



February 22, 2019

Addendum to

Contra Costa County's 2019 Request for Interest:

RFI #1902-326

AB 109 Employment and Housing Related Services

Response to Questions Received



Written Questions: RFI #1902-326

1. Who is currently operating the program?

AB 109 Employment Services are presently being provided in the County by Rubicon Programs and Goodwill Industries of the East Bay. Housing related services are being provided by Shelter Inc.

2. Is subcontracting/partnerships permitted, and if so, are MOUs or Letters of Support expected to be included in the RFI submission?

Subcontracts are allowed. However, any part of the service intended to be provided by way of subcontract should be identified, and assurance made of your ability to ensure the quality of services will not be compromised.

3. How much space is available to the contractor in each Reentry Resource Center? Is there a classroom available?

There is only a single Reentry Center in West County, and is also a Reentry Network that operates in the other regions of the County. There is group meeting space at the Center, but any interested Vendor contact the Center directly for any details about room availability.

4. How many contractors are anticipated to be awarded?

This is unknown at this time.

5. Can a contractor express interest in multiple regions?

Yes. On Form #1, where Responders express their interest to provide the services described in the RFI, they are directed to "check all that apply," whether this is one region or three.

6. What is the expectation for showing the relationship between employment and housing service providers, in RFI responses?

All Statements of Interest are expected to be responsive to the questions asked and should show that a Responder has the minimum qualifications necessary to provide the services described in the RFI.



7. For housing services, can an applicant apply for only one part of the county, or must the proposer apply to provide services county-wide?

See the answer to question #5 above.

8. On page 4 of the RFI, the County requests “statements of interest from Contractors to provide AB 109-funded reentry services for the County that include both housing and employment related services in each region of the County” (I. Introduction). However, on page 7 of the RFI, the County states that the “successful Responder does not need to provide both housing and employment services directly to program participants” (IV. Project Description). Can the County clarify that if the respondents can apply for only one of the services?

The County is seeking out those interested in potentially contracting with the County to provide housing related services and those who may be interested in providing employment related services. While a Responder may want to propose a project where these services are integrated into a single program, this is not required.

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

The County expects a successful Responder will be one that ultimately presents the County with a program design that is likely to have the intended impact, responsibly allocates the funding available, and is structured to provide the level of service described in the RFI.

10. Will the County consider respondents who can leverage services in place of direct service provision of the stated service elements for housing and employment, as described on page 8?

As stated in the response to question #2 above, Responders will be expected to show the qualifications to ensure program participants have access to the level of service described in the RFI, even if the necessary service provision doesn't come directly from the Responder.



11. Will the County allow respondents to provide housing and/or employment services to a varied number of participants in each region OR are the stated total number of eligible program participants in each region, outlined on page 8, required?

The County expects to be able to provide at least the number of people described in the RFI with services. This may be achieved through a single vendor, or multiple vendors. In the case of multiple successful Responders, we would expect funding allocations to be distributed in an amount comparable to the proportion of clients intended to be provided with services by each vendor.

12. Will the County allow for housing services to be offered in one central location as opposed to three distinct regions?

See the response to question #7 above.

13. Are respondents allowed to apply to a portion of the awarded amounts for either housing or employment services?

See the responses to questions #11 & 12 above.

14. On page 8 of the RFI, under Section VI (“Purpose and Scope of Services”), one of the forms of Housing Navigation Assistance includes “Creative non-traditional housing.” Can the County please provide an example of “creative non-traditional housing”?

The creativity must come from the Responders. By creative we mean finding ways to address long-standing problems through the marshalling of internal and external resources in a new, novel or unique fashion.

15. On page 8, under Section VI.B. 1.b.2, are respondents required to directly provide any or all housing options listed? In other words, is the intention to provide housing navigation that will lead to placement in the stated housing options?

Because housing will expect come in both short-term and long-term options, there will need to be assistance to individuals to help them navigate the options available and appropriate. For those who do receive short-term housing, navigation may lead to a housing option that is not listed – but should generally avoid the person being homelessness again when they exit the program.



16. Please confirm line spacing requirements for the Statement of Interest.

One inch margins and single spaced typing.

17. On page 12 of the RFI, the directions state that proposals should not exceed 2 single-sided pages, or 3 single-sided pages if applying for both. Can respondents submit 2 pages but printed double-sided (i.e., one page of paper with printing on both sides), or does the County prefer single-sided proposals?

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

18. On page 13 of the RFI, it states that we are to provide a current resume or CV for the executive management of the proposer's organization. Can the County confirm if we are to send our CEO's resume? Or, does the County want respondents to submit resumes from program staff (e.g., Program Director)?

The resume or CV should be from the executive management of the organization.

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

See the response to question #2 above.

20. With respect to each of the service types (Short and Long term Housing Assistance, and Employment Support and Placement Services), are you looking for one vendor to provide all of these numbers in the 3 regions – or multiple vendors? Would a contractor that provides one type of service be permitted to offer a smaller number than participant numbers on page 8?

See the response to question #7 above.

21. Is it the intent that these services will be made available to all AB 109/reentry service tiers (not just AB109 probationers)?

All service tiers will be eligible for the services described in this RFI, however the AB 109 population will be prioritized to the degree that they do not experience any denials of service provision for reasons related to program capacity.



22. Regarding the numbers provided on page 8 for program participants “in” each region: Does this mean services are to be provided in a region, or program participants will be referred from a region?

Programs should be designed with the expectation that services will be provided exclusively to the residents of a specific region. Deviation from this norm should be understood as being the exception and not the rule.

23. Currently, AB109 participants can only be referred to/placed in emergency shelter by Probation Officers. Based on the language in Section IV. Purpose and Scope of Services B. Scope of Services for 1. Short and Long term Housing Assistance-- emergency shelters is listed as an option. Does this mean that the successful Responder can and/or will be required to make placements directly into shelters?

What the list on page 8 of the RFI represents is a continuum of housing options that should be considered by any vendor contracted to provide these housing services. The County is not making in representations the level of access a vendor will have to any listed option, but provides the list to suggest a strong desire have as many housing options on the table as possible to best respond to the varied and unique barriers to housing that are experienced by this population.

24. As a housing provider can we apply to deliver Housing placement assistance in short-term and/or SLE housing only and not provide housing navigation assistance or do we have to deliver all services in housing navigation assistance and housing placement in order to qualify for this RFI?

See the response to question #15.

25. Is the funding for this RFI based on a cost reimbursement payment, and if so, what is the estimated turnaround period for payment following the submission of an invoice?

Yes, the method of compensation will be cost reimbursements that will be made upon satisfactory proof eligible expenses were incurred. The County is typically able to deliver payments for services within 4-6 weeks of receiving a demand from a vendor.

26. What is the definition and service differences between short term vs long term housing?

For perspective, permanent housing generally requires a person to have some expected interest or right to reside in a home for a time that is not shorter than a year, and often has not established time limit on the residency. On the other end of the spectrum, short term



housing generally provides brief transitory housing where there is no expectation for the person's stay to last for more than a few months. Long term housing exists in the middle of these two, and for the scope of this program will include any housing placement reasonably expected to last at least six months. This, of course, would mean all permanent housing is also long term housing.

27. Will the County consider providing a portion of awarded funding for housing assistance upfront to support startup costs and operations?

See the response to question #25. There is no intent at this time to deviate from our standard cost reimbursement practices.

28. I would like to know if this funding is open to new organizations that are not already established in Contra Costa County?

Being established in Contra Costa County is not a requirement for being eligible for this funding. The services described in the RFI, however, are for County residents and must generally be provided in Contra Costa County. A successful vendor who is not already established enough to provide services in the County as intended would need to have a reasonable plan for beginning the delivery of services in the County by August 1, 2019, date indicated in the RFI.

29. Will new AB 109 vendors will be considered for this RFI.

We will definitely be considering new vendors.