



**LOS ANGELES COUNTY  
SHERIFF'S DEPARTMENT**

**REQUEST FOR STATEMENT OF INTEREST  
468-SH**

**FOR**

**EDUCATION SERVICES FOR ADULT OFFENDERS  
IN LOS ANGELES COUNTY JAILS**

# **REQUEST FOR STATEMENT OF INTEREST 468-SH**

## **EDUCATION SERVICES FOR ADULT OFFENDERS IN LOS ANGELES COUNTY JAILS**

The County of Los Angeles (County), through its Los Angeles County Sheriff's Department (Sheriff's Department), is seeking to contract with school districts, K-12 education institutions, adult education institutions, charter schools, county offices of education, career and technical colleges, community colleges, universities, and other educational institutions that can provide education courses, including, but not limited to, literacy, English as a Second Language (ESL), Adult Basic Education (ABE), life skills, vocational training, high school level courses, high school diploma, and community college courses, to inmates in County jails. The purpose of this Request for Statement of Interest (RFSI) is to identify education providers who are willing to, and capable of, providing the services detailed herein, commencing as early as August 3, 2012.

The goals of the Sheriff's Department's inmate education program are to improve the quality of life of participating inmates, increase safety in the County jails through education, and reduce recidivism. On any given day, there are approximately 15,000 inmates in the County jails. The average age of these inmates is thirty-four (34) years old. Of these inmates, approximately fifty-one percent (51%) do not have a high school diploma. Roughly twelve percent (12%) are classified as English Language Learners. Nearly thirty-two percent (32%) of the current population (approximately 4,800) inmates are interested in continuing their education while incarcerated.

Respondents must be education providers capable of providing inmate education services at no cost to County. County will not provide funding to the education providers for this education program. All instructor salaries and benefits, administrative costs, and other associated costs shall be offset through outside funding.

Respondents to this RFSI shall be able to provide inmate education services as listed in Exhibit A, Statement of Work, and Exhibit B, Academic, Vocational and Life Skills Programs, of the Model Memorandum of Understanding (MOU), Attachment I, to this RFSI. Qualifying respondents shall maintain all minimum accreditations, licenses, etc., necessary for providing the required services.

As a result of this RFSI, the Sheriff's Department may enter into contract negotiations with one (1) or more respondents who, based upon the responses to this RFSI and optional oral interviews, have the ability to meet the service needs of the Sheriff's Department for inmates at one (1) or more of the County jail facilities listed on Exhibit C, County Jail Facilities, of the MOU, Attachment I, to this RFSI. These education services may be

phased in over an agreed-to period of time. The Sheriff's Department reserves the right to add or delete education courses and the number of desired instructors at any time during the RFSI process.

The proposed contract term shall begin approximately August 3, 2012, and remain in effect for five (5) years from the date of approval by the County Board of Supervisors.

#### A. GENERAL REQUIREMENTS

1. Contractor shall provide a minimum of one (1) instructor to provide an education course to inmates in County jails. The course(s) contemplated include, but are not limited to, courses such as: literacy, English as a Second Language (ESL), Adult Basic Education (ABE), life skills, vocational training, high school level courses, high school diploma, and community college courses.
  - a. These classes may include an online instructional model.
2. Contractor shall provide the inmate education services at no cost to County.
3. All instructional staff must possess a current California teaching credential.
4. All instructional staff must pass a background investigation to the satisfaction of the County.
5. All instructional staff shall be subject to search and seizure at anytime while on the property of the Sheriff's Department. The Sheriff's Department will have the right to remove an instructor from the property for violation of any policy or procedure.
6. All instructional staff shall have a state approved curriculum and/or course plan that meets the requirements of the California State Education Standards. County however will provide all desks, computers, DVD players, and classroom supplies, as agreed upon by the Sheriff's Department.
7. Contractor must work cooperatively with the Sheriff's Department and other educational institutions providing education services to inmates to develop and implement the inmate education program in the County jails.
8. Contractor responsibilities do not include, and expressly exclude, the provision of any special education services required by California Education Code Section 56041, or any other federal or California law.
9. Additional requirements can be found in Exhibit A, Statement of Work, of the MOU, Attachment I, to this RFSI.

## B. STATEMENT OF INTEREST SUBMISSION INSTRUCTIONS

Educational institutions interested in being considered for a contract to provide the services described in this RFSI are requested to provide a Statement of Interest. Statements of Interest should contain the following information:

1. Description of the responding educational institution, including years in operation, key administrators, and current programs provided.
2. Description of inmate education services to be provided at no cost to County.
  - a. Description of inmate education services to be provided, i.e., adult education courses, courses leading to the high school diploma, vocational training courses, community college courses, online courses, etc.
  - b. Detailed staffing plan, including number of instructors available to provide the education services.
  - c. Description of specific courses to be provided.
  - d. Information about the school district of which the respondent is associated, if applicable.
  - e. Financial plan to ensure that respondent is proposing a program that is no cost to County.
  - f. Listing of the quality indicators that would be monitored in the provision of services.
  - g. Proposed implementation plan to staff and commence services, including timeline.
3. Point of contact information for respondent, including name, address, and phone number.

## C. STATEMENT OF INTEREST REVIEW

1. Based upon the information received in response to the RFSI and any additional information that the Sheriff's Department may choose to gather from respondents either orally, through optional interviews, or in writing, the Sheriff's Department will review the responses received and identify those respondents that meet the general requirements of this RFSI.

2. The Sheriff's Department may select, at its sole option, one or more respondents to negotiate a contract for inmate education services at County jail facilities. It is the intent of the RFSI process to give the Sheriff's Department maximum flexibility in developing contracts for the County Board of Supervisors to consider for approval.
3. The Sheriff's Department reserves the right to consider all interested respondents in a comprehensive manner to best serve the needs of the Sheriff's Department. The Sheriff's Department will likely assign education courses to respondents on a first-come, first-serve basis.
4. The proposed contract shall be in the form of an Memorandum of Understanding (MOU), similar to the Model MOU, Attachment I, to this RFSI. Following successful negotiations, a final MOU will be recommended to the County Board of Supervisors. Any final determination with regard to contracting for inmate education services is contingent upon approval by the County Board of Supervisors.
5. County is not responsible for representations made by any of its officers or employees prior to the execution of the MOU, unless such understanding or representation is included in the MOU.

#### D. SUBMISSION OF STATEMENT OF INTEREST

1. The Sheriff's Department encourages all potential contractors to submit a Statement of Interest consistent with the content and instructions in this section. An original, plus one (1) hard copy, of the Statement of Interest is required, as well as three(3) electronic submissions in compact disc format on three separate compact discs.
2. Statements of Interest to this RFSI shall be received by July 10, 2012, 3pm (Pacific Standard Time). Statements of Interest received after this deadline may be eliminated from initial consideration by the Department, at its sole discretion. The submission deadline date above is an initial due date and those Statements of Interest not received by the date may be reviewed at a later time. This RFSI will remain open until the needs of the Sheriff's Department are met.
3. Statements of Interest should be sent via personal delivery, express mail, or courier to:

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Attn: Betty Jackson, Contracts Analyst

4. It is the sole responsibility of the respondent to ensure that its Statement of Interest is received on or before the submission deadline. Respondents shall bear all risks associated with delays in delivery by any person or entity, including the United States Postal Service. No facsimile or electronic mail copies of the Statement of Interest will be accepted.
5. Any information contained in the Statement of Interest that is to be considered "trade secret," "confidential," or "proprietary" must be so noted, on a paragraph-by-paragraph basis.
6. Any and all documents submitted by respondent in response to this RFSI become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a Statement of Interest marked "trade secret," "confidential," or "proprietary," the respondent agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

#### E. QUESTIONS/CONTACT INFORMATION

1. All contact regarding this RFSI or any matter relating thereto must be in writing and may be made via e-mail, fax, or mail as follows:

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Attn: Betty Jackson, Contracts Analyst  
Facsimile: (323) 415-1368  
E-mail: [B1jackso@lasd.org](mailto:B1jackso@lasd.org)
2. Questions regarding this RFSI should be directed to Betty Jackson, Contracts Analyst, via e-mail, fax, mail, or personal delivery at the addresses set forth in Section E(1) above. Deadline for submission of questions is June 25, 2012, 3pm (Pacific Standard Time). Questions and responses will be posted to the Sheriff's Department website at [http://www.lasdhq.org/lasd\\_contracts/info.html](http://www.lasdhq.org/lasd_contracts/info.html) by July 2, 2012.

3. The Sheriff's Department reserves the right to amend this RFSI by written addendum.