

County of Kern
REQUEST FOR PROPOSAL (RFP) FOR COMMUNITY-BASED SERVICES GRANT
FOR AB 109 INDIVIDUALS
Addendum Number 1

NOTICE TO VENDORS SUBMITTING APPLICATIONS

All vendors are advised of the following:

RFP and other informational links provided:

- a. General Services Purchasing website
<http://www.co.kern.ca.us/apps/rfp/rfpdsp.aspx>
- b. Probation's AB 109 webpage
<http://www.kernprobation.com/ab109ccp-realignment>
- c. Mental Health/Substance Use Disorder Division Website
<http://www.co.kern.ca.us/artman2/kcmh/publish/SAbuse>

The County hosted a pre-proposal meeting/bidder's conference on Tuesday, October 27, 2015, at 9:00 a.m. at East Bakersfield Veterans Hall, 2101 Ridge Road, Bakersfield California. All parties who viewed the RFP from the County's website were notified of the meeting and were encouraged to participate in person. The following information was provided as well as clarification questions asked by attendees and answered by the County.

Information provided by the RFP project facilitator prior to questions from workshop attendees:

- A. The panel was selected to answer questions at this bidder's conference. They will not be on the RFP evaluation committee.
- B. The total amount grant award money is \$5,102,115 for 35 month grants.
- C. The funding is from Assembly Bill 109 or "AB 109" awarded to Kern County and distributed through the Community Corrections Partnership (CCP), not any individual county department. The CCP is established by California Penal Code; however, the Board of Supervisors makes the final decision. The Probation Department is coordinating the RFP.
- D. The funding will not affect agencies that currently have mental health and/or substance abuse, Probation, Sheriff, or any other contracts with the County.
- E. The County will not front money to grant recipients. Services will be reimbursed through Claims for Payment submitted to the Kern County Mental Health Department.
- F. Proposers must be a nongovernmental entity or a consortium or coalition of nongovernmental entities and have provided community recidivism and crime reduction services to the target population during the three years immediately prior to the proposal for a grant award.

- G. If a proposal includes sober living environment facilities; they **MUST** be certified by the County Mental Health – Substance Use Disorder Division for purposes of this grant program.
- H. Proposals **must** be submitted in the format provided in the Request for Proposal (RFP). Proposals that do not follow this format will not be reviewed by the RFP evaluation committee.
- I. Proposers are encouraged to proof read their proposals for spelling, grammar, sentence structure, flow of information, and completeness.
- J. Proposals are due on **Monday, November 16, 2015, before 11:00 a.m.** Proposals that are stamped at 11:00 a.m. or later will not be reviewed by the RFP evaluation committee, will be considered non-responsive, and will be returned to the proposer.
- K. Proposals are to be submitted to the General Services Department, Purchasing Division, located on the **third floor** of the County Administrative Building, 1115 Truxtun Avenue, in downtown Bakersfield. Please keep in mind parking is limited. Don't wait until the last minute. Proposals submitted to the Probation Department or any other department other than General Services–Purchasing, will not be reviewed by the RFP evaluation committee.
- L. County staff are not to answer any questions regarding this RFP after this meeting.
- M. An addendum to the RFP, which includes information brought forward at this meeting that is not already contained in the RFP, will be placed on the Probation Department's AB 109 webpage and distributed through the e-mail address books used for distributing the RFP.
- N. The next Community Corrections Partnership meeting is scheduled for Wednesday, December 16, 2015 at 8:30 a.m., at the Kern County Probation Department Stockdale Office, located at 5121 Stockdale Highway, Suite 100, Bakersfield California.
- O. On the **outside of the proposal envelope**, please include the following:
 - Your Organization's Name
 - "Community-Based Services for AB 109 Individuals in Kern County"

Questions and Answers discussed at the Pre-Proposal Meeting:

- Q1. Do you want each bid to address all areas of the RFP or only choose specific areas (A – H on pages 19 and 20) to focus on?**
- A1. The proposer must select a minimum of one or any combination of A through H on pages 19-20.
- Q2. Will there be multiple awards or just one? (i.e., Will different providers be awarded different areas?)**
- A2. Multiple awards are anticipated; however, it will be up to the RFP evaluation committee to make the determination on the number of awards.

Q3. Can you provide a budget template in your preferred format?

A3. There is no preferred format due to the variation in potential service provider proposals. Proposers should provide enough information of what the cost will be so that it is clear to the RFP evaluation committee.

Q4. Are indirect costs allowable? If yes, what is the maximum percentage allowable?

A4. Indirect costs are allowed. There is no maximum percentage due to the anticipated variation of service providers.

Q5. Is there a page limit for the proposal? If yes, are any sections excluded from the page limit (i.e. budget, resumes, and job descriptions)?

A5. No page limit was specified due to the anticipated variation of proposals. 12-point Ariel font type is recommended but not required. Keep in mind that the RFP evaluation committee has to read all properly submitted proposals.

Q6. Will the work with the clients start inside the jail as it currently is? If so, what is the anticipated percentage of services to be delivered to clients while in custody and post-release?

A6. In-custody programs typically last from six (6) weeks to 120 days. If a proposal is submitted that has an in-custody and aftercare component, the time frame would need to be discussed between the awarded agency and the Sheriff's Office. Proposers must specify what services they plan to offer.

Q7. How many participants do you expect to serve in a year?

A7. It depends on the programs selected by the RFP evaluation committee. The RFP evaluation committee will be evaluating proposals based on Exhibit A in the RFP, the proposals they receive and how the proposals line up with the CCP's strategic plan.

Q8. On page 10, number 3 of the RFP it states "financial statements (balance sheet and Dun & Bradstreet credit rating acceptable)" must be provided. Is the provision of a Dun & Bradstreet credit rating required, or are balance sheets and income statements sufficient?

A8. Audited financial statements for the most recent year available are required. If audited financial statements are not available, then the organization shall provide a balance sheet and a Dun & Bradstreet credit rating.

Q9. On page 18, section V of the RFP it states – “Programs and services shall be provided to residents in Kern County, California who have been released from state prison, county jail, who are under the supervision of the Kern County Sheriff’s Office or the Kern County Probation Department, or any other person at risk of becoming involved in the criminal justice system.” Does this mean that the contractor can serve those that are not on any kind of county supervision?

A9. Yes, but since it is AB 109 funding, the proposer needs to specify who their program would target and justify it accordingly. According to AB 109 legislation, the target population must include adult offenders.

Q10. On page 19, section A of the RFP - Can you please clarify what is meant by an SLE “must include a minimum of one other programming component to individuals?”

A10. If the proposer is a Sober Living Environment (SLE), they must include a minimum of one other programming component from one service area identified in the RFP on pages 19-20, A through H.

Q11. Do you want outpatient to be coupled with the sober living? If so, can the outpatient be paid for out of the contract? Could Substance Abuse treatment be considered outpatient services?

A11. Proposers need to specify what outpatient services their program provides and justify it per the RFP guidelines. There are no specifications in regards to coupling sober living with outpatient treatment. Outpatient treatment is allowed to be paid from the contract. Substance abuse treatment could be considered outpatient services.

Q12. Do you want the contractor to sub-contract or provide residential treatment beds or refer to providers that already have a contract with the county?

A12. There are no restrictions and proposers may do any of these.

Q13. Is there a minimum/maximum length of stay?

A13. The length of stay depends on the proposer’s program.

Q14. Who is eligible to apply? Can it be a private company or does it have to be a non-profit?

A14. Proposers can be a private company or a non-profit. They must be a nongovernmental entity or a consortium or coalition of nongovernmental entities and have provided community recidivism and crime reduction services to the target population during the three years immediately prior to the application for a grant award.

Q15. Does the three-year experience requirement have to be within Kern County or can it be anywhere?

A15. The time requirement is not restricted to Kern County as long as the organization served a similar population; however, grantees must serve the Kern County offender population with this grant.

Q16. We just completed our third year as a Sober Living Environment (SLE), do we qualify?

A16. Yes.

Q17. How do you get certified as an SLE?

A17. Contact Alicia Castillo, Kern County Mental Health Department-Substance Use Disorder Division, for information regarding SLE certification. She holds monthly meetings with providers seeking SLE certification. On page 21, numbers VII and VIII of the RFP lists the website where proposers can obtain information regarding SLE certification.

Q18. We have one parent company with several smaller companies underneath that umbrella. Would we submit separate proposals or only one?

A18. Per page 15 of the RFP, "Only one (1) Proposal may be submitted from each proposer. For the purposes of this RFP, a proposer is defined to include a parent corporation of the proposer and any other subsidiary of that parent corporation." The RFP evaluation committee must be able to understand how the company is set up. If the parent company has the same owners as the subsidiaries, only one proposal is allowed from that parent company.

Q19. If we have one proposal and several different services and contracts, can all services and contracts be added into one contract? If we are providing multiple services, do we need multiple proposals?

A19. Only one proposal can be submitted per page 15 of the RFP.

Q20. The RFP states there should be ten (10) hard copies. Does one of the ten have to be an original? Also, what about the thumb drive?

A20. An original is recommended but not required. If possible, proposers are encouraged to provide a thumb drive.

Q21. Can you clarify if participants have to be on EMP or Probation to receive a referral to an SLE?

A21. They are not required to be on the Electronic Monitoring Program (EMP) or probation but participants must have a criminal history, which will be assessed by the Sheriff's Office, Probation Department and/or Mental Health.

Q22. Would the County consider extending the proposal due date to November 30, 2015?

A22. No; due to the extensive approval process required by the CCP and the Board of Supervisors, the deadline remains as November 16, 2015.

Q23. What is the anticipated award date?

A23. Award recommendations from the RFP evaluation committee go to the CCP on December 16, 2015, with subsequent BOS approval anticipated on either January 5, 2016 or January 12, 2016; however, there is no specific award date.

Q24. Will the agency consider providing proposers a minimum of 60 to 90 days from notice of award to commencement of operations?

A24. No. The RFP states that “the selected Consultant will be required to execute an agreement with the County for the services requested within 30 days of the award” which is listed on page 5 of the RFP. The CCP currently has contracts with CBOs that end January 31, 2016 and the CCP wants to avoid any interruption in services for these individuals.

Q25. Is it the County’s intent to award to a single proposer or to multiple proposers – based on the scope of services to be provided?

A25. Multiple awards are anticipated; however, it will be up to the RFP evaluation committee to make the determination on the number of awards.

Q26. Given that certain staff positions would be hired subsequent to the contract being awarded, please confirm that proposers may include minimum qualifications and/or resumes of staff.

A26. If not yet hired, minimum qualifications need to be included or some type of job description. The RFP evaluation committee must be able to tell that those hired meet the qualifications and what they will be doing.

Q27. If an organization has been providing services for years and the only entities they have worked with are governmental agencies, how do we get those reference letters?

A27. Proposers can submit a statement explaining the reason(s) they are unable to provide a letter of reference (i.e. conflict of interest). In lieu of reference letters the proposer may also include documentation such as contracts, claims for payments, cost reimbursement reports or progress reports. The RFP evaluation committee must have enough information to be able to verify the proposer provided adequate services so please include reference information. Any information or reports submitted must have already been in the proposer’s records prior to this RFP.

Q28. In section II, number 3, it states “Provide a list of all clients with current contact information including email, to which you have provided similar services over the last two years, but are not currently working for. Please indicate why you are not currently providing services to said client(s).” What if the contact information such as emails is not available (especially for those individuals who have abandoned the program)?

A28. Provide as much reference information as possible so that the RFP evaluation committee can make an attempt to contact if needed.

Q29. Should the proposal amount reflect the cost of services for the first year only or should it reflect the total amount for the three year in total?

A29. The proposal should include the amount for each year for a total of all three years. An organization cannot exceed the total of their award amount. Budget modifications are allowed; however, grantees cannot request additional funds over the contracted amount.

Q30. The current contract is for \$5.1 million dollars. How has this amount increased compared to the past contracts?

A30. The original RFA in 2012 was a one year contract. At the end of that year the CCP received unanticipated growth funds and approved to extend the contracts for two more years. The total of all three years was just under this RFP amount.

Q31. Where can I go to find past grant applications?

A31. The last process was a Request for Application (RFA). Any public documents related to that RFA can be released through a Public Records Act Request. Proposers can go to the Board of Supervisors section of the County's website for the agreements.

Q32. Is there an identified threshold language in which the service needs to be provided?

A32. It has not been specified due to the diverse clientele of the various agencies. The context should be sensitive to the proposer's specific population.

Q33. Have we gotten any closer to the adoption of a definition of recidivism?

A33. The CCP has not approved an official definition of recidivism.

Q34. Are we to stop having contact with County agencies while this RFP process is going on?

A34. Continue to do your job and handle day-to-day business; however proposers are not to talk specifically about this RFP with any contracted County agencies.

Q35. In terms of education, if an organization is providing computer based classes such as literacy and GED, but you are not providing the actual testing, just the education leading up to it, do we have to find a collaborate to provide the testing?

A35. That is up to the proposer.

Q36. How much is an appropriate amount to charge per bed per day?

A36. There are many factors that go into that such as services and location. The contracted average for the current CBO's is approximately \$26.00 per day.

Proposers are highly encouraged to visit Probation's webpage under Resource Links Related to AB 109/Realignment at <http://www.kernprobation.com/ab109ccp-realignment/resources/>

Submitted by:
Rebecca Jamison
Division Director-Fiscal, Research & Planning
Kern County Probation Department

Please sign a copy of this cover sheet and include it with your application to Kern County General Services Division-Purchasing, 3rd Floor, Kern County Administrative Center, 1115 Truxtun Avenue, Bakersfield, California 93301.

Organization (as listed on Cover Page)

Project Title (as listed on Cover Page)

Authorized Applicant

Signature

Date