



Agenda Submittal

Agenda #: 14 **Status:** Approved
Type: Contract **Department:** Probation
File #: 20-132 **Contact:** Christopher Hansen, 784-4803
Agenda date: 2/25/2020 **Final action:** 2/25/2020
Title: Approve a 3 year contract with Leaders in Community Alternatives (LCA) to provide In-Custody and Community Based Employment/Vocational training services to adult participants at the Fairfield and Vallejo Centers for Positive Change (CPC), as well as the Claybank Detention Facility, for an amount not to exceed \$2,255,622 for the period of March 1, 2020 through February 28, 2023; Delegate authority to the County Administrator, pending County Counsel concurrence, to execute the contract and any modifications to contract limits not to exceed \$75,000; and Authorize the Chief of Probation to execute any amendments which are technical or administrative in nature
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Links to RFP and Contract, 2. Executed Contract, 3. Minute Order

Date	Ver.	Action By	Action	Result
2/25/2020	1	Board of Supervisors		

Published Notice Required? Yes _____ No X
Public Hearing Required? Yes _____ No X

DEPARTMENTAL RECOMMENDATION:

The Probation Department recommends that the Board of Supervisors:

1. Approve a three 3 year contract with Leaders in Community Alternatives (LCA) to provide In-Custody and Community Based Employment/Vocational Training services to adult participants at the Fairfield and Vallejo Centers for Positive Change (CPC), as well as the Claybank Detention Facility, for an amount not to exceed \$2,255,622 for the period of March 1, 2020 through February 28, 2023.
2. Delegate authority to the County Administrator, pending County Counsel concurrence, to execute the contract and any future amendments including changes to terms and conditions, scope of services and modifications to contract limits not to exceed \$75,000.
3. Authorize the Chief of Probation to execute any future contract amendments that are administrative or technical in nature.

SUMMARY

The Probation Department (Department) in conjunction with the Sheriff's Office (SO) issued a competitive Request for Proposals (RFP) in July 2019 (RFP#952-0708-20) to solicit bids for In-Custody and Community Based Employment/Vocational Training Services at the Fairfield and Vallejo Centers for Positive Change (CPC) as well as the Claybank Detention Facility for the period of March 1, 2020 through February 28, 2023. After careful consideration of the bid criteria, the bidders' qualifications as determined by the information provided by the proposals received, and the overall price and value to the County, the Department and the SO determined that Leaders in Community Alternatives (LCA) was the most responsive bidder to provide the

services.

DISCUSSION:

Development of the RFP

The first task initiated in the RFP process was to establish the composition of the team who would create and review the RFP. The Probation Department, Sheriff's Office, and General Services ("County") collaboratively prepared and developed the components of the RFP.

Keeping in mind the County's commitment to ensuring public safety through the reduction of recidivism by increasing the life skills and competencies of both in and out of custody individuals, the RFP was developed to solicit bids for an evidence-based program that addressed and measured risk, needs, and responsivity of participants with the ultimate goal of providing them with new skills and competencies for sustainable employment.

A preliminary draft RFP was distributed to the Chief of Probation, the Criminal Justice Services Manager, Deputy County Counsel, and the Purchasing Manager for further review and comment.

RFP Issuance

Upon approval of the RFP draft by the respective department representatives, the In-Custody and Community Based Employment/Vocational Training RFP #952-0708-20 was issued on July 8, 2019. The RFP was posted on the Solano County website and notice was sent to vendors registered on Public Purchase. A copy of the RFP is included as Attachment A.

RFP Amendment & Addendum

The County prepared an Addendum to the RFP to address all written questions from vendors, and to amend the timeline and extend the deadline for proposal submittal from August 23, 2019 to September 6, 2019.

RFP Scoring Methodology

The categories for evaluating the proposals set forth in the RFP included:

- 1) Service Description
- 2) Multi-Disciplinary Collaboration
- 3) Service History
- 4) Justice System Collaboration
- 5) Responsivity
- 6) Interagency Collaboration
- 7) Staff Training
- 8) Data Collection and Reporting

RFP Contract Award

The Notice of Intent to Award was posted on the Solano County website on November 18, 2019. LCA was the best-evaluated proposer that the County is now considering for contract award. LCA's contract is included as Attachment B.

Leaders in Community Alternatives

LCA's long-established history of model programs implementation for medium- to high-risk criminal justice

populations uniquely qualifies them to provide the In-Custody and Community Based Employment/Vocational Training services. LCA has over 28 years of experience in providing services to criminal justice agencies, designing, developing and delivering culturally competent, bi-lingual case management and treatment services for the juvenile and adult client population in residential, outpatient, and in-custody settings throughout the state of California.

LCA has established comprehensive re-entry programs that create an environment for the participants to have a successful and sustained community reintegration. Moreover, LCA has extensive experience in developing vocational training models inside jails and are very familiar with the delivery of services needed for this specific population and working within the constraints of a jail setting.

As part of their proposal, LCA will deliver a comprehensive In-Custody and Community Based Employment/Vocational Training model that includes, but is not limited to:

- Evidence-based utilization of tool to assess employment readiness, motivation, past experiences, and fundamental soft skillsets.
- Individualized employment services plan for each referred client.
- Group Model delivery of in-classroom training and skill building utilizing evidence-informed employment services curricula designed specifically for the justice involved population (Change Companies' Interactive Journaling), both in-custody and in the community.
- Individualized assistance in résumé building and customized job search.
- Coordination, enrollment, and tuition assistance for vocational training programs, such as truck driving, trade training, and forklift training.
- Plan for offering subsidized employment assistance to encourage employers to offer second chances and hire justice involved clients, as needed.
- Job retention support - continue to ensure barriers are removed and clients are supported during their first 180 days of employment.
- For in-custody clients, ensure transition plan and referrals are provided to the client and offer a continuum of care through services at the Probation Department.
- Provide clients with an aftercare and discharge plan to ensure access to continued employment services, additional community resources like Workforce Development One Stops, career planning, and job security support.
- Monthly and quarterly reporting of both critical indicator data and performance outcomes.

LCA proposed utilizing an internal database to monitor the proposed employment and vocational services. The database would be used to track client progress starting at enrollment, continuing throughout the program, and after full employment is obtained. It is designed to offer a holistic view of the client's activities and progress, and acts as an outcomes dashboard and shall record participant's attendance in all programmatic activities. This database will also monitor program outcome measures, which include goals of:

- 80% of participants referred will have an intake orientation completed within seven days of referral.
- 70% of in-custody participants who had an intake and 70% clients in the community who had an intake will have an assessment completed, including a review of the results, within seven days of intake.
- 80% of assessed participants will have an Individual Service Plan completed within seven days of assessment completion.
- 70% of in-custody participants and 70% community participants who need life skills will complete the Life Skills Educational Group curriculum.
- 80% of community participants enrolled in the program will engage in Vocational Training or Job Search activities.
- 60% of community clients who engage in job search activities will obtain sustainable employment.

FINANCIAL IMPACT:

The maximum amount for the contract (\$2,255,622) is funded by Public Safety Realignment (AB109) monies. The Department's total of \$1,858,836 is partially included in its FY2019/2020 Adopted Budget (\$400,000), and the remainder will be included in its requested budgets for FY2020/2021, FY2021/22, and FY2022/23. The remaining \$396,786 is partially included in the Sheriff's Office FY2019/2020 Adopted Budget (\$33,600) and will also be requested in future budget years. There is no additional impact to the County General Fund.

The cost of preparing this item is minimal and is absorbed in the Department's FY2019/20 Adopted Budget.

ALTERNATIVES:

The Board of Supervisors could choose:

1. Not to award the contract to LCA and direct staff to pursue procurement of services by issuing another RFP. However, this action is not recommended as LCA was evaluated by an independent panel of evaluators and was deemed to be the best qualified proposer after a competitive selection process to provide employment and vocational training services.
2. Not to approve the contract and direct staff to consider other options and return with new recommendations. However, this alternative is not recommended as this may cause a delay and/or interruption in providing employment and vocational training services to the participants.
3. Not to delegate signing authority to the County Administrator to execute the standard contract and amendments that remain within budget appropriations. This action is not recommended as it would reduce flexibility and timeliness in completing the scope of work outlined in the contract.
4. Not to authorize the Chief of Probation to approve and execute any future contract amendments. This action is not recommended and is not practical as it would require the Department to request Board approval for routine matters such as minor technical or administrative changes.

OTHER AGENCY INVOLVEMENT:

General Services' Purchasing Division assisted in the development of the RFP and managed the process. County Counsel has approved the contract as to form. The Sheriff's Office has been consulted and concurs with the recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION