

REQUEST FOR PROPOSALS



Youth and Family Programs

(Funded by the Juvenile Justice Crime Prevention Act and Juvenile Probation and Camps Funding)

RFP Number – 2017-002

County of San Mateo Probation Department

Release Date: January 3, 2017

Responses must be Received
by 4:00 p.m. Pacific Standard Time
on February 14, 2017

REQUEST FOR PROPOSALS
FOR
Youth and Family Programs

Interested vendors must register online with the County at
www.publicpurchase.com

Proposals must be submitted electronically to
www.publicpurchase.com

By 4:00 p.m. Pacific Time on February 14, 2017

PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Records 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 Proposals is a public record in its entirety. Also, all information submitted in response to this Request For Proposals is itself a public record **without exception**. Submission of any materials in response to this Request For Proposals 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 Request for Proposals (RFP) seeks one or more provider(s) of youth and family programs that promote resiliency, pro-social behavior, and emotional wellbeing as well as decrease youth involvement in the juvenile justice system. Programs should be documented or verified through an evidence-based or promising practice. The target start date and term for the proposed services is July 2017 through June 2020, subject to negotiation of a final agreement, with evaluation of program progress towards identified goals and objectives on a quarterly basis.

B. BACKGROUND

The San Mateo County Probation Department's (Department) role is to contribute to community safety through its law enforcement, court services, supervision, and treatment referral functions. The Juvenile Services Division operates on the principles of balanced and restorative justice. The Division stresses youth asset development, offender accountability, family stability, and social responsibility to reduce the impact of crime and delinquency in the community.

Youth and Family Programs has two parallel, but separate funding streams aimed at providing prevention, early intervention, and intervention to at-risk and justice involved youth in San Mateo County. Funds for these services are provided to the County through the Juvenile Justice Crime Prevention Act (JJCPA) and Juvenile Probation and Camps Funding (JPCF). JJCPA funds are designed to affect criminal justice outcomes such as arrests, incarcerations, community service completed, restitution paid, and probation violations. JPCF programs support a broad spectrum of services for at-risk youth, juvenile offenders, and families.

Juvenile Justice Camp Prevention Act (JJCPA)

In September 2000, the California Legislature passed AB1913, the Schiff-Cardenas Crime Prevention Act, which authorized funding for county juvenile justice programs. A 2001 senate bill extended the funding and changed the program's name to the Juvenile Justice Crime Prevention Act (JJCPA). This effort was designed to provide a stable funding source to counties for juvenile programs that have been proven effective in reducing crime among at-risk and young offenders.

Juvenile Probation & Camps Funding (JPCF)

The Juvenile Probation and Camps Funding Program was developed in response to legislation signed by former California Governor Schwarzenegger in July 2005 (AB 139, Chapter 74). This legislation appropriated state funds to support a broad spectrum of county probation services targeting at-risk youth, juvenile offenders

(those on probation as well as those detained in local juvenile facilities), and their families.

Mission: The mission of the San Mateo County Probation Department is to enhance community safety, reduce crime, and assist the victims of crime through offender accountability and rehabilitation.

Vision: The vision of the San Mateo County Probation Department is to be a proactive and innovative agency which facilitates positive changes in offenders' behaviors that reduce recidivism and foster a law-abiding lifestyle.

C. THE REQUEST FOR PROPOSAL PROCESS

This RFP seeks the submission of proposals to provide services from any and all interested and qualified proposers. The County of San Mateo seeks by way of this RFP to obtain the listed services in a manner that maximizes the quality of services while also maximizing value to the County and, by extension, the citizens of the County. Proposers 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 proposer's personnel and equipment resources.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

This Request for Proposals is for evidence-based or promising practice youth and family programs that promote resiliency, pro-social behavior, and emotional wellbeing as well as decrease youth involvement in the juvenile justice system. The purpose of the RFP process is to identify and select one or more community-based organizations that will best meet the needs of the County's youth and families. All services must take place in San Mateo County.

Applicants are strongly recommended to refer to the Probation Department's Local Action Plan, which documents the condition of the local juvenile justice system and outlines proposed efforts to fill identified service gaps. It identifies funding priorities for the period of 2011-2015 for Juvenile Justice Crime Prevention Act (JJCPA) and Juvenile Probation Camps Funding (JPCF) funds. The Local Action Plan can be found on the Department's website at <http://probation.smcgov.org/>.

These services reflect San Mateo County's Shared Vision 2025 by ensuring that the County's neighborhoods are safe and provide residents with access to quality healthcare and seamless services.

The total annual funding available under this RFP is as follows:

Funding Source	Total Available Funds
JJCPA	\$300,000
JPCF	\$800,000
Total Funds	\$1,100,000

The Probation Department anticipates making multiple awards with the available funds. Applicants may request all or a portion of funds. Total amounts and specific allocations are subject to change relative to changes in state or local budgets. Applicants may be asked to include a ten percent (10%) match of the awarded amount.

The County welcomes proposals from all qualified service providers, be they individuals, local government organizations, voluntary organizations, or profit or nonprofit entities. Programs based on Evidence-Based Principles (EBP), collaborative proposals and services that continue upon re-entry into the community are encouraged. Applicants may submit proposals for one or more of the following:

❖ Behavioral Health (Mental Health/Substance Use)

Individual and/or group mental health counseling by Marriage and Family Therapists, Licensed Clinical Social Workers, or interns supervised by licensed therapists. These counseling sessions shall be provided to at-risk/probation youth. Minimum 8-10 clients with individual or family therapy.

Provide both individual and group Alcohol and Drug Intervention. Individual and/or group substance use counseling. A Certified, or Registered, Drug and Alcohol Counselor shall provide group skills and counseling focusing on solutions, relapse prevention, potential harm reduction and abstinence. Services should focus on prevention and intervention strategies of drug and alcohol use and include role playing and cognitive reasoning.

❖ Parenting & Family Therapy

Provide counseling sessions to program participants and their families for the purpose of increasing family cohesion and coping skills. Provide education to family members about the juvenile justice system.

❖ Vocational Training

Provide services that directly support vocational training and/or connections to employment. Offer a variety of services (i.e., educational, vocational, life skills, professional development) to youth under the age of 18 and who are disconnected from school and/or unemployed. Programs should provide opportunities for youth to learn marketable skills for future employment. These services should include comprehensive youth employment and training programs and focus on: career coaching, vocational assessments, technical training, job search guidance/training, supportive services as well as training on appropriate professional etiquette.

❖ Gang Prevention & Intervention

Provide services focused on understanding the dynamics of gangs, decision making and developing pro-social and conflict resolution skills, as well as how to exit from a gang.

❖ Mentoring

Provide long-term mentoring services to at-risk/probation youth in the community. Mentoring should provide youth with a positive, non-parental adult who can provide connection, supervision, guidance, skills training, vocational support, help youth understand/manage social norms, and establish goals to meet their full potential.

❖ Re-entry

Provide re-entry services and aftercare programs such as professional case managers, mentors, and/or employment opportunities to youth who are exiting custody from the Camps and Juvenile Hall. Programming should also focus at a minimum on family/guardianship connections, educational assistance, vocational training, employment assistance, substance use interventions, and housing support and assistance for youth who cannot live with relatives and are transitioning to adulthood. In addition, programming should be individualized to assist with developmental asset deficits. Aftercare should include integrative, collaborative *services* (i.e., counseling, educational, vocational) and *supervision* designed to prepare youth who have experienced an out-of-home placement for re-entry into their community.

❖ Victim Impact Awareness (VIA)

Providers of the The Victim Impact Awareness (VIA) program should educate offenders on the impact of criminal behavior on victims and the community, and facilitates mediation sessions between the victim and offender. The program emphasizes restorative justice for victims and behavior modification of offenders to prevent further involvement in the juvenile justice system. It contributes to safe and supportive neighborhoods, maintaining public safety, and changing behavior.

Preference will be given to service providers who have capacity to deliver trauma-informed and culturally responsive services.

B. EVALUTION REQUIREMENTS

All programs funded through JJCPA/JPCF funding streams are required to participate in an annual evaluation. This evaluation has three main components for both JJJCPA/JPCF funded programs.

1. Units of Service (Program Level Data)

Units of service data help the department understand programmatic impacts on youth. Grantees are required to collect (at a minimum) the following individual client-level data on all program participants receiving direct services through JJCPA/JPCF

funding streams. Grantees are also required to submit this data to Probation on a quarterly basis.

Youth Demographics	Program Data
Gender	Program entry date
Date of Birth	Program exit date
Zip code of residence	Date(s) of service
Race	Length of service (hours per meeting)
Ethnicity	Type of service (e.g. individual counseling, group counseling, mentoring, workshops, case management, etc.)

2. Juvenile Assessment and Intervention System (JAIS)

The Juvenile Assessment and Intervention System (JAIS) is a risk, strength and needs assessment designed to assist workers to effectively and efficiently supervise youth, both in institutional settings and in the community. It is reliable and has been validated across ethnic and gender groups. The JAIS consists of a **brief prescreen** assessment (pre-JAIS) in addition to full assessment and reassessment components; SMCJP has elected to administer the pre-JAIS to provide an initial indicator of recidivism risk. The pre-JAIS, the measure used by JJCPA/JPCG funded programs, consists of 8 (girls) or 10 (boys) items and yields an overall risk level of low, moderate, or high. Community-based organizations must administer the pre-JAIS once, at intake, for all youth enrolled in their JJCPA/JPCF funded programs. A brief training on how to use the pre-JAIS will be provided to programs by the evaluators.

3. Child Adolescent Needs and Strengths (CANS)

The *Child Adolescent Needs and Strengths (CANS)* survey is a multi-purpose tool developed for children’s services to support decision-making including level of care and service planning, to facilitate quality improvement initiatives, and to allow for the monitoring of outcomes of services. The CANS consists of multiple items scored on a 4-point scale (0 to 3, with a score of 2 or 3 indicating an actionable need) and grouped into stand-alone modules—e.g., Risk Behaviors, Strengths, Behavioral/Emotional Needs, Trauma. Each program typically completes a unique set of CANS items and modules according to the specific fit with their programs and clientele. Community-based organizations must administer the CANS once (at intake) and at six-month intervals until the youth is discharged from the program for all youth enrolled in their JJCPA/JPCF funded programs who receive at least four service contacts.

There is no cost to use the CANS; however, there is a training component that all providers must complete prior to administering to program participants. Providers administering the CANS are required to undergo training and become certified. San Mateo County will provide one training in 2017 in which all selected programs will be given the opportunity to train staff on how to administer this survey. In general this

training takes one-day, with an annual recertification process. For information on the CANS please visit <http://praedfoundation.org>. If your program has staff already trained on the CANS, please identify them in the corresponding section of Exhibit E.

C. LENGTH OF AGREEMENT

The anticipated duration of the agreement will be for three (3) years, with the term tentatively to begin July 2017 and end June 2020.

D. FUNDING

The total amount of funds available for these services is \$1,100,000 per year. Probation shall determine with selected providers the facilities for delivery of services. Agencies applying for more than one service may submit one proposal to include multiple services. Applicants may request all or a portion of funds. The Probation Department anticipates making multiple awards with the available funds.

E. ADDITIONAL REQUIREMENTS/CONSIDERATIONS

1. Fingerprinting/Background Checks

Selected contractor(s) will be subject to fingerprinting requirements and background checks.

2. Living Wage Ordinance

On November 1, 2016, the San Mateo County Board of Supervisors approved a five-year pilot program establishing a living wage of \$14 per hour effective January 1, 2017 and increasing up to \$17 per hour by July 1, 2019 for all service contractors and subcontractors doing business with the County.

The San Mateo County Living Wage Ordinance (LWO) requires that contractors and subcontractors providing services to the County shall pay “covered employees”— any employee permanently or temporarily employed by a contractor or subcontractor to provide services under a covered contract — as defined by the LWO, no less than the Living Wage, which shall be set and adjusted according to the following schedule:

Effective Date	San Mateo County Living Wage
January 1, 2017	\$14.00
July 1, 2017	\$15.00
January 1, 2018	
July 1, 2018	\$16.00
January 1, 2019	
July 1, 2019	\$17.00
January 1, 2020	
July 1, 2020	+CPI-U
January 1, 2021	
July 1, 2021	+CPI-U

After a wage of seventeen dollars (\$17.00) per hour is reached, the Living Wage shall increase annually at the same rate as the Consumer Price Index for urban consumers (CPI-U) for the San Francisco-Oakland-San Jose metropolitan statistical area then in effect. A change in Living Wage based on CPI-U shall not be negative and shall not exceed three-and-one-half percent (3.5%).

The LWO also requires that contractors and subcontractors maintain documentation demonstrating every covered employee is being paid the Living Wage while providing services pursuant to the covered contract. Such documentation must be retained for at least two (2) years following completion or termination of the covered contract.

Proposers are encouraged to read the full text of the LWO found here:

<http://sanmateo.siretechnologies.com/sirepub/agdocs.aspx?doctype=agenda&itemid=25125>

All proposers are required to verify that they will comply with the requirements of the LWO in their Statement of Compliance with County Contractual Requirements (see Section V D, TAB 9). Failure to comply with the LWO shall constitute a material breach of the terms of the covered contract.

SECTION III – GENERAL TERMS AND CONDITIONS

Read all Instructions. Read the entire RFP and all enclosures before preparing your proposal.

Proposal Costs. Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the County or otherwise reimbursed by the County.

Proposal Becomes County Property. The RFP and all materials submitted in response to this RFP will become the property of the County.

Questions and Responses Process. Submit all questions relating to this RFP to the designated questions field associated with this RFP at publicpurchase.com; instructions are provided in Exhibit A

All questions must be received no later than 4:00 p.m. on January 17, 2017.

All questions and responses will be posted to publicpurchase.com.

If changes to the RFP are warranted, they will be posted to the publicpurchase.com website. It is the responsibility of each proposer to check the website for changes and/or clarifications to the RFP prior to submitting a response. A proposer's failure to do so will not provide a ground for protest.

Proposer Information Conference. All interested parties are invited to participate in a non-mandatory informational session that will be held as follows:

January 10, 2017
10:00 AM – 1:00 PM
Youth Services Center: Training Room
222 Paul Scannell Drive
San Mateo, CA 94402

During the Proposer Information Conference, the County may respond to questions received prior to the Conference. The County may choose to provide additional information following the Conference.

Alteration of Terms and Clarifications. No alteration or variation of the terms of this RFP is valid unless made or confirmed in writing by the County. Likewise, oral understandings or agreements not incorporated into the final contract are not binding on the County.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer must immediately notify the County of such error in writing and request modification or clarification of the document. If a proposer fails to notify the County of an error in the RFP prior to the date fixed for submission, the proposer shall submit a response at his/her own risk, and if the proposer enters into a contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Modifications or clarifications to the RFP will be posted to the publicpurchase.com website as outlined above without divulging the source of the request for same. The County may, at its discretion, also give electronic notice by email to all parties who have notified the County of their electronic contact information in response to this RFP, but no party that fails to receive email notice has any basis for protest given that all clarifications will be available online. It is the obligation of all proposing parties to check the publicpurchase.com website for updates regarding the RFP if they wish to be kept advised of clarifications prior to submitting a proposal.

Selection of Provider(s). The selection of a provider will be memorialized in the form of a “County Agreement with Independent Contractor” (see the enclosed sample of the Standard Contract Template), authorized by a resolution of the County Board of Supervisors and signed by both parties.

The County reserves the right to reject any or all proposals without penalty. The County’s waiver of any deviation in the proposal shall in no way modify the RFP documents or excuse the proposer from full compliance with any eventual contract.

Once a provider is selected, the Agreement with that provider must still be negotiated and submitted to the San Mateo County Board of Supervisors for approval, and there is no contractual agreement between the selected provider unless and until the Board of Supervisors accepts and signs the Agreement. Selection of a proposal for negotiation of contract terms and eventual submission to County leadership by way of an Agreement does not constitute an offer, and proposers acknowledge by submission of a proposal that no agreement is final unless and until approved by the Board of Supervisors.

Equal Benefits. Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

Jury Duty. The contractor must comply with the County Ordinance requiring that the contractor have and adhere to a written policy that provides its full-time employees who live in San Mateo County with no fewer than five days of regular pay for actual jury service in San Mateo County. This policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employee's regular pay the fees received for jury service. See the Jury Service Requirements Chapter 2.85 of the Ordinance Code of San Mateo County enclosure. If the proposer has no employees that qualify for jury duty in San Mateo County, the proposer may satisfy this requirement by providing the County with written confirmation of the fact that (1) it has no such employees and (2) it will comply with the jury service pay ordinance with respect to any future qualifying employees.

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.

Incomplete Proposals May be Rejected. If a proposer fails to satisfy any of the requirements identified in this RFP, the proposer may be considered non-responsive and the proposal may be rejected.

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

Proposers should submit questions or concerns about the process as stated above. The proposer should not otherwise ask any County employees questions about the RFP or related issues, either orally or by written communication, unless invited to do so.

Group Purchasing Organization Participation. Proposers should keep in mind that the County is a participant in more than one Group Purchasing Organization (GPO), and this RFP is open to those who provide services under a GPO. Proposers should ensure their proposals are as competitive as possible while also providing the highest quality services in order to be considered a viable provider for the listed services. The County reserves the right to use a GPO provider if doing so is in the County's best interest, as determined solely by the County, even if that provider does not submit a proposal in response to this RFP.

Travel Costs. If the services requested will require you or your employees to travel to the Bay Area, and if the County opts to permit travel expenses to be reimbursed, there are some general guidelines regarding reimbursement rates that will apply. In general, the following restrictions should be kept in mind: reimbursement for the actual cost of lodging, meals, and incidental expenses ("LM&I Expenses") is limited to the then-current Continental United States ("CONUS") rate for the location of the work being done (San Mateo/Foster City/Belmont, California), as set forth in the Code of Federal Regulations and as listed by the website of the U.S. General Services Administration (available online by searching www.gsa.gov for the term 'CONUS'); airline and car rental travel expenses ("Air & Car Expenses") are limited to reasonable rates obtained through a cost-competitive travel service (for example, a travel or car-rental website), with air travel restricted to coach fares and car rental rates restricted to the mid-level size range or below; and certain other reasonable travel expenses ("Other Expenses") such as taxi fares, parking costs, train or subway costs, etc. may be reimbursable on an actual-cost basis. You should not assume that the County will permit travel from the Bay Area to be reimbursed, and your proposal should include such travel costs if applicable. Travel costs should be minimized or eliminated in order for a proposal to be competitive.

Miscellaneous. This RFP is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFP. The County reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the County. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, the County assumes no liability for any unintentional errors or omissions in this document. The

County reserves the right to waive or modify any requirements of this RFP when it determines that doing so is in the best interest of the County. Finally, the County may revise or clarify aspects of the required services after proposals are submitted by communicating directly to some or all of the providers that submitted proposals.

SECTION IV – REQUEST FOR PROPOSALS PROCEDURE

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

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Proposals	January 3, 2017
Proposer's Conference	January 10, 2017
Questions Submitted to County Deadline	January 17, 2017
Release Responses to Questions	January 31, 2017
Proposal Deadline	February 14, 2017
Formal Review of Proposals ⁽¹⁾	March 8-9, 2017
Proposal Clarification Meetings ⁽¹⁾	March 20-31, 2017
Award Letter Notifications ⁽¹⁾	March 31, 2017
Protest Letter Deadline ⁽¹⁾	April 7, 2017
Recommendation to Board of Supervisors ⁽¹⁾	June 27, 2017

(1) Dates are subject to change

B. SUBMISSION OF PROPOSALS

Provider/Service Provider Registration: Providers/service providers interested in responding to this RFP must register online with the County of San Mateo at www.publicpurchase.com. The County will not be held responsible or liable for registration errors.

Proposal: The RFP response will be submitted electronically to www.publicpurchase.com (see Exhibit A for Vendor Registration Instructions) AND twenty (20) hard copies delivered to Michelle Mendez , Management Analyst at the County of San Mateo Probation Department located at 222 Paul Scannell Drive, San Mateo, CA 94402 by 4:00 p.m. Pacific Standard Time on **February 14, 2017.**

All responses must be received by the stated date and time in order to be considered for award. The County will not be responsible for and may not accept late proposals due to slow internet connection, or for any other electronic failure (including but not limited to

information transmission and internet connectivity failures) of the publicpurchase.com system.

By submitting a proposal, each proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined in the sole discretion of the County. The County reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a contractor, if any.

Proposals 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. CONFIDENTIALITY OF PROPOSALS

California Government Code Sections 6250 et seq. (the "California Public Records Act" or the "Act") defines a public record as any writing containing information relating to the conduct of the public business. The 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. The materials submitted in response to this RFP are subject to the California Public Records Act.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record without exception. Submission of any materials in response to this RFP 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.

If the County receives a request for any portion of a document submitted in response to this RFP, the County will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the County reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and applicable case law interpreting those provisions, the County and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the County and/or its officers, agents, or employees that the County has

violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.

D. PROPOSAL EVALUATION

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the County may require a proposer's representative to answer specific questions orally and/or in writing. The County may also require a visit to the proposer's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFP evaluation. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified individual or firm will be recommended by the RFP Evaluation Committee based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor such as cost.

Responses to this RFP must adhere to the format for proposals detailed in Section V - PROPOSAL SUBMISSION REQUIREMENTS. The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

- Qualifications and experience of the entity, including capability and experience of key personnel
- Experience with other public or private agencies to provide these services (See Exhibit B)
- 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
- Claims and violations against you or your organization
- Cost to the County for the primary services described by this RFP
- References
- Compliance with County RFP and contractual requirements

The County may consider any other criteria it deems relevant, and the Evaluation Committee is free to make any recommendations it deems to be in the best interest of the County. Inaccuracy of any information supplied within a proposal or other errors constitute grounds for rejection of the proposal. However, the County may, in its sole discretion, correct errors or contact a proposer for clarification.

Note that the County reserves the right to evaluate proposals solely based on each provider's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the County. Your proposal must be complete without relying on external websites, sales brochures, marketing materials or white papers.

The County reserves the right to accept proposals other than those with lowest costs.

E. PROPOSAL RECOMMENDATION

The Evaluation Committee will recommend a provider or providers or may recommend that the proposals be rejected. The County will then make its own decision as to whether to accept or reject the recommendations from the Evaluation Committee. Ultimate acceptance or rejection of the recommended proposal and execution of a contractual agreement is the independent prerogative of the County, notwithstanding any recommendations made by the Evaluation Committee. The County reserves the right to negotiate with any provider to finalize an agreement in relation to the proposer's response.

F. NOTICE TO PROPOSERS

The County is not required to give notice to proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the County will notify those who submitted proposals of their non-selection. Proposers may be notified at different times depending on the needs of the County.

G. PROTEST PROCESS

If a proposer desires to protest the selection decision, the proposer must submit by facsimile or email a written protest within five (5) business days after the delivery of the notice about the decision. The written protest should be submitted to the Management Analyst as outlined below. Protests received after the deadline will not be accepted. Protests must be in writing, must include the name and address of the proposer and the RFP number, and must state all the specific grounds for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest. A successful protest will include sufficient evidence and analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

The County will respond to a protest within ten (10) business days of receiving it, and the County may, at its election, set up a meeting with the proposer to discuss the concerns raised by the protest. The decision of the County will be final. The protest letter must be sent as follows:

Michelle Mendez, Management Analyst
mcmendez@smcgov.org

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

The proposal should be submitted in the following format:

A. GENERAL INSTRUCTIONS

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

All proposals should adhere to the specified content and sequence of information described by this RFP.

Submit one (1) complete electronic (PDF, Microsoft Word document, etc.) version of your proposal and any required attachments to the County via www.publicpurchase.com per the instructions found on the publicpurchase.com website.

Submit twenty (20) hard copies of your proposal and any required attachments to:

Michele Mendez, Management Analyst
County of San Mateo Probation Department
222 Paul Scannell Drive
San Mateo, CA 94402

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 and title of each person authorized to represent the proposer in negotiations.

Unless the proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the proposer to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

C. SPECIFIED CONTENT AND DETAILED SEQUENCE OF INFORMATION IN THE RFP

Each proposal should include sections addressing the following information in the order shown in the following section. The proposer should be sure to include all information that it feels will enable the Evaluation Committee and, ultimately, the County to make a decision. Failure of the proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but that you feel would be helpful, should be attached to the end of the proposal. The party submitting the materials should keep in mind the limitations on confidential information described in Section IV.

D. TABBING OF SECTIONS

TAB 1 Qualifications and Experience (2 pages max + Submission of Exhibit B)

- 1) Provide a statement of qualifications for your organization, including an organization chart (**1 page max**), a statement of the size of firm, a description of

services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.

- 2) How many full time employees (FTEs) do you plan to assign to this project if you are selected?
- 3) How many people in total are employed by your company? Delineate between employees and consultants.
- 4) In Exhibit B, please list all contracts serving at-risk or justice involved youth over the past 3 years (Item 1) and all current contracts and commitments (Item 2). If you failed or refused to complete a contract, please provide details (Item 3).
- 5) In Exhibit B (Item 4) list the professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and educational institutions of any applicable degrees, additional applicable training (certifications for evidence-based programs), and any professional certifications and/or licensing.

TAB 2 Philosophy and Service Model (3 pages max + Exhibit C):

This section describes your philosophy and service model for meeting the services required by this RFP. Relevant considerations include the quality and feasibility of your approach to meeting these needs, the manner in which you plan to provide adequate staffing (including planning for absences and back-up coverage, training, background checks, and staff monitoring, etc.), and equipment or other resources provided by you (if applicable). Keep these considerations in mind as you respond to the following:

- 1) Describe any promising practices/evidence-based practices (EBP) your organization plans to implement to meet the requirements for this RFP. Please include the name of each curriculum/intervention that will be implemented.
- 2) List your needs for physical space and/or equipment at the County during this engagement, if any, aside from space or equipment that would be provided by the County as an obvious aspect of the requested services (for example, space to treat patients, computers to document services, etc.).
- 3) Identify how you will meet all other aspects of the scope of work and related requirements stated above. List any items that you cannot provide.
- 4) Provide information on any other pertinent services, if any, that you will offer that will reduce costs or enhance revenue for the County.
- 5) Please complete Exhibit C, being sure to identify all direct services provided through your program, including projected hours and clients for each. These must be consistent with your Project Budget (Exhibit D).

TAB 3 Protocols for Addressing Concerns (1 page max):

- 1) In the event of a routine problem, who is to be contacted within your organization?

- 2) In the event of the identification of a problem by the County, its clients/patients, and/or other applicable constituents, describe how you will address such problems and the timeframe for addressing them.

TAB 4 Claims, Licensure, Non-Discrimination, and Health Insurance Portability and Accountability Act (HIPAA) Violations Against Your Organization (1 page max):

- 1) List any current licensure, HIPAA, non-discrimination claims against you/your organization and those having occurred in the past five years, especially any resulting in claims or legal judgments against you.

TAB 5 Cost Analysis and Budget for Primary Services (1 page max + Exhibit D):

- 1) Provide a detailed explanation for all costs associated with your providing the requested services if you are selected. Please complete the budget form for each fiscal year (Exhibit D).
- 2) Is travel time to the County expected to be billable? If so, how will travel time invoices be calculated? Generally, proposals that do not include travel time or expenses are preferred unless the services requested require travel as part of the service.
- 3) Include start-up costs if any.

TAB 6 Cooperative Purchasing (1 page max):

- 1) State whether the resultant contract can be extended to other San Mateo County departments and/or public agencies in the San Francisco Bay area upon their request. Your response to this inquiry will not affect the selection decision unless other factors are deemed to be equal by the County.
- 2) List any additional services that you foresee may be necessary, if any, and list the proposed costs for such services.

TAB 7 Quality/Program Evaluation (1 page max + Exhibit E):

- 1) Describe how your agency/organization currently uses data to inform your work with clients.
- 2) Describe your organizations current capacity to successfully collect the required data specified in Section II B (See Exhibit E).

TAB 8 References (1 page max):

- 1) List at least three business references for which you have recently provided similar services. Include contact names, titles, phone numbers and e-mail addresses for all references provided.

- 2) Provide at least three client/patient references, if applicable and appropriate, for whom you have provided more than occasional services. Include names, titles, e-mail addresses and phone numbers for these individuals.

TAB 9 Statement of Compliance with County Contractual Requirements:

A sample of the County's standard contract (including Exhibits A and B) is attached to this RFP. Each proposal must include a statement of the proposer's commitment and ability to comply with each of the terms of the County's standard contract, including but not limited to the following:

- 1) The County non-discrimination policy
- 2) The County equal employment opportunity requirements
- 3) County requirements regarding employee benefits
- 4) The County jury service pay ordinance
- 5) The hold harmless provision
- 6) County insurance requirements
- 7) The County's Living Wage Ordinance (see Section II E., Item 2)
- 8) All other provisions of the standard contract

In addition, the proposer should include a statement that it will agree to have any disputes regarding the contract venued in San Mateo County or Northern District of California.

The proposal must state any objections to any terms in the County's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, the County will assume the proposer is prepared to sign the County standard contract template as-is.

NOTE: The sample Standard Contract Template enclosed with this RFP is a template and does not constitute the final agreement to be prepared for the selected service provider. Do not insert any information or attempt to complete the enclosed sample contract template. Once a provider is selected, the County will work with the selected provider to draft a provider-specific contract using the template. However, each proposal should address the general terms of the standard contract as requested within this RFP.

SECTION VI – EXHIBITS

Exhibit A: Vendor Registration Instructions

1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and **add this email address to your contacts** to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase previously please proceed directly to step 2.

2. Register with an Agency:

A. Once you have received your activation email from Public Purchase **log into** www.publicpurchase.com and accept the terms and conditions of use.

B. **Click on the "Tools" tab, Click on the "Agencies" tab.** (Agency tab in bar under tools)

C. This will take you to the agency search page. In the agency name box type in **San Mateo**. Leave the "new agency since" box blank. Make sure Registration Status says "ALL". **Click on "search"** this will bring up the agency below, to the far right of it you will see "view" and "Register" **click on the "Register"** link to complete the vendor registration with the agency.

Exhibit B: Applicant's Statements

1. List contracts completed in last three years with at-risk youth and/or youth on probation.

Year	Contracting Agency	Type of Service	Location	Amount

2. List contracts, or other commitments (e.g. consulting arrangements), currently in force.

Year	Contracting Agency	Type of Service	Location	Amount

3. Provide details of any failure or refusal to complete a contract.

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4. Provide professional qualification for each individual that would be assigned to provide services requested in this RFP.

Personnel Name	FTE/Salary	Applicable Degrees (Degree/ Year /Institution)	Professional Licenses/ Certifications for EBP

Exhibit C: Clients and Services Form

Please complete the following questions about your proposed services and clients

1. Please tell us about your program, identifying the following:
 - a. The specific types of services you will provide. Be sure to indicate any use of curriculums/interventions you will implement that are evidence-based.
 - b. Where will these services be provided? Indicate geographical location as well as site.
 - c. What is the expected timing of these services? (i.e., when will they begin and end, how frequently will they be provided, year-round vs. school-year etc.)

2. Please tell us about your target client population, including client characteristics and numbers you plan to serve.

3. Please complete the following for each direct service provided:

Direct Service Type	Program Component	Staff Member(s) Providing	Number of Projected Hours	Number of Projected Clients

Exhibit D: Budget Allocation

INSTRUCTIONS

This document (Exhibit D) provides instructions and budget forms required for RFP Number 2017-001: Youth Activities and Mental Health. Please follow the instructions below in completing the Budget Template. You will be asked to provide costs for each direct service component, indirect service component, and direct operating costs for each fiscal year. A sample completed budget is provided for illustration. **Please double-check your math! Formulas are provided for ease of calculation but it is the submitters' responsibility to ensure that all numbers are accurate!**

Getting Started

1. Download the excel templates provided at <http://probation.smcgov.org/>. These instructions are also included in the spreadsheets.
2. Go to the *Budget Template* tab. Enter the name of your program at the top. [Tip: Save your file with a different file name to preserve a blank template.]

Section A. Direct Personnel Costs

General: Each line item consists of a direct service component of your program (e.g., "individual counseling"). The amount for each line item is automatically calculated as the product of the number of staff, the dollar rate (per hour per staff member), and the number of projected hours. You will be asked to project the number of clients served and hours of service provided for each fiscal year (FY).

3. Enter each of your **service components** in column A (these should match the services identified in Exhibit C).
4. Enter the **number of staff** required to provide the service (i.e., how many staff are needed to provide a single hour of service). This is not the number of individual staff members providing the service at your program or agency. For example, you may employ 6 counselors in your program, but only 1 is needed to provide a single hour of individual counseling; thus, "1" should go in column 2. Similarly, a group service may always require 2 or 3 staff to provide each hour, so you would enter 2 or 3 in column B.
5. Enter the dollar **rate for a single staff member** in column C (this rate will be multiplied by the number of staff). If two or more staff members are needed to provide the service and they have different rates, please provide the average rate.
6. In column E, enter the **number of projected clients** and **number of projected hours** for FY18 in the cells indicated. Repeat for FY19 (column F) and FY20 (column G).
7. Check that the service component subtotals (rows 8, 11, 14, etc.) are calculating correctly. Check that the project total column (H) is correct. Check that your direct personnel costs subtotal (row 30) is correct.
8. Indirect costs will only be applied to section A and are limited **to a maximum of 10%**. Please enter your indirect cost rate (if any) in column C, row 31. Please make sure this shows up as a percentage and that the amounts are calculating correctly in row 31, columns E-G. Double-check that your direct personnel costs total (row 32) is correct.

Section B. Indirect Personnel Costs

General: This section is intended for indirect services that support your direct services (e.g., data collection and evaluation, supervision, etc.). The amounts are calculated in the same way as Section A (i.e., the product of the number of staff, the dollar rate and the number of projected hours). In this section, however, you will not be asked to project number of clients.

9. Enter the indirect services component in Column A. Note that "Data Collection and Evaluation" is already entered in row 36.

10. Following the instructions 4-7 above, enter the number of staff, rate and projected hours for each indirect services line item. Check that all subtotals and totals are correct.

Section C. Direct Operating Costs

General: This section is intended for direct costs of operating your program (e.g., food, supplies, other materials, etc.).

11. Enter the description of each direct cost component in column A.

12. Enter the total budget amount for each fiscal year in columns E-G. Check that totals are calculating correctly.

Total Program Budget

13. Check that totals from sections A, B and C above are carried down correctly into rows 53-56. Check that your total program budget is correct.

Other Notes

If you need more rows in a section, please be aware that altering the template will likely affect the auto-calculation formulas. Do not change the general structure of the budget (i.e., do not add new sections or change the way amounts are determined). Again, please make sure that you double-check all calculations and ensure your numbers are correct before submitting.

Exhibit E: Statement of Capacity to Collect Data

1. List method(s) by which your agency currently tracks Units of Service (Program Level Data). This may include databases and/or software.

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2. Please list any staff currently trained to a.) administer the CANS with youth b.) train staff how to administer the CANS with youth.

Personnel Name	Training Level (Check One)	Certification Date
	<input type="checkbox"/> Trained <input type="checkbox"/> Super Trainer	
	<input type="checkbox"/> Trained <input type="checkbox"/> Super Trainer	
	<input type="checkbox"/> Trained <input type="checkbox"/> Super Trainer	
	<input type="checkbox"/> Trained <input type="checkbox"/> Super Trainer	
	<input type="checkbox"/> Trained <input type="checkbox"/> Super Trainer	