's Office, the Sheriff's Office and the Racial Justice Coalition. *(Panel composition subject to change depending on participant availability.)*
 - 2. The Review Panel will review all qualified responses and evaluate and score all responses utilizing the Rating Sheet on page 25.
 - 3. Interviews may be conducted on November 10, 2016, as needed.
- C. The Public Protection Committee will make recommendations for contract award to the Board of Supervisors after considering the recommendation of the Review Panel.



REQUEST FOR PROPOSALS #1609-196
“FACILITATION AND DATA ANALYSIS”
FOR CONTRA COSTA COUNTY RACIAL JUSTICE TASK FORCE

Rating Sheet

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Rating Sheet

Responses will be rated as follows with a maximum score of 100:

Program Elements and Possible Score

- I. Cover Statement and Table of Contents *(required but not rated)*
- II.1. Agency Overview 0-10
1. Organization's overall services/history (10 pts.)
- II.2. Program Proposal 0-70
1. Capacity to Provide Services (20 pts.)
2. Technical Expertise (20 pts.)
3. Experience with Similar Projects (20 pts.)
4. Program Implementation (10 pts.)
- III. Program Budget/Narrative 0-20
Budget complete, reasonable, cost-effective, and necessary. (17 pts.)
Matching/leveraged resources (3 pts.)

Total: 100 pts.



REQUEST FOR PROPOSALS #1609-196
“FACILITATION AND DATA ANALYSIS”
FOR CONTRA COSTA COUNTY RACIAL JUSTICE TASK FORCE
ATTACHMENT A

REQUIRED ATTACHMENTS AND CHECKLIST

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Required Attachments and Checklist

Each respondent must submit a response 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. Agency Organizational Chart**
- ☐ **E. Job Descriptions and Resumes** of Executive Director and key program staff
- ☐ **F. Implementation Timeline**
- ☐ **G. Budget Information**
- ☐ **H. Letters of Recommendation**
- ☐ **I. List of Agency Board of Directors (Form #2)**
- ☐ **J. 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.)*



Bidders Conference RSVP Form

To: Lara DeLaney, Senior Deputy County Administrator

County Administrator's Office

Attention: RFP #1609-196

Lara.delaney@cao.cccounty.us

Re: Attendance at Bidders Conference for RFP #1609-196

I/We plan to participate in the Bidders Conference:

Name(s): _____

Organization: _____

Email: _____

Phone: _____

Please return the completed form to the above email address by 5:00 p.m., Monday, Oct. 3, 2016.



REQUEST FOR PROPOSALS #1609-196

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FOR CONTRA COSTA COUNTY RACIAL JUSTICE TASK FORCE

FORM 1

Proposal Cover Statement

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**FORM #1****PROPOSAL COVER STATEMENT****FACILITATION AND DATA ANALYSIS FOR RACIAL JUSTICE TASK FORCE**

Applicant
Organization _____
Business
Address _____

Phone _____ email: _____ Year Organization Founded _____
Contact Person & Title _____
501(c)3 ☐ yes Exemption Expiration Date _____
☐ no Other (explain): _____
Federal Employer Number: _____

We submit the attached proposal and attachments in response to Contra Costa County's Request for Proposals #1609-196, and declare that:

If the Board of Supervisors of Contra Costa County accepts this proposal, we will enter into a standard contract with Contra Costa County to provide all work specified herein as proposed or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used for other programs operated by the bidder/contractor unless stipulated within the proposal and accepted by the County.

Authorized representatives: (two signatures required)

Name: _____ Date: _____

Signature: _____
Executive Director

Name: _____

Signature: _____ Date: _____
Board President

This form must accompany the proposal package when submitted. Only one copy with original signatures is required.



REQUEST FOR PROPOSALS #1609-196
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FORM 2

Current Board of Directors

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FORM #2

CURRENT BOARD OF DIRECTORS

1. Number of Board members required by agency's bylaws: _____
2. Number of members on current Board: _____
3. When and how often does the Board meet: _____
4. List current Board members below (or attach Board List in this format):

<u>Name of Member</u>	<u>City of Residence</u>	<u>Occupation/Affiliation</u>	<u>Board Position</u>
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5. Describe key roles and responsibilities of the Board:



REQUEST FOR PROPOSALS #1609-196
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FORM 3

Bidder’s Statement of Qualifications

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FORM #3

BIDDER'S STATEMENT OF QUALIFICATIONS

1. List any licenses or certifications held by the agency, with expiration dates.

2. (a) Who administers your agency's fiscal system?
Name: _____
Phone: _____
Title: _____
Work Schedule: _____
(b) What CPA firm maintains or reviews the agency's financial records and annual audit, if applicable?
Name: _____
Phone: _____ Address: _____

3. Number of years bidder operated under the present business name. ____
List related prior business names, if any, and timeframe for each.

4. Number of years bidder has provided the services described in this proposal or related services. ____

5. Has bidder failed or refused to complete any contract? ☐ Yes ☐ No
If yes, briefly explain:

6. Is there any past, present, or pending litigation in connection with contracts for services involving the bidder or any principal officer of the agency? ☐ Yes ☐ No
If yes, briefly explain.



FORM #3, Cont.

7. Does bidder have a controlling interest in any other firm(s)? ☐ Yes ☐ No
If yes, please list below.

8. Does bidder have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP? ☐ Yes ☐ No
If yes, specify below.

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's qualifications to perform proposed services.

Name and Title

(Executive Director)

Date

Name and Title

(Board President)

Date



REQUEST FOR PROPOSALS #1609-196
“FACILITATION AND DATA ANALYSIS”
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General Conditions of County Contract

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