



**LOS ANGELES COUNTY  
SHERIFF'S DEPARTMENT**

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

**FOR**

**ALTERNATIVE PROGRAMS  
FOR ADULT OFFENDERS  
IN LOS ANGELES COUNTY JAILS**

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
REQUEST FOR STATEMENT OF INTEREST  
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# REQUEST FOR STATEMENT OF INTEREST 515-SH

## ALTERNATIVE PROGRAMS FOR ADULT OFFENDERS IN LOS ANGELES COUNTY JAILS

### 1. OVERVIEW

- 1.1 The County of Los Angeles ("County"), through its Los Angeles County Sheriff's Department ("Department"), is seeking to enter into an Agreement for Alternative Programs for Adult Offenders in Los Angeles County Jails ("Agreement") with agencies that can provide alternative jail programs, including, but not limited to: literacy education, vocational training, job readiness services, re-entry counseling services, substance abuse counseling, legal education, parenting and life skills instruction, fitness training, and art/music therapy to inmates in County jails ("Programs"). The purpose of this Request for Statement of Interest ("RFSI") is to identify potential contractors ("Respondents") who are willing and capable of delivering these Programs.
- 1.2 The goals of the Department's Programs are to improve the quality of life of participating inmates, increase safety in the County jails through instruction and training, and reduce the tendency to relapse or reoffend. On any given day, there are approximately 18,000 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 8,000) inmates are interested in continuing their education while incarcerated.
- 1.3 Respondents must be capable of providing Program services at no cost to County. County will not provide funding to Program providers. All Program provider staff salaries and benefits, administrative costs, and other associated costs shall be offset through outside funding, secured exclusively by the Program provider.
- 1.4 Respondents shall, as a requirement of this RFSI, deliver to County all draft Program documentation as listed in Section 3, Statement of Interest Submission Instructions, of this RFSI.

- 1.5 Work under any future Agreement shall not commence until such time as Respondent 1) presents to the County Program Manager a Final Program Plan structured to meet the needs of the County, 2) identifies adequate funding sources(s) for the Program, and 3) demonstrates that adequate staffing has been secured to implement the Program. Such Program outline shall be finalized with the assistance of the County Program Manager.
- 1.6 Respondents to this RFSI shall minimally adhere to the Work requirements described in Appendix B, Statement of Work, to this RFSI. Qualifying Respondents shall maintain all minimum accreditations, licenses, etc., necessary for providing the Program services.
- 1.7 As a result of this RFSI, the 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 demonstrated the ability to meet the service needs of the Department for inmates at one (1) or more of the County jail facilities listed on Exhibit D, County Jail Facilities, of Appendix A, Model Agreement, of this RFSI. The Program may be phased in over an agreed-to period of time. The Department reserves the right to add or delete Programs and to determine the number of desired Programs in any particular subject matter at any time during the RFSI process.
- 1.8 The initial proposed term of the Agreement shall commence upon execution of the Agreement by Sheriff and shall terminate one (1) year from the date of execution of the Model Agreement by the Board of Supervisors. At the sole discretion of the Department, the term of the Agreement may be extended for up to six (6) additional one-year periods, not to exceed seven (7) years.

## **2. GENERAL REQUIREMENTS**

- 2.1 Respondents shall provide Program services, which may include, but are not limited to, literacy education, vocational training, job readiness services, re-entry counseling services, substance abuse counseling, legal education, parenting and life skills instruction, fitness training, and art/music therapy to inmates in County jails. All Programs are subject to approval by the Department's Education Based Incarceration ("EBI") Director or designee prior to Agreement award and the delivery of Program services.
- 2.2 Respondents shall provide the Program services at no cost to County. Respondents shall identify adequate funding source(s) for the Program. Respondents shall have no expectation of any future payment by County for the Program services.
- 2.3 Respondents shall demonstrate that adequate staffing has been secured to implement the Program.

- 2.4 Respondents shall provide a minimum of one (1) staff member to deliver the Program to inmates in County jails. All instructional staff must possess some appropriate form of industry certification and/or proof of field experience.
- 2.5 Respondent, Respondent's principals, and Respondent's staff providing services in the County jails must pass a background investigation to the satisfaction of the County.
- 2.6 Respondent, Respondent's principals, and Respondent's staff providing services in the County jails shall be subject to search and seizure at anytime while on the property of the Department. The Department will have the right to remove any future contractor, or contractor's principals or staff from the property for violation of any policy or procedure.
- 2.7 Respondents shall work cooperatively with the Department and other agencies providing services to inmates to implement the Program in the County jails.
- 2.8 Respondents' 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.
- 2.9 Respondent, Respondent's principals, and/or Respondent's staff shall not dispense legal advice or provide direct legal representation to inmates under the Agreement.
- 2.10 County will provide adequate facility space, as well as all desks, computers, DVD players, and classroom supplies, necessary for Program delivery, as agreed upon by the Department.
- 2.11 Additional requirements can be found in Appendix A, Model Agreement, and Appendix B, Statement of Work, of this RFSI.

### **3. STATEMENT OF INTEREST SUBMISSION INSTRUCTIONS**

Respondents interested in being considered for an Agreement to provide Program services contemplated by this RFSI are requested to provide a Statement of Interest, which shall contain the following:

- 3.1 Description of the Respondent's public entity, education institution, non-profit organization, community-based organization, or other private entity, including years in operation, key administrators, and current programs provided.
  - 3.1.1 Include resumes of Respondent, key administrators, and other key staff.

- 3.1.2 Include point of contact information for Respondent, including name, address, phone number, and email address.
- 3.2 Draft Program proposal summary which shall minimally include: Program objective, Program goals, method of delivery, staffing required, number of inmates served, and a timeline for service delivery.
- 3.3 Draft Program proposal detail which shall also include:
  - a. Description of the Program(s) to be provided at no cost to County. [narrative]
  - b. Description of specific course(s)/instruction to be provided, if applicable. [narrative]
  - c. Detailed staffing plan, including number of staff available to provide the services.
  - d. Listing of the quality indicators that would be monitored in the provision of services.
  - e. Draft Program implementation plan.
  - f. Financial plan to ensure that Respondent is proposing a viable Program that shall be delivered at no cost to County.
- 3.4 Completed Appendix C, Required Forms, of this RFSI.

#### **4. STATEMENT OF INTEREST REVIEW**

- 4.1 The Department has sole discretion to accept or reject any proposed Program based on the needs of the Department.
- 4.2 Based upon the information received in response to this RFSI, and any additional information that the Department may choose to gather from Respondents either orally, through optional interviews, or in writing, the Department will review the responses received and identify those Respondents that meet the general requirements of this RFSI.
- 4.3 The Department may, at its sole option, enter into an Agreement with one or more Respondents to provide Program services at County jail facilities. It is the intent of the RFSI process to give the Department maximum flexibility in developing contracts for a variety of Program services.

- 4.4 The Department reserves the right to consider all interested Respondents in a comprehensive manner which best serves the needs of the Department. The Department will assign Programs to Respondents on a first-come, first-serve basis based upon the needs of the Department.
- 4.5 The proposed contract shall be in the form of Appendix A, Model Agreement, of this RFSI. The terms of Appendix A, Model Agreement of this RFSI are not negotiable.
- 4.6 County is not responsible for representations made by any of its officers or employees prior to the execution of any Agreement, unless such understanding or representation is included in the Agreement.
- 4.7 Respondent's Statement of Interest, including the draft Program, Final Program Plan, and Program proper, shall become the sole property of the County.
- 4.8 Acceptance of any proposed Program by the Department shall not bind the Department to enter into an Agreement with Respondent. Prior to entering into any Agreement, the Respondent and County Project Manager shall work to formulate a Final Program Plan to the satisfaction of the Department. Such effort shall not exceed six (6) months in length. Should a Final Program Plan not be agreed to before the prescribed six (6) month period, the Department in the Department's sole discretion may reject Respondent's proposed Program in its entirety, and not enter into an Agreement.

## **5. SUBMISSION OF STATEMENT OF INTEREST**

The Department encourages all potential contractors to submit a Statement of Interest consistent with the content and instructions in this RFSI.

- 5.1 Respondents shall submit an original, plus one (1) hard copy, of the Statement of Interest, as well as three (3) electronic submissions in compact disc format on three (3) separate compact discs.
- 5.2 Statements of Interest to this RFSI shall be received by the date specified in Bulletin No. 1. Statements of Interest received after this deadline will 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 initial due date will be reviewed at a later time. This RFSI will remain open until the needs of the Department are met.
- 5.3 Statements of Interest should be sent via personal delivery, U.S. or other mail service, or courier to:

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

- 5.4 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.
- 5.5 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.
- 5.6 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.

## **6. QUESTIONS/CONTACT INFORMATION**

- 6.1 Questions regarding this RFSI should be directed to Will Smith, Contract Analyst, via e-mail, fax, mail, or personal delivery at the address set forth below.
- 6.2 Deadline for submission of questions is on the date specified in Bulletin No. 1. The questions and responses will be posted to the Department website at [http://lasdhq.org/lasd\\_contracts/info.html](http://lasdhq.org/lasd_contracts/info.html) by the date specified in Bulletin No. 1.
- 6.3 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: Will Smith, Contract Analyst  
Facsimile: (323) 415-4746  
E-mail: [wksmith@lasd.org](mailto:wksmith@lasd.org)

6.4 The Department reserves the right to amend this RFSI by written addendum.