



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF



November 17, 2017

Notice to Potential Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP)
FREEDOM THROUGH A SECOND CHANCE
PROGRAM SERVICES RFP NUMBER 500-SH**

INTRODUCTION

The County of Los Angeles, Sheriff's Department (Department), is issuing a Request for Proposals (RFP) to invite qualified contractors to submit proposals for "Freedom through a Second Chance Program Services" (Program), for the purpose of reintegrating male inmates into the community through pre-release and post-release services. The Program's goal is to increase public safety and reduce recidivism through activities targeted to address criminal behavior influenced by co-occurring substance abuse and mental health disorders. The Program shall be provided to eligible inmates housed in a Los Angeles County Jail facility and screened for participation in the Program.

PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A, Statement of Work, of the RFP, are invited to submit proposals, provided they meet the following requirements. Failure of a Proposer to meet all of the Minimum Mandatory Requirements may result in the elimination of the proposal from further consideration (see Paragraph 3.0, Minimum Mandatory Requirements).

- 3.1 Proposer must have a minimum of two (2) years within the last five (5) years providing (a) assessment, (b) case management, and (c) placement and/or referrals into transitional services, that are the same or similar to Services indicated in Paragraph 3.0 (Specific Work Requirements), Appendix A (Statement of Work) of this RFP, to the following population:

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

A Tradition of Service
— Since 1850 —

- Male or female sentenced inmates with substance abuse disorders as well as with mental illness or Co-occurring.

Proposer shall provide references, qualifying experience for Proposer's minimum mandatory requirement listed in this sub-paragraph 3.1 shall be documented through Letters of Confirmation (refer to sub-paragraph 7.8.7 A.1. (Organizational Experience (Section B.1.1)), of this RFP which can include program literature, and written materials describing the history and successful operation of the organization's program and services.

- 3.2 Proposer must have a Project Manager with a minimum of one (1) year of experience within the last three (3) years providing (a) assessment, (b) case management, and (c) placement and/or referrals into transitional services that are the same or similar to Services indicated in Paragraph 3.0 (Specific Work Requirements), Appendix A (Statement of Work) of this RFP, to at least one of the following populations:

- Inmates housed in, or just released from, a federal, state, city, or county correctional system;
- Parolees, probationers, homeless individuals/families, or substance abuse disorder rehabilitation individuals/families.

Proposer shall submit a resume and appropriate certifications, if required. Include references to verify this experience for the proposed Project Manager.

- 3.3 Proposer utilizes (or will utilize) a comprehensive service-tracking database for the purpose of querying service status, service schedules, placement and/or referral into transitional services, and generating reports.

Proposer shall describe in detail how Proposer's service-tracking database provides, or will provide, the required services outlined under sub-paragraph 3.14 (Service-Tracking Database) of Appendix A (Statement of Work) of this RFP.

RFP RELEASE

The RFP will be released and will be accessible via the Department's website at:

<http://shq.lasdnews.net/shq/contracts/info.html>.

RFP TIMETABLE

The timetable for this RFP is as follows:

- Release of RFP.....November 17, 2017
- Request for a Solicitation Requirements Review Due.....December 5, 2017
- Written Questions Due by 3:00 p.m. (Pacific Time).....December 12, 2017
- Questions and Answers Released.....January 9, 2018
- **Proposal Submittal Deadline by 3:00 p.m. (Pacific Time)....February 2, 2018**

The foregoing dates may be changed at any time in the sole discretion of the Department. Such changes shall be made through an addendum and posted on the Department’s website at <http://www.lasdnews.net/shq/contracts/info.html>.

PROPOSAL SUBMISSION

The original Business Proposal and four (4) numbered hard copies, and one (1) electronic copy on a cd or flashdrive in pdf format, shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

"BUSINESS PROPOSAL FOR FREEDOM THROUGH A SECOND CHANCE PROGRAM SERVICES–RFP NO. 500-SH"

The original Cost Proposal, plus two (2) numbered hard copies, one (1) electronic copy on a cd or flashdrive in pdf format, as well as one (1) electronic copy on a cd or flashdrive in excel spreadsheet format must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

"COST PROPOSAL FOR FREEDOM THROUGH A SECOND CHANCE PROGRAM SERVICES–RFP NO. 500-SH"

The Proposal and any related information shall be delivered or mailed to:

Los Angeles County Sheriff’s Department
Fiscal Administration - Contracts Unit
Attn: Dernice Samuel, Contract Analyst
211 W. Temple Street, 6th Floor West
Los Angeles, California 90012

It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail.

Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in sub-paragraph 7.2, RFP Timetable, will not be accepted and returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

CONTACT WITH COUNTY PERSONNEL

Any contact regarding the RFP or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Los Angeles County Sheriff's Department
Fiscal Administration - Contracts Unit
Attn: Dernice Samuel, Contract Analyst
211 W. Temple Street, 6th Floor West
Los Angeles, California 90012
e-mail address: ddsamuel@lasd.org

If it is discovered that a Proposer contacted and/or received information from any County personnel other than the person specified above, regarding this solicitation, the County, in its sole determination, may disqualify such Proposer's Proposal from further consideration.

Sincerely,

JIM McDONNELL, SHERIFF



Glen Joe, Director
Fiscal Administration