



*Contra Costa County*

**REQUEST FOR PROPPSAL (RFP)**

**Transitional Aged Youth (TAY)  
Diversion Program**

**RFP #: 2310-691**

**RELEASE DATE: October 10, 2023**

**PROPOSAL DUE DATE: NOVEMBER 7, 2023**

**NO LATER THAN 5:00 P.M. PDT**

**CONTRA COSTA COUNTY  
OFFICE OF THE DISTRICT ATTORNEY  
900 WARD STREET  
MARTINEZ, CALIFORNIA 94553**



## Request for Proposals (RFP) #2310-691 Transitional Aged Youth (TAY) Diversion Program

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### **General Information:**

The Contra Costa County District Attorney's Office (CCDAO) is pleased to announce, on behalf of the Board of Supervisors, the solicitation of proposals to implement the Transitional Aged Youth Diversion Program. The Transitional Aged Youth (TAY) Diversion Program will be funded by the Byrne Discretionary Grant from the Office of Juvenile Justice Delinquency Prevention (OJJDP).

This Request for Proposal (RFP) is a process by which the County solicits proposals from Responders who may be selected to enter into a contract with the County.

***Please read this entire packet carefully.***

**Interested candidates should submit their complete proposal packet through BidSync (<http://www.bidsync.com/>) (Periscope S2G)**

**COMPLETE PROPOSAL PACKET MUST BE RECEIVED BY 5:00 P.M. ON TUESDAY, NOVEMBER 7, 2023**

**Thank you in advance for your efforts in preparing your proposal.**

### **CONTRACT AWARD**

The County intends to award a Contract to a successful Responder in the amount not to exceed \$469,000. No response shall be binding upon the County until the Agreement is signed by duly authorized representatives of both the Contractor and the County. The contract amount is not to exceed \$469,000. The term of any agreement awarded as a result of this Request for Proposals is December 1, 2023 to May 30, 2025.

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 Contra Costa County District Attorney's Office.

### **CORRESPONDENCE**

As of the issuance of this RFP, Responders are specifically directed not to contact personnel of the Contra Costa County District Attorney's Office, for any meetings, conferences or technical discussions related to this RFP, except to submit written questions as described in this document. Failure to adhere to this policy may result in disqualification of the Responder from this solicitation process.



# Table of Contents

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Section I – Introduction: .....	5
Section II – Minimum Requirements and Qualifications: .....	7
Section III –Fiscal Narratives .....	9
Section IV – Scope of Service.....	12
Section V – Requirements for Service Delivery .....	14
Section VI – Instructions to Responders .....	16
Section VII – Proposal Preparation Instructions.....	18
Section VIII –Review and Selection Process .....	25



### **Proposal Submission Timeline:**

RFP release date:	October 10, 2023
Last date to submit written questions:	October 24, 2023 no later than 5:00 p.m. PDT
Electronic Response Submission Deadline:	November 7, 2023 no later than 5:00 p.m. PDT
Response Review/Vendor Interviews:	Week of November 13, 2023
Vendor Selection Recommendation:	November 20 – 22, 2023
Deadline to Appeal	5:00 p.m. on November 29, 2023

**Written, Postmarked, facsimiled, or e-mailed submissions will not be accepted.**

Board of Supervisors' approval and authorization to award contracts is tentatively scheduled for the December 5, 2023 Board of Supervisors' agenda.

### **Proposal Submission Requirement:**

- Response to this RFP **MUST** be submitted electronically through the BidSync (Periscope S2G) website– **NO EXCEPTION.**
- Vendor registration on BidSync (<http://www.bidsync.com/>) is free and the County does not require vendors to pay any fees.
- Late submittals **WILL NOT** be accepted– **NO EXCEPTION**
- Fax submittals **WILL NOT** be accepted– **NO EXCEPTION**
- Once vendors register on BidSync, they can sign into their BidSync accounts and submit their responses to this RFP electronically through the BidSync website.

### **Questions:**

All questions regarding the proposal will be accepted through the BidSync site only. The deadline for submitting questions for this RFP is on or before **October 24, 2023** no later than 5:00 p.m. PDT. All questions will be answered and disseminated to those registered on the BidSync website.

Contact customer service if you need technical assistance with any part of the bid process:  
Email: [support@bidsync.com](mailto:support@bidsync.com) Telephone: (800) 990-9339



## Section I – Introduction:

### A. Purpose:

The Contra Costa County District Attorney’s Office (CCCDAO) is soliciting Statement of Qualifications from professionals with direct experience in the development of a pre-charge diversion program for young adults. The purpose of the Transitional Aged Youth (TAY) Diversion Program is to provide an alternative pathway for young adults aged 18-25 who are arrested for specified felonies and serious misdemeanors in Contra Costa County. Details of the purpose is further described in this Request for Proposal under Section IV, Scope of Service.

### B. Background:

The CCCDAO received an award from the Byrne Discretionary Grant through the Office of Juvenile Justice Delinquency Prevention (OJJDP) to fund the Transitional Aged Youth (TAY) Diversion Program. The project activities include establishing a TAY Diversion program eligibility and participation guidelines; developing and implementing a restorative justice-based alternative to incarceration to achieve rehabilitation and accountability.

The Respondent which is later selected to enter into a contract with the County will work with the CCCDAO to replace the charging and prosecution of TAY who are arrested for felonies and high-level misdemeanors with Restorative Justice Diversion (RJD) through two models:

- (1) Circle
- (2) Restorative Community Conferencing (“RCC”).

In RJD, a young adult accused of crime meets face-to-face with their crime survivor. Family members and/or caregivers and other supporters of the process are also present. A plan will be developed by which the accused young adult “does right” for the following:

- 1) crime survivor,
- 2) family/caregiver,
- 3) community, and
- 4) self is developed by consensus of all RJD participants.

Because this is a pre-charge model, when the plan is completed, charges are never filed.

By creating spaces where young adults can make amends directly to the people they have harmed, RJD helps participants understand the harm. The process also creates a space to listen and respond to the needs of the crime survivor, the person who is harmed, and their communities; to encourage accountability through personal reflection and collaborative planning; to integrate the TAY who harmed into the community as a valuable and



contributing member; to empower families and/or caregivers to address youthful wrongdoing; and to create caring climates that support healthy families and communities.

**C. Objective:**

Participants in the program and Contra Costa County residents are the intended beneficiaries of the project. The selected Respondent to this RFP should provide restorative justice circles and conferencing, personal reflection and growth education, legal system training, career exploration and planning, and skill-building services.

Expected outcomes include the development of a pre-charge diversion program for young adults aged 18-25; provision of evidence-based services to acknowledge and repair past harm and refrain from causing future harm; reduction in recidivism in Contra Costa County; and regular program assessments. The contract period for the Transitional Aged Youth (TAY) Diversion Program is December 1, 2023, to May 30, 2025.

**D. Synonymous Terms:**

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

- a) Supplier, Vendor, Contractor, Responder, Respondent, Proposer, Bidder, Applicant
- b) Contract, Agreement
- c) Services, Work, Scope, and Program
- d) Statement, Response, Proposal, Submission, Application
- e) "County" refers to the County of Contra Costa, California.



## Section II – Minimum Requirements and Qualifications:

The County seeks to partner with eligible entities that have expertise in delivering restorative services to a diverse population assessed as moderate to high risk of Transitional Aged Youth (TAY). Respondents must demonstrate understanding of the demographics and criminogenic needs of justice-involved individuals and clearly articulate a track record of experience providing coaching and restorative services. The successful Responder must possess and demonstrate 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 prior to the release of this RFP, including successful completion of contract deliverables and participation in an outcome evaluation.
- 2) Justice System Collaboration: A history of prior successful collaboration with District Attorney, Probation, corrections, local law enforcement or other justice system stakeholders. Knowledge of and participation in “jail to community” service delivery models is preferred, including demonstrated history of working effectively within a correctional setting and maintaining staff with jail clearances.
- 3) Interagency Collaboration: Demonstrated interest and intent to collaborate with local county and non-profit service providers to achieve effective multi-disciplinary service delivery. A documented history of successful collaboration on projects that utilized shared case management and/or blended funding sources is preferred. Responders must commit staff participation in regular meetings for Project coordination and collaboration with other Project partner agencies.

### B. Subject Matter Expertise

- 1) Evidence-Based Practices (EBP): Demonstrated knowledge of and commitment to implement evidence-based practices related to successful client engagement and recidivism reduction for individuals at increased risk to be involved in criminal activity.
- 2) Risk-Needs-Responsivity (RNR): Demonstrated understanding of criminogenic needs and the recidivism reduction strategies that rely on effectively responding to these needs. This should include an understanding of proper intervention dosage and duration levels.
- 3) Trauma-Informed Principles and Practices: Demonstrated knowledge of and commitment to implement trauma-informed principles and practices in service delivery to ensure a focus on personal safety to help 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 that is qualified and adequately trained to provide the services proposed and be given access to confidential offender record information (CORI). Responders must commit to ensuring staff participation in trainings provided through the County, including but not limited to implicit bias and procedural justice. The County has the discretion to approve or disapprove the qualifications/training level of Responder's staff working on this training.
- 2) Cultural Competency: Demonstrated understanding and capacity to deliver gender responsive services in appropriate languages, at appropriate educational and literacy levels, that are sensitive to the context and components of an individual's cultural identity. To do this requires a demonstrated awareness, respect, and dynamic appreciation of the beliefs, practices, traditions, religions, personal background, health history, and prior criminal justice involvement of individuals who reside in the diverse communities of the County.

**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), 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 a willingness to reconfigure services to enhance effective coordination and delivery of services.

**E. Administrative Requirements**

- 1) Matching Resources: Current or potential sources of matching resources to supplement direct funding provided by the County including leveraged funding, staff, or volunteer hours. Since the available funding is not adequate to meet the anticipated level of need, awarding 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 regulatory authorities.





## Section III –Fiscal Narratives

### Fiscal Management Information Narrative

- A. Provide a brief description of the lead agency's accounting system and internal controls. Include the following as appropriate:
  1. Overall system (accrual, double-entry, automated or manual)
  2. Timekeeping system
  3. Inventory system
  4. Payroll system
  5. Cost allocation plan and methodology
  6. 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.

### Program Budget Narrative

Each budget cost item must be detailed in the narrative section and should reflect the basis for the computations. The inclusion of matching resources should be easily identifiable on the line-item budget, and the cost basis described in the budget narrative. Every item must be completed, if applicable. Minimal narrative requirements are described below:

1. Administration and Support
  - a. 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.
  - b. Narrative indicating titles, full rate of pay, time allotted to program and full-time equivalent positions (FTEs) for all staff in both categories above that are in any way funded by the program.
2. Personnel, Payroll, and 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 allotted to the program. Include for each staff title by type (FICA, SUI, FUTA, Worker's Compensation, leave and health and other insurance), applicable rates or basis.



### 3. Operations

- a) Occupancy  
Describe all applicable factors (e.g. rent/leases) and basis for allocating cost to program.
- b) Utilities  
Describe all applicable factors and basis for allocating cost to program.
- c) Telephone, Postage, Insurance, Equipment  
List by type, justification of cost and basis for allocating cost to program.
- d) Printing/Photocopying  
List cost by type and describe justification for cost and basis for allocating costs to program.
- e) Materials  
List by type and describe justification of cost.
- f) Travel  
Describe type, justification, and basis of cost. Include service delivery, administration mileage and transportation costs for clients.
- g) Miscellaneous  
Indicate kinds of anticipated miscellaneous costs (e.g. childcare for clients while receiving services). Each item over \$100 should be explained individually.

### 4. Indirect/Profit Rates

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

### Line-Item Budgets

1. Complete a line-item budget for all programs, showing all costs for the contract term. This includes all costs of the proposed program 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 budgets are expected to be complete, reasonable, cost effective, and necessary for proposed activities.
2. The header must indicate the type of service to be provided and which regions of the County the proposed services would be provided.
3. Costs for a program proposing the provision of services to multiple regions of the County shall be consolidated into a single budget. However, any Responder proposing to provide both Housing Assistance and Employment Services should include a single budget for all expenses related employment development, and a separate budget any assistance with housing the Responder is proposing.
4. The budget should include a breakdown of all costs that demonstrates computations for each budget category (i.e., Personnel, Benefits, Supplies, Local Travel, etc.).



Proposed budgets are expected to be complete, reasonable, cost effective, and necessary for proposed activities.

5. Budgets 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 program. Other AB 145 funding awarded by Contra Costa County may not be included as a matching resource, and full points for this item require matching resources that amount to at least 20% of the total cost of the proposed program.
6. The total award amount being requested must strictly adhere to the funding limits identified in Section VIII of this document's Statement of Services.
7. Any line-item budget submitted will not count towards any page limits.



## Section IV – Scope of Service

A contractor should provide restorative justice circles and conferencing, personal reflection and growth education, legal system training, career exploration and planning, and skill-building services.

### Types of Referrals

The CCCDAO will refer to Restorative Justice Diversion (RJD) the most serious cases permitted by law for diversion and will not refer cases involving homicide or rape. The cases referred to RJD will be felonies or serious misdemeanors and will be crimes processed through the criminal legal system, would have resulted in penalties of probation or incarceration. These are cases that the CCCDAO would have charged had RJD not existed. It is collectively understood that burglaries, robberies, assaults, arsons, teen dating violence, sexual assault, and car theft and carjackings are ideal pre-charge RJD cases. All referred cases should have at least one identifiable crime survivor, although a small number of cases may ultimately proceed without the crime survivor's presence, with a surrogate crime survivor ideally of the crime survivor's choosing. If the Contractor does not have the appropriate staffing to take a case or cases, they will notify the CCCDAO.

The CCCDAO and the Contractor will refer/accept Transitional Aged Youth (TAY) who have prior or active dependent petitions, as long as the TAY meets the other criteria for referral. Dependency shall not be used as a basis to preclude a TAY from participating in the RJD program.

If a TAY was referred to the RJD program in the past, the TAY's prior participation or non-participation in the RJD program in connection with the past referral shall not be considered in determining subsequent eligibility. So long as a TAY is arrested on a new charge that meets the referral criteria, that case should also be referred to the RJD program.

If a TAY is currently in the RJD program and is arrested for an unrelated charge, so long as that charge also meets the RJD referral criteria, that case shall also be referred to RJD. Once a TAY's case is referred to the RJD program, it is up to the sole discretion of the Contractor to return the case back to the referring agency. The CCCDAO agrees that once the case is referred to the Contractor, the referral cannot be undone for arbitrary reasons.

The Contractor will contact the CCCDAO when they are prepared to take a new case or set of cases. (The charging Assistant District Attorney or other Deputy District Attorneys may contact a Contractor when a case seems appropriate for RJD, although this is not expected.)

### Reporting Status/Outcomes

The CCCDAO will receive a brief case status memorandum from the Contractor every four weeks that states the following: which cases are enrolled, which cases have completed the conference, which cases have completed the plan, and which cases are being returned. If



the plan is completed, the case is considered successfully resolved and no charges will be filed. If at any point, the Contractor deems the case inappropriate for RJD, the case will be returned to the CCCDAO for prosecution (subject to the protections listed above).

### Completion Timelines

At a maximum, the entire process will be completed within ten months from the date of referral, except for specific cases that require time extensions and approval from all signed parties, as outlined above.

### Confidentiality

The CCCDAO understands that any information learned in the conferencing process (including pre-circle/conference meetings) is confidential and will not be accessible. Should the CCCDAO gain access to any information via any aspect of the RJD program, the CCCDAO agrees that such information will be treated as confidential (“Confidential Information”) and shall not be used against the TAY accused of a crime in any criminal proceeding or determination of probation violations. The CCCDAO agrees not to subpoena information or testimony from RJD facilitators or other Contractor staff or otherwise ask them to share Confidential Information learned in matters that involve TAY who participate in the circle/conference. The CCCDAO also agrees not to subpoena or otherwise interview/investigate other RJD participants (in either prep meetings or in the circle/conference itself) to testify about any Confidential Information that is learned through the RJD program. Finally, the CCCDAO agrees that a TAY’s agreement to participate in RJD, or the failure of a case to successfully resolve through RJD, will not be introduced into any criminal proceedings for any purpose including for impeachment purposes.

Additionally, in cases with co-defendants, if all co-defendants meet the eligibility criteria, all co-defendants should be referred to the RJD program. In the cases that some co-defendants do not meet the eligibility criteria and cannot be referred, then the fact that any co-defendants are participating in RJD cannot be mentioned in any pleadings, probation reports, court proceedings, trial, or plea negotiations.



## **Section V – Requirements for Service Delivery**

### **Case Management:**

The Contra Costa County District Attorney's Office (CCCDAO) will identify and refer eligible young adults who have been arrested but not tried and their victims to the Program by entering their information into the Contractor's computer-generated randomization program, which will select cases to be diverted into the Program.

Contractor will provide trauma-informed and developmentally appropriate wraparound services to the TAY offenders, and their victims, whose cases are diverted into the Program as follows:

Each TAY offender and victim diverted to the Program will complete Contractor's Restorative Community Conferencing ("RCC") process in which they will engage in a dialogue to create a remedial plan focused on each victim's self-identified harm. The RCC process will take between three and six months. When the plan is completed, Contractor will notify CCCDAO and CCCDAO will close the case without filing charges.

Contractor will refer back to the CCCDAO all cases that are not successfully resolved through the RCC process.

Contractor will call or email CCCDAO weekly to discuss case referrals and diverted cases.

Contractor and CCCDAO will meet monthly to discuss new case referrals and progress of diverted cases.

Contractor shall notify the CCCDAO when a TAY offender is diverted into and accepted into the Program, when a TAY offender does not enroll in or does not complete the Program, when a TAY offender is terminated from the program, and when a TAY offender successfully completes the Program.

### **Data Collection and Reporting Requirements:**

Contractor shall be responsible for data collection and shall maintain daily records of services provided, and shall ensure complete, accurate, and timely entry and valid and reliable data. Contractor shall utilize a designated database to record and track services provided and outcomes, as approved or mandated by the CCCDAO. Contractor shall submit any ad hoc reports quarterly in a format approved by the CCCDAO.

Reports shall include the following information:

- 1) Number of TAY offenders who participated in the Contractor's intake process and the risk/needs assessment.
- 2) Number of TAY offenders who received case management services.



- 3) Number of TAY offenders declining services.
- 4) A cumulative number of TAY offenders connected to services including but not limited to mental health, substance use, physical health, and other treatment services arranged through Contractor.
- 5) A summary report that includes the status for each TAY offender on their participation in restorative justice circles and conferencing, personal reflection and growth education, legal system training, career exploration and planning, and skill-building services.
- 6) Any other pertinent information as requested by the CCCDAO.

### **Contract Monitoring and Evaluation:**

The CCCDAO will actively monitor all services provided as a part of the contract that results from this RFP process. This monitoring will determine if the Contractor is performing as intended and if good cause exists to terminate the contract prior to the end of the contract term.

At a minimum, contractors will be expected to:

- Perform all services without material deviation from an agreed-upon Service Plan.
- Complete progress report forms supplied by the County.
- Maintain adequate records of service provision to document compliance with Service Plan and complete forms supplied.
- Cooperate with the collection of other fiscal/administrative/service data as requested by the County.

The CCCDAO will:

- Be part of the monitoring of subcontracts written by and entered by the contractor that utilizes funds awarded under this solicitation.
- Provide information to contractors concerning additional State or County data requirements not provided here or in the resulting contract.



## Section VI – Instructions to Responders

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

1. The District Attorney's Office will review all received responses to make sure they are technically compliant with formatting and submission guidelines as per the RFP. Responses that are non-compliant with technical requirements will not move forward to the Review Panel.
2. The District Attorney's Office may amend this RFP, if needed, to make changes or corrections to specifications or provide additional information. Amendments will be posted on BidSync. The District Attorney's Office may extend the RFP submission date, if necessary, to allow Responders adequate time to consider amendments and submit required information.
3. The RFP process may be canceled in writing by the District Attorney's Office prior to awards if the Contra Costa County Board of Supervisors determines that cancellation is in the County's best interest.
4. With respect to this RFP, the County reserves the right to reject any, some, or all responses. The County reserves the right to negotiate separately in any manner to serve the best interests of the County. All responses become property of the County, without obligation to any Responder.
5. Responses will be judged on overall quality of content and responsiveness to the purpose and specifications of this RFP. All responses will be reviewed by the District Attorney's Office, and Responders will be notified of the District Attorney's Office's contract award recommendation in writing. Award of a contract by the Board of Supervisors will constitute acceptance of a response.
6. Only Responders submitting an electronic response in accordance with RFP #2310-691 may appeal the RFP process. Appeals must be submitted in writing and should be addressed to Monica Carlisle, District Attorney Chief of Administrative Services and received at 900 Ward Street, Martinez, CA 94553, no later than **5:00 p.m. on November 29, 2023**. Notification of a final decision on the appeal shall be made in writing to the Responder within five (5) days, and the decision of the District Attorney's Office shall be final and not subject to further review. When submitting, an appellant must clearly state the action appealed, the harm to the appellant, and the 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 the RFP or any addenda or amendments.
  - There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
  - A violation of State or Federal law.





7. Successful Responders will be expected to promptly enter into contract negotiation with the District Attorney's Office. This may result in mutually agreed upon changes in plans or activities identified in the response. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of the County in releasing this RFP. Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date of any contract.
8. Once in contract, the Contractor will be expected to make services provided under the Contract available to Clients within 30 days of the effective date of the Contract.
9. The District Attorney's Office will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract. The contract from this RFP will be for the December 1, 2023 through May 30, 2025 period, with satisfactory performance as a condition of any future contract renewal. Each response to this RFP will be a public record that will be subject to disclosure under the California Public Records Act (Government Code, § 6250, et seq.) and the County's Better Government Ordinance (County Ordinance Code, Title 2, Division 25) once a contract is awarded by the County's Board of Supervisors, or this RFP process is canceled.



## Section VII – Proposal Preparation Instructions

### PROPOSAL SUBMISSION INSTRUCTIONS

Proposal Submission Requirement:

- Response to this RFP MUST be submitted electronically through the BidSync (<http://www.bidsync.com/>) Periscope S2G website– NO EXCEPTION.
- Vendor registration on BidSync (<http://www.bidsync.com/>) is free and the County does not require vendors to pay any fees.
- Late submittals WILL NOT be accepted– NO EXCEPTION
- Fax submittals WILL NOT be accepted– NO EXCEPTION
- Once vendors register on BidSync, they can sign into their BidSync accounts and submit their responses to this RFP electronically through the BidSync website.

Questions:

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Contact customer service if you need technical assistance with any part of the bid process:  
Email: [support@bidsync.com](mailto:support@bidsync.com) Telephone: (800) 990-9339

### PROPOSAL OUTLINE

#### **I – COVER STATEMENT AND TABLE OF CONTENTS**

##### **I.1 Proposal Cover Statement (Form #1)**

The Proposal Cover Statement signed by the Responder's Board of Directors' President and Executive Director must be the first document of the proposal package and precede the proposal narrative.

##### **I.2 Table of Contents**

Include a Table of Contents using Attachment A as your guide.



## II—PROPOSAL NARRATIVE

### II.1 Agency Overview (up to 1 page for each partner agency)

(Submit an agency overview for each party in a collaborative.)

- A. State your agency's mission and its overall service philosophy.
- B. Describe briefly:
  - 1. Your agency's primary program services;
  - 2. Agency's years in operation and number of years providing services described in this RFP;
  - 3. Current service population(s): number of clients, demographic and geographic information;
  - 5. Location of administrative and program office(s);
  - 6. Other partner agencies involved in provision of services.

### II.2 Bidder's Experience (up to 2 pages)

- A. Describe your agency's experience providing services described in this RFP in collaboration with community-based organizations, county departments, and/or other relevant criminal justice stakeholders.
- B. Describe your agency's experience providing the proposed services, including length of time your agency has been providing these services, and notable outcomes from previous programs your agency has implemented, especially outcomes from the past two years, to evidence the level and types of success your agency has achieved in the relevant service area.
- C. Indicate your assigned staff's experience with the methodologies to be used in the proposed program, and any other relevant aspects of your agency's service history that demonstrate the necessary capacity to successfully provide the proposed services.

### II.3 Cultural Competence (up to 1 page)

Describe strategies and processes you will use to assure that services are responsive and relevant to the identified population. Demonstrate your organization's understanding and capacity to deliver responsive services, including cultural and linguistic competency, ties to the local community, field-based service delivery, gender-specific programming,



targeting of multiple learning styles at varied literacy levels and effective client engagement and retention strategies.

## II.4 **Program Proposal** (up to 4 pages)

Describe the proposed program of service delivery as described under this RFP. For each program, address the following and specifically identify the incorporation of evidence-based practices in your program:

### A. Program Design, Methodology & Goals

1. What are the goals of the program and the approach your program will use to meet the goals stated? *Provide a detailed description of the program model including any tailoring of the program to meet the needs of the individual receiving services.*
2. Who is the target population for your program? *Provide details on demographics of the target population, age range of clients to be served, and geographic location.*
3. What specific services will be provided to this population? *Include information about the number of participants that will receive your proposed services in each region of the county and the program service dosage and duration proposed.*
4. Describe the staffing plan for all staff working directly or indirectly on your proposed program, including staff name and job title; time allocated to the program; duties/activities; language/cultural competence, clearly identifying any positions that will need to be hired.
  - i. Your staffing plan should:
    - a) Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar program;
    - b) Provide information on how many people will be directly working on the program and briefly discuss their roles; and
    - c) Briefly describe how the staffing plan meets the needs of the program.
  - ii. If this proposal has sub-grantees, describe key staff in the sub-grantee agencies, including their expected roles.
5. Where and how will the services be offered? *Indicate the days and hours services will be offered, languages in which services will be provided, any costs to be incurred by the clients, and service delivery methods, including how accessible services are to public transportation, etc.*
6. Describe how your agency will engage participants in services.



7. Describe your process for assessing risk/needs for program participants, and for targeting program resources to participants most in need of the services proposed.
8. Demonstrate your organization's knowledge of and commitment to implement evidence-based practices related to successful programmatic engagement and recidivism reduction strategies, including the appropriate use of Risk-Needs-Responsivity principles to reduce recidivism. *Where your services are research-informed, describe why such practices are promising and likely to produce the desired outcomes and impact with the target population.*
9. Describe how you will partner with and/or involve parents, caregivers, and/or other community support systems to ensure successful outcomes. What specific activities and events will be conducted to intentionally engage families and other systems of support through the program?

B. Program Evaluation Outcomes

Describe in specific detail how you will determine the success of the program and the quality of the services provided.

1. How will service delivery be monitored and evaluated?
2. How will you use collected data for program improvement?
3. What are your program output and outcome measures and how will you track them? *Discuss specific outcomes that measure the impact or results for each service component at different points in time (i.e. short-, medium-, and long-term success).*
4. Describe how your organization uses data and evaluation to inform the refinement of program design and implementation. Give an example of how such feedback resulted in a significant change and improvement in the past.

C. Collaboration and Coordination

1. Indicate how this program will interface with other public and private agencies serving the same target populations or providing related services.
2. Articulate your strategic partnerships with other public and private agencies that will help ensure your clients have efficient access to various related services.
3. If this proposal is a collaborative effort, describe the primary activities and responsibilities of each collaborator. Indicate how resources will be shared, how funds will be leveraged and blended, and how service duplication will be avoided.



Please include memorandums of support and/or memorandums of understanding where appropriate.

## **II.5 Program Implementation and Oversight (2 pages or fewer)**

- A. Describe the process goals and timeline for implementation of the service plan. *Process goals describe the action-steps that the agency or collaborative will take in order to implement the service plan. If the proposal is a collaborative effort, describe each agency's specific responsibilities and timelines, and the respective primary roles of staff in each agency in completing the action-steps.*
- B. Describe how you will ensure the fidelity of your program to evidence-based practices.
- C. Describe your intended use of best practices.

## **III—FISCAL NARRATIVES**

*(Narrative length should be up to 2 double-spaced pages)*

### **III.1 Fiscal Management Information Narrative**

- A. Provide a brief description of the lead agency's accounting system and internal controls. Include the following *as appropriate*:
  - 1. Overall system (accrual, double-entry, automated or manual)
  - 2. Timekeeping system
  - 3. Inventory system
  - 4. Payroll system
  - 5. Cost allocation plan and methodology
  - 6. 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 Program Budget/Budget Narrative**

- A. Program Budget Narrative

Each budget cost item must be detailed in the narrative section and should reflect the basis for the computations. The inclusion of matching resources should be easily identifiable on the line-item budget, and the cost basis described in the



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

1. Administration and Support

- a. 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.
- b. Narrative indicating titles, full rate of pay, time allotted to program and full-time equivalent positions (FTEs) for all staff in both categories above that are in any way funded by the program.

2. Personnel, Payroll, and 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 allotted to the program. Include for each staff title by type (FICA, SUI, FUTA, Worker's Compensation, leave and health and other insurance), applicable rates or basis.

3. Operations

a. Occupancy

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

b. Utilities

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

c. Telephone, Postage, Insurance, Equipment

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

d. Printing/Photocopying

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

e. Materials

List by type and describe justification of cost.

f. Travel

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

g. Miscellaneous



Indicate kinds of anticipated miscellaneous costs (e.g. childcare for clients while receiving services). Each item over \$100 should be explained individually.

4. Indirect/Profit Rates

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

B. Line-Item Budgets

1. Complete a line-item budget for all programs, showing all costs, for the contract term. This includes all costs of the proposed program 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 budgets are expected to be complete, reasonable, cost effective, and necessary for proposed activities.
2. The header must indicate the type of service to be provided and which regions of the County the proposed services would be provided.
3. The budget should include a breakdown of all costs that demonstrates computations for each budget category (i.e., Personnel, Benefits, Supplies, Local Travel, etc.). Proposed budgets are expected to be complete, reasonable, cost effective, and necessary for proposed activities.
4. Any line-item budget submitted will not count towards any page limits.

#### **IV – CV/RÉSUMÉS**

Attach, after the Staffing Plan, a current resume or CV for each staff expected to work on this program, 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.*

#### **V – ADDITIONAL ATTACHMENTS**

Provide any additional supporting documentation including leases, MOU, letters of support, etc. *All funded partners will need to either provide a letter of support or sign an MOU that is included with a proposal package.*





## Section VIII –Review and Selection Process

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

- A. Feasibility of the program as proposed.
- B. Bidder's implementation capability.
- C. Bidder's fiscal management capability.

### **Selection Methodology:**

- A. District Attorney's Office staff will review each response's adherence to RFP specifications.
- B. All submissions deemed responsive will be referred to the RFP Review Panel.
  - 1. The panel will be composed of representatives of the CCCDAO and other individuals familiar with the type of services described in this RFP, or with other relevant subject matter experience and expertise.
  - 2. The Review Panel will review all qualified submissions and evaluate and score all service elements utilizing the evaluation criteria outlined on the following page.
- 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.



## Proposal Rating Sheet

- I. Proposal Cover Statement (Form 1) & Table of Contents (*required but not weighted*)
- II.1. Agency Overview 0-5  
Agency's administrative offices are local, and the proposed services align with organization's mission and history
- II.2. Bidder's Experience 0-10  
Bidder, and bidder's staff, have current or past experiences that are relevant and demonstrate an ability to successfully provide services as proposed
- II.3. Cultural Competency 0-10  
Cultural sensitive programming delivered in clients' primary language with services relevant to diverse client populations, including gender specific services
- II.4. Program Proposal 0-40  
A. Program design is clear, comprehensive, and consistent with goals (10 pts.)  
B. Use of an **evidence-based model** with an understanding of **RNR principles** (10 pts.)  
C. Outcomes are specific, reasonable, achievable, and challenging (15 pts.)  
D. Collaboration with other organizations/Coordination (5 pts.)
- II.5. Program Implementation and Oversight 0-20  
A. Action-steps and timeline for implementation are clear, practical, and will likely help the program successfully achieve its stated goals and objectives (10 pts.)  
B. Program staffing (FTEs, responsibilities, compensation, experience) is reasonable and appropriate, given the program's design and services to be provided (10 pts.)
- III.1. Fiscal Management Information 0-5  
Fiscal management information is reasonable.
- III.2. Program Budget/Budget Narrative 0-10  
Narrative clearly explains cost estimates, calculations, and program elements, and budget is complete with line items are reasonable, cost-effective, and necessary.
- IV. CV/Résumés (*required but not independently weighted*)
- V. Additional Attachments (*not independently weighted*)

<b>Total 100 pts.</b>
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# Proposal Cover Statement

## FORM 1

### TRANSITIONAL AGED YOUTH DIVERSION PROGRAM

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 Proposals # 1903-337, 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. One copy with original signatures is required, and copies of this document should be provided in accordance with the directions provided in the Request for Proposals document.



## Current Board of Directors

### FORM 2

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:



## Contracts and Grants

### FORM 3

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.**



## Minimum Organizational Requirements

### FORM 4

Please answer the following questions, and where a narrative response is required, your response should not exceed 75 words.

#### Previous Experience

1. *Service History*
  - A. Have you provided justice involved populations with services similar or equivalent to those you now propose for at least three years?  Yes  No
2. *Justice System Collaboration*
  - A. Briefly describe your role in a recent project where you collaborated with justice system stakeholders such as District Attorney, Public Defender, Probation or Sheriff Departments, police, court, etc.
3. *Interagency Collaboration*
  - A. Have you worked on a previous project where case management was shared with a partner organization or where multiple partners utilized separate funding sources to ensure the project's success?  Yes  No

#### Subject Matter Expertise

*This information should be included in your proposal narrative for scoring.*

#### Staffing Proficiencies

Briefly describe the training your staff receives, including training related to the protection of criminal justice records, and other sensitive information.

#### Data Driven Program Design

*This information should be included in your proposal narrative for scoring.*

#### Administrative Requirements

##### *Licensing/Certification Requirements*

Does your organization have all required licenses, permits, and certifications required by law to provide the services proposed?  Yes  No



**REQUEST FOR PROPOSALS #2310-691  
TRANSITIONAL AGED YOUTH DIVERSION PROGRAM**

**Attachment A**

**RESPONDENT CHECKLIST**

Each respondent must submit a complete response with the documents described here (unless otherwise noted). Duplicate enclosed forms as necessary.

- A. Proposal Cover Statement (Form #1)** attached as cover to each response
- B. Table of Contents**
- C. Proposal Narrative**
- D. Program Line-Item Budget**
- E. Curricula Vitae and Résumés** of key program staff
- F. Additional Attachments** (*with face page and indexed documents if required*)
- G. List of Agency Board of Directors (Form #2)**
- H. Bidder's Contracts and Grants (Form #3)**
- I. Minimum Organizational Requirements (Form #4)**
- J. Fiscal Attachments**