

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: FEBRUARY 4, 2016

TO: PUBLIC PROTECTION COMMITTEE

FROM: TIMOTHY M. EWELL, Senior Deputy County Administrator *TME*

SUBJECT: **REQUEST FOR WAIVER OF PUBLISHING REQUIREMENT FOR MATERIALS NOT INCLUDED IN THE FEBRUARY 8, 2016 PUBLIC PROTECTION COMMITTEE AGENDA PACKET**

The Better Government Ordinance requires County staff to make available agenda and staff reports for meetings of County policy bodies at least ninety-six hours prior to the date of a scheduled meeting. A policy body may waive this requirement by a three-fourths vote,

“...when in its judgment, it is essential to do so, providing that the county administrator, appropriate department head or staff member furnishes to the board of supervisors or other policy body a written explanation as to why the material could not be provided to the board or other policy body and the general public within the above time limits.” (Ord. § 25-2.206(a).)

Committee Staff received the staff report for Agenda Item No. 5 on the February 8, 2016 agenda shortly after agenda packet was published.

Committee staff requests that the CCP find that the materials are necessary and waive the ninety-six hour publishing requirement for this item. Copies of the attached materials were made available to the public on February 4, 2016.

Attachment(s)

cc: CCP BGO File

**OFFICE OF THE COUNTY ADMINISTRATOR
CONTRA COSTA COUNTY**

TO: Public Protection Committee
Supervisor Candace Andersen, Chair
Supervisor John Gioia, Vice Chair

FROM: Lara DeLaney, Senior Deputy County Administrator

DATE: February 4, 2016

SUBJECT: **Request for Proposals (RFPs) and Request for Qualifications (RFQs) for AB 109 Community Programs**

RECOMMENDATIONS

1. CONSIDER approving a proposed framework for the distribution of fiscal year 2016/17 AB 109 Request for Proposals/Qualifications (RFP/Qs) and provide feedback to staff.
2. REVIEW the proposed Draft Timeline for the Process.
3. REVIEW the proposed Review Panel composition for the RFP Process.

BACKGROUND

In 2011, the California Legislature passed the Public Safety Realignment Act (Assembly Bill 109), which transferred responsibility for supervising specific low-level inmates and parolees from the California Department of Corrections and Rehabilitation to counties. This Act tasked local government at the county level with developing a new approach to reducing recidivism among certain low-level felony criminal offenders. AB 109 took effect October 1, 2011 and realigned three major areas of the criminal justice system.

On a prospective basis, the legislation:

- Transferred the location of incarceration for lower-level offenders (specified non-violent, non-serious, non-sex offenders) from state prison to local county jail pursuant to Penal Code 1170 (h) and provides for an expanded role for post-release Mandatory Supervision for these offenders;
- Transferred responsibility for post-release supervision of lower-level offenders (those released from prison after having served a sentence for a non-violent, non-serious, and non-sex offense) from the state to the

county level by creating a new category of supervision called Post-Release Community Supervision (PRCS);

- Transferred the housing responsibility for parole and PRCS revocations to local jail custody.

AB 109 also tasked the local Community Corrections Partnership (CCP) with recommending to the County Board of Supervisors a plan for implementing Public Safety Realignment. On November 9, 2012, the CCP Executive Committee adopted a finalized Operational Plan.

On January 22, 2016 the CCP Executive Committee adopted a FY 2016-17 Public Safety Realignment Budget for recommendation to the Board of Supervisors. The recommended FY 2016-17 AB 109 Public Safety Realignment Budget includes \$4,020,036 for Community Programs as follows:

• Employment Support and Placement Services	\$2,000,000
• Support of WCRSC & Central-East Reentry Network	\$1,225,036
• Short and Long-Term Housing Access	\$500,000
• Peer and Mentoring Services	\$110,000
• Family Reunification Services	\$90,000
• Legal Services	\$80,000
• Development of a “Reentry Resource Guide”	\$15,000

In addition, the CCP Executive Committee recommended an additional appropriation of **\$160,000** (approximately 4%) to the AB 109 Community Programs, to be allocated among the Community Program service areas upon the advice of its Community Advisory Board (CAB). The CAB is apparently not expected to take action on its recommended allocations until its Feb. 11, 2016 meeting.

In its Budget request to the CCP, the CAB recommended that the County undertake an RFP/RFQ process for the contracts that will commence in FY 16-17 for the following services:

1. Employment Support and Placement
2. Housing
3. Civil Legal Services
4. Family Reunification
5. Mentoring Services
6. Data/Program Evaluation (Note: The CAO’s office is proposing an update to the County’s Reentry Strategic Plan, an update of the County’s AB 109 Operations Plan, and the implementation of the AB 109 Annual Report for the FY 16-17 program evaluation and implementation support services.)

7. Jail to Community Services (*Note: The funding for the Jail-to-Community services is provided in the Sheriff's Office budget and not administered through the CAO's office, as are the Community Programs contracts.*)

The CAB further recommended that contracts be structured as multi-year (3 years recommended) contracts. The CAO's office administers the Community Programs contracts and has done so since 2013, when RFPs/RFQs were initially undertaken. Other recommendations from the CAB regarding the procurement process included:

1. For the RFP development process, the CAO should include the Network Manager, the Success Center Director, the County Reentry Coordinator, a member of the CAB, and a member of the CCP.
2. RFP/RFQs should include trauma informed principles, practices, and competencies as preference points and should be established as contractual requirements.
3. Responding organizations should be required to demonstrate cultural competency to engage and provide services to Contra Costa's formerly incarcerated population and their families.
4. The RFP/RFQ process should seek to encourage meaningful collaboration among organizations for the more integrated and efficient delivery of services (allowing a proposal to respond to more than one service area; allowing a proposal to include multiple partners—which the RFP/RFQs presently allow).

The CAO's office proposes using the original RFP/Qs developed for the current Community Program contracts as the starting point for the RFP/Q development process and incorporate the recommendations of the CAB. Staff will research RFP/Qs issued in other counties in California for reentry services for procurement best practices. Staff will also seek to broaden its RFP/Q notification process, to ensure that as many service providers as possible are notified about the opportunity.

CAO staff recommends that one RFP be issued for Mentoring and Family Reunification services, rather than two separate RFPs.

Proposed Timeline of RFP Process

The Proposed Timeline of the RFP/RFQ process envisions a process that from date of issuance to Board of Supervisors award would last approximately two months. If there is strict adherence to the timeline, the Board of Supervisors would be authorizing contracts for services at their May 10, 2016 meeting, and

staff would be executing contracts to begin on July 1, 2016, with a contract term running through June 30, 2019.

AB 109 RFP/RFQs Timeline

Event	Date
RFPs Issued	March 1, 2016
Bidders Conference #1: West County	week of Mar. 7
Bidders Conference #2: East County	week of Mar. 7
Bidders Conference #3: Central County	week of Mar. 7
Written Questions Due from bidders	Mar. 14
Addendum Issued	Mar. 16
Responses Due	April 1, 2016
Evaluation Period	April 4-8, 2016
Vendor Interviews	April 11-15, 2016
Results Letter Issued	April 15, 2016
Appeal Period	April 18-22
CCP Reviews Results	May 6, 2016
Public Protection Reviews Results	April 25, 2016
Board Award Date	May 10, 2016
Contract Start Date	July 1, 2016

Note that due to the 2016 Public Protection Committee and CCP meeting schedules (whereupon the CCP meets every other month and the PPC meets on the 4th Monday of each month), at the conclusion of the Evaluation and Award Recommendation process in April, following the prior protocol of sending the results to the CCP *before* sending the results to the PPC would mean that the PPC, barring any schedule change, would not act upon the results until its May 23, 2016 meeting, pushing out the Board of Supervisors contract award date until June 7, 2016. This would allow only 3 weeks for contract development.

Staff is therefore recommending that the PPC review the results at its April 25 meeting and conditionally accept them upon the concurrence of the CCP, at its May 6, 2016 meeting. If the CCP does not concur with the results, the matter can be further reviewed at the PPC’s May 23, 2016 meeting.

Proposed Review Panel Participants

To conduct the proposal evaluation and vendor interview process, Review Panels will need to be established. The following members are proposed:

1. Chief of Probation Philip Kader or Assistant Chief Todd Billeci
2. Lara DeLaney representing the CAO’s office.

3. A Reentry Coordinator from a neighboring County.
4. A Member of the CAB
5. A subject matter expert in each of the service areas
6. A formerly incarcerated person or family member of a formerly incarcerated person

CAO staff proposes that the County Reentry Coordinator, Donte Blue, facilitate the Review Panel process.