

# REQUEST FOR PROPOSALS

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***SUPERIOR COURT OF CALIFORNIA, COUNTY OF  
ALAMEDA – OFFICE OF COLLABORATIVE COURT  
SERVICES***

**REGARDING:**

STAFFING AND EVALUATION OF POST RELEASE  
COMMUNITY SUPERVISION REENTRY COURT FOR  
ALAMEDA COUNTY

RFP #: SC 6666.2020.1

**PROPOSALS DUE:**

*August 13, 2020* NO LATER THAN *3:00* P.M. PACIFIC TIME

## **1.0 BACKGROUND INFORMATION**

- 1.1 The Superior Court of California, County of Alameda's Office of Collaborative Court Services (OCCS) currently operates eight collaborative courts throughout the county. These courts are funded by federal, state and local grants and contracts, each of which have various monthly, quarterly, biannual or annual reporting requirements. Additionally, the Office of Collaborative Court Services partners with various stakeholders to successfully operate its collaborative courts. The OCCS has received funding from the Alameda County Probation Department to identify a community based organization (CBO) to partner with to provide case management and evaluation services for the Post Release Community Supervision (PRCS) Reentry Court.
- 1.2 The expected work period for this agreement is from September 1, 2020 through June 30, 2022.
- 1.3 This solicitation, along with its corresponding documents, is available at the following web address: <http://www.alameda.Courts.ca.gov/Pages.aspx/Contract-Opportunities>

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The Court seeks to contract with a CBO that can provide a Case Manager (full-time) and an External Evaluator (contractor) to assist in the administration and evaluation of the PRCS Reentry Court. The OCCS will participate in any interview process and assist in the selection of the individuals to fill these positions.

The selected candidate for the Case Manager position will participate in all OCCS-required trainings and meetings and will be supervised on-site by the Drug Court Manager or Principal Analyst. The Case Manager will provide the services listed below:

### **Case Manager**

The Case Manager for the PRCS Reentry Court will perform the same duties as a Substance Abuse Treatment Specialist II with the Court. The current salary range for a similar position with the Superior Court is \$60,340.80 - \$82,284.80. This will be a full time position and with the case manager performing the following duties:

Under general direction, to perform responsible professional level work involving the evaluation and recommendation for referral of alcohol and drug offenders to appropriate programs, which includes the identification and provision of services, and the tracking and monitoring of program participants to ensure compliance with their service plans and terms of release.

The Case Manager will be responsible for managing a caseload of up to 30 high-risk/high needs participants in a specialized drug court program, and providing the substance abuse, treatment, and mental health perspective to the judge and collaborative team. The Case Manager is responsible for coordinating the PRCS Reentry Court, developing

programmatic tools, and participating in data collection and evaluation. The Case Manager helps each participant to move through their phase system in a timely manner, get their basic needs met through targeted service referral, abstain from all drugs and alcohol, successfully complete addiction treatment, create a recovery support network, graduate the collaborative treatment Court program, and stay out of the criminal justice system.

The Case Manager advises judicial officers on addiction and mental health issues, refers participants directly into treatment, facilitates pre-Court case review, and may facilitate therapeutic groups.

This position will work from the Wiley W. Manuel Courthouse or any other appropriate Superior Court of California, County of Alameda Court location. The position may also require frequent travel within the County. The Case Manager is required to work independently with minimal oversight and direction, and must be highly organized, self-motivated, solution-focused, and comfortable working collaboratively with a diverse range of staff, clients, and stakeholders. Additionally, the Case Manager must have excellent writing skills, a professional demeanor, and strong interpersonal skills.

#### Example of Duties

NOTE: The following are duties typically performed by a Case Manager; however, not all perform all of the duties listed below. Further, Case Managers may perform other related duties at an equivalent level.

1. Provides pre-placement services that include psycho-social assessments/evaluations and referral services, and collaborates with key stakeholders such as the Probation Department and community treatment providers.
2. Develops treatment plans, identifies available residential and outpatient treatment options and community resources, and matches clients with the appropriate treatment services.
3. Uses evidence-based risk and needs assessment instruments to determine eligibility and services needed. Prepares case history reports for the judge and team, and recommends program assignments to specified treatment modalities. Assessments may be administered on candidates who are in-custody and out-of-custody. Stays up to date with continuing education and training on assessment tools.
4. Works closely with partner agencies to ensure program participants are engaged in and supported by services that may include addiction treatment, mental health counseling and medication, recovery meetings, employment-readiness training, education, housing, and other services.
5. Coordinates and monitors participants' drug testing schedule; facilitates oral swab drug-testing on occasion; coordinates services to meet the basic needs of each participant; prepares status reports; updates all required databases; compiles necessary statistical data; compiles periodic reports of activities for evaluation purposes; and prepares comprehensive Progress Reports for judicial officers and stakeholders. Ensures the judge and team understands the phase system and

is supporting it through appropriate messaging to participants. Ensures the judge and the team understand the administering of evidence-based incentives and sanctions.

6. Ensures the judge and the team understand the structure of a peer-learning Court.
7. Facilitates the pre-court staffing meeting. Updates the Court team on all participant progress and challenges. Recommends evidence-based incentives and sanctions. Provides the judge and multidisciplinary team with the addiction/treatment/recovery/relapse/mental health perspective on participant progress or lack of progress.
8. Helps create a dynamic and positive drug court culture by implementing best-practices in the courtroom. Stays current with continued education and training on drug court best-practices.
9. Collaborates with multidisciplinary team members to support participant progress. Problem solves as collaborative concerns arise between the stakeholders. Protects the non-adversarial model by negotiating the personalities and various mission statements of the stakeholders.
10. Visits all treatment programs regularly, creating relationships with the intake coordinators, treatment counselors, and program leadership. Is available on-site to problem solve and attend case conferencing meetings with client and treatment staff. Makes weekly contact with each provider for client updates.
11. Attends and understands all community recovery groups such as Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, Lifering, and Refuge Recovery. Ability to explain these organizations to clients. Keeps up to date meeting schedules and literature available for all recovery groups.
12. Facilitates alumni and therapeutic support groups. Chaperones outings to pro-social activities in the community.
13. Takes direction from the Drug Court Manager, Principal Analyst, and Management Analyst on a variety of administrative and program activities including data collection, research, grant preparation, program evaluation, and special projects.
14. Participates in a variety of meetings, including staff meetings, quarterly workgroups, steering committees, site visits from grant funders, and county departmental meetings; participates in peer-review process of other case managers' files; and develops agendas, chairs meetings and conducts presentations as necessary.
15. Participates in on-going training and skills-development, staying current with developments in the fields of addiction treatment, case management, and collaborative courts.
16. Works with Court administration and program evaluator to perform all required data collection, evaluation, and grant reporting practices. Keeps program in compliance with all grant requirements.
17. Performs other related duties as assigned.

The External Evaluator will provide the services listed below:

The CBO and OCCS will work together to identify a person with expertise in the evaluation of collaborative court programs, particularly those that are primarily externally funded. The evaluator will:

- Assist and refine project goals and objectives,
- Analyze and describe the PRCS Reentry Court’s impact on participants,
- Review services delivered to participants,
- Evaluate program outcomes, and
- Assist with the development of a sustainability plan for the Court.

The evaluator will be responsible for providing evaluation services for the PRCS Reentry Court. This includes ensuring that the Case Manager is collecting all data necessary to complete all reports and data dashboards for stakeholders and funders. The evaluator will be responsible for ensuring the timely preparation and submission of reports to the Alameda County Probation Department. The evaluator will create ad hoc reports to present to team members and stakeholders as needed.

The evaluator will also work with the management team in the Office of Collaborative Court Services to implement projects and provide guidance on Court performance and improvement. The evaluator will attend meetings as needed, and will travel to one national and one local/state conference annually.

The evaluator should be proficient in establishing new data collection instruments, training case managers on how and why data must be collected, responding to ad hoc report requests, and completing established funding requests. The evaluator should also be knowledgeable about issues relevant to PRCS clients in Alameda County.

### 3.0 TIMELINE FOR THIS RFP

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court.

EVENT	DATE
RFP issued	<i>July 22, 2020</i>
Deadline for questions	<i>August 4, 2020</i>
Questions and answers posted	<i>August 7, 2020</i>
Latest date and time proposal may be submitted	<i>August 13, 2020 at 3pm (PDT)</i>
Evaluation of proposals ( <i>estimate only</i> )	<i>August 17-20, 2020</i>
Notice of Intent to Award ( <i>estimate only</i> )	<i>August 24, 2020</i>
Negotiations and execution of contract ( <i>estimate only</i> )	<i>August 24-28, 2020</i>

RFP Title: *Post Release Community Supervision Reentry Court*

RFP Number: *SC 6666.2020.1*

<b>EVENT</b>	<b>DATE</b>
Contract start date ( <i>estimate only</i> )	<i>September 1, 2020</i>
Contract end date ( <i>estimate only</i> )	<i>June 30, 2022</i>

#### **4.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
<b>Attachment 1:</b> Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
<b>Attachment 2:</b> Court Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Court Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
<b>Attachment 3:</b> Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
<b>Attachment 4:</b> General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
<b>Attachment 5:</b> Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
<b>Attachment 6:</b> Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the proposal.
<i>[Only for solicitations of \$100,000 or more]</i> <b>Attachment 7:</b> Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
<b>Attachment 8:</b> Travel Rates and Guidelines	The Court’s travel guidelines will apply whenever the Contractor(s) travel at the Court’s request.
<b>Attachment 9:</b> Cost Proposal Template	The Proposer must include a detailed budget justification and narrative that explains the proposed expenditures broken out by the cost categories on the template.
<b>Attachment 10:</b> Sample Cost Proposal Template	This document contains detailed information and examples on how to fill out the Budget Template.

## 5.0 PAYMENT INFORMATION

- 5.1 The Court will issue payment upon the monthly submission of an invoice. Monthly payments will be based on the full contract amount and will represent 1/12<sup>th</sup> of that total. The estimated budgetary limitations may change based on the

award agreements, and payment issued is subject to the availability of Court and program funds.

If requested, the contracting agency will promptly correct any inaccuracy and resubmit an invoice. If the Court rejects any services or work product after payment is issued, the Court may exercise all contractual and other legal remedies, including:

- A. Setting off the overpayment against future invoices payable by the Court,
  - B. Setting off the overpayment against any other amount payable for the benefit of the contractor pursuant to the agreement or otherwise, and
  - C. Requiring the contracting agency to refund the overpayment within thirty (30) days of the Court's request.
- 5.2 Travel to one conference each year is allowable for both the Case Manager and the Evaluator. All travel will require pre-approval from the Court. The Court will reimburse the contractors in accordance with the Court's travel policy for travel expenses and registration fees. See **Attachment 8** for travel policy.

## **6.0 SUBMISSIONS OF PROPOSALS**

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the "Proposal Contents" section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. The Proposer must submit **one (1) original** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal must be submitted to the Court in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
  - b. The Proposer must submit **one (1) original** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.



- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Superior Court of California, County of Alameda  
Attn: Procurement, RFP SC 6666.2020.1  
1225 Fallon Street, Room 210  
Oakland, CA 94612

- 6.4 Late proposals will not be accepted.
- 6.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

## **7.0 PROPOSAL CONTENTS**

7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information will lose points and may be deemed non-responsive.

- a. The Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract. (1 point)
- b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP. (1 point)
- c. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities. (4 points)
- d. Names, addresses, and telephone numbers of a minimum of two (2) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer. (4 points)
- e. Project Narrative— describes how you will provide the services requested in this RFP and includes the criteria listed below. Application will be reviewed and scored based on your response to the requirements below. When crafting your response to this RFP, be sure to use the headings below. Your response to these three items should be no longer than 10 pages. Please respond to one item per section and do not combine two or more questions or refer to another section of the narrative in your response. Only information included in the appropriate numbered question will be considered by proposal evaluators. The proposals will be scored based on how well the bidders address each section in their project

narrative. Each section below has a potential number of points. Please consider the weight of each section when responding to each section.

- i. Previous experience providing similar services (15 points)
  - a) In this section please explain any other work that your CBO has done that is similar to what is being requested in this RFP
  - b) Discuss your experience with the Alameda County collaborative treatment Courts and providing services to individuals with substance use disorder and mental health needs.
  - c) Discuss your organization’s knowledge of SUD and mental health treatment options in Alameda and neighboring counties.
  
- ii. Capacity (20 points)
  - a) In this section please talk about your organizations ability to take on an additional employee and contractor
  - b) Please explain how you will partner with the Court to identify and select these individuals.
  - c) Provide information on the invoicing and billing departments at your organization and how they will support these efforts
  - d) The Court will reimburse the Contractor based on the submission of monthly invoices. Please confirm that your organization is able to pay salary and fringe benefits and invoices for the case manager and evaluator while waiting to be reimbursed for invoices
  
- iii. Timeline (20points)
  - a) The PRCS Reentry Court currently has clients that are in need of case management services. Please provide a timeline detailing how long you believe it will take to hire a new position at your organization.
  - b) Explain your organization’s hiring process including any screening, background or job history checks
  - c) Explain your organization’s process for contracting with evaluators
  - d) Provide any information on anticipated delays or potential obstacles to providing the services requested in this RFP in a timely manner.
  
- f. Acceptance of the Terms and Conditions. (5 points)
  - i. On **Attachment 3**, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.
  - ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
  
- g. Certifications, Attachments, and other requirements.

- i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
- ii. The Proposer must complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
- iii. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.
- vii. *[for solicitations of \$100,000 or more]* The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (**Attachment 7**) and submit the completed certification with its bid.

7.2 Cost Proposal. (30 points)

The following information must be included in the cost proposal.

- i. A detailed line item budget showing total cost of the proposed services. The line item budget should show anticipated salary and fringe for the case manager, and the proposed contract budget for the external evaluator, as well as any indirect or overhead costs requested by the bidder. It should also include any anticipated supplies or equipment necessary to support this position, travel costs for the case manager and external evaluator to attend annual conferences or training, .
- ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.” See **Attachments 9 and 10** for the detailed budget justification and narrative.
- iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

## 8.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

## 9.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The Court will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Court will post an intent to award notice at <http://alameda.Courts.ca.gov/Pages.aspx/Contract-Opportunities>

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<i>Organizational Information Ref 7.1(a-d)</i>	<i>10</i>
<i>Previous experience providing similar services Ref 7.1,(e),(i)</i>	<i>15</i>
<i>Capacity Ref 7.1,(e),(ii)</i>	<i>20</i>
<i>Timeline Ref 7.1,(e),(iii)</i>	<i>20</i>
<i>Cost proposal (Ref 7.2)</i>	<i>30</i>
<i>Acceptance of the Terms and Conditions (Attachment 3)</i>	<i>5</i>

## 10.0 INTERVIEWS

The Court may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews

may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Court's offices. The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Court will notify eligible Proposers regarding interview arrangements.

#### **11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

**PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** The Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked "confidential," "proprietary," or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Court's right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

#### **12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

*The Court has waived the DVBE incentive in this solicitation.*

#### **13.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.Courts.ca.gov/documents/jbcl-manual.pdf](http://www.Courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is August 13, 2020. Protests must be sent to:

**Superior Court of California, County of Alameda**  
**Finance and Facilities Division**  
Attention: Melanie Lewis  
**RFP SC 6666.2020.1**  
1225 Fallon Street, Room 210  
Oakland, CA 94612