

Santa Cruz County Probation Department
Adult Division

Request for Proposals for AB109 Treatment and Intervention Services RFP# ADULT2019

Additional Questions and Answers

Thank you for your interest in the AB109 Treatment and Intervention Services RFP. Below is a list of questions compiled by Probation staff from the pre-proposal conference and questions submitted in writing by January 29, 2019. The responses to these questions are intended to provide all applicants with consistent information. Please contact Andrew Davis, Senior Analyst, at Andrew.Davis@santacruzcounty.us or 831-454-3393, if you have any additional questions about the proposal.

Is the Letter of Intent mandatory?	No. Although it is listed on page 24 of the RFP as “mandatory,” this information was not included on the cover page of the RFP, so the requirement was eliminated. It is requested that any organization that intends to submit a proposal send a letter of intent to help planning for the review process.
What should the Letter of Intent include?	The letter of intent should include the name of your organization along with the funding category and estimated funding amount that will be proposed. The letter and all information within it are non-binding and will be used primarily to plan for the review process.
Are multiple letters of intent required if submitting more than one proposal?	An agency may submit a single letter of intent for multiple proposals.
Is there a budget template to complete?	There is no budget template. Per the RFP (page 22), proposals must include a draft budget including estimated costs for staffing and operations, as well as matching resources. If selected for funding, the draft budget may be revised based on input from the review panel and discussion with the SCCPD and the CCP Executive Committee. It is recommended that the budget be clearly aligned with the services proposed, and that the budget clearly match the amount of staff effort required to deliver the proposed services. All service agreements that result from this RFP will be cost recovery/reimbursement agreements for services delivered.
Can a proposal include rent in the budget?	The majority of services to be provided through this RFP will take place at the Probation Service Center or in custody, and so charging rent and occupancy costs would not be appropriate. (Providers will not be charged rent for co-located services in the Probation Service Center.) It may be reasonable to charge rent for services proposed for other community locations.
Does this RFP replace the services being currently delivered in-custody under the Inmate Welfare Funds (IWF)?	This RFP is exclusively focused on AB109 Realignment funding and does not replace or impact IWF service funding in any way.
Can responses propose incentives? Is there a limit on the value of client incentives and rewards?	Rewards for positive behavior can play an important role of cognitive/behavioral interventions, and proposals may judiciously

	<p>budget for client incentives. Applicants are encouraged to consider a broad range of behavioral rewards and incentives rather than focus exclusively on those requiring purchase. While there is no existing policy, it is likely that one will be developed that limits the dollar value of individual incentives and the total dollar value that can be provided to a single client.</p>
<p>Do responses need to propose serving the RFP target number of individuals who need the service? Can a response propose to serve less?</p>	<p>While responses are free to propose serving fewer than the projected numbers to be served in each area, it should be kept in mind that those projections are based on established client needs, patterns of service utilization, and existing costs per client.</p>
<p>Is there a prohibition on supplanting existing funding for services?</p>	<p>AB109 funds should not pay for services that would otherwise be available to the criminal justice population.</p>
<p>Is Case Management supported in this RFP?</p>	<p>Section 4 of the RFP describes the service delivery model, with a focus on probation officers as lead case managers. This includes client assessment, service referral, tracking and overall case follow-up. Any additional case management services proposed should fit into the service delivery model without duplication of effort.</p>
<p>Clients have lots of needs, how is this addressed?</p>	<p>While clients may have many areas of need, the services to be funded under this RFP are limited to those which are assessed as being key drivers of criminal behavior for each individual. The Intention of the RFP is to fund services to deliver a high level of direct service/intervention dosage to meet the evidence-based dosage level that results in an impact/outcome for the client.</p>
<p>Can we propose services that address more than one funding category? Specifically, would educational programs overlap with CTBI or community education?</p>	<p>To be most responsive to the RFP, applicants should choose the service area that best reflects the intended objectives of the proposed services. Proposals that bundle multiple service types or that provide comprehensive standalone programs are not compatible with the local CCP service delivery model described in the RFP. In the case of education, the category refers specifically to K-12 and post-secondary education (grade level completion, high school diploma or equivalence), not the client educational component that accompanies many types of services.</p>
<p>If an organization is proposing services in more than one area does that require submitting multiple proposals?</p>	<p>Yes. Activities in more than one area will be reviewed as separate services. The service delivery model does not support wrap-around or bundled proposals or programs.</p>
<p>Can there be multiple services in one proposal under a single service category?</p>	<p>Yes, as long as the services are of the same service type and category. For example, a proposal for emergency shelter might include both short term shelter and transitional housing.</p>
<p>If a proposal fits a service category but is not evidence-based, does the proposal fall under the service category or the Innovative and Promising Services category?</p>	<p>If a service is not rated as evidence-based then the proposal may be submitted under the Innovative and Promising Services category.</p>
<p>For proposals under the Innovation Service Category that do not have evidence-based ratings</p>	<p>Proposals in this category should respond to the questions in the EBP section, providing any information available regarding the</p>

<p>how do responses address RFP questions around evidence based?</p>	<p>research base and effectiveness of proposed services, including any local studies or other evidence that supports the value and benefits of the services for the target population. While proposals in this category may have lower overall scores than those in other categories, they are only in competition with other, similar proposals within this category.</p>
<p>Should substance use treatment providers submit a proposal for services under this RFP?</p>	<p>No, the AB109 service network includes substance use providers that are already under contract with the County through the Health Services Agency and allocated based on client need and service availability through the County’s Drug Medi-Cal Organized Delivery System. Limited additional SUD-related services may be procured by the County as needed through the purchase order process.</p>
<p>Is it the RFP preference that services be delivered at the Probation Service Center?</p>	<p>Yes, the RFP prioritizes services provided at the Probation Service Center or in local jail facilities. Proposals for community-based services not delivered in the Probation Service Center should describe the need and benefits of the alternative location. If in-custody services are proposed, it is not necessary to designate a specific facility, as the all services will be negotiated and scheduled by the Sheriff’s Office.</p>
<p>In the proposal should the budget identify funding requested by location, such as in the community or in custody?</p>	<p>Proposals for both in-custody and community-based services should identify the amount of staff time, costs and dosage to be provided separately. Services that involve a single in-custody meeting for enrollment and engagement would not be considered an in-custody program.</p>
<p>Will decisions for funding in-custody programs be made separately from community services?</p>	<p>The Sheriff’s Office will have representation on the review panel and their input will be considered when selecting in-custody services. In-custody programs must be coordinated with Correction’s service model and scheduling.</p>
<p>Will Probation determine the number of hours a provider will be at the Probation Service Center?</p>	<p>Staffing schedules and service delivery schedules for the Probation Service Center will be negotiated with the Probation Department. The number of staff hours should align with the number of clients proposed to be served, the number of classes being proposed, and the evidence-based dosage expected to be delivered.</p>
<p>Under Reintegration Service Coordination can we apply to provide the in-custody services?</p>	<p>No, in-custody reentry services are provided by staff from the Health Services Agency working with the Sheriff’s Department of Reentry. These services are not subject to this competitive RFP, and no proposals for in-custody reentry services will be accepted.</p>
<p>Are the RFP data and demographics inclusive of the in-custody population needs? Will additional data be released about the in-custody population?</p>	<p>No, the data and demographics in the RFP represent the Probation Community Supervision population. Additional data regarding the in-custody population may be available from the Sheriff’s Office: if so, it will be posted to the Probation Department website as an addendum.</p>

Will therapy be covered\viewed as an EBP?	Yes, direct client therapy sessions are an appropriate service under the Mental Health Category.
What are Emergency Shelter services?	Emergency Shelter services are services accessed the same day for immediate short-term shelter that are not considered permanent shelter options.
Is this a grant award program?	No. The purpose of this RFP is to select organizations to provide services under contract with the County. Unlike a grant, contracts are based on a clear, negotiated scope of work and budget, and all payments are made are based on delivery of services and completion of deliverables and outcomes.
Is the RFP only for non-profit organizations?	No, applicants may be either non-profit or for-profit organizations.
Are the funding percentages set by the State?	No, the funding allocations for the service areas and the amount of in-custody services is based on local need and data.
Can a response propose to serve a specific subset of the population?	Yes, for example responses may propose gender-specific services, or services that target parents, limited English speaking clients, etc.
Are there other system changes that are intended under this RFP?	No additional reform or system changes are proposed in the RFP.