**Juvenile Hall and Log Cabin Ranch Recreation Services**

**Request for Qualifications**

**Submission Date: November 7th, 2014, no later than 12:00 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 or delivered to:

Juvenile Probation Department

Attn: Sheila Layton

375 Woodside Avenue, Room 206

San Francisco, CA 94127

Proposers shall submit an original and three (3) copies of the response package.

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

**Schedule\***

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| **Item** | **Date** |
| RFQ Issued | October 1st, 2014 |
| Deadline for RFQ questions  | October 17th, 2014 (12pm) |
| Answers to RFQ questions posted online | October 24th, 2014 (5pm) |
| Deadline for RFQ responses | November 7th, 2014 (12pm) |
| Pre-qualification notification | December 5th, 2014 |
| Pre-qualified list expiration date | December 4th, 2016 |

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

**RFQ Questions and Communications**

In lieu of a pre-response conference and to ensure fair and equal access to information about this RFQ, 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 10/17/14. 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 RFQ will be posted on the Juvenile Probation Department website at <http://sfgov.org/juvprobation/publications-documents> under “Announcements.”

This RFQ is not directed at one specific project. To make its pre-qualification determination, the City will review qualifications, including prior project information, lead staff qualifications, and information related to outcomes or data that measures services.

**How will the pre-qualified list established under this RFQ work?**

Based on responses to this RFQ, it is the City’s intent to create a pre-qualified list of consultant firms from which the City will negotiate agreements for individual projects in various service areas on an as-needed basis. Respondents that are pre-qualified will remain on the list for consideration for Contractor selection and negotiations through {pre-qualified list expiration

date – 2 years from notification date}. This list may be used by the City, at its sole and absolute discretion. No pre-qualified Respondent is guaranteed a contract.

**Introduction**

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).

Juvenile Hall, a short-term youth detention facility for the City and County of San Francisco, has the capacity to provide residential services for 150 youth, in a secure setting, 24-hours a day, and seven days a week. Detainees are either 1) youth in custody awaiting investigative action immediately after admission, 2) youth in custody per court order pending further court hearings, 3) youth in custody awaiting placement as per a court-ordered disposition, or 4) youth committed to Juvenile Hall for specified periods, following disposition.

Log Cabin Ranch (LCR) is the San Francisco Juvenile Probation Department’s 24-bed post adjudication residential rehabilitation facility for delinquent male juveniles between the ages of 14-18 years old. Juveniles committed to this facility typically have a history of serious, violent, and chronic delinquency. The purpose of the facility is to provide twenty-four hour residential treatment and rehabilitation programming for juveniles who have been adjudicated as delinquent by the San Francisco Juvenile Courts.

**Scope of Work**

The Juvenile Probation Department seeks Contractors to provide recreational services to youth at

JPD facilities. The Contractor shall provide recreational services on site at Juvenile Hall and/or Log Cabin Ranch. The Contractor will play an integral role in creating a recreational setting that is in a safe and secure therapeutic environment. JPD seeks recreational activities, that offer diversity to youth and contributes to the total developmental objectives of the youth while in detention, these services will provide youth the opportunity to engage in age appropriate, productive and interactive activities. Activities should include experiential learning and support artistic expression. The Contractor will play an important role and will assist JPD in a multifaceted approach to rehabilitate youth.

Proposals shall have a therapeutic or physical focus. Behavioral activities should focus on the enhancement of youth awareness to the important role recreational and physical activity can play in the physical and emotional health and development of youth. These activities should also provide opportunity for large muscle or leisure activities. The objective of the recreation program is to provide activities, which promote health, fitness, emotional and/or artistic stimulation. The recreational program shall include group activities and encourage pro-social behavior. JPD strives to implement a recreation program that will improve the daily social functioning of the detained youth.

For the purpose of this scope of work the following activities are allowed:

* Yoga
* Physical Activity
* Gardening
* Art Therapy
* Music Therapy
* Music Lessons
* Wellness and Health
* Anger Management
* Conflict Resolution
* AA
* Recovery
* Drug Awareness
* Team Building
* Pet Therapy
* Mentoring
* Family Services
* Construction Technology
* Victim Awareness
* Life Skills
* Performing Arts
* Peer Counseling
* Leadership Skills

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 Contractor. Proposing teams may suggest a modified scope as part of their proposal.

1. Provide services on site at Juvenile Hall or Log Cabin Ranch
2. Provide recreational program for the duration of 1 hour
3. Provide recreational program at least once a month

**Service Outcomes**

JPD seeks recreation services that will reduce incidents related to anti-social, violent, and self-injurious behavior. Youth should be able to develop competence in the area of recreational expression. (e.g. If yoga is the program, then they should learn the breathing techniques, poses, and basic history of yoga.)

Youth should experience positive relationships with Contractors, in order to develop communication skills to continue positive engagement with people when they re-enter the community.

**Term**

The contract shall have an original term of one year, from January 5th, 2015 through January 4nd, 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 with providing recreational services to youth ages 9 to 19 years of age.
2. Ability to provide services in a Juvenile Detention Center.
3. Familiarity with the Juvenile Justice System in San Francisco.
4. Experience writing reports and summarizing work performed.
5. Written and oral communication skills.
6. Contractor’s employees, agents, and other representatives who deliver service pursuant this RFQ must complete a training session on the Juvenile Probation Department sexual harassment and sexual abuse prevention training and otherwise comply with the federal Prison Rape Elimination Act of 2003.

**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; 30 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.
	4. Indicate which location the Proposer wants to provide services: Juvenile Hall (375 Woodside Avenue, San Francisco, CA 94127) or Log Cabin Ranch (500 Log Cabin Ranch Rd, La Honda, CA 94020). The Proposer can select one or both locations.
1. **Fee Schedule (no more than one page; 25 points)**

Indicate your proposed fee for the services to be provided for one full year of service provision.

1. **Proposer’s Qualifications (no more than 2 pages; 40 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 three 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:**

RFQ Attachment III (City’s Administrative Requirements)

Individual Contractor Agreement (P-501)