

September 18, 2015

Notice to Potential Proposers:

**BULLETIN NUMBER 1
REQUEST FOR PROPOSALS (RFP)
JAIL IN-REACH SERVICES
RFP NUMBER 504-SH**

INTRODUCTION

The County of Los Angeles (County) Sheriff's Department (Department) is issuing this Request for Proposals (RFP) to solicit proposals from interested and qualified vendors (Proposers) for a Contract with an organization that can provide Jail In-Reach Services (Services) to qualified inmate population (participants) within the Los Angeles County Jail system (County jail) to enable successful inmate reintegration into the community upon release from County jail.

The selected Contractor shall provide Services to qualified participants, as described in sub-paragraph 2.1 (Qualified Participants) Appendix A (Statement of Work) of the RFP. Services shall include the assessment of each participant, as described in sub-paragraph 3.2 (Participant Assessment), case management as described in sub-paragraph 3.3 (Case Management Plan), and placement and/or referral into transitional services as described in sub-paragraph 3.4 (Placement and/or Referral into Transitional Services), of Appendix A (Statement of Work), of the RFP.

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 proposal(s), provided they meet the following minimum mandatory requirements:

- 3.1.1 Proposer must have a minimum of two (2) years within the last five (5) years providing (a) assessment, and (b) case management, and (c) placement and/or referrals into transitional services that are the same or similar to services indicated in sub-paragraphs 3.2 (Participant Assessment) 3.3 (Case

Management Plan) and 3.4 (Placement and/or Referral into Transitional Services), 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 use disorder and rehabilitation individuals/families.

In addition to providing references, qualifying experience for proposer's minimum mandatory requirement listed in above sub-paragraph 3.1.1 shall be documented through Letters of Confirmation (refer to sub-paragraph 7.8.7 (A1) (Organizational Experience (Section B.1.1) of the RFP) which can include program literature, and written materials describing the history and successful operation of the organization's program and services.

3.1.2 Proposer must have a Project Manager with a minimum of one (1) year of experience within the last three (3) years providing (a) assessment, and (b) case management, and (c) placement and/or referrals into transitional services that are the same or similar to services indicated in sub-paragraphs 3.2 (Participant Assessment) 3.3 (Case Management Plan) and 3.4 (Placement and/or Referral into Transitional Services), Appendix A (Statement of Work) of the 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 use disorder and rehabilitation individuals/families.

Proposer shall submit a resume and include references to verify this experience for the proposed Project Manager.

3.1.3 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 the required services outlined under sub-paragraph 3.8 (Service-Tracking Database) of Appendix A (Statement of Work) of the RFP. If proposer does not currently have a database in place, Proposer shall provide County within thirty (30) Business Days from the execution of the Contract describing in

detail the implementation and target date of the required database prior to commencement of work under the Contract, if so awarded.

3.1.4 Proposer must have attended the Mandatory Proposers Conference as required in Sub-paragraph 7.6 (Mandatory Proposers Conference) of the RFP).

RFP TIMETABLE

The timetable for this RFP is as follows:

Release of RFP.....	September 18, 2015
Request for a Solicitation Requirements Review Due.....
.....	October 2, 2015
Written Questions Due.....	October 2, 2015
Last Day to Confirm Attendance to Mandatory Proposers Conference.....
.....	October 1, 2015
Mandatory Proposer’s Conference.....	October 8, 2015
Questions and Answers Released.....	October 23, 2015
Proposals due by 3:00 p.m. (Pacific Time)	November 6, 2015

The dates may be changed at any time as determined by County. Such changes shall be made through an addendum and posted on the Department’s website at: <http://shq.lasdnews.net/shq/contracts/info.html>:

RFP RELEASE

The RFP will be released and will be accessible via the Sheriff’s Department website at: <http://shq.lasdnews.net/shq/contracts/info.html>:

All potential Proposers are encouraged to monitor the above solicitation website for Bulletins, as they are posted, during the entire solicitation process.

PROPOSAL SUBMISSION

The original Proposal and four numbered copies 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:

"PROPOSAL FOR JAIL IN-REACH SERVICES – RFP 504-SH"

In addition, as part of the proposal submission, Proposers shall submit .pdf electronic copies of the Proposal on two separate compact disks (CDs), both of which shall be clearly labeled.

Proposals shall be delivered or mailed to the County contact as follows:

Hall of Justice
LASD - Contracts Unit
Attention: Abilene R. Valdez
211 West Temple Street, 6th Floor
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) of the RFP, 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

All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed or faxed as follows:

Los Angeles County Sheriff's Department - Contracts Unit
Attention: Abilene R. Valdez, Senior Contracts Analyst
Hall of Justice
211 West Temple Street, 6th Floor
Los Angeles, California 90012
Email address: ARValdez@lasd.org
Fax number: (323) 415-4292

If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

Sincerely,

JIM McDONNELL, SHERIFF


for Glen Joe, Director
Fiscal Administration