

REQUEST FOR QUALIFICATIONS



Gang Prevention and Intervention Services

RFQ Number 2019-001

County of San Mateo Probation Department

Release Date: February 15, 2019

Responses must be Received
by 4:00 p.m. Pacific Standard Time
on March 8, 2019

REQUEST FOR QUALIFICATIONS
FOR
Gang Prevention and Intervention Services

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 March 8, 2019

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 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 juvenile justice involved youth whom are court ordered to be supervised by the San Mateo County Probation Department as well as youth who have been recently released from the custody whom are re-entering in to the community. The tentative target start date and term for the proposed services is April 1, 2019 through June 30, 2020, subject to negotiation of a final agreement.

B. THE REQUEST FOR QUALIFICATIONS

The County of San Mateo seeks by way of this RFQ to obtain qualifications 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. 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

This Request for Qualifications is for evidence-based, promising practice, or theory based gang intervention and prevention services for juvenile justice involved youth with court ordered probation supervision as well as youth who are housed at the following facilities:

- San Mateo County Youth Services Center
222 Paul Scannell Drive, CA 94402
- Camp Glenwood for Boys
400 Log Cabin Ranch Road, La Honda, CA 94020
- Camp Kemp for Girls
400 Paul Scannell Drive, CA 94402

The purpose of the RFQ process is to identify and select one or more community-based organizations that will best meet the needs of the County's youth. All services must take place in San Mateo County.

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 with the youth upon re-entry into the community are encouraged.

Applicants may submit qualification for the following:

- ❖ 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.

Programming will also include transitional services and community contacts for youth upon reentry to their community.

B. Meeting Requirement

Providers are required to attend quarterly community based organization meetings held at the Youth Services Center as well as multi-disciplinary team (MDT) meetings as needed.

C. Reporting Requirements

All programs funded through this Youth Offender Block Grant (YOBG) funding stream are required to participate in an annual evaluation.

- Program Level Data: Units of Service

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 the YOBG funding stream. Grantees are also required to submit this data to Probation on a quarterly basis.

1. Youth Demographics
2. Program Data
3. Gender
4. Program Entry Date
5. Date of Birth
6. Program Exit Date
7. Zip code of residence
8. Date(s) of service
9. Race
10. Length of service (hours per meeting)
11. Ethnicity
12. Type of service (e.g. individual counseling, group counseling, mentoring, workshops, case management, etc.)

D. FUNDING

The total amount of funds available for these services is \$75,000.

- April 1, 2019 – June 30, 2019 = \$15,000
- July 1, 2019 – June 30, 2020 = \$60,000

E. 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 electronically via www.publicpurchase.com.

Tuesday, February 26, 2019, all questions must be received no later than 4:00 p.m. online via www.publicpurchase.com

Friday, March 1, 2019, all questions and responses will be posted by noon online via www.publicpurchase.com.

If changes to the RFQ are warranted, they will be posted to the Public Purchase website mentioned above. It is the responsibility of each applicant 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 QUALIFICATIONS

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 Qualification	February 15, 2019
Questions Submitted to County Deadline (via www.publicpurchase.com)	February 26, 2019
Release Responses to Questions (via www.publicpurchase.com)	March 1, 2019
RFQ Response Deadline	March 8, 2019
Review/Selection of Responses ⁽¹⁾	March 13, 2019

(1) Dates are subject to change

B. SUBMISSION OF RESPONSES

Responses: Submit electronically via www.publicpurchase.com and (5) original hard copies of the response to Michelle Mendez, Management Analyst at 222 Paul Scannell Drive, San Mateo, CA 94402 by 4:00 p.m. Pacific Standard Time on Friday, March 8, 2019 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

- Detailed proposed 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 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.

B. COVER LETTER

Provide a one page cover letter on letterhead that includes:

- Company logo and/or provider legal name
- Mailing and office address if different
- Phone number, cell number, and/or facsimile numbers
- E-mail address of the signature authority
- List the name of each person authorized to represent the respondent in negotiations.

Cover letter should include and be signed by the authorized signature. An unsigned response may be rejected. A response may be signed by any authorized agency representative of the respondent.

C. RESPONSE CONTENT AND FORMAT

1) Signature Authority

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

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.

- **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. If applicable, 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 April 1, 2019.
- **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.
- **Data collection**
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 plus Exhibit 1**
 - 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.
 - Budget Format Template spreadsheet can be downloaded via www.publicpurchase.com.

3) Response Submissions

- Submit electronically via www.publicpurchase.com and (4) original hard copies of the response to Michelle Mendez, Management Analyst at 222 Paul Scannell Drive, San Mateo, CA 94402 by 4:00 p.m. Pacific Standard Time on **Friday, March 8, 2019** as listed in the tentative schedule above. Proposals must be in the format required in Section V.
- Responses must include a company logo or name 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. Friday March 8, 2019**. Responses need to be submit electronically via www.publicpurchase.com and (4) original hard copies of the response to Michelle Mendez, Management Analyst at 222 Paul Scannell Drive, San Mateo, CA 94402 by 4:00 p.m. Pacific Standard Time.

Responses are not considered complete unless they include the following items:

(5) Original hard copies of the response.

Address responses to:

Michelle Mendez, Management Analyst
San Mateo County Probation Department
222 Paul Scannell Drive, San Mateo, CA 94402
E-mail: mcmendez@smcgov.org

Any responses delivered after **4:00 p.m. on Friday March 8, 2019** may be rejected by the County as not meeting the requirements of this RFQ.

Exhibit 1: Proposed Cost Template

ORGANIZATION NAME:				PROPOSED BUDGET		
A. Direct Personnel Costs						
Description of Services	# of Staff	Rate	Number of Hours	Apr-Jun	FY19-20	Total
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
SUB-TOTAL				\$0.00	\$0.00	\$0.00
Personnel: Indirect Costs Rate (not to exceed 10%)				\$0.00	\$0.00	\$0.00
Total Direct Personnel Cost:				\$0.00	\$0.00	\$0.00
B. Indirect Personnel Costs						
Indirect Services	# of Staff	Rate	Number of Hours	Apr-Jun	FY19-20	Total
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
Total Indirect Personnel Cost:				\$0.00	\$0.00	\$0.00
C. Direct Operating Costs						
Item	Qty	Cost	Apr-Jun	FY19-20	Total	
			\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	
Direct Operation Cost:			\$0.00	\$0.00	\$0.00	
				Apr-Jun	FY19-20	Total
A. Direct Personnel Cost				\$0.00	\$0.00	\$0.00
B. Indirect Personnel Costs				\$0.00	\$0.00	\$0.00
C. Direct Operating Costs				\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00
Instructions: Complete section A, B, and C. If there are not enough lines for program please add another row. DO NOT enter any values in the grayed out cells, these are prepopulated.						