



October 25, 2017

**Addendum to**

**Contra Costa County's 2017 Request for Proposals:**

**#1709-252 – Local Innovation Fund Projects**

**Revisions to the original solicitation**

**&**

**Q & A from Written Questions Received**



## Part 1:

### Revisions to Contra Costa County's

### Request for Proposals #1709-252

1. The lettering for the "Attachments" section of the Innovative Reentry Program Preparation Instructions (page 23 of the RFP) is incorrect. The lettering begins with letter "G" and should instead begin with letter "A" and end with letter "F" as follows:
  - A. *Implementation Timeline ...*
  - B. *Project Budget ...*
  - C. *Program Job Descriptions and Résumé/CV ...*
  - D. *Responder's Statement of Qualifications (Form #2) ...*
  - E. *Responder's Contracts and Grants (Form #3) ...*
  - F. *City of Antioch Ordinance Compliance ...*
  
2. The lettering for the elements of the Innovative Reentry Program Rating Sheet (page 24 of the RFP) is incorrect. The lettering for the major scoring elements start with letter "E" and should instead begin with letter "A" and continue through letter "D" as follows:
  - A. Responder Overview
  - B. Approach to the Scope of Work
  - C. Implementation of the Program
  - D. Budget and Estimated Costs

No other elements of the scoring sheet are changed, and the weight to be given to each scored element and subelement are exactly as described in the original RFP.



## Part 2:

### Written Q & A for Contra Costa County's

### Request for Proposals #1709-252

#### **I. Questions for an Innovative Reentry Program**

1. It appears that your RFP does not limit potential responders to organizations that include clients only from the previously incarcerated population, is this correct?

I understand that favor will be granted to those which currently or will collaborate with existing County agencies, collect and integrate data on its clients and monitors their situation and progress, and utilize evidence-based methodology to assist this culturally diverse population. But if an organization that does not focus entirely on the previously incarcerated population described in the RFP, but rather comes in contact with that population as an aside would that also be considered for the award?

- a. *The project should be for an innovative program that provides services to some group within the target population described in the RFP. There is no requirement that a prospective bidder have a history of "exclusively" serving this population, but the best proposal in this area is one that provides compelling support for the expectation that the bidder will effectively provide the services described to the identified population. This may be more difficult to achieve for an organization with a less applicable history of doing this, than one with more of this history to speak about.*
2. Can the project be an add-on to current reentry programming funded by the County through AB 109?
  - a. *"This project will implement an innovative reentry program that is consistent with the goals outlined in the County's Reentry Strategic Plan and ... must be designed to fill and identified unmet need of the target population or broader reentry system." (RFP page 11). It is up to the bidder to show how any proposed program meets all of the requirements described in the RFP, as there are no other restrictions. However, there are up to 10pts awarded for "[i]nnovative elements that are not currently funded by the County's AB 109 Public Safety Realignment program" (RFP page 22 and 24).*
3. Will the funding be reimbursement disbursements, similar to monthly demands?
  - a. *The County will honor the payment provisions of any contract entered into with a successful bidder which are expected to be "monthly based on actual costs, in accordance with the budget" included as part of the contract.*



4. Should the project be a new "stand alone" activity for our agency?
  - a. *"This project will implement an innovative reentry program that is consistent with the goals outlined in the County's Reentry Strategic Plan and ... must be designed to fill and identified unmet need of the target population or broader reentry system." (RFP page 11). It is up to the bidder to show how any proposed program meets all requirements described in the RFP, as there is no other guidance to be provided at this time.*
  
5. Can we share current staff and staff functions?
  - a. *"Responses will be judged on overall quality of content and responsiveness to the purpose and specifications of this RFP" (RFP page 15). Among the things to be considered is the "[p]roposed staffing (FTEs) for this project, including roles and duties as they relate to the program," (RFP page 22) and "any additional funding that will be leveraged to meet the costs" of the project (RFP 23). For all functions included as part of a proposal, bidders should ensure "[p]roject costs are reasonable, and explanation of costs are clear" (RFP page 24).*
  
6. Is there a total of \$175,000 available to multiple bidders who will be selected from the submitted proposals, or is there \$175,000 available for one bidder?
  - a. *"Up to \$250,000 (two hundred and fifty thousand dollars) is available to fund the services described in this solicitation," and for the innovative reentry program the "the County will execute a contract of up to \$175,000 with a successful bidder for up to two years of service provision during the period of January 1, 2018 through December 31, 2019" (RFP page 10). While this would limit a successful bidder to one contract of the maximum amount of \$175,000 for an innovative program, and would also allow for multiple successful bidders to each be awarded a single contract so long as the total amount awarded (including that for the capacity building project) does not exceed the total available funding of \$250,000.*
  
7. Are Rubicon/Re-entry Center eligible to apply?
  - a. *All restrictions and requirements are described in the RFP, and neither Rubicon or the Reentry Success Center will be favored or disfavored in conducting this RFP process.*
  
8. What does "may not be provided to both juveniles and adults" [page 11] mean? Do we have to include only one of the targeted population groups: either juveniles or adults but not both?

Where is the greatest reentry need of the county: with the juveniles or with the adults? Where would the impact be greater: with the juveniles or with the adults?

- a. *The County will not award a contract to a single project that provides services to both juveniles and adults. It would be improper to offer a response as to the County's "greatest reentry need" or to population to which "impact [would] be*



*greater," because each proposal's score will include an evaluation of a bidder's ability to describe a "[c]oncise and compelling need that is documented for Contra Costa," including whether the "[t]arget population is well-suited to meet the identified need" (page 24).*

9. Is there any other information that would help us understand and prepare a good and focused proposal?
  - a. *The amount of available information that can be researched or discovered to support the development of an excellent proposal is too broad to concisely respond here. Nonetheless, you start with the "Results First Clearinghouse" for information on evidence based programming.*

[www.pewtrusts.org/en/multimedia/data-visualizations/2015/results-first-clearinghouse-database](http://www.pewtrusts.org/en/multimedia/data-visualizations/2015/results-first-clearinghouse-database)

## **II. Questions for a Capacity Building Project**

1. For the Capacity Building Project, page 13 states, in part, that "Each cohort member should receive consultation and technical assistance in the form of a group and individualized support sessions..." For the group sessions, will County and ORJ provide space for the group sessions?
  - a. *The County can provide meeting space for the group sessions.*
1. For the Capacity Building Project, page 13 states, in part, that "Each cohort member should receive consultation and technical assistance in the form of a group and individualized support sessions..." For the group sessions, will County and ORJ provide space for the group sessions?
  - a. *The County can provide meeting space for the group sessions.*
2. Who are the 4-6 agencies in the cohort? Is this established yet?
  - a. *During the contract term, the members of the cohort will be selected from among the community based organizations currently providing services funded through AB109.*
3. What are the restrictions on indirect costs or profit?
  - a. *There is no established limitation for either. However, the costs of each proposal will be scored for reasonableness (see RFP page 20).*
4. Is there a specific format for Attachment A & Attachment B (timeline and budget)?
  - a. *For Attachment A, the bidder is required to submit a "[g]antt chart or other visual representation of the timing and activities" for the project (RFP page 18). No sample template will be provided. Similarly, no sample template will be provided for Attachment B. However the costs are provided, the costs needed to support the program, and sources of funding, should be clear (see RFP pages 19 & 20).*