

REQUEST FOR QUOTATIONS



Gang Intervention and Prevention Program

RFQ Number 2016-001

County of San Mateo Probation Department

Release Date: September 20, 2016

Responses must be Received
by 4:00 p.m. Pacific Standard Time
on November 1, 2016

REQUEST FOR QUOTATIONS
FOR
Gang Intervention and Prevention Program

By 4:00 p.m. Pacific Time on November 1, 2016

RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Quotations is a public record in its entirety. Also, all information submitted in response to this Request for Quotations is itself a public record **without exception**. Submission of any materials in response to this Request for Quotations constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

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SECTION I – GENERAL INFORMATION

A. STATEMENT OF INTENT

As outlined in more detail in Section II – Scope of Work, this RFQ seeks responses from any and all qualified agencies or individuals to provide gang intervention and prevention services to both incarcerated youth being housed by the San Mateo County Probation Department and youth who have been recently released from the custody of the San Mateo County probation department back in to the community. The tentative target start date and term for the proposed services is December 2016 through December 2018, subject to negotiation of a final agreement.

B. THE REQUEST FOR QUOTATIONS

The County of San Mateo seeks by way of this RFQ to obtain quotes from all qualified providers who have knowledge and expertise with providing gang intervention and prevention services, or similar services, indicated. Agencies or individuals must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the respondent's personnel and equipment resources.

Respondents must demonstrate the ability to provide services at the beginning of the contract term or within reasonable time given start-up needs that are well justified in their quote.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

Working in unison with the Probation Department, the successful program will provide the youth housed at the San Mateo County Youth Services Center, Camp Glenwood, and Camp Kemp with gang intervention, prevention and counseling services. The successful program will employ, to the extent possible, evidence-based interventions, curriculums and counseling techniques. Additionally, the successful program should employ gender specific and responsive approaches to treatment and demonstrate an understanding of trauma-informed principles and behavior management.

The successful gang intervention, prevention and counseling program shall:

- Increase participants' levels of self and social awareness
- Provide participants with an understanding of positive coping skills and pro-social values
- Reduce gang related thinking, activities, and violence while in the custody of the San Mateo County Probation Department and upon their return to the community
- Submit monthly status/progress reports on each participant to the participant's Probation Officer and participate in the Court review process when required

The successful gang intervention, prevention and counseling program's curriculum must include the following learning objectives:

- a. Self-evaluation using the following self-rating tools:
 - Confidence Ruler
 - Importance Ruler
 - Readiness Ruler
 - Hopefulness Scale
 - Helplessness Scale
 - Empathy Scale
- b. Behavioral and situational roleplaying
- c. The Stages of change:
 - Pre-Contemplation
 - Contemplation
 - Action
 - Maintenance
- d. Identify specific costs/consequences of past behavior patterns
- e. Developing understanding of cognizant dissidence theory
- f. Increasing confidence in self-change
- g. Developing an understanding of pro-social values and non-pro-social values
- h. Understanding your own self-thinking and self-image to develop emotional awareness
- i. Recognizing your own risk factors

B. STRUCTURE AND LOGISTICS

Initial screening/classification

Each participant will be individually assessed/screened to determine the depth of their gang involvement and commitment. Students will be assigned to classrooms/groups according to their level of sophistication. Groups should always consist of youth with similar levels of sophistication.

Program Timeframe and Graduation

The selected program shall be a minimum of twelve (12) weeks in duration. Classes occurring once a week for 12 consecutive weeks. Graduation will be determined by an understanding of the materials taught and a corresponding change in behavior. Time attending the program has no bearing on graduation. (12 weeks is merely the minimum duration)

Program class size, duration and enrollment

Classes will be 1 hour long and the maximum class size will be 8-10 youth. The program will be structured so that youth can enroll in and start the program continuously. A youth will never have to wait to begin classes.

Continuum of Care into the Community

The selected program will continue to provide counseling and intervention services to youth who are released from custody and have yet to graduate from the program. These services are to be provided in the community, as close to the youth's residence as possible. Community locations shall be easily accessible and safe environments for unescorted youth to frequent. A youth's stage and progress in the program should be unaffected by their transition from custody to the community. The program should provide for an uninterrupted delivery of counseling, support, and mentoring services when a youth returns home.

Services in the community will mirror services delivered in custody (essential learning objectives) however, in the community additional counseling and intervention efforts will be provided to support youth who struggle with the challenges of returning to an environment where gang activity is prevalent and pervasive.

C. FUNDING

When the provider conducts a gang awareness/prevention class in one of the San Mateo County Probation Department's in custody facilities, that provider will be paid the not to exceed amount of \$105.00 per group session. This amount is inclusive of all necessary class preparations, materials, and any post class responsibilities or duties.

When the provider conducts a gang awareness/prevention class in the community the provider will be paid the not to exceed amount of \$175.00 per group session. This amount is inclusive of all necessary class preparations, materials, facility charges, and all required post class responsibilities such as answering phone calls and/or providing individual crisis support as needed.

The total amount of funds available for these services is \$70,000 per year. Probation shall determine with selected providers the facilities for delivery of services.

In Custody Sessions per Week (Maximum of 6 sessions per week as outlined below)

- | | |
|-----------------------|--|
| Youth services Center | -One session per week (highly sophisticated group)
-One session per week (less sophisticated group) |
| Camp Glenwood | -One session per week (highly sophisticated group)
-One session per week (less sophisticated group) |
| Camp Kemp | -One session per week (highly sophisticated group)
-One session per week (less sophisticated group) |

Community Sessions per Week (Maximum of 4 sessions per week as outline below)

- | | |
|---------------------------------|--|
| North County community location | -One session per week (highly sophisticated group)
-One session per week (less sophisticated group) |
| South County community location | -One session per week (high sophistication class)
-One session per week (low sophistication class) |

D. ADDITIONAL REQUIREMENTS/CONSIDERATIONS

Provider should have experience providing gang intervention and prevention services with at risk youth. Provider must agree to and abide by all safety and security policies and restrictions associated with entering and working in secure facilities. Provider's personnel must go through and pass a background clearance process.

SECTION III – GENERAL TERMS AND CONDITIONS

Read all Instructions. Read the entire RFQ and all enclosures (if any) before preparing your response.

Questions and Responses Process. Submit all questions relating to this RFQ via email to the Jeff Morino at jmorino@smcgov.org.

All questions must be received no later than 4:00 p.m. on Tuesday, October 4, 2016.

All questions and responses will be posted to the Probation website at <http://probation.smcgov.org/>.

If changes to the RFQ are warranted, they will be posted to the Probation website mentioned above. It is the responsibility of each respondent to check the website for changes and/or clarifications to the RFQ prior to submitting a response.

Contact With County Employees. As of the issuance date of this RFQ and continuing until the final date for responses, all respondents are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFQ except as otherwise permitted by this RFQ. Any respondent found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFQ.

Respondents will submit questions or concerns using the questions and answers process as stated above.

Miscellaneous. This RFQ is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFQ. The responses will be used to determine the respondent's ability to render the services to be provided. The failure of a respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of the County.

SECTION IV – REQUEST FOR QUOTATIONS

This section describes the general RFQ procedure used by the County, and the remaining sections of this RFQ list the requirements.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Quotations	September 20, 2016
Questions Submitted to County Deadline	October 4, 2016
Release Responses to Questions	October 18, 2016
RFQ Response Deadline	November 1, 2016
Review of Responses ⁽¹⁾	November 8-10, 2016

(1) Dates are subject to change

B. SUBMISSION OF RESPONSES

Responses: Submit one (1) original AND seven (7) hard copies of the response to Jeff Morino, Director at 222 Paul Scannell Drive, San Mateo, CA 94402 by 4:00 p.m. Pacific Standard Time on Tuesday, November 1, 2016 as listed in the tentative schedule above. Proposals must be in the format required in Section V.

All responses must be received by the stated date and time in order to be considered for review. Responses received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the County, as determined in the sole discretion of the County.

C. RESPONSE REVIEW AND SELECTION

During the review process, the County may require a respondent's representative to answer specific questions orally and/or in writing. The County may also require a visit to the respondent's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFQ review.

Responses to this RFQ must adhere to the format detailed in Section V - RESPONSE SUBMISSION REQUIREMENTS. The criteria used as a guideline in the review will include, but not be limited to, the following:

- Firm qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services
- Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
- Customer service
- History of successfully performing services for public or private agencies
- Ability to meet any required timelines or other requirements
- Cost to the County for the primary services described by this RFQ
- References
- Compliance with County RFQ and County requirements

SECTION V – RESPONSE SUBMISSION REQUIREMENTS

The response should be submitted in the following format:

A. GENERAL INSTRUCTIONS

All responses should be typewritten or prepared on a computer and have consecutively numbered pages, including any exhibits, charts, and/or other attachments.

All responses should adhere to the specified content and sequence of information described by this RFQ.

Submit one (1) original AND seven (7) hard copies of the response to Jeff Morino, Director at 222 Paul Scannell Drive, San Mateo, CA 94402 by 4:00 p.m. Pacific Standard Time on Tuesday, November 1, 2016 as listed in the tentative schedule above. Proposals must be in the format required in Section V.

B. COVER LETTER

Provide a one page cover letter on your letterhead that includes the address, voice and facsimile numbers, and e-mail address of the contact person or persons. List the name of each person authorized to represent the respondent in negotiations.

C. RESPONSE CONTENT AND FORMAT

1) Signature Authority

The original quote must be signed by an individual with authority to submit quotes on behalf of the agency.

2) Content

Items below contain brief descriptions of material that must be included in this response.

- Summary of Qualifications (two pages maximum)
Describe the agency's history, mission, programs, and services it provides; administrative structure; and experience in providing similar services. With the history include length of time in business, and any experience working with public agencies. Describe how this program will fit into your overall organization. Attach an organizational chart.
- Cultural Competency (two pages maximum)
Describe how your agency/program will ensure cultural competence. This may include culturally relevant service features and staffing objectives that reflect cultural and linguistic diversity and that value the cultural diversity of San Mateo County.
- Service Methodology (three pages maximum)
Describe your service model and approach to addressing the service needs of the target population, your approach to working collaboratively with multi-agency partners, and the geographic area of the County, if applicable.
- Staffing – Organizational Capacity (three pages maximum)
Describe proposed staff and their duties, including disciplines and degrees, as appropriate. Describe your process for initial and ongoing licensing checks, including waivers. Describe current and ongoing training and experience of staff to ensure client needs will be addressed. Identify the person who will be overseeing the County account. Provide the level of education, background and experience that this person has.
- Implementation Timeline (two pages maximum)
Describe your proposed implementation work plan, including timeline for the implementation of services. Demonstrate the capacity to implement the program by December 12, 2016.
- Start-up Requirements
Describe start-up requirements (if any) and the lead-time necessary to begin providing services as a part of your implementation plan above.

- Quality Assurance

Describe criteria for how potential employees are screened and what their qualifications are. Describe how you guarantee quality services over time. Describe measurements/metrics/deliverables/assessments you will provide on at least an annual basis to allow the County to assess the services you will provide.
- References

Include three references recently familiar with the quality and reliability of the respondent's work. Include the name, mailing address, contact person, and phone number for each reference.
- Insurance

The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.
- Cost Analysis and Budget for Primary Services
 - Provide a detailed explanation for all costs associated with your providing the requested services.
 - Include costs associated with start-up requirements, if such requirements were included above.

3) Response Submissions

- Submit one (1) original AND seven (7) hard copies of the response to Jeff Morino, Director at 222 Paul Scannell Drive, San Mateo, CA 94402 by 4:00 p.m. Pacific Standard Time on Tuesday, November 1, 2016 as listed in the tentative schedule above. Proposals must be in the format required in Section V. Responses must include a company logo and be signed by the respondent. An unsigned response may be rejected. A response may be signed by any authorized agency representative of the respondent.
- If there are multiple pages included in the quote, additional pages should be consecutively numbered; including any attachments. For ease of reference, include a Table of Contents by page number.

4) Response Due Date

All responses must be received by **4:00 p.m. Tuesday, November 1, 2016**. Responses are not considered complete unless they include the following items: one (1) original including original signature of respondent and seven (7) copies. Address responses to:

Jeff Morino, Director
San Mateo County Probation Department
222 Paul Scannell Drive
San Mateo, CA 94536
E-mail: jmorino@smcgov.org

Any responses delivered after 4:00 p.m. p.m. on Tuesday, November 1, 2016 may be rejected by the County as not meeting the requirements of this RFQ.