



March 16, 2016

**Addendum to**

**Contra Costa County's 2016 AB 109 Community Programs RFPs:**

**#1602-167 Employment Support & Placement Services**

**#1602-166 Short and Long-Term Housing Access**

**#1602-168 Peer Mentoring & Family Reunification Services**

**&**

**RFQ #1602-169 Civil Legal Services**

**Q & A from Bidders Conferences**

**And**

**Q & A from Written Questions Received**



## Bidders Conferences Q&A

### Contra Costa County's 2016 AB 109 Community Programs RFPs

1: Does an organization need to apply for the full amount of the RFP?

Answer: No; organizations should propose a program of services they are capable of successfully providing at the level of resources they are capable of successfully managing.

2: Can the target population include juveniles?

Answer: The AB 109 funding allocated by Contra Costa County is to serve individuals who are 18 years and older.

3: Are the data systems presently used by providers in the Central-East and West regions unified? And how is client confidentiality maintained by the data systems?

Answer: No, they are not unified at this time though we intend for the data to be integrated. The majority of service providers in the Central-East region are presently utilizing a system called "ServicePoint," which uses data from the County's Homeless Management Information System; a transition to "Clarity" is planned for this fall. The Reentry Success Center has selected "Salesforce" as its customer relationship management system.

Regarding the issue of data confidentiality, in order for data to be shared, clients must sign a release form that specifies the agencies which may share the data or they may opt out of data sharing. Protected health information cannot be shared.

4: How many individuals are presently taking advantage of the employment services provided in the Central-East region?

Answer: According to the most recent Quarterly Reports for existing employment services providers, in the 2<sup>nd</sup> quarter of FY 15-16, 216 individuals were referred for services and 77 enrolled during the quarter.

5: Is the funding that is available for Housing services likely to change in the future?

Answer: It is unlikely (but not impossible) that the funding allocations will be adjusted, as the Public Protection Committee and Community Corrections Partnership directed that contracts be developed for 3 years (one year terms with 2 one-year extensions), upon satisfactory performance by the successful contractor. The Board of Supervisors may adjust allocations in the future, but it is not anticipated at this time.



6: Who is responsible for managing the contracts?

Answer: Contracts are monitored by the County Administrator's Office. Contractor performance review is also provided by the County Reentry Coordinator, the Quality Assurance Committee, the Community Corrections Partnership (with input from the Community Advisory Board), and the Public Protection Committee of the Board of Supervisors. In addition, the County has contracted with Resource Development Associates since 2013 to provide overall program evaluation services, which has included a review of contractor performance.

7: Are funds available for start-up expenses?

Answer: Responders can include start-up expenses in their proposed budgets.

8: Are victims of human trafficking an eligible population for these funds?

Answer: The funding is made available to provide services to individuals who were formerly incarcerated, with a focus on those in the AB 109 population. Victims of human trafficking who have been incarcerated would be eligible for services.

9: Is there a focus on the sex-offender population?

Answer: The focus of the AB 109 Community Programs funding is on individuals who were convicted pursuant to Penal Code 1170 (h) and those whose post-prison supervision is provided under "Post-Release Community Supervision."

10: What is meant by the term "Curriculum" in the Mentoring/Family Reunification RFP checklist?

Answer: "Curriculum" relates to the parenting or childhood education classes that may be offered, as well as the program model upon which the Mentoring or Family Reunification program of services is based.

11: Is there an accepted multiplier for volunteer hours?

Answer: The Independent Sector publishes every year the estimated value of a volunteer's time. The last estimate is 2014, and the rate is \$23.07 per hour nationally or \$26.87 per hour if you use the State of California estimate.  
[https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)

12: Is there office space, equipment, and furniture available at the Reentry Success Center for contractors?



March 16, 2016

Answer: Nicholas Alexander, the Center Director, indicates that space and equipment may be available. Contact him at (510) 679-2121.

13: If there are client legal issues that exceed an organization's capacities, can they be referred out?

Answer: Yes, the County presently contracts with Bay Area Legal Aid for its AB 109 civil legal services.

14: Are successful bidders expected to begin service delivery on July 1?

Answer: Yes, July 1 is the anticipated service start date for successful bidders.

15: Will the Sign-In sheets from the conferences be shared to facilitate collaboration?

Answer: Yes, the information from the sheets has been distributed to all attendees and included on the webpage: <http://www.cccounty.us/2366/Services-Programs>

END

### Written Questions: RFP #1602-167 Employment Support & Placement Services

1. If we are proposing to deliver Employment Services for two of the three geographies (slightly different programs and different set of partners in each location), should we submit one proposal for both programs or two separate proposals? (If there is an option for us to choose which approach is easier for us, we would appreciate knowing that as well.)

Answer: One proposal for both programs would be fine. Just describe in that one proposal how you intend to serve two regions.

2. On p. 24 of the RFP, in the Program Budget/Narrative section, could you clarify what "for all programs" means in this sentence: "Complete a line-item budget for all programs, showing all costs, for three years."

Answer: It means for the program you are proposing. If your program is to propose services in two regions, you may combine your budget and show the total cost to serve both regions, unless you are proposing different costs/different services for each region, which would then suggest providing separate budgets for each region.



**Written Questions: RFP #1602-168  
Peer Mentoring & Family Reunification**

1. We're instructed to prepare a table of content using attachment A as our guide. Attachment A, page 43-45 is a required Attachment & Respondent Checklist. Where do we find a table of content sample?

**Answer:** There is no sample provided. In the "Proposal Preparation Instructions," (p. 21 of 54), #6 indicates that "All information in the proposal package must be presented in the following sequence." Use the "Proposal Outline" and Attachment A as guidance to prepare a Table of Contents.

2. Line item budget: For the 3 year projection, should the total contract amount stay at \$90K each year? Do CBO's get COLA'S?

**Answer:** You may provide for Cost of Living Adjustments in your Budget, but the total amount provided each year should not exceed \$90,000.

3. F. Travel: 1) Out-of-state travel for training with per diem permitted? 2) If yes, should cost be charged to Travel only or divided between travel and leadership development?

**Answer:** The RFP indicates that "Proposed budgets are to be complete, reasonable, cost effective and necessary for proposed activities across the three contract years." There is no explicit prohibition on out-of-state travel. Justification, however, must be included.

4. J. 1. Audit: We are a non-profit in the process of completing an audit. Although promised it will be completed by the RFP deadline, we'd like to have a back-up plan. Can we submit an audit from 2014 in lieu of the 2015 audit? If so, would we need a letter from our accounting stating the financial health of organization?

**Answer:** You may submit the most recent audit, along with a certification from the Chair of the Board, Executive Director, and the agency accountant that the information accurately reflects the agency's current financial status.

5. Please indicate any allowable costs for general operations support for the bidding organization beyond the Administrative and Support costs detailed on page 26 of the application guidelines.

**Answer:** General operations categories are identified on pages 26 and 27 of the RFP. Other reasonable operations costs are to be identified by bidders. In contracts we presently have for



these services, other costs have included “Payroll fees,” “Meeting expenses,” “Audit expenses,” and “Staff Development,” to provide some examples.

6. According to the guidelines: The target 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 by Probation.

We would like to be absolutely certain that our organization would not be required to serve sexual offenders.

Answer: We cannot provide absolute certainty that clients referred for service would not be sex offenders, as there may be individuals who were released from state prison to local supervision who, although their most recent conviction was for a “non-non-non” felony, had a history of conviction for serious, violent, or sexual crimes.

7. In our providing you with the total number of target population we will serve (clients), is it allowable to include family members, partners or significant individuals who would be included in parenting responsibilities and would attend with the AB 109 participant parent education classes?

Answer: Yes, it is allowable to include in the client count family members, partners or significant individuals who would be included in parenting responsibilities and would attend with the AB 109 participant parent education classes. However, you should distinguish the counts between the categories if you are including the other categories and specifically identify the counts per category.

**Written Questions: RFP #1602-169**  
**Civil Legal Services**

1. Could you please clarify which forms will need to be filled out and attached--that is, a total of 4 forms including Form 1 or a total of three forms including Form 1?

There seems to be a discrepancy between the checklist on p. 35 and the forms that are included in the RFQ doc:

- Form 2 is identified in the checklist as the Statement of Qualifications in the checklist, but the form itself is the Board of Directors form.



March 16, 2016

- Form 3 is identified in the checklist as the Contracts and Grants form, but the form itself is the Statement of Qualifications form.

Answer: The Forms that are required for the RFQ #1602-169 are listed correctly in the Checklist on page 35, but they are not included correctly in the document. We do require:

Form #1: Response Cover Statement

Form #2: Statement of Qualifications

Form #3: Contracts and Grants.

A revised RFQ will be issued with the appropriate forms. The forms are attached in Word, for your reference. The revised RFQ may be obtained at: <http://www.cccounty.us/2366/Services-Programs>