

**Request for Quotations
Gang Intervention and Prevention Program No. 2016-001
Questions and Answers**

Below are the questions and answers for the Request for Quotations No. 2016-001. The questions are being posted as they were submitted, without the County making any edits. For this reason you may find some spelling, grammar, and punctuation errors.

Section II Scope of Work Sub Section A – Description

Q1. Paragraph d - Are you asking us to define actual “specific costs/consequences of past behaviors” that may bridge privacy rights or are you asking for us to ask for their interpretation?

A1. This is not a literal expectation. We do not expect you to calculate the actual costs of their criminal action, for example the cost of graffiti abatement. It is from their perspective what has it cost (or how has it impacted) them, for example loss of family support.

Q2. Paragraphs e, g, h. Is it the County’s expectation that we are required to be licensed counselors to meet the minimum requirements of this RFQ or just a working understanding with a use of these techniques?

A2. You are not required to possess any particular license or certification to apply for this RFQ.

Section II Scope of Work Sub Section B - Structure and Logistics

Initial screening/classification

Q3. Can you estimate how many participants there will be that need individual screening during this project? The size of the classes are defined but it is not defined if this is a fixed amount of participants during the timeframe of the project.

A3. An extremely high estimate would be that 33 percent of the minors on probation will need to have their level of gang involvement determined by a screening tool/interview, which would be approximately 115 assessments in a year. The total number of participants in the program at any one time is an unknown. We only know the maximum number of minors in the program at any one time, which is 100 (maximum class size times the maximum number of class locations). We anticipate this number to fluctuate during the year and be considerably less than the maximum.

Q4. How this initial screening is be funded? It is not included in the class funding and there is no way to estimate how long the screening will actually take.

A4. The initial screening as well as other program aspects such as record keeping, returning calls, class preparation, case conferences, individual sessions, facility costs, etc. are all funded, included in, the per class compensation amounts. Since each provider will likely have a different (their own) screening tool / interview process there is no way to estimate how long the screening will take.

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Program Timeframe and Graduation

Q5. Who will determine when a youth will graduate?

A5. The program provider in consultation with the minor's Probation Officer.

Q6. How is the change in improvement measured and by whom?

A6. Improvement is measured by the provider in accordance to goals listed in the RFQ and reported to the Probation Officer and subsequently the Court.

Program Class size, duration and enrollment

Q7. It appears as if there is a dichotomy in size. You have identified both the maximum size of the class and have stated there will never be anyone waiting for a class. Yet it appears as if this could happen if the class size is already at the maximum size. How do you suggest the extra youth waiting be accommodated?

A7. The statement that "a youth will never have to wait to begin classes" refers to a program structure that allows new youth to join existing groups/classes. In other words, not a closed cohort class structure.

Continuum of Care into the Community

Q8. How do you define "as close as possible to the youth's residence"?

A8. In residential areas/neighborhoods, not commercial or industrial areas.

Q9. Can community locations beat a County locations which are already safe and free or at a minimum and at a definable cost?

A9. Any location (privately, city, state, or county-owned) that meets program standards is acceptable. There are no preferences.

Q10. Must the community locations be available 24x7?

A10. No.

Q11. If the family member is in a gang what responsibility does the County have in providing the youth mentoring service in this environment? What alternatives are available?

A11. In many cases, a member of the youth's family might be involved in gang activity. Services to that youth should still focus on the program goals listed in the scope of work section of the RFQ, while being mindful of the youth's family situation. Depending on the family dynamics and the nature of the relationships there may be a number of ways the youth's counseling can be modified (alternatives) to be more effective.

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Q12. Can you give me the time and days available to facilitate program at the YSC & Girl's Camp.

A12. The youth are available 7 days a week at both the Youth Services Center (YSC) and the Girls Camp (Camp Kemp). Monday, Tuesday, Thursday, and Friday they are available in the evenings between 6:00 pm and 9:00 pm and Wednesdays they are available between 1:00 pm and 3:00 pm. On Saturdays and Sundays they are available between 1:00 pm and 4:00 pm and 6:00 pm and 9:00 pm

Section II Scope of Work Sub Section C - Funding

Q13. Due to the high cost of Real Estate Rentals, is it the intention of the County, that the bidder absorbs this cost rather than pass it on as an actual expense?

A13. Yes

Q14. Is answering phone calls a 24x7 service expectation?

A14. No

Q15. Is a Call Back rather than a live answering contact acceptable for phone calls?

A15. Yes

Q16. What type of response is required for a Call Back if a message type service is allowed?

A16. If possible, calls should be returned the same business day they were left, or the following day at a maximum.

Q17. What type of individual crisis support is expected within this funding?

A17. None. Group and individual mentoring and counseling are expected. There is no expectation that the program provide 24-hour crisis intervention and support.

Q18. What Area defines the North County Community Location? Can this be a County public access location to keep costs at a minimum?

A18. North County would be the City of San Mateo north to San Francisco County. Yes, the location may be a county public access location.

Q19. What Area defines the South County Community Location? Can this also be a County public access location to keep costs at a minimum?

A19. South County would be Belmont and Foster City south to Santa Clara County. Yes, the location may be a county public access location.

Q20. How do you differentiate between a “highly sophisticated “versus a “less sophisticated” group for our sessions?

A20. A major component of this RFQ is to locate a provider/program with an assessment tool/interview process that will tell us who is highly sophisticated and who is less sophisticated.

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Q21. In regards to Cost Analysis and Budget for Primary Services, will this response be held Confidential or will it be released to the Public?

A21. It will be released, if requested, pursuant to the public information act.

Q22. How many applications do you anticipate awarding and/or what do you anticipate will be the minimum contract amount?

A22. It depends, we anticipate that we may receive some quotes for all of the facilities and the community counseling (the entire scope of the RFQ) and we may receive quotes for only portions of the RFQ (only some facilities, with the corresponding community counseling). We do not have a minimum amount assigned to the services needed. The number and amounts of awards will be determined by which submission(s) best meet the needs of the program.

Q23. Is the contract renewable if we meet contract requirements?

A23. There is a high possibility of renewal if the requirements are met and funding is available.

Q24. Is there a match requirement?

A24. No

Q25. Do you have an estimated number of youth you will refer?

A25. We would estimate about 115 youth per year will be referred to be screened.

Q26. Is there some flexibility within the contract of \$70k to price out some individual sessions?

A26. \$70,000 is the maximum amount for all services requested in this RFQ. If individual sessions are the most practical or effective method of service for a particular youth it should be employed.

Q27. Is there an expectation around weekend/evening availability on site? Off site?

A27. It is expected that Community groups/classes will be held at times the minors can attend, which would be after school hours (evenings) and/or on the weekends and in the Institutions on the days and times listed in the response to Question 12.

Q28. Will there be transportation resources made available for referred youth for offsite sessions?

A28. No

SECTION V RESPONSE SUBMISSION REQUIREMENTS

Q29. Should the narrative be single-spaced or double-spaced?

A29. Double spaced

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- Q30. Is there an overall maximum for the narrative? I notice there are no maximum page lengths for some of the content requirements (i.e. Start-Up Requirements, Quality Assurance).**
A30. The preference would be to keep the narrative at 15 pages.

REFERENCES

- Q31. Is this considered part of the narrative (I assume this is only a relevant question if there's a page limit for the narrative)?**

A31. The Reference section is not part of the narrative.

- Q32. Do you only require a listing and contact information of the references?**

A32. As stated in the RFQ, 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.

- Q33. Any context for why they know our agency?**

A33. This information would lend context, but it is not required

- Q34. Any letters of endorsements directly from the references?**

A34. This information may be helpful, but it is not required.

INSURANCE

- Q35. Do you require a copy of our certificate of insurance be included in our response?**

A35. Yes