



# COUNTY OF SANTA CRUZ

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## General Services Department Purchasing Division

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

### **ADDENDUM #1**

#### Request for Proposal (RFP) FOR

Issued  
02/27/2024

This addendum (#1) is being issued to answer questions posed by prospective vendors regarding RFP 23P3-014.

#### **Vendor #1**

Background:

I work with Wings Advocacy, a local nonprofit that, among other things, provides vital document services at the jail, allowing inmates to get their birth certificates and potentially other documents by the time they are released. This service doesn't fit neatly into any of the categories proposed in the RFP, it has some to do with job readiness or "Area 3: Employment Development Services" (lack of birth certificate can keep people from getting a job) and some to do with getting housing ready (birth certificates are required for housing vouchers and are sometimes necessary for ID).

1. Question: Where would our Vital Document services fit in the current RFP, if anywhere?

**Answer: While vital documents are critical for multiple areas such as employment and housing, the RFP designates one function of reentry case management (Area 6) as "identify and address numerous types of barriers to services." Vital document access could reasonably be located within such a case management framework.**

2. Question: Area 3 - in the RFP it mentions that only one contractor will be chosen for this area, and since we only provide a very narrow set of services, we will not be applying for this. However, could we subcontract with someone else for our specific set of services - is that allowed?

**Answer: Subcontracting is not prohibited by the RFP: however, it is anticipated that thorough documentation outlining roles, responsibilities, and communication channels would be provided for all subcontracted arrangements.**

3. Question: If awardees are allowed to subcontract, do you have any suggestions as to who might apply for Area 3 or know where we might be able to find that information?

**Answer: The AB109 RFP process does not incorporate a preliminary letter of intent. Consequently, the County lacks advance knowledge concerning potential co-applicants.**

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## **Vendor #2**

1. Question: How do we complete the Exhibit A Respondent Fact Sheet as a non-profit agency?

**Answer: A Non-Profit agency may select "Other" and note their non-profit status on their W9.**

2. Question: Is there only a salary and benefit narrative required in the RFP, or is there also an additional project narrative required that I missed in the RFP?

**Answer: The RFP mandates the submission of a proposal narrative alongside the budget narrative, as detailed in the AB109 Treatment and Intervention Services Official Proposal Form on page 35. The format and length specifications are outlined in the proposal checklist on the same page. Section 2.12 delineates the evaluation criteria utilized for scoring proposals. To ensure appropriate scoring, the proposal narrative should adhere to the prescribed format, including:**

- **Statement of Organizational Qualifications (25 points)**
- **Service Description (50 points)**
- **Cultural Competence and Equity (10 points)**
- **Evidence-based Practices (10 points)**

**Additionally, up to 5 points may be assigned for the quality of the budget.**

3. Question: For Service Area 4, are programs that support the bridge emergency short-term housing support required to have clients released to their organization (released to program) when applicable by the court? For example, would an in-custody client be released to Monarch Services bridge emergency motel voucher while waiting for a bed at a SLE, and therefore, Monarch takes responsibility for the client's whereabouts? Currently, we provide this service in our Safe Release program, and clients are not released to us but rather informed of our program and connected to us for services.

**Answer: Court "release to program" terms will not be necessary for emergency and bridge housing services. These services will instead receive referrals from Probation staff and AB109 case managers.**

4. Question: For Service Area 4, may we include direct client aid to the budget, such as cell phones, food and gas gift cards and pharmacy gift cards for medication co-pays? Or is the funding only for average bednight cost and personnel?

**Answer: Proposed budgets may incorporate direct client aid alongside bednight costs. Personnel costs, however, should be considered part of the all-inclusive bednight costs.**

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## **Vendor #3**

1. Question: Is there a maximum length or page limit?

**Answer: This information is noted in Section 5 under the Proposal Submittal Instructions on Page 35 of the RFP document.**

2. Question: Can you please review how you would like the RFP submitted? Number of copies? Hard copy, electronic, or through a portal??

**Answer: This information is noted in Section 2.4 on Page 16 of the RFP document.**

3. Question: Please clarify or distinguish between Area 6: Reentry Case Management and Systems Navigation – and the potential separate costing out of the Success Centers?

**Answer: Area 6: Reentry Case Management and Systems Navigation offers competitive funding through this RFP to support front-desk staffing at the Success Centers and to facilitate in-person case management for clients utilizing the centers. However, funding for Success Center facility rental, equipment, and utilities, covered under Area 11, will not be addressed in this RFP. The Probation Department will allocate these funds, either directly or by supplementing relevant service contract(s).**

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#### **Vendor #4**

1. Question: Is the current ReTurn Project represented by Areas 5 and 6? Are there any notable differences?

**Answer: The current ReTurn Project is funded under Mental Health Care, and so would likely be represented by Area 5 of the new RFP.**

2. Question: For the CTBI groups, is the County still using Thinking 4 a Change? If not, what is being used? Does the County provide training for the CTBI curriculum or is that part of the contractor budget?

**Answer: For the past few years, AB109-funded CTBI groups have largely utilized the Courage to Change and other interactive journal-based curricula from The Change Companies. Another curriculum that is being used locally is the Advent eLearning online courses. Contractors would be expected to either have trained staff available or budget for any required training.**

3. Question: How will invoices be handled— will it be one invoice per month for each service area or one invoice per month for each service area sub-category?

**Answer: Monthly invoicing will be based on the approved service agreement. If more than one service modality is included in a single service agreement, there would be a single invoice reflecting this.**

4. Question: What specific backup documentation will be required for invoicing?

**Answer: At this time, AB109 funding does not require the monthly submission of backup for all expenditures. However, it is expected that all contractors will maintain fully auditable records with this information, and that the County may, during the course of a year, conduct a desk audit to verify the monthly invoice.**

5. Question: Please provide more information about the methodology required for the performance measures.

**Answer: Performance measures will be based on the negotiated service deliverables and client-level outcomes and will vary based on the type of service provided. Ordinarily, direct client services will include pre/post measures of functioning relevant to the services delivered. Information regarding referral, enrollment, attendance, and completion will be collected through the Probation Department's online portal (CE Program/Provider).**

6. Question: Can we negotiate the contract language to promote shared risk between the County and the Contractor rather than the current unilateral language?
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**Answer: Per Section 5, if a contractor has any exceptions to the standard terms and condition, they must provide a detailed explanation giving reference to all deviations and submit them on company letterhead in attachment form. All exceptions must reference the RFP paragraph and section number followed by an explanation. Please be advised that changes to the County's Independent Contractor Agreement would require approval by County Counsel and the Board of Supervisors, and that not all changes may be accommodated.**

All other information remains the same.

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February 23, 2024 was the deadline for all questions regarding this RFP. No further questions will be accepted by Purchasing.

**RFP SUBMITTAL DEADLINE REMAINS UNCHANGED.**

RFP DUE:

Friday March 15, 2024, by 5:00 PM Pacific Time

In the Purchasing Division of General Services

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**02/27/2024**

Date