



# City and County of San Francisco Adult Probation Department



## REQUEST FOR QUALIFICATIONS (RFQ)

### Housing and Supportive Services

RFQ# APD2020-02

CONTACT: Elisa Baeza, [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org)

#### Background

The San Francisco Adult Probation Department (“SFAPD”) supervises adult offenders on probation, Post-Release Community Supervision (PRCS), and Mandatory Supervision; and it provides reports to the Superior Court to inform sentencing decisions. APD’s commitment to helping clients change their lives is achieved by the implementation of reentry services and the use of evidence-based practices in collaboration with the Courts, District Attorney, Public Defender, Community-Based Organizations, Reentry Council, Sheriff, Police, and other City Departments. The goal of APD is to help clients rebuild their lives and successfully exit the justice system, reduce victimization, and break the intergenerational cycle of incarceration.

The Reentry Division of Adult Probation administers a large portfolio of reentry programs which include the City’s behavioral health reentry center—the Community Assessment and Services Center (CASC), residential treatment, transitional housing, employment services, mentoring, education, and other supportive services. The Reentry Division collaborates with City, community and private partners to strengthen the reentry safety-net for people with criminal histories. SFAPD values the individuality and diversity of clients, recognize the challenges they face, and invest in their success through services designed to help them permanently exit the justice system.

SFAPD invites responses from **qualified 501c3 nonprofit organizations** to provide housing and supportive services to individuals under SFAPD supervision and other justice-involved individuals, ages 18 and older, who are residents San Francisco.

Other City Departments and other public safety agencies may utilize the results of this competitive Solicitation (see Administrative Code section 21.16(c).) in accordance with their laws, rules, and regulations.

#### Schedule\*

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| RFQ Issued                              | <b>Nov 3, 2020</b>                              |
| RFQ Questions Deadline (12:00 pm PT)    | <b>Nov. 11, 2020</b><br><del>Nov. 9, 2020</del> |
| RFQ Answers and Clarification Available | <b>Nov 13, 2020</b>                             |
| Proposal Deadline (12:00 pm PT)         | <b>Dec 1, 2020</b><br><del>Nov. 30, 2020</del>  |
| Notice of Pre-Qualification Release     | <b>Dec. 18, 2021</b>                            |

\*Dates are subject to change.

**Estimated Available Funds:** The projected annual amount is \$15,000,000 and is contingent on total funds available and contract negotiations.

**Estimated Grant Term:** Proposers pre-qualified under this RFQ will remain eligible for consideration for contract negotiations on an as-needed basis for two (2) years from the Pre-Qualification Notification date. Firms pre-qualified under this RFQ are not guaranteed a grant.

Grant term shall be for two (2) years with an option to extend the term for an additional three (3) years, subject to City approval, for a total of five (5) years. SFAPD has the sole, absolute discretion to exercise this option, and reserves the right to enter into grants of a shorter duration. At its sole discretion, SFAPD may make multiple awards.

#### Contract Monitoring Division Local Business Enterprise (“LBE”) Subcontracting Requirement:

There is no local business enterprise (“LBE”) subcontracting goal for this RFQ or the contract awarded from this RFQ. LBEs are strongly encouraged to submit responses and will receive bonus points in accordance with RFQ Attachment III.

**RFQ Questions and Communications** Interested parties are directed NOT to contact any employees, agents, or officials of the City other than those specifically designated in this RFQ and its attachments.

Each Proposer must demonstrate that it meets the Minimum Qualifications described in RFQ Attachment 2 to be considered.

Email questions to [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org) by the RFQ Questions Deadline.

No questions will be accepted after the RFQ Questions Deadline with the exception of City vendor compliance questions.

Check the [Adult Probation Department website](http://www.sfgov.org/adultprobation) for latest schedule.

# 1. Introduction

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## 1.1 Definitions

General terms used in this Request for Qualifications (RFQ) are defined as follows:

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| <b>CASC:</b> Community Assessment and Services Center, a Reentry Service of SFAPD.  |
| <b>Case Manager:</b> A case manager coordinates mental health, social work, educational, health care, vocational, housing, transportation, advocacy, respite care, and recreational services, as needed. The case manager makes sure that the changing needs of the client/consumer and family are met. |
| <b>City:</b> City and County of San Francisco; for this Program, will consist of the Adult Probation Department (SFAPD).  |
| <b>Clean and Sober:</b> A transitional housing environment that strives to be free of drugs and alcohol.  |
| <b>Client:</b> Individuals referred by SFAPD and under SFAPD supervision or meets the definition of justice involved.   |
| <b>Emergency Housing:</b> Short-term emergency shelter for a pre-determined maximum number of days to adults experiencing homelessness in San Francisco.  |
| <b>DPO:</b> Deputy Probation Officer of the San Francisco Adult Probation Department.   |
| <b>Gender Responsive:</b> Gender-specific services to target populations.   |
| <b>Grantee:</b> Organizations awarded an agreement for services through this RFQ.   |
| <b>Justice Involved:</b> Adult individuals who have been involved in the justice system or under the supervision of local probation, state parole, or federal probation.  |
| <b>Proposer:</b> Nonprofit organization submitting a Proposal to this RFQ.  |
| <b>Rental Subsidy:</b> Financial assistance in the form of a shallow or temporary subsidy provided to eligible Clients to support them in making the transition from homelessness or transitional housing to permanent housing.   |
| <b>Respondent:</b> Nonprofit organization submitting a response package to this RFQ.  |
| <b>SFAPD:</b> Refers to the City and County of San Francisco Adult Probation Department. Also referred to as ADP or APD.  |
| <b>Supportive Services:</b> May include educational (e.g., GED), workforce development, mental health, medical, etc.  |
| <b>Supplier:</b> Nonprofit organization submitting a Proposal to this RFQ. Also referred to "Supplier."   |
| <b>Transitional Housing Program:</b> Temporary housing intended to stabilize clients and facilitate the movement of homeless or unstably housed individuals to permanent housing.   |
| <b>TAYA:</b> Transitional Age Young Adults.   |
| <b>TGNC:</b> Transgender & Gender non-Conforming People.  |
| <b>WGR:</b> Women's Gender Responsive   |

## 1.2 Intent of this RFQ

The City and County of San Francisco (“City”) Adult Probation Department (“SFAPD”) seeks Proposals from nonprofit organizations able to **provide housing and supportive services to individuals under SFAPD supervision and other justice-involved individuals, ages 18 and older, who are residents San Francisco.**

It is the intent of SFAPD to execute grant agreements with nonprofit organizations to perform the services described in Section 2 of this RFQ. Any grant agreement resulting from this RFQ will have an original term of two years with an option to extend the term for an additional three-year term, for a total of five years. Depending upon availability of funds, the not-to-exceed annual amount for all the grant agreements, combined, resulting from this RFQ shall be \$15,000,000.

There is no guarantee of a minimum amount of work or compensation for any of the Proposers selected for pre-qualification. SFAPD may select Proposers from the pre-qualified pool in its sole and absolute discretion.

Pre-qualified Proposers must demonstrate specialized knowledge, expertise, and state-of-the-art techniques that are beyond the capabilities of the City’s staff and resources. SFAPD will create a pre-qualified pool of non-profit service providers with experience providing housing services to a high needs justice involved population.

To make its pre-qualification determination, Proposer qualifications, including prior project description information, firm and staff qualifications, proposed budget, and other information, as described herein, will be evaluated.

Any City department may utilize the results of this RFQ.

## 1.3 Background of SFAPD

The San Francisco Adult Probation Department (SFAPD) is an integral partner in the City’s criminal justice system. SFAPD contributes to public safety by supervising clients placed on probation, post release community supervision and mandatory supervision, providing reports to the Superior Court to inform sentencing decisions, and supporting victims of crimes by providing information about their rights. SFAPD’s goal is to reduce victimization, improve outcomes and break the inter-generational cycle of incarceration.

SFAPD supervises adult offenders on court-ordered adult probation supervision, mandatory supervision, post release community supervision, and diversion programs. Supervision of each client is tailored to reflect their public safety risk and is informed by completion of a nationally validated assessment tool, Correctional Offender Management Profiling and Alternative Sanctions (COMPAS). COMPAS assesses both the client’s risk of reoffending and their needs that relate to criminal activity. SFAPD matches clients with appropriate treatment programs, housing, and other services, and assists them with developing the skills needed to live crime-free and productive lives.

SFAPD strives to create an environment in which staff and clients alike have access to culturally and linguistically appropriate services and opportunities. Through its policies, practices, and operations SFAPD demonstrates respect, awareness, and appreciation of clients’ and staff’s beliefs, practices, traditions, religions, history, languages, and criminal histories.

# 2. Scope of Work

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## 2.1 General Information

The scope of work described below is intended as a general guide to the work SFAPD expects to be

performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for previous and future survey projects, the selected Proposer's findings and data gathered may be shared by the City with other City grantees or contractors, as deemed appropriate by the City.

SFAPD seeks Responses from nonprofit organizations with expertise in providing: ***Housing and supportive services to individuals under SFAPD supervision and other justice-involved residents San Francisco.***

## **2.2 Description of Services**

### **A. Target Population**

Individuals under SFAPD supervision, and other justice-involved individuals, ages 18 and older, who are San Francisco residents.

Specialized justice involved populations may include:

- Transitional Age Young Adults (TAYA)
- Transgender Non-Conforming (TGNC)
- Clean and Sober Recovery Housing
- Women's Gender Responsive (WRG)
- Senior Housing
- Mental Health Housing

### **B. Program Requirements and o**

1. Preferably, the Proposer may have site control of a building that has a current master lease or block rental agreement at the time of this response. SFAPD may consider applications from agencies without a block rental or master lease, but the applicant must demonstrate a clear pathway to securing a dedicated site.
2. Provide housing and supportive services to individuals under SFAPD supervision and other justice-involved individuals, ages 18 and older, who are San Francisco residents for a period ranging from 3 to 12 months, or longer contingent on a client's progress and needs.
3. Housing and supportive services for justice-involved clients may include, but are not limited to, clean and sober transitional housing, a rental subsidy program, or other innovative housing services for justice-involved adults.
4. Provide safe and clean, interior and exterior areas, which include access to kitchen facilities, common rooms, linens, dresser, closet, bathroom/shower facilities, and laundry facilities.
5. Ability to collaborate with the CASC's service provider and work closely with the client's case manager and DPO to address the criminogenic needs of clients and may include random drug testing for all clients participating in SFAPD-funded housing.
6. Assist all new clients in creating a CHANGES 311 reservation profile at one of the City's reservation sites.
7. Ensure participants enroll in benefits programs such as County Adult Assistance Program (CAAP), Personal Assisted Employment Services (PAES), CalFresh, Medi-Cal, etc.
8. Assist clients with permanent housing search, completing housing applications, and tracking all submitted housing applications, and placement into permanent housing.
9. If possible, have a 24 hour a day, 7 day a week facility manager or other program staff that is available to respond to a facility and client needs.
10. If possible, have the ability to implement and monitor a rental subsidy component, which assists clients transitioning to permanent housing with move-in costs and possibly a short-term subsidy.
11. Compliance with the Mayor's Office of Disability
12. Compliance with all applicable local, state and federal building, sanitation, health, safety and fire

- codes, as well as City and County zoning and use ordinances.
13. Commit to being part of the City and County of San Francisco's racial equity goals by including information in your Proposal on how your proposed work meets the needs of vulnerable populations in San Francisco and helps to advance racial equity.
  14. Provide funding for rent for an existing transitional housing program for justice involved adults in San Francisco.

### **C. Outcome and Objectives**

- 1) Reduce Homelessness
- 2) Program occupancy shall not drop below 80%.
- 3) Exit to permanent/stable housing.

### **D. Allowable Expenses**

Subject to SFAPD's approval, and contingent on funding availability, the agreement(s) awarded under this RFQ may fund the following allowable expenses: personnel costs, fringe, operating costs, rent or Master Lease costs, utilities, Information Technology (IT) to keep clients connected to services virtually. Please see *RFQ Attachment IV: Project Narrative and Estimated Budget* for more details on narrative and budget requirements. The scope and cost of proposed services will be determined and negotiated by SFAPD.

#### **2.3 Additional As-Needed Services**

Subject to SFAPD's approval, the agreement(s) awarded under this RFQ may be amended in accordance with City requirements to include SFAPD-requested as-needed assistance from the Grantee that is related to the services described in this RFQ. The scope and cost of as- needed services will be determined and negotiated by SFAPD.

## **3. Pre-Submission Information**

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### **3.1 Questions Deadline**

Questions or requests for interpretation will only be accepted by e-mail to [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org) until the RFQ Questions Deadline indicated on the cover page of this RFQ.

Agency questions about compliance with the City's supplier requirements may still be asked and answered by the contacts designated in this RFQ. There is no deadline to submit questions related to compliance with the City's supplier requirements.

There is no deadline to submit questions related to compliance with the City's supplier requirements

### **3.2 Answers and Clarifications**

A summary of the clarifications, questions and answers pertaining to this RFQ will be posted on the San Francisco City Partner website by the date indicated on the cover page of this RFQ: <https://sfcitypartner.sfgov.org/pages/index.aspx>, and on the SFAPD website, <https://sfgov.org/adultprobation/requests-proposals>.

## **4. Submission Requirements**

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### **4.1 Time and Place for Submission of Proposals**

Proposals and all related materials must be received by the Response Deadline indicated on the cover page of this RFQ.

**In order to be considered, Proposals must be e-mailed to Elisa Baeza at [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org) by the specified deadline on the RFQ cover page.**

Proposals submitted by postal mail or fax will not be accepted. Late submissions will not be considered.

## 4.2 Proposal

The following items must be included in your response. ~~and packaged in an envelope- clearly marked RFQ#APD2020-02 Housing and Supportive Services.~~

Complete, but concise responses are recommended for ease of review. Proposals should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled, and organized in a clear and logical fashion so that Proposal readers can easily understand information. All documents must be submitted on recycled paper (30% or higher) and must be printed on double-sided pages (San Francisco Environment Code Sec. 506 (h)). As long as Proposals adhere to the page limit indicated for each Attachment, Proposals can be single or double spaced. Proposers should use a simple font such as Arial or Times New Roman.

## 4.3 Proposal Content

Organizations interested in responding to this RFQ MUST SUBMIT THE FOLLOWING INFORMATION, IN THE ORDER SPECIFIED BELOW. All Proposals for funding must be developed using the format below. This is necessary so that all Proposals can receive fair and equal evaluation. *Proposals not following the required format will not be considered for funding.* Information must be at a level of detail that enables effective evaluation and comparison between Proposals by the Evaluation Panel.

**Proposal submission must include the following:**

**A. RFQ Attachment I: Terms and Conditions, signed acknowledgment page only**

- Use *RFQ Attachment I*
- Must sign *Attachment I*

**B. RFQ Attachment II: Local Business Enterprise (LBE) Certificate of Proof (if applicable) and 501(c)(3) Documentation, and signed acknowledgment page**

- Use *RFQ Attachment II*
- Submit ONE (1) signed copy of the attachment
- Must sign *Attachment II*

**C. RFQ Attachment III: City Supplier Administrative Requirements, signed acknowledgement page only**

- Use *RFQ Attachment III*, signature page only
- Submit ONE (1) signed copy only
- Must sign *Attachment III* even if already a City Supplier

**D. RFQ Attachment IV: Cover Sheet**

- Use *RFQ Attachment IV*
- Submit ONE (1) signed copy of the attachment
- Must sign *Attachment IV*

**E. RFQ Attachment V: Minimum Qualifications & Prior Project Descriptions**

- Use *RFQ Attachment V* (8-page limit, INCLUDING the length of *RFQ Attachment V* template)
- Please type responses directly onto the template

**F. RFQ Attachment VI: Project Narrative and Budget and Estimated Budget**

- Use *RFQ Attachment VI* (14-page limit, INCLUDING the length of *RFQ Attachment VI* template)
- Please type responses directly onto the template

## **5. Proposal Evaluation and Selection**

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This section describes the criteria that will be used for analyzing and evaluating the Proposals. This Request for Qualifications does not in any way limit SFAPD’s right to solicit contract agreements for similar or identical services if, in SFSFAPD’s sole and absolute discretion, it determines the Proposals are inadequate to satisfy its needs. SFAPD reserves the right not to award any grant agreement under this Request for Qualifications.

### **5.1 Minimum Qualifications**

Any Proposal that does not demonstrate that the Proposer meets the Minimum Qualifications by the Proposal deadline will be issued a notice of non-responsiveness and will not be evaluated or eligible for contract award under this Solicitation.

To meet the minimum qualifications and be deemed eligible for response evaluation, each Proposer must submit and verify the following (See Attachment 2):

- Proposal must meet all submission requirements described in RFQ Section 4.
- Proposal submission must include the required RFQ Attachments I, II, III, IV, V, and VI.
- Proposer must provide details of two (2) Projects that have been operational for a minimum of two (2) consecutive years within the past five (5) years that have provided housing and supportive services to client populations similar to those described in Section 2.2 of this solicitation (e.g., individuals who are under the supervision of SFAPD or other justice-involved adults).

### **5.2 Evaluation Process**

Proposals that meet the Minimum Qualifications will be evaluated on a 100-point scale by an independent evaluation panel. Proposers that meet LBE criteria will receive an additional 5-bonus points (see RFQ Section 4.3). The panel of reviewers will be responsible for evaluating and scoring responses based on agency’s qualifications and demonstrated capacity to deliver services, and proposed services/program model. Thereafter, the panel of reviewers and SFAPD staff will make a recommendation for pre-qualification, and reasonableness of proposed cost.

**To be pre-qualified, Proposers must receive a grand total score that is at or above 70 points.**

### **5.3 Evaluation Criteria (100 Points)**

The Proposals will be evaluated by a review panel comprised of parties with expertise in the community corrections and public safety field. SFAPD intends for the review panel to evaluate the Proposals generally in accordance with the criteria itemized below.

The maximum points any response to this RFQ can earn is 100, plus 5-bonus points if proposers meet LBE status and/or 501c3 Non-Profit Status (see RFQ Cover Sheet). Proposals must earn a minimum of 70 points to be considered for award selection by SFAPD. SFAPD may in its sole discretion select any Proposer that has achieved a minimum of 70 points.

Each of the below sections will be reviewed and score based on the appropriateness of the response

to the questions in each section. Proposals that have been deemed to meet the Minimum Qualifications will be evaluated and scored based on the following evaluation criteria:

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|---|---|
| • <b>RFP Attachment I: RFP Terms and Conditions, <u>signed acknowledgment page</u></b>  | Pass/Fail   |
| • <b>RFP Attachment II: Local Business Enterprise (LBE) Certificate of Proof (if applicable) and 501(c)(3) Documentation, and <u>signed acknowledgment page</u></b> | Pass/Fail;<br>510(c)(3) status required;<br>5-Bonus Points if LBE |
| • <b>RFP Attachment III: City Supplier Administrative Requirements, <u>signed acknowledgment page</u></b>   | Pass/Fail   |
| • <b>RFP Attachment IV: RFP Cover Sheet</b>   | Pass/Fail   |
| • <b>RFP Attachment V: RFP Minimum Qualifications &amp; Prior Project Descriptions</b>  | Pass/Fail   |
| • <b>RFP Attachment VI: Project Narrative and Estimated Budget</b>  | 100 Points  |

#### 5.4 Pre-Qualification List Determination

Proposers who score at or above 70 points of the 100 possible points for their written Responses will be qualified to participate in potential contract award negotiations with SFAPD during a period of two (2) years from the Pre-Qualification List Notification date. There is no numerical limit to the number of agencies that may be listed on the Pre-Qualification List Notification.

Upon SFAPD’s conclusion of its Proposal evaluation process, pre-qualified Proposers will be provided with a Pre-Qualification Notification.

#### 5.5 Selection for Award Negotiations and Limitations

Pre-qualified Proposers may be asked to respond to requests for quotes, requests for Proposals or other competitive processes for specific scopes of work to ensure SFAPD receives the best value. Pre-qualified Proposers may be subject to reference checks and/or interviews prior to SFAPD selection for contract/grant negotiations.

If reference checks are needed by SFAPD to confirm Proposer’s experience, they will be used to verify the quality of staffing provided to prior clients, adherence to schedules/budgets, problem-solving capabilities, project management capabilities, and the quality of deliverables and outcomes. Please see *RFQ Attachment I, Section 14, Release of Liability*.

If interviews are required to assist SFAPD with selection for contract/grant negotiations, each Proposer should ensure that its Key Personnel and lead staff of proposed subcontractors to be assigned to SFAPD services attend the interview. Key Personnel must include the proposed Project Manager and/or the proposed point of contact responsible for managing project resources, budget, timeline, deliverables and completion.

SFAPD may select pre-qualified Proposers for contract/grant negotiations without additional selection processes. For a list of all additional terms and conditions of this solicitation and resulting contract(s) or grant(s) from it, please review:

- **RFQ Attachment I: RFQ Terms and Conditions,**
- **RFQ Attachment II: Local Business Enterprise (LBE) Certificate of Proof and/or 501(c)(3) Documentation (LBE), and**
- **RFQ Attachment III: City Supplier Administrative Requirements.**