



October 31, 2019

Addendum to

Contra Costa County's 2019 Request for Proposals #1909-365:

Local Innovation Fund Projects

Revisions to the Original Solicitation

&

Written Responses to Questions Received



Part 1:

Revisions to Contra Costa County's Request for Proposals #1909-365

Replacement of the Included Rating Sheet

The document with the title of "Rating Sheet" appearing on page 19 of Request for Proposals #1909-365 is hereby removed and replaced with the document attached to this Addendum and labeled as "Attachment A."



Part 2:

Written Responses to Questions About Request for Proposals #1909-365

1. How many probation offices are in Contra Costa? Where are they located?
 - a. *Probation staff working in the Field Services Division of the Department operate from three field offices in the County. The department also operates two juvenile institutions for the detention and rehabilitation of young people who have been placed in the custody and care of the Department. The locations of each of these facilities are as follows:*

*West County Field Office
1275 Hall Avenue
Richmond, CA 94804*

*Central County Field Office
50 Douglas Drive
Martinez, CA 94553*

*East County Field Office
4549 Delta Fair Boulevard
Antioch, CA 94509*

*John A. Davis Juvenile Hall
202 Glacier Drive
Martinez, CA 94553*

*The Orin Allen Youth Rehabilitation Center
4491 Bixler Road
Byron, CA 94514*

2. What is probation's referral process from probation to community-based organizations (CBOs)?
 - a. *Probation is invested in the use of evidence-based practices to reduce recidivism among those it supervises in the community. This means that staff have been trained in the use of validated assessments to better*



understand the needs and characteristics that may put a person at risk of future criminal activity or violating the terms of their supervision. Probation then seeks to refer people to services needed and encourage the person's voluntary participation in these programs when they are not required by the court. For a number of these services that are provided directly by the County, or as part of a contract paid for by the County, a formal referral process has been established where information related to the referral is electronically transmitted from Probation to the service provider. Where a program has a less formal relationship with the Department, a referral for services could begin with a call to the agency.

3. Who does the psycho-social assessments (probation or CBOs)? What assessment is being used?
 - a. *Probation uses tools created by the University of Ohio to assess criminogenic needs and risks to inform the Department's supervision and rehabilitation of individuals. Agencies that provide services beyond Probation's professional scope will likely have their own assessments that are performed to identify a person's condition and develop an appropriate response. Probation doesn't require partners to use any particular assessment instrument.*

4. In regards to the transitional age youth (18-25); are they eligible for Juvenile programs if still on juvenile probation? Are they eligible for adult programs if they are still on Juvenile probation? Do they have their own programs?
 - a. *A proposed program should only be designed to provide services either to individuals under the age of 18, or individuals over age 18 (including programs for transitional age youth ages 18-25). A program should not seek to provide services to both populations. The two exceptions are: 1) a person that is enrolled into a program when they are under age 18 may remain in the program if they become 18 before their completion of, or exit from, the program; and 2) if the proposed program is specifically for individuals on juvenile probation, a person on juvenile probation may be enrolled into the program after reaching age 18.*

Follow up question: What about a program that provides services for families since this would likely include services for both youth and adults?

- b. *The proposed program must have identified clients that are enrolled in the program. These clients must all be in the same age group that is either under age 18 or over age 18 at the time of their enrollment. If the supportive services provided by the program also benefit a client's family member that is in a different age group than the client's, that is appropriate*



to the extent the benefit to the family member is associated with some benefit to the enrolled client.

5. Does probation have a focus on “barrier removal”?
 - a. *Yes. Probation is committed to supporting the successful reintegration into the community for people under its supervision or care. Examples of Probation’s focus on “barrier removal” include meeting people where they are, providing transportation options, eliminating fines and fees, investing in County partners (such as housing) and CBOs to better serve our people, coordinating appointments and providing a warm hand off when possible.*

6. Can probationers be referred to multiple programs?
 - a. *There are instances where a person on probation is referred to more than one service provider.*

7. When identifying the number of clients to be served, should this number be an unduplicated count?
 - a. *Whether program enrollment counts should include duplicates or only the number of unique clients served will depend on the program being proposed. For instance, if the program seeks to provide a certified training of some type, an unduplicated count may be preferred; while if addiction and recovery services are proposed, sole use of a unique client count may not adequately account for both relapse and recovery. The best proposal will be clear as to which type of client count is being used and why that method is the most appropriate.*

8. May a proposed program be simultaneously supported by other funding sources?
 - a. *Yes. However, one restriction on the use of the funding identified in the RFP is that it may not be used to pay for things that are already paid for by an existing funding source.¹ An example of a situation that would be allowed is where a certain recovery service was paid for through medical insurance, for instance, and the funding identified in the RFP would pay for the same service for those enrolled in the proposed program that don’t have insurance.*

¹This is known as “supplantation,” and is prohibited by Gov’t Code § 30026.5(e)(5). An example of supplantation is where part or all of the costs for an existing staff member were paid for by the funding identified in the RFP so that the organization could allocate existing funding for this position to some other purpose.



RATING SHEET

Program elements will be weighted as follows:

Program Elements and Possible Score

- A. Responder Overview 0-20
 - 1. Relevancy of the organization’s overall services and history (5 pts.)
 - 2. Qualifications and expertise as related to the Statement of Services (10 pts.)
 - 3. Demonstrated reentry experience and collaboration (5 pts.)

- B. Approach to the Scope of Work 0-60
 - 1. Need to be Addressed by the Proposed Program
 - a. Concise and compelling need that is documented for Contra Costa (5 pts.)
 - b. Target population is well-suited to meet the identified need (5 pts.)

 - 2. Proposed Program Model
 - a. Clear description of the program’s design, desired impact, and an adequate justification for the proposed approach (10 pts.)
 - b. Proposal includes clear description of activities and their duration, and activities are likely to achieve the program’s desired impact (10 pts.)
 - c. Proposal includes innovative elements that are not currently funded by the County’s AB 109 Public Safety Realignment program (10 pts.)
 - d. Proposed services are in a priority program area described in Section VIII. of the Statement of Services in this RFP (5 pts.)

 - 3. Program Objectives and Outcomes
 - a. Objectives and outcomes of the program are reasonable, and effectively respond to identified needs (10 pts.)
 - b. The metrics to be used, and plan to track them, are adequate to measure the successful accomplishment of the program’s objectives and outcomes (5 pts.)

- C. Implementation of the Program 0-10
 - 1. Implementation activities as described are sufficient to implement the program as designed, and the time allocated to the activities are reasonable given the nature and scope of the program [*Including Attachment A*] (5 pts.)
 - 2. Qualifications & credentials of staff are proper for the duties assigned, and existing staff meet or exceed these requirements (5 pts.)

- D. Budget and Estimated Costs [*Including Attachment B*] 0-10
 - Project costs are reasonable, and explanation of costs are clear

Total 100 pts.