



Contra Costa County

REQUEST FOR QUALIFICATIONS (RFQ) #2002-388 *West County Reentry Resource Center*

The Contra Costa County Administrator's Office of Reentry & Justice (ORJ) is pleased to announce, on behalf of the Board of Supervisors, the solicitation of qualifications from responders for an award of up to \$1,740,000 to establish and operate a "West County Reentry Resource Center" during the period of July 1, 2020 through June 30, 2023.

This RFQ is a process by which the County solicits the qualifications of Responders who may be subsequently selected to enter into a contract for services with the County.

Please read this entire packet carefully before creating or submitting any response.

Only organizations **who successfully responded to RFI # 2001-374** are invited to submit responses.

Final responses will be due at 651 Pine Street, 10th floor, Martinez, CA 94553

by 12:00 p.m. (noon) on Wednesday, April 8, 2020.

Written questions about the RFQ can be submitted to lara.delaney@cao.cccounty.us **by 12:00 p.m. on Wednesday, March 18, 2020** and must include "RFQ# 2002-388" in the subject line to receive a response.

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

CONTRACT AWARD

The County intends to award a Contract to a successful Responder. No response shall be binding upon the County until after the Agreement is signed by duly authorized representatives of both the Contractor and the County. The term of any agreement awarded as a result of this Request for Qualifications will be from July 1, 2020 through June 30, 2023. All responses must be complete and conform to the directions provided in this document. Incomplete or non-conforming responses may be excluded from consideration at the sole discretion of the ORJ.

CORRESPONDENCE

As of the issuance of this RFQ, Vendors are specifically directed not to contact ORJ personnel for meetings, conferences or technical discussions related to this RFQ. Failure to adhere to this policy may result in disqualification of the Responder from this solicitation process.



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RFQ Timeline

1.	RFQ released	Tuesday, March 10, 2020
2.	Written Questions Due	12:00 p.m. (noon), Wednesday, March 18, 2020
3.	Addendum Issued	Monday, March 23, 2020
4.	Response Submission Deadline	12:00 p.m. (noon), Wednesday, April 8, 2020 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>		
5.	Response Review Process	April 9-22, 2020
6.	Notification of Recommendations	Wednesday, April 22, 2020
Board of Supervisors approval and authorization to award contracts is tentatively scheduled for the May 12, 2020 Board of Supervisors' meeting agenda.		



Statement of Services

I. Introduction

The Contra Costa County Administrator's Office of Reentry & Justice (ORJ), on behalf of the Board of Supervisors, is issuing this Request for Qualifications (RFQ) #2002-388 to receive responses from approved Bidders to establish and manage the implementation of a West County Reentry Resource Center in Contra Costa County.

Based on the response to this solicitation, Contra Costa County (County) plans to contract with a Vendor for the period of July 1, 2020 to June 30, 2023. The County will retain the discretion to renew any contract issued, contingent on availability of funding and a contractor's demonstrated success in implementing the proposed project during the contract period.

Only organizations **who successfully responded to RFI #2001-374** are invited to submit responses. Qualified Bidders that are interested in, and capable of, providing these requested services by contract with the County, should carefully review this RFQ and submit a response as directed in the "Response Format and Content" section of this solicitation. This solicitation should not in any way 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 RFQ, the following terms are synonymous:

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

III. Minimum Organizational Requirements

The County seeks to partner with a qualified Agency with expertise in delivering reentry services to a diverse justice involved population, especially those assessed as being at a moderate to high risk of recidivism. Respondents must demonstrate understanding of the demographics and criminogenic needs of justice-involved individuals and clearly articulate a track record of experience providing commensurate evidence-based reentry services and interventions. The successful responder must demonstrate they possess the following minimum requirements:



A. Previous Experience

1. *Service History*: A documented history of similar or equivalent service delivery to criminal justice involved populations for at least three years, including successful completion of contract deliverables and participation in an outcomes evaluation that identified measured program success.
2. *Justice System Collaboration*: A history of prior successful collaboration with Probation, corrections, local law enforcement or other traditional justice system stakeholders. Knowledge of and participation in “jail to community” service delivery models is preferred, including a demonstrated history of working effectively within a correctional setting and maintaining staff with clearance to work inside of jails and prisons.
3. *Interagency Collaboration*: Demonstrated interest and intent to collaborate with local public agencies and non-profit service providers utilizing a multi-disciplinary approach to service delivery. A documented history of successful collaboration including shared case management and blended funding preferred. Respondents must dedicate staff to attend regular coordination meetings and commit to working cooperatively with all AB 109 funded partner agencies.

B. Subject Matter Expertise

1. *Evidence-Based Practices (EBP)*: Demonstrated knowledge of and commitment to implementing evidence-based practices related to successful client engagement and recidivism reduction with individuals at increased risk of returning to custody.
2. *Risk-Needs-Responsivity (RNR)*: Demonstrated understanding of criminogenic needs and the recidivism reduction strategies that rely on effectively responding to these needs. This must include a description of the role dynamic and static risk factors play in Vendor’s identification of appropriate interventions and should also include Vendor’s understanding of proper intervention dosage and duration levels.
3. *Trauma-Informed Principles and Practices*: Demonstrated knowledge of and commitment to utilizing trauma-informed principles and practices in service delivery to ensure a focus on personal safety while helping clients develop effective coping skills, build healthy relationships that foster growth, and develop strong, positive interpersonal support networks.

C. Staffing Proficiencies

1. *Staff Training*: Staff must be qualified and adequately trained to provide effective reentry services and maintain confidential offender record information (CORI). Vendor must commit staff to full participation in trainings provided through or identified by the County, including trauma-informed practices and RNR principles among other topics. County has the discretion to approve or disapprove the qualifications/training level of Bidder’s proposed staff and job descriptions.
2. *Cultural Comprehension*: Demonstrated understanding and capacity to deliver services



that are gender responsive and provided in appropriate languages, at appropriate educational and literacy levels, and within the context of an individual's cultural identity. To do this requires a demonstrated awareness, respect, and dynamic appreciation of the beliefs, practices, traditions, religions, personal history, and criminal justice involvement of individuals who reside in the diverse local communities of Contra Costa.

D. Data Driven Program Design

1. *Data Collection and Reporting*: Demonstrated capacity and commitment to collecting and reporting all required data including service delivery statistics (number served, units of service, dosage by client, etc.), and program-related impact and outcome measures.
2. *Continuous Quality Improvement*: A commitment to identify and implement program changes and improvements based upon outcome data, including the utilization of an approach that displays a willingness to reconfigure services to enhance effective coordination and delivery through the AB 109 service provider network.

E. Administrative Requirements

1. *Matching Resources*: Current or potential sources of matching resources to supplement direct funding including leveraged staffing, services, and volunteer hours. Since the available funding is not adequate to meet the anticipated level of need, qualified organizations that demonstrate the capacity to access additional resources will be prioritized.
2. *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

In 2011, the California Legislature passed the Public Safety Realignment Act (AB 109), which transferred responsibility for housing people incarcerated for certain specific low-level crimes, and supervising them in the community upon their release, from the California Department of Corrections and Rehabilitation to counties. Specifically, this Act tasked local government at the county level with developing a new approach to reducing recidivism among individuals convicted of committing certain low-level felonies. On October 1, 2011, AB 109 took effect and realigned three major areas of the criminal justice system.

On a prospective basis, the legislation:

- Transferred the location of incarceration for people convicted of certain lower-level felonies (those that are nonviolent, non-serious, non-sex related) from state prison to local county jail pursuant to Penal Code 1170 (h), and provided for an expanded role of post-release Mandatory Supervision of these individuals;
- Transferred responsibility for supervision of people upon their release from prison; after serving a sentence for a non-violent, non-serious, and non-sex related crime; from the State to the County using a new category of supervision called Post-Release Community



Supervision (PRCS);

- Transferred the responsibility for adjudicating parole violations from the CDCR Board of Parole Hearings to the state Superior Court and required individuals who have had their term of parole or PRCS revoked serve their resulting sentences in local jails instead of state prisons.

AB 109 also created and tasked the Executive Committee of local Community Corrections Partnerships (CCP) with developing a plan to implement this new legislation and required this plan be approved by the County Board of Supervisors prior to being implemented. The Contra Costa County Board of Supervisors (BOS) adopted the first Contra Costa County Realignment Plan on October 4, 2011 (Agenda Item D.5), as recommended by the Executive Committee of the CCP.

Consistent with statute, the Executive Committee of the Contra Costa CCP is composed of the County Probation Officer (Chair), Sheriff-Coroner, a Chief of Police (rotating appointment by a Chief of Police of a city within the County), District Attorney, Public Defender, Presiding Judge of the Superior Court or designee (represented by the Court Executive Officer), and the County's Employment and Human Services Department Director.

On August 24, 2012 the Executive Committee of the CCP unanimously agreed that the following goals would guide the planning for AB 109 implementation:¹

- Use a holistic, systemic, and inclusive approach that involves federal, state and local government stakeholders, community organizations, advocates, the formerly incarcerated, and family and community members;
- Adopt strategies that draw on evidenced-based approaches and practices;
- Target high- to moderate-risk probationers and parolees through the use of evidence-based tools;
- Emphasize geographic areas from which a disproportionate number of formerly incarcerated people are drawn and to which they return;
- Incorporate assessment and case management tools targeting continuous reentry planning, beginning at the point of admission to the criminal justice system, and working through pre- and post-release;
- Embrace a commitment to the continuous and appropriate delivery of drug treatment, medical care, job training and placement, educational services, cognitive behavioral therapy and/or other service essential to reentry;
- Provide for independent evaluations of reentry programs using, when feasible, random assignment and controlled studies to determine effectiveness of programs and services provided; and
- Reduce crime, increase public protection, and protect people from further victimization.

A Community Advisory Board (CAB) was established by the CCP in December 2012 to provide input on community needs, assess implementation of the realignment plan, review data on realignment outcomes, advise the CCP on community engagement strategies, offer

1. Former Reentry Strategic Plan can be retrieved here:
<https://www.contracosta.ca.gov/DocumentCenter/View/25650>.



recommendations for ongoing realignment planning, advise County agencies regarding programs for implementation in the County, and encourage outcomes that are consistent with the County’s Reentry Strategic Plan.² Since 2011 the CAB has made annual recommendations to the CCP Executive Committee on appropriate funding levels for a variety of Community Programs that support the County’s effort to reduce recidivism and improve reentry outcomes for the population “realigned” through AB 109.

The CAB has also made numerous policy recommendations that are intended to improve access to, and delivery of, reentry services provided to the “realigned” population by both County and contracted agencies. Among CAB’s recommendations was its recommendation in May 2016 for the creation of an Office of Reentry and Justice to better align and coordinate the County’s complex array of current and future reentry and justice related initiatives. The County subsequently began an ORJ pilot program in the County Administrator’s Office, and the ORJ now provides both management and oversight of contracts for services that are funded through AB 109. Among these are the Community Programs, which are designed to supplement services provided by County departments to help facilitate the successful reintegration of residents into the County communities they return from incarceration.

The FY 2019-20 AB 109 Public Safety Realignment Budget includes \$ 5,496,335 for Community Programs, allocated as follows:

• Employment Support and Placement Services	\$2,283,000
• Reentry Network and Resource Center Implementation	\$1,525,335
• Short and Long-term Housing Access	\$1,322,000
• Mentoring and Family Reunification Services	\$209,000
• Civil Legal Services	\$157,000

V. Reentry Service Delivery Model in Contra Costa County

The service delivery model developed by the CCP involves multiple organizations--community-based and County departments--working in collaboration to provide services to address the specific criminogenic needs of the AB 109 population and other formerly incarcerated people. The County’s reentry service delivery system is comprised of the most needed core services, enhanced by additional supportive services that can be accessed through two first-stop service hubs. The system’s core services of housing and employment help bring stability to the lives of returning residents which then positions them to further benefit from their utilization of the system’s array of supportive services. Access to family reunification, mentoring and civil legal services collectively help individuals overcome barriers to their reintegration into the community and help them mitigate risks of future involvement in criminal activity. These community-based services are also enhanced by the availability of social services provided by County agencies that provide additional support for a person’s community reintegration efforts.

2. Most recent 2018-2023 Reentry Strategic Plan can be retrieved here:
<https://www.contracosta.ca.gov/DocumentCenter/View/56655>.



A. The Office of Reentry and Justice

In 2017 the County established an Office of Reentry & Justice (ORJ) in the County Administrator's Office to help coordinate reentry efforts, including the procurement and management of the County's AB 109 community program contracts. The ORJ also provides support for data collection and program evaluation. This support includes the administrative support for SAFE, the Salesforce based data system used by all Community Programs contractors that facilitates interagency communication among the contracted providers, provides a platform to electronically refer clients partner programs, and offers customized data management and reporting functions. The ORJ also coordinates interagency collaborations that cross sectors, encourages the pursuit of innovative ways to enhance public safety, improves the capacity of local stakeholders to provide effective reentry services, and engages communities most impacted by incarceration in local system improvement efforts.

B. Reentry Network and Reentry Resource Center

To design the reentry service hubs, the County released an RFP in 2013 for the planning of "One-Stop Centers" that would serve each region of the County, acting as an entry point into the County's broader reentry system, assisting with multi-disciplinary service coordination, and encouraging collaborative case management. This process resulted in the selection of Emerald HPC International, LLC to lead planning efforts for Central and East County and Further the Work to lead similar efforts in West County. Both contractors facilitated planning activities that ran concurrently for over half a year and that collectively engaged over 130 stakeholders across all sectors and regions of the County. In responding to the unique characteristics of each region, these independent planning projects led to a pair of distinctly different plans to fulfil the purpose and functions of a localized reentry hub. Specifically, a dynamic and decentralized hub was conceptualized in the plan for an *East & Central Networked System of Services*, while the *West County Reentry Resource Center* plan centralized its operations in a place that would include co-located supportive services. After accepting each plan, the County then took step to bring each vision to life.

The plan for a *Networked System of Services* is being implemented as the Reentry Network (Network³) and is available to returning residents in East and Central County. The Network's strategically located "No Wrong Door" sites extend access to the system's services in strategic manner through the East and Central regions of the County. In addition to its functions as a reentry hub, the Network provides access to additional core housing and employment services while also ensuring some services and resources are dedicated to the local jails to better support people in their transition from custody to the community. Since November 2016, Network operations have been managed by HealthRIGHT 360 (HR360).

Since 2015, the plan for a *West County Reentry Resource Center* has been operationalized by Rubicon Programs, Inc. as the "Reentry Success Center" in the city of Richmond. The Reentry Success Center has existed as a centralized, site-based gathering place for learning, capacity-development, and connecting to reentry services. Gathering resources into one accessible and

3. Plan for an East and Central County Network System of Services can be retrieved here:
<https://www.contracosta.ca.gov/DocumentCenter/View/30063>.



welcoming hub of integrated services, members of the Reentry Success Center, and their family, can connect with service providers in the Reentry Success Center's restorative environment. The Reentry Success Center is co-governed through a formal partnership between Rubicon Programs and a multi-sector Steering Committee consisting of 13 members. As with the Network, the Reentry Success Center serves as its region's main entry point to the County's array of reentry related services.

C. Public Agency Reentry Service Provision

The Office of the Sheriff is responsible for operating the County's local jails. The County's three jails are Marsh Creek Detention Facility (MCDF), Martinez Detention Facility (MDF), and West County Detention Facility (WCDF). The Sheriff contracts with various agencies and partners with volunteer organizations to provide in-custody programming at each facility. This includes a contract with the Contra Costa County Office of Education (CCCOE) to provide educational classes in group settings at both MCDF and WCDF and through independent studies for those housed at MDF. CCCOE has also recently launched its Game Plan for Success project which includes a pair of transition specialist who meet with individuals prior to their release from custody to develop a transition plan that will help identify needed services and contacts in the community to help the person connect to needed community-based resources upon their release. Through AB 109, men and women incarcerated in local jails also have access to a weekly support group to help prepare them for their release from custody and successfully access services in the community.

Local police agencies also receive AB 109 funding to support a total of 7.0 FTE Police Officers. The cities of Antioch, Concord, Pittsburg and Richmond each have a single officer for the support of coordinated AB 109 related law enforcement activities, and the cities of Walnut Creek, Richmond, and Pittsburg each have an officer that partners with a Forensic Mental Health Clinician to form a Mental Health Evaluation Team (MHET). These teams of officers and clinicians seek to reduce the number of negative interactions between law enforcement and mentally ill residents, by jointly responding to calls and resolving issues with situation appropriate enforcement activities or clinical services.

A dedicated unit of AB 109 Probation Officers serve as lead case managers to coordinate client services provided by County and community-based partner organizations. Generally, thirty to sixty days prior to a person's release from county jail to Mandatory Supervision, or to Post-Release Community Supervision (PRCS) from nearby prisons, a Deputy Probation Officer is able to make initial contact with a client and introduce them to the reentry programs and services available to them through the County's system. During this initial visitation and interview, the Deputy Probation Officer administers the Ohio Risk Assessment System (ORAS), a comprehensive assessment tool that utilizes a validated risk and needs assessments instrument to inform case planning activities and support the Probation Officer's supervision strategies. Through this process, areas of criminogenic need are identified and prioritized while an individualized case plan for the client is developed that addresses specific goals and needed services. The person is then referred to service providers to help meet the needs of the client and to obtain the goals that have been identified and agreed upon. AB 109 Probation Officers also work closely with the County's Behavioral Health Division's Forensic Team to coordinate enrollment in appropriate health related services.



The Health Services Department (HSD) formed the Behavioral Health Division's Forensic Team Unit to address the needs of criminal justice-involved individuals with mental illness, especially those with co-occurring substance use disorders. In addition to mental health counseling and medication management, clients can access residential and out-patient substance abuse treatment and receive assistance with enrollment in state and federal public benefit programs for access to free health care and income supports. The Health, Housing, and Homeless Services (H3) Division of HSD not only provides access to shelter beds for Forensic Team clients, but also for AB 109 individuals who are not diagnosed with co-occurring disorders. Through the Continuum of Care managed by H3, homeless individuals can gain access to an array of supportive services that include daytime CARE Centers and afterhours warming Centers in West and Central County. Coordinated Outreach and Engagement (CORE) Teams are also available throughout the County to connect the most vulnerable homeless individuals to services and emergency shelter. CORE Teams also engage people while they are in custody to help expedite their navigation of needed housing resources upon the person's release. Most recently H3 has partnered with the Probation Department to provide the non-AB 109 Probation clients with access to an assortment of housing navigation and homelessness mitigation resources.

The Employment and Human Services Department receives AB 109 funding for a Benefits Enrollment Specialist and to support some activities of its Workforce Development Board (WDB) each supporting the departments goals of promoting self-sufficiency a reducing poverty in the County. The Benefits Enrollment Specialist is works to improve access to public benefit programs managed by the department and enhance the department's understanding of, and response to, the unique challenges faced by formerly incarcerated residents. The WDB uses its AB 109 funding to coordinate with County and community providers, better leverage existing services and develop new employment opportunities for the AB 109 population in designated high growth sectors.

In addition to the coordinated care system described above, the County has also allocated a portion of its AB 109 funding to the Public Defender and District Attorney (DA) for an Arraignment Court Early Representation (ACER) program to ensure representation at arraignment for indigent clients; staff support in the Public Defender's Office for a Clean Slate program to aid County residents seeking expungement and related criminal record remedy services; funding in the Public Defender's Office for the development of a "Failure to Appear" warrant reduction program; a "Neighborhood Court" program in the District Attorney's Office for diversion of low-level crime. The County is also funding a Ceasefire program for East and Central County that is intended to reduce the amount of gun violence experienced in the region. In addition, a Pre-trial Services program has been implemented in the County, as a partnership between the DA, Sheriff's Office, Public Defender and Probation Department to provide the local Court with evidence based recommendations on who is the most able to be safely released from custody pending a trial on the criminal charges that have been filed against them.

VI. Target Population in Contra Costa County

The primary population to be served includes individuals released from state prison on or after October 1, 2011, who are placed on PRCS provided by the Probation Department and those



convicted of a non-violent, non-serious, non-sex offense pursuant to Penal Code 1170(h) who are incarcerated in County jail and/or assigned to Mandatory Supervision provided by Probation (“AB 109 clients”).

If additional program capacity exists within the available funding, program services may be expanded to other formerly incarcerated populations in a tiered approach that prioritizes and ensures services to this primary population of clients.

Demographic Highlights:

From October 1, 2011, through March 1, 2019, the Contra Costa County Probation Department has supervised a total of 3,082 unique AB 109 clients, with 2,146 on Post-Release Community Supervision at some point and 897 only on Mandatory Supervision under Penal Code 1170(h)(5)(b). A large majority (89%) of these AB 109 clients have been male. Even so, services that are responsive to the gender-specific needs of female clients are necessary to address the unique situations, experiences, and circumstances of women. While clients have ranged in age from 18 to 77, the average age for all clients is about 37 and about 64% of clients in the age range of 26 – 45. Approximately 70% of Probation’s AB 109 clients have been assessed as being at a moderate to high risk for recidivism.

As of March 1, 2020, Probation’s active caseload included 99 clients on 1170(h) Mandatory Supervision and 302 PRCS clients (402 total AB 109 clients under supervision). Approximately 153 (38%) reside in East County (Antioch, Bay Point, Bethel Island, Brentwood, Discovery Bay, Knightsen, Oakley, Pittsburg), approximately 109 (27%) reside in West County (Crockett, El Cerrito, El Sobrante, Hercules, Pinole, Richmond, Rodeo, San Pablo), approximately 64 (16%) reside in Central County (Clayton, Concord, Danville, Lafayette, Martinez, Orinda, Pacheco, Pleasant Hill, San Ramon, Walnut Creek). About 7% of these clients reside in other counties (Alameda, Sacramento, Solano, Yolo, etc.), and approximately 13% of the clients are classified as homeless, residing in shelters, or have a residence location that is unknown.

In East County, 84% of AB 109 clients reside in Antioch, Pittsburg and Bay Point. In West County, 76% reside in the cities of Richmond and San Pablo. In Central County, 73% reside in Concord and Martinez.

B. AB 109 Population Demographics (*Percentages may not total 100% due to rounding)

<i>Through 3/1/2020</i>	<i>PRCS (Unduplicated)</i>	<i>1170(h) (Unduplicated)</i>	<i>Both</i>
Total Clients	2,146	936	3082
Gender			
Male	1,993	759	89.3%
Female	153	177	10.7%
Age			
Average Age	37.1	36.9	37.0



18-25	14.1%	11.8%	13.4%
26-35	35.9%	39.9%	37.1%
36-45	27.2%	27.0%	27.2%
46-55	17.1%	15.2%	16.5%
56-65	5.2%	5.6%	5.3%
66+	0.5%	0.4%	0.5%
Race/Ethnicity			
White	35.3%	41.7%	35.3%
Black	41.5%	32.5%	41.5%
Hispanic	19.4%	21.1%	19.4%
Asian	1.6%	1.7%	1.6%
Pacific Islander	0.3%	0.3%	0.3%
Filipino	0.7%	0.6%	0.7%
Samoan	0.1%	0.2%	0.2%
Native American	0.1%	0.0%	0.1%
Other	0.1%	0.0%	0.1%
Unknown	0.6%	1.7%	0.9%

VII. Scope of Services

A. Purpose

The Contra Costa Board of Supervisors has authorized the ORJ to issue this Request for Qualifications to identify qualified vendors to implement the West County Reentry Resource Center Implementation Plan⁴ (the Plan) that has been adopted by the County.

B. Project Description

Consistent with the Plan, the Successful Responder will operate a Reentry Resource Center (the Center) at a location open to the public in West Contra Costa County that will serve formerly incarcerated adult men and women and the families of individuals who have been formerly incarcerated (“Clients”). Responses from Bidders are expected to reference specific aspects of the Plan including, but not limited to, the following:

- Key Center Characteristics
- Service Model and Plan
- Building and Facilities Criteria
- Outreach

The Center’s Clients will include but not be limited to individuals sentenced under AB 109. It is expected that the Center will also serve Clients who are no longer on probation or parole; people who are still incarcerated and close to release; people who have recently been released from prison or jail; individuals on parole; and those who were previously incarcerated but who have been free from incarceration for an extended period of time – and the families of each of these groups.

⁴ Available at <https://www.contracosta.ca.gov/DocumentCenter/View/30064>.



In accordance with and reflecting the Plan, the Contractor will operate the Center as a collective impact initiative, partnering with multiple public agencies and private nonprofit organizations (the Partners) to provide co-located, integrated, on-site services to support Clients' successful reintegration into the community and increase public safety by reducing recidivism.

Consistent with this model, the Center will be managed by an administrative staff that will serve as the "backbone" to operate the Center and to support, coordinate, and oversee the work of the Partners. Partners will place staff on-site, on schedules to be determined by the Center and the Partners, such that Clients are provided with accessible, appropriate, and responsive reentry services. It is expected that the Partners will provide their staff as in-kind donations and will not be directly compensated through the Center's budget.

As explained in the Plan, while operating under the authority of the Board of Supervisors, the Center's work will be governed by a Steering Committee comprised of public, nonprofit, and community representatives. The Contractor is expected to collaborate with the Steering Committee to guide the Center's work to achieve collective impact, carry out the Center's mission, and ensure the sustainability of the project.

Operating as one element within a larger system of care, the Center is expected to work with multiple stakeholders to accomplish its work and advance excellence, efficiency, and effectiveness in reentry service provision across the West Region of the County. The Center is also expected to collaborate with the Office of Reentry and Justice and with the Central-East Network System of Services to advance the county-wide reentry system's innovative development, successful performance, and service provision quality.

C. Contractor Requirements

To be selected by the County to provide the indicated services, the Successful Responder must show an ability to begin the provision of the services, as described, within 60 days of the effective date of the resulting contract.

1. Center Location.

Contractor will be responsible for identifying the physical space in the West Region of Contra Costa County at which the Center will be located. If necessary, to obtain the objectives of the project, Contractor will be responsible for contracting for the completion of any required tenant improvements, purchasing or securing all required furniture and equipment, and operating the Center by providing adequate staffing and reentry services.

2. Center Operation.

Contractor shall establish and operate the Center in a manner that complies with the following specifications and is consistent with the County's approved Plan.

(1) Center Personnel.

Contractor shall be solely responsible for recruiting, hiring, training, and employing, at a minimum, a dedicated Center Director and two additional full time support staff for the project. Contractor shall also provide any additional staff necessary to ensure the Center's successful operations.



(2) Center Hours of Operation.

Contractor shall open the Center and make services provided under any resulting Contract available to Clients within 60 days after the effective date of that Contract. Contractor shall ensure that the Center is open on the following weekdays, at the following times, excluding holidays: every Monday through Friday 9:00AM until 5:00 PM. Development of some evening and weekend hours of operation is not required but is preferred.

(3) Service Provision and Coordination.

Contractor shall develop coordinated intake, assessment, referral, and data management policies and practices to support efficient triage and service coordination for each Client. For each Client, Contractor shall coordinate intake and assessment, creation of an individualized development plan, and referral of the Client to on- and off-site services, including but not limited to employment, housing, legal, and mentoring services. The Center shall include a dedicated room or other space that includes computers, phones, and informational materials for use by Clients during all hours of Center operations. Contractor shall work with its on-site Partners to ensure that Clients can be connected to a mentor or local reentry system navigator, as Contractor and Partners determine such connection is needed. The Contractor must also provide clients access to restorative justice services.

(4) Center Steering Committee.

- (a) Contractor shall establish a Center Steering Committee (CSC).
- (b) Contractor shall require the CSC to be responsible for providing Center oversight and outreach support, assistance in fundraising efforts, and leadership in developing a written assessment of program and Center Director performance at least once every year during the contract term.
- (c) The Center Steering Committee is expected to meet no less frequently than four times each year during the contract term.

(5) Partnership Development and Capacity Building.

Contractor shall develop MOUs and other agreements with all relevant Center Partners, including community-based agencies and County, state and federal providers for in-kind services as determined to be necessary by Contractor based on identified needs of Center Clients. These services may be either delivered at the Center or via referral to other agencies off-site. Contractor shall develop and maintain effective communication with the County, Community Corrections Partnership (CCP), elected and appointed officials, the Manager of the East/Central Reentry Network, any appropriate County advisory bodies, and shall report to and communicate with the County as directed by the Office of Reentry and Justice, Chief Probation Officer, or County Administrator.

Contractor shall convene regular meetings of Center Partners for program planning and service coordination. Contractor shall provide access to and co-sponsor



ongoing capacity building, professional development, and training opportunities for Center staff and Partners, as determined to be necessary by Contractor.

(6) Community Engagement.

Contractor shall develop and implement an outreach and community engagement plan to inform the community-at-large about Center goals, progress, and available services. This outreach and community engagement plan must be reviewed and approved by the CSC, including County representatives, prior to implementation.

(7) Data Collection and Management.

Contractor shall utilize the data system provided by the County to track and report information on Center operations, share client information with partners, and coordinate the delivery of services to Clients. Contractor shall develop an adequate data collection and evaluation plan to measure Contractor's and partner performance. Contractor shall be responsible for complying with all laws related to gathering and sharing of personal information and ensure clients' privacy rights are protected.

(8) Reporting.

Contractor shall prepare and submit to County reports on Contractor's activities at intervals to be determined by the County to at least provide updates on progress against Contract objectives, data related to service delivery, and information concerning partnership development. Each report must be submitted on the last day of the month that follows the end of a reporting period.

VIII. Funding

Up to \$1,740,000 (one million seven hundred and forty thousand dollars) is allocated to fund the implementation of West County Reentry Resource Center. This is for a program term of 36 months beginning July 1, 2020 and ending June 30, 2023.

IX. Contract Monitoring and Evaluation

On behalf of the County Administrator's Office, the ORJ will actively monitor all services provided as a part of any Contract that results from this RFQ process.

At a minimum, contractors will be expected to:

- a. Perform all services without material deviation from an agreed-upon Service Plan.
- b. Complete progress report in the form required by the County.
- c. Maintain adequate records of service provision to document compliance with Service Plan and any other information related to the Center that is identified by the County.
- d. Cooperate with the collection of other fiscal/administrative/service data as requested by the County.

The ORJ will:

- a. Have discretion to be part of the monitoring of any subcontracts written by and entered into



- by the Contractor that utilizes funds awarded through this solicitation;
- b. Provide information to contractors concerning additional State or County data requirements not provided here or in the resulting contract.
 - c. Provide the Contractor with any forms or further direction needed to comply with the terms of an agreed upon Service Plan.



RFQ Requirements and Instructions for Responders

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

1. All responders shall submit one (1) distinguishable original response and five (5) complete copies of the original 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 April 8, 2020**. Each submission must be marked on the outside with the Responder's name and RFQ #2002-388. Any response received after the deadline will be rejected. **Postmarked, faxed and e-mailed submissions are not acceptable.**
2. **Responders must also submit an electronic copy of their response.** The electronic copy must be a single file, scanned image of the original hard copy with all appropriate signatures and must be on a disk or USB flash drive and enclosed with the sealed hard copy of the response.
3. The ORJ will review all received responses to make sure they are technically compliant with formatting and submission guidelines as per this RFQ. Responses that are non-compliant with any technical requirement will not move forward to the Review Panel for evaluation.
4. All costs incurred in the preparation of a response will be the responsibility of the responder and will not be reimbursed by the County.
5. A response may be withdrawn in person, at the same location where the response was delivered, prior to **12:00 p.m. (noon) on April 10, 2020**. If withdrawing a response, the person must be a signatory or identified point of contact in the response, provide appropriate government issued picture identification (i.e. driver's license), and sign a receipt attesting to his/her withdrawal of the response. Any timely withdrawn response will not receive any further consideration by the County.
6. Any questions regarding this RFQ should be emailed to lara.delaney@cao.cccounty.us on or before **12:00 p.m. on March 18, 2020**. You must include "RFQ #2002-388" in the subject line of the email to ensure the questions will be considered.
7. The ORJ may amend this RFQ, if needed, to make changes or corrections to specifications or provide additional information. Amendments will be posted at <https://www.contracosta.ca.gov/7631/Contract-Opportunities>. The ORJ may extend the RFQ submission date, if necessary, to allow responders adequate time to consider amendments and submit required information.
8. The RFQ process may be canceled in writing by the County prior to any awards being made by the Contra Costa County Board of Supervisors if the County determines that cancellation is in the County's best interest.



9. With respect to this RFQ, 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.
10. Responses will be judged on overall quality of content and responsiveness to the purpose and specifications of this RFQ. Responses should be without expensive artwork, unusual printing, or other materials not essential to the utility and clarity of the response.
11. A Review Panel will evaluate all compliant responses submitted. Responders will be notified of the Review Panel's recommendation in writing. Award of a Contract by the Board of Supervisors will constitute acceptance of a response. The acceptance of a response will officially begin the Contract development and negotiation process for the RFQ.
12. Only Responders submitting a response in accordance with RFQ #2002-388 may appeal the RFQ process. Appeals must be submitted in writing and should be addressed to Paul Reyes, Senior Deputy County Administrator, and received at 651 Pine Street, 10th Floor, Martinez, CA 94553, no later than **5:00 p.m. on April 24, 2020**. Notification of a final decision on the appeal shall be made in writing to the Responder within five (5) days of the County receiving an appeal, not county the day the appeal was submitted, and this time for notification shall be extended to the next business day if the last day for such notification falls on a weekend or County holiday. The decision of the Senior Deputy County Administrator shall be final and not subject to further review. When submitting any appeal, an appellant must clearly state the action appealed, the harm to the appellant, and the remedy sought. Appeals shall be limited to the following grounds:
 - Failure of the County to follow the selection procedures and adhere to requirements specified in this RFQ or any of its addenda or amendments.
 - There has been a violation of any conflict of interest provisions provided by California Government Code Section 87100 et seq.
 - A violation of State or Federal law.
13. Successful responders will be expected to promptly enter into contract negotiation with the ORJ upon acceptance of their response. This may result in mutually agreed upon changes in plans or activities identified in their response. As a result of this negotiation process, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of the County in releasing this RFQ. Contractors will be eligible to bill for services provided on and after the effective date of an executed 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 an executed Contract.
14. Once the Contract has been executed, the Contractor will be expected to make services provided under the Contract available to Clients within 60 days of the effective date of the



Contract.

15. The ORJ will actively monitor service implementation and delivery and monitor Contract performance on behalf of the County. Any material breach of Contract terms or obligations will constitute grounds for terminating the Contract.
16. All responses to this RFQ become property of the County at the moment they are submitted and without obligation to any Responder. Each response 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) once a contract is awarded by the County's Board of Supervisors, or this RFQ process is canceled. The County has discretion to publicly disclose the contents of any response prior to the conclusion of this RFQ process.



Response Preparation Instructions

RESPONSE INSTRUCTIONS

1. Responses shall consist of a single packet containing all required documents, a complete Project Narrative and any allowable supporting information. Each responder must submit one (1) original response with wet signatures that is distinguishable from all other responses and five (5) complete copies of this original response. An electronic copy of the original response is also required. All responses, including the electronic version, shall be submitted as a single sealed response package.
2. The response narratives shall be typed double-spaced and printed 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 narratives (project, fiscal, and budget) shall not exceed 15 pages collectively, excluding cover sheet and required attachments.**
3. All pages in each submitted response packet must be numbered consecutively beginning with the Cover Sheet as page 1 and ending on the final page of the response packet.
4. All information in each response packet must be presented in the following sequence.

RESPONSE OUTLINE (*response narratives are not to exceed 15 pages in total, excluding cover sheet and required attachments*)

SECTION I – COVER SHEET AND TABLE OF CONTENTS

I.1 Cover Sheet (Form #1)

The Response Cover Sheet with original signatures, **in blue ink**, of the bidder's Board of Directors' President and Executive Director (*or equivalent titles*) must be attached as the top document to the original of response packet and precede both the Table of Contents and the response narrative. Copies of the form must also serve as a cover page to the remaining five (5) additional copies of the response submitted.

I.2 Table of Contents

SECTION II—PROJECT NARRATIVE

(narrative length should be up to 12 double-spaced pages)

II.1 Agency Overview

- A. Your organization's history, years in operation, and number of years providing the services described in this solicitation.



- B. Your organization's primary areas of expertise and current core services.
- C. Your organization's qualifications as they relate to the minimum qualifications described in Section III of the Statement of Services.
- D. Proposed staffing for this project, including their roles on this project, their qualifications and their credentials. (*these should align with the CV/résumés or job descriptions included as part of Section V below*)

II.2 Approach to Scope of Work

- A. Describe your approach to developing, opening, and operating the Center, including methods, activities, anticipated service array and structure, and phases of implementation, including the anticipated date to begin receiving Clients and providing services at the Center.
- B. Describe your approach to fostering collective impact among Partners, cultivating consistent practices and attitudes, and managing both administrative and programmatic operations involving multiple partners with diverse skill sets, responsibilities, values, and attitudes.
- C. Describe your approach to supporting ongoing quality improvement among Partners and to advancing professional capacities and effective practices for local nonprofit/public stakeholders connected to the Center's work. Include information on your systems of internal training, programmatic review and quality improvement, and clinical design (including curriculum selection and fidelity procedures).

II.3 Technical Expertise

A. Service Related Expertise

- a. Discuss your expertise as it relates to developing and implementing programs to address criminogenic risks and needs regarding justice-involved people, improve criminal justice systems, enhance access to systems of care – especially as it relates to AB 109 Public Safety Realignment, incarceration and reentry in Contra Costa County.
- b. Describe your experience developing and managing peer-based services, including mentoring, system navigation, recovery or coaching programs.
- c. Describe your experience successfully implementing reentry related start-up projects.
- d. Describe your experience in identifying the need for, and providing, adequate professional development activities that help ensure programmatic efficacy and continuous quality improvement.



B. Subject Matter Expertise

- a. Discuss your expertise as it relates to ensuring culturally relevant programs, utilizing evidence-based practices, providing trauma-informed care, and delivering client-centered services.
- b. Describe your experience and expertise in meeting the needs of diverse sub-populations, including transitional age youth, women, parents, LGBTQ, veterans, dual-diagnosed individuals, and 290 registrants.
- c. Describe your experience in developing, operating, or participating in Jail to Community initiatives.

C. Collaboration and Partnership Experience

- a. Describe your experience and capacity as they relate to developing and managing multi-sector and interdisciplinary collaborative initiatives, including co-located and integrated services to achieve successful reentry outcomes for justice-involved populations.
- b. Describe your experience and expertise in working with public agencies, particularly those that are central to this project, including the Probation Department, the District Attorney and Public Defender offices, Sheriff's Department, Health Services Department, any public benefits agency.

D. Data and information management expertise

- a. Describe your experience and expertise with selecting, developing, and utilizing web-based data systems, including Record Management Systems (RMS), Case Management Systems, data warehouses, Constituent Relationship Management (CRM) systems, and other data-base approaches and options. Include discussions related to data security, project performance measurement, and information-sharing.
- b. Discuss your expertise and experience working within the requirements of state and federal laws mandating varying levels of confidentiality and protections of personal information. Include discussion of issues related controlling access to sensitive data, the use of interagency agreements to regulate information access, sharing, use, and privacy.

II.4 Experience with Similar Projects

Describe any similar past projects including the scope of the project, relevance to your expected operations of the Center, stakeholders involved, and a brief summary of the approach and services provided. If relevant, indicate any collaborative partners engaged to complete or implement the similar project. In addition, indicate any challenges encountered and how they were addressed.



II.5 Establishing the Center's Location

Describe your plan to identify, prepare, and open a physical site for the Center's operations. Describe the site's anticipated hours of operation, geographic location, access to public transportation, parking, ADA compliance, and anticipated facilities use, including reception & waiting areas, individual and group service rooms, administrative areas, and records management. This description should include references to the Plan and must demonstrate an ability to provide services to the Center's Client population within 60 days of the Contract's effective date. Any anticipated use of temporary facilities must also be explained.

SECTION III—PROJECT FISCAL NARRATIVES

(narrative length should be up to 3 double spaced pages)

III.1 Fiscal Management Information

- A. Provide a brief description of the lead agency's accounting system and internal controls. Include the following *as appropriate*:
- a. Overall system (accrual, double-entry, automated or manual)
 - b. Timekeeping system
 - c. Inventory system
 - d. Payroll system
 - e. Cost allocation plan and methodology
 - f. Ledger system for receivables, payables, expenses, disbursements, petty cash
- B. Explain how your fiscal system is administered and by whom. Include responsibilities of Board of Directors, Executive Director and fiscal staff in fiscal management. Describe experience and qualifications of fiscal staff.
- C. Describe fiscal procedures and policies or attach a manual of fiscal procedures and policies.

III.2 Project Budget Narrative

A. Project Budget Narrative

Each budget cost item must be detailed in the narrative section and should reflect the basis for the computations used. The inclusion of matching resources should be easily identifiable on the line-item budget, and the cost basis for this clearly described in the budget narrative. Match funding may not be speculative or derived from unconfirmed sources except for the value of volunteer hours which shall be limited to \$15 per hour. Every item below must be completed, if applicable, and include the minimal narrative requirements described.



a. Administration and Support Staff

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, and the included narrative for each entry should indicate title, rate of pay or full salary, and time allotted to this project as a full-time equivalent position (FTE).

b. 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.

c. Operations

i. Occupancy

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

ii. Utilities

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

iii. Telephone, Postage, Insurance, Equipment

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

iv. Printing/Photocopying

List cost by type and describe justification for cost and basis for allocating costs to program.

v. Materials

List by type and describe justification of cost.

vi. Travel

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



vii. *Other Costs*

Indicate kinds of anticipated miscellaneous costs, such as childcare for clients while receiving services. Each item over \$100 should be explained individually.

d. *Indirect/Profit Rates*

A Responder may include an indirect rate or a rate of profit, or both, such that the aggregate amount of these expenses do not exceed 15% of the total award being sought.

B. Line Item Budget

- a. Complete a line-item budget for the project that would show annual costs required **for all three years**. This includes all costs, included those not provided by the County, and the source of funding that will be used to cover each cost. The budget shall also include a breakdown of all costs that demonstrate computations for each budget category (i.e., Personnel, Benefits, Supplies, Local Travel, etc.). Proposed budget is expected to be complete, reasonable, cost effective, and necessary for the activities proposed.
- b. Budget should clearly indicate the availability of matching resources and their source. Matching resources, for the purposes of scoring proposals, are external funding sources, or other resources with a distinct dollar amount, that are clearly identified in a proposal's budget and is proposed as leverage for the funding sought through this RFP. The total amount of matching resources must be reasonable and amount to at least 10% of the total cost of the proposed project. Other AB 109 funding awarded by Contra Costa County may be included in total program costs but may not be counted as a matching resource. If the value of volunteer labor is included as match, this value should be calculated using a volunteer rate of no more than \$15 per hour. Scoring maximum points for this item shall require matching resources that amount to at least 20% of the total cost of the proposed project.⁵
- c. The line item budget will not count towards any page limit.

SECTION IV – ORGANIZATIONAL CHART

Attach a current organizational chart to the response after the Statement of Interest. *The organizational chart will not count towards any page limit.*

⁵ Please note that the amount of matching resources required is a percentage of the total project cost and not a percentage of the amount of funding requested for the project. For instance, a project with a total cost of \$1,000,000 from all sources (including any match) would mean that you would be required to show at least \$100,000 in match funding for this project and could request a maximum award of \$900,000. However, 10% of a \$900,000 award request would only be \$90,000 and therefore matching resources of this amount would not meet the minimum match requirement of 10% of the total project cost (\$100,000).



SECTION V – CV/RÉSUMÉS

Attach, after the organizational chart, a current resume or CV for each staff expected to work on this project, and the executive management of the organization. Clearly indicate any positions you expect that you will need to hire and include a job description for this role. *Any attached resume, job description, or CV will not count towards any page limit.*

SECTION VI – PROJECT TIMELINE

Provide a Gantt chart or similar structure to outline the project’s activities, phases, and milestones. For each identified action and task, the chart should show responsibilities (persons, organizations, agencies), dependencies (actions and tasks which must be completed before subsequent actions and tasks may be initiated or completed), and milestones (significant dates in the implementation process). *Attached timeline will not count towards any page limit.*

SECTION VII – ADDITIONAL SUPPORTING DOCUMENTATION

Provide any additional supporting documentation including leases, MOU, letters of support, etc. Such that the total number of additional supporting documents included under this section does not exceed five (5) additional supporting documents.

SECTION VIII – FISCAL ATTACHMENTS

Non-profit proposers must provide a copy of:

1. A recent audit (within 12 months) or audited financial statement attached to the original copy of the response. *If the organization has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons for not ever having conducted an independent audit, and a certification from the Chair of the Board of Directors, Executive Director, and the agency accountant that the information accurately reflects the agency’s current financial status. **Also submit:***
 - a. Current agency-wide Budget
 - b. Balance Sheet
 - c. Profit and Loss Statement
 - d. Manual of Fiscal Procedures and Policies, *if available*
 - e. Current Board of Directors’ Bylaws
 - f. Roster of the organization’s Board of Directors including the directors’ names, titles, phone numbers, and email addresses.
 - g. 501(c) 3 Letter.

For profit proposers must provide a copy of:

1. A recent audit (within 12 months) or audited financial statement attached to the original copy of the response. *If the company has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons for not ever having conducted an independent audit, and a certification from the Chair of the Board of Directors, C.E.O., and*



*the company accountant that the information accurately reflects the company's current financial status. **Also submit:***

- a. Most recent company Annual Report
- b. Current company Budget
- c. Balance Sheet
- d. Profit and Loss Statement
- e. Manual of fiscal procedures and policies, *if available*
- f. Current Board of Directors' Bylaws



Review and Selection Process

All responses submitted in compliance with the RFQ requirements will be eligible for review and selection. Responses will be evaluated in three distinct areas:

- A. Feasibility of the project as proposed.
- B. Bidder's applicable experience, expertise, and implementation capability.
- C. Bidder's fiscal management capability.

Selection Methodology:

- A. ORJ staff will review each response's adherence to RFQ specifications, including:
 - Response Cover Sheet
 - Response Narrative
 - Agency Information (*including required attachments*)
 - Budget & other fiscal information (*including required attachments*)
 - Additional Supporting Documentation
- B. All qualified submissions will be forwarded to the RFQ Review Panel for evaluation.
 - 1. The panel will be composed of 5 members. These members will be selected from individuals representing the target population, public agencies, and service providers. In determining the panel's composition priority will be given to those who are familiar with the County's reentry system, the type of services described in this solicitation, or who have other relevant subject matter experience and expertise. Members of the Review Panel will be required to sign an impartiality statement. Review panel composition will be released with the recommendations of the review panel.
 - 2. The Review Panel will evaluate and score all qualified submissions using criteria outlined in the RFQ Scoring Sheet.
- C. Any recommendations for a contract award must be approved by the Contra Costa County Board of Supervisors, after considering the recommendations of the Review Panel, and before any contract will be entered into by the County.



Rating Sheet

Program elements will be weighted as follows with a maximum score of 100:

- I. Response Cover Statement (Form #1) & Table of Contents *(required but not weighted)*

- II.1. Agency Overview 0-15
 - 1. Relevancy of responder's overall services/history (2 pts.)
 - 2. Responder's qualifications as they relate to scope of work (5 pts.)
 - 3. Minimum organizational requirements (5 pts.)
 - 4. Specified staff with relevant experience and expertise (3 pts.)

- II.2. Approach to Scope of Work 0-20
 - 1. Approach to developing the Center (10 pts.)
 - 2. Approach to fostering collective impact (5 pts.)
 - 3. Approach to ongoing service quality (5 pts.)

- II.3. Technical Expertise 0-25
 - 1. Service Related Expertise (10 pts.)
 - 2. Subject Matter Expertise (10 pts.)
 - 3. Collaboration and Partnership Experience (5 pts.)

- II.4. Experience with Similar Projects 0-15

Relevant experience and demonstrated ability to implement the Plan

- II.5. Establishing a Location for the Center 0-10

Feasibility of plan to locate the center and demonstrated likelihood the facility will meet the objectives and intentions of the Plan

- III. Fiscal Management Information 0-15
 - 1. Fiscal Management Information is reasonable; Project Budget Narrative clearly explains cost estimations and the roles of staffing (5 pts.)
 - 2. Line item Budget provides clear and reasonable projected costs (5 pts.)
 - 3. Matching Resources Identified (5 pts.)

- IV. Organizational Chart *(required but not weighted)*
- V. Résumés *(required but not weighted)*
- VI. Timeline *(required but not weighted)*
- VII. Additional Supporting Documentation *(required but not weighted)*

Total 100 pts.



FORM 1

RESPONSE COVER SHEET

WEST COUNTY REENTRY RESOURCE CENTER

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:
List Collaborative Partners, if applicable:

We submit the attached response and attachments in response to Contra Costa County's Request for Qualifications # 2002-388, and declare that:

If the Board of Supervisors of Contra Costa County accepts this response, 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 response 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 response package when submitted. Only one copy with original signatures is required.



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:



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 response 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 RFQ? 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

Note: When more than one agency will collaborate in providing services(s), each agency involved must complete this form.



FORM #4

CONTRACTS AND GRANTS

1. List current contracts and subcontracts including government contracts and/or grants:

<u>Contact Name/Phone # of Contractor/Grantor</u>	<u>Services Provided Under Contract</u>	<u>Contract Dates</u>
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2. List key contracts/grants completed in the last five years, including government contracts/grants:

3. Bidder agrees to allow County to contact contractors for information relative to bidder's performance. **(Sign below)**

Name and Title
(Executive Director) _____
Date

Name and Title
(Board President) _____
Date

Note: When more than one agency will collaborate in providing services(s), each agency involved must complete this form.



Respondent Checklist

Each respondent must submit a response with documents as described (unless otherwise noted) in the order listed here from top to bottom. Duplicate enclosed forms as necessary.

- A. Response Cover Statement (Form #1)** attached as cover to each response
- B. Table of Contents**
- C. Program Narrative**
- D. Project Fiscal Narratives**
- E. List of Agency Board of Directors (Form #2)**
- F. Agency Organizational Chart** indicating how proposed project relates with other agency projects and programs.
- G. Job Descriptions and Resumes** of Executive Director and key program staff
- H. Project Timeline**
- I. Additional Supporting Documentation**
- 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 response.)*
- K. Bidder's Contracts and Grants (Form #4)**, completed and signed by the Agency Executive Director and the President of the Board of Directors. *(Form #4 with original signatures must accompany original response.)*
- L. Fiscal Attachments**



General Contract Conditions

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts



and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.

5. **Termination and Cancellation.**

- a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
- b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
- c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.

7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.

8. **Modifications and Amendments.**

- a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$100,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$100,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.



- b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.

10. **Choice of Law and Personal Jurisdiction.**
 - a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
 - b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association. Contractor is not a County employee. This Contract does not give



Contractor any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.
16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors,



subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.

19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:

- a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have minimum combined single limit coverage of \$1,000,000.
- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
- c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of:
(i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material



change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract

20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.
21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.
24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this



Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.

26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.
27. **Required Audit.** (A) If Contractor is funded by \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Office of Management and Budget Circular A-133. (B) If Contractor is funded by less than \$750,000 in federal grant funds in any fiscal year from any source, but such grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements. (C) If Contractor is funded by less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year; however, Contractor's records must be available for and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office (GAO), the pass-through entity and/or the County. If any such audit is required, Contractor must provide County with such audit. With respect to the audits specified in (A), (B) and (C) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.
28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.