**The Juvenile Collaborative Reentry Unit Program Evaluation**

**Request for Proposal**

**Submission Date: August 20th, 2014, no later than 4:00 PM,** The Department will not consider postmarks in judging the timeliness of submissions, and will not accept submissions by facsimile. Proposers hand-delivering a proposal should allow adequate time for parking, passing through security, and other possible delays. Late submissions will not be considered.

Proposals may be mailed, e-mailed or delivered to:

Juvenile Probation Department

Attn: Sheila Layton

375 Woodside Avenue, Room 206

San Francisco, CA 94127

This contract is not subject to the LBE subcontracting goal under Section 14B.8.

**Schedule\***

|  |  |
| --- | --- |
| **Item** | **Date** |
| RFP Issued | August 6th, 2014 |
| Deadline for RFP Questions  | August 12th, 2014 (12pm) |
| Answers to RFP Questions Posted Online | August 14th, 2014 (5pm) |
| Deadline for RFP Responses | August 20th, 2014 (4pm) |
| Contract Award Intent Notification | August 27th, 2014 |
| Contract Begins | September 19th, 2014 |

\*Items and dates subject to change. Check website for latest updates.

**RFP Questions and Communications**

In lieu of a pre-response conference and to ensure fair and equal access to information about this RFP, e-mail your questions in advance to Sheila Layton at Sheila.Layton@sfgov.org.

Questions must be in writing and received before 12 pm on 8/12/14. No questions will be accepted after this time with the exception of City vendor compliance or Human Rights Commission sub-consulting requirement questions.

A summary of the questions and answers pertaining to this RFP will be posted on the Juvenile Probation Department website at <http://sfgov.org/juvprobation/publications-documents> under “Announcements.”

**Statement of Need and Intent**

The Juvenile Probation Department (JPD) seeks Contractors to evaluate JPD’s Juvenile Collaborative Reentry Unit (JCRU) program. The Contractor shall provide JPD with a completed report that shows the impact of JCRU on recidivism rates. The Contractor will complete a report for JPD for review by November 30th, 2014.

**Introduction to the Juvenile Probation Department**

The Juvenile Probation Department (JPD) serves youth that are in the Juvenile Justice System by administering programs that focus on rehabilitation within the sound framework of public safety as outlined in California’s Welfare and Institution’s Code. As part of these services, the Department operates facilities in San Francisco and La Honda (San Mateo County).

The Juvenile Collaborative Reentry Unit (JCRU) is a collaboration between the Superior Court of California, the San Francisco Juvenile Probation Department, the Public Defender’s Office, and the Center on Juvenile and Criminal Justice (CJCJ), to provide coordinated and comprehensive reentry case planning and aftercare services for youth returning to the community from out-of-home placement. The model establishes a collaborative team approach in the development and implementation of reentry plans for youth.

The JCRU is an expansion of a three-year pilot program, known as the Juvenile Collaborative Reentry Team (JCRT). JCRT was developed in 2009 to improve outcomes for youth represented by the Public Defender’s Office who were committed to out-of-home placement (OHP). Since its implementation, the program has been shown to dramatically reduce recidivism and improve outcomes for youth.

**Scope of Work**

The Juvenile Probation Department seeks a Contractor to evaluate JPD’s Juvenile Collaborative Reentry Unit (JCRU) program. The Contractor shall conduct an assessment of the JCRU program. JPD requires a summative evaluation that analyzes the outcomes and impacts of the JCRU program on the recidivism rates and other factors for youth who have participated in JCRU and returned to the community from out-of-home placement. The Contractor shall produce an evaluation that examines the effectiveness of the program.

In addition to a program evaluation using existing data, JCRU, as a collaborative, requires assistance in developing ongoing performance metrics and a recommended process by which to measure these. The contractor will also work with a committee of the collaborative to identify the correct outcomes, as well as understand data collection [methods](http://harderco.com/consulting-services/our-research-methods/) and report findings and recommendations.  The contractor will present these findings and recommendations to the collaborative as a whole and incorporate feedback into a revised set of findings and recommendations.

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. The following are work tasks assumed necessary to the vendor. Proposing teams may suggest a modified scope as part of their proposal.

The summative evaluation shall provide the following:

* Determine/Identify Data Outcomes
* Analyze Data
* Develop Performance [Measurements](http://www.fsg.org/tabid/191/ArticleId/87/Default.aspx?srpush=true)
* Create a Report
* Present Findings to JPD

**Term**

The contract shall have an original term of eighteen months, from September 19th, 2014 through March 18th, 2016. In addition, the City shall have 2 options to extend the term by a period of up to one year each extension, which the City may exercise in its sole, absolute discretion.

**Qualifications**

1. Experience providing program evaluations to public agencies.
2. Familiarity with various data collection methods.
3. Experience writing reports.
4. Written and oral communication skills.

**Submission Requirements and Evaluation**

City representatives and/or community members with expertise in the area will serve as the Evaluation Team responsible for evaluating proposals. Specifically, the team will be responsible for the evaluation and scoring of proposals and for conducting reference checks if desired by the City.

Evaluation of proposals will be based on the below elements of the requirements for submission. Each proposal will be scored for a total possible rating of 100 points. Each submission element’s possible maximum point value is listed below.

1. **Introduction and Executive Summary (no more than 2 pages; 5 points)**

Submit a letter of introduction of the proposal.The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal.Submission of the letter will constitute a representation that your firm is willing and able to perform the commitments contained in the proposal.

1. **Project Approach (no more than 4 pages; 20 points)**

Describe the services and activities that the agency/individual proposes to provide to the Department. Include the following information:

* 1. Overall scope of work tasks, including any proposed resources to perform the tasks;
	2. Schedule and ability to complete the work within the City’s time requirements; and
	3. If Proposer is an agency, assignment of work within the agency’s work team.
1. **Fee Schedule (no more than one page; 45 points)**

Indicate your proposed fee for the services to be provided. Consideration will be provided to contractors who exceed $30,000, within reasonable limitations.

1. **Proposer’s Qualifications (no more than 2 pages; 30 points)**

Provide information on your background and qualifications which addresses the following;

1. A brief description of your experiences; and
2. If applicable, names and qualifications of staff that will be assigned to this project; and
3. A description of not more than 2 recent projects similar in size prepared by you and include: client name, contact information, staff member(s) who worked on each project, budget, schedule and project summary.
4. **References**

Provide the name, address and telephone number of two clients (preferably other public agencies). Reference checks may be used to determine the applicability of Proposer’s experience to the services the City is requesting and the quality of services and staffing provided to prior clients, including adherence to schedules/budgets and Proposer’s problem-solving, project management, and communication abilities, as well as effectiveness of performance, deliverables and outcomes.

**Attachments:**

RFP Attachment III – City’s Administrative Requirements and Professional Services Contract (P-500)