



February 22, 2019

**Addendum to**  
**Contra Costa County's 2019 Request for Interest:**  
**RFI #1902-324**  
*AB 109 Family Reunification and Mentoring Services*  
**Responses to Questions Received**



## Written Questions: RFI #1902-324

1. Does any type of program design need to be included with the LOI?

*Do not submit a cost proposal at this time. If your firm is deemed qualified, proposals for costs and program designs will be requested as needed.*

2. Can the County clarify that respondents can apply for only one of the services?

*On Form #1, Responders indicate their interest to provide the services described in the RFI, and are directed to “check all that apply.” To the extent any Responder is expressing interest in providing both services, they will need to submit a Statement of Interest that identifies their qualifications to provide both types of services. Any response expressing interest in contracting with the County to provide both supportive services, may submit a Statement of Interest that is not to exceed three (3) single-spaced, single-sided pages, the Statements of all other Responders interested in providing only one of the services shall not exceed two (2) single-spaced, single-sided pages.*

3. On page 6 of the RFI, the County states that this “RFI is part of a process to identify a contractor qualified to provide family reunification services to returning residents in each region of the County, and mentoring services to formerly incarcerated individuals residing in West County”. On page 7 of the RFI, the County states that “up to \$ 345,000 has been allocated to fund the implementation of Mentoring Services in West County for three years” (Section V. “Funding”). Can the County please clarify: If the mentoring services are to be located within the boundaries of West County, with services to be provided to residents of all regions of the entire county? Or, is a contractor limited to providing mentoring services to only West County residents?

*The County has allocated up to \$345,000 to fund 3 years of Mentoring Services for residents of West County only.*

4. Are all of the service elements described on pages 7-8 of the RFI, under section VI. B., required of a respondent to provide? How much flexibility is afforded to respondents with regards to program design? Will respondents be allowed to develop a specific service delivery model including staffing plan?

*For each supportive service in Section VI.B. of the RFI, the associated list of interventions and activities presented represents the minimum level of service the County expects participants of the programs will be able to access.*



5. On page 7 of the RFI, under Section V (“Funding”), are the funds (\$345,000 for mentoring services and the \$282,000 for family reunification services) per year, or for the entire funding cycle?

*Each of these amounts are to provide the service described for a single three (3) year term.*

6. On page 11 of the RFI, the directions state that proposals should not exceed 2 single-sided pages, or 3 single-sided pages if applying for both. Can respondents submit 2 pages but printed double-sided (i.e., one page of paper with printing on both sides), or does the County prefer single-sided proposals?

*The Statement of Interest is required to be on either two (2) or three (3) single-sided 8.5” x 11” pages. A Statement of Interest submitted in any other form risks not being in technical compliance with the requirements of the RFI.*

7. On page 12 of the RFI, it states that we are to include a current organizational chart. Is there a template for the organizational chart that we should follow?

*The County will not be providing an organizational chart template for this RFI.*

8. Re: Mentoring Services, please confirm the requested number of one-on-one mentoring sessions to be held by a provider.

*While we have suggested how many participants we would like to see benefit from this funding, we also realize that the level of support each will need to obtain the intended benefits of the program will vary. We therefore decline to give a meeting number per client detached from the impact of those meetings.*

9. Re: Mentoring Services, please confirm the requested number of group mentoring sessions to be held by a provider.

*Please see response to question #8. We will however, expect that group sessions be regularly scheduled, consistently available, and accessible to participants in the program.*



10. Are Mentors meant to be paid positions, or are they volunteer positions? If volunteer positions, will the County allow for a respondent to provide stipends for volunteer retention?

*The County expects a successful Responder to present the County with a reasonable program design that responsibly uses the funding available to provide the level of service described in the RFI.*

11. Is a provider expected to deliver services directly, or are subcontractors allowed?

*Subcontracts are allowed. However, any part of the service intended to be subcontracted out should be identified, and assurance made of your ability to ensure the quality of services will not be compromised.*

12. Is the re-entry population being referred for services as a part of this RFP likely to include minors, or young adults up to age 24? Our mentoring program only serves minors and young adults, is that permissible?

*This funding is to be prioritized for individuals classified as AB 109. This tends to be a population with a lower percentage of young adults. No one under the age of 18 will be eligible for the services described in this RFI.*

13. Can we narrow our scope of work to serve a specific re-entry population as a part of this RFI, exclusively those who have been impacted by sex trafficking?

*No one is excluded from proposing the delivery of services to a population that is a subset of the eligible population. Funding decisions will be made to ensure that the services being provided are matched to the actual needs of the County's formerly incarcerated residents.*