

RFQ#APD2022-01 Community Assessment Services Center (CASC)

Questions and Answers

- 1) [How can an organization implement their program if there are many [Program Areas that] cross over? Would [organizations provide] support for [SFAPD] clients through Reentry Case Management, mentoring, group facilitation or [via some other avenue]?
Please review the solicitation and read the objectives for each Program Area. The expectation is for Proposers to submit Proposals for Program Areas in which they meet the minimum qualifications and have prior experience. In Attachment V (“Proposal Narrative”), the Proposer should demonstrate how they will achieve the Program Area(s) objectives. The CASC has been a multi-services, one-stop reentry center with numerous organizations running programs for the past 10 years. The Reentry Division currently funds over 50 reentry and rehabilitative programs in San Francisco, all of which work together to meet the criminogenic needs and community functioning factors of justice involved adults.
- 2) Regarding Attachment VI (“Budget Template”), is there a maximum amount [of budget and staffing] for each of the Program Areas? [Knowing] this would help immensely in creating a proposed budget and staffing pattern. **No - budgets should be in line with the program and with meeting Program Area(s) objectives. There is no predetermined funding amount for each Program Area. The RFQ has a \$15 million dollar estimated granting authority for all grants combined resulting from the RFQ. To that end, if a Proposer is pre-qualified and is selected for an award, there is no guarantee that the budget submitted (Attachment VI, “Budget Template”) will be honored. Funding is contingent on availability, as SFAPD needs and priorities.**
- 3) Regarding eligibility for Program Area 5 (“Substance Education/Outpatient Treatment Services”): In RFQ Section 3.8.5, first paragraph, line 5: "The program must be DHCS certified to provide outpatient alcohol and other drug (AOD) treatment." DHCS has two outpatient alcohol and drug program certification systems, and we need to know which meet this definition. Is [the definition DHCS certification] narrowly defined to include only OR [is it] broadly defined to also include DHCS Drug Medi-Cal certified to provide outpatient AOD treatment? **Drug-Medical Certification is not required for Program Area 5 (“Substance Education/Outpatient Treatment Services”) because the SFAPD pays for the Outpatient treatment and there will be no billing to Drug-Medical.**
- 4) Will there be any "facility management" needs? **No – the SFAPD will not be procuring facility management services under this RFQ.**
- 5) Regarding Program Area 1 (“Clinical Case Management/Forensic Assertive Community Treatment and Medication Management”), how many CCM clients on caseload or staff members requested? **Please review Program Area 1 of the RFQ for criteria regarding staffing. As of today, the CASC (through three case management providers) case manages approximately 300 clients, and approximately 170 have been identified as having a Serious Mental Illness (SMI). The current capacity for Clinical Case Management is 120 clients, meaning some clients with SMI are on Reentry Case Management caseloads. The current clinical caseloads are 15:1. Proposers should base their Proposal Narrative responses on their expertise, and share their programs and ideas relating to supporting the needs of justice-involved adults with behavioral health challenges.**

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- 6) Regarding Program Area 1 (“Clinical Case Management/Forensic Assertive Community Treatment and Medication Management”), are peer mentors allowed in the staffing as part of the Forensic Assertive Community Treatment model? **Yes - peer specialists that are justice-involved can be part of the Forensic Assertive Community Treatment team.**
- 7) Regarding Program Area 2 (“Reentry Case Management”), how many Reentry Case Management clients on caseload or staff members are being requested. **Please review Program Area 2 of the RFQ for criteria regarding caseloads. As of today, the CASC (through three case management providers) case manages approximately 175 clients in Reentry Case Management with a caseload ratio of 25:1.**
- 8) Page 14, Section A of the RFQ reads: “The SFAPD Reentry Division will play an enhanced oversight and coordination role with the selected Contractors.” What does it mean that SFAPD will play an increased oversight role? **The Reentry Division of the SFAPD will lead and coordinate all services, facility management, and day to day operations at the CASC and serve as the lead coordinating body. In the past, one organization was awarded the CASC contract, including facility management and day to day operations.**
- 9) If applying for multiple program areas, can we submit a single budget? **No – you cannot submit a single budget if your organization is submitting Proposals for multiple Program Areas. Please submit an Attachment VI (“Budget Template”) for EACH Program Area your organization will be submitting a Proposal to.**
- 10) If my organization wants to submit several proposals, could there be one large proposal or can each proposal be submitted separately? Is there a total dollar amount for each of the areas to be funded, or are all of them equally funded? **You may submit your Proposal(s) by Program Area in separate files OR in one large file. You must include all required Attachments in each Program Area Proposal your organization submits. Please review Section 4 of the RFQ for more information (“Submission Requirements”).**
- 11) Is this related to the SFDA HJI (Healing Justice Initiative)? **No - the RFQ is not related to the SFDA Healing Justice Initiative.**
- 12) What is the minimum/maximum [funding] amount an agency can receive per Program Area? **There is no minimum or maximum funding amount available for Program Areas. Please see Question #2.**
- 13) I do not see specific qualifications or agency requirements specified for each Program Area under the program area sections [outlined in the RFQ]. Are they included in the RFQ? **Please see the Attachment IV (“Minimum Qualifications”). Attachment IV (“Minimum Qualifications”) must be submitted with each Program Area Proposal your organization submits. The Minimum Qualifications for each Program Area are clearly defined in the RFQ.**
- 14) Regarding Program Area 6 (“Group Facilitation and Reentry Support Networking”), do staff need to be licensed? **Staff providing services under Program Area 6 (“Group Facilitation and Reentry Support Networking”) may have special certifications but are not required to be licensed.**

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- 15) Will grantees need to manage their own IT tech needs? **Please include IT related costs in your Operating Costs in Attachment VI (“Budget Template”). All funding will be discussed and finalized during award negotiations and is contingent on funding availability.**
- 16) If we do not have database expertise [at our organization], is it possible to put contractor costs for database development? **Please include database related costs in your Operating Costs in Attachment VI (“Budget Template”). All funding will be discussed and finalized during award negotiations, and is contingent on funding availability.**
- 17) In terms of collaborations, what outcomes could [grantees] share? Could we in our proposal(s) describe outcome data sharing so we do not have to repeat something that’s already in progress? **Each funded program will have defined output and outcomes as part of the agreed upon Scope of Work between the Grantee and the SFAPD. Outcome measures are defined as the ultimate benefit associated with a program or service, such as the impacts on clients and the community from participating in the program. Please refer to the Program Area(s) Objectives in the RFQ and align your Proposal Narrative responses with these.**
- 18) Is it acceptable to collaborate with other grantees? **Yes – it is acceptable to collaborate with other Grantees.**
- 19) How much [funding] will be allotted to Program Area 3 (“Mentoring”) so that we can better prepare a budget plan? **Please see Question #2.**
- 20) Are the services requested required to be at the CASC or will it be Community based? **Services may be based at the CASC or be an extension of CASC services.**
- 21) Who currently is providing the Reentry Case Management Services under Program Area 2 (“Reentry Case Management”)? **UCSF/Citywide Forensics, the Senior Ex-Offender Program, and the Mentoring Men’s Movement.**
- 22) The best Reentry Case Managers are the formerly incarcerated, so what was the motivation for requiring a Bachelor’s Degree? **We have amended the solicitation. Please read page 19 of the solicitation. It now reads, “SFAPD expects that Reentry Case Managers will meet the Minimum Qualifications of a Bachelors level professional or three years verifiable experience working with justice involved adults. Individuals who have earned a Community Health Outreach Worker certificate, a CAADE certificate (CA Alcohol and Drug Education certificate) or other related human services certification may also be considered with a minimum qualification of having one-year experience working with justice involved adults.**
- 23) The introduction states a Reentry Case Manager is eligible with a CA Alcohol and Drug Education certificate, and 5 years’ experience. [However] the Objectives listed on [Page 19 of 28 in the RFQ] state that a CA Alcohol and Drug Education certificate and 2 years’ experience [are required]? [Can you clarify] which experience level applies to Program Area 2 (“Reentry Case Management”)? **See Question #22.**
- 24) Where can we find more information on the Forensic Assertive Community Treatment model? **You can look up the FACT model of case management - there is information listed on SAMHSA’s website.**

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- 25) The example of services [listed] under Program Area 7 (“Outreach and Community Engagement”) mentions the Tenderloin Linkage Center. Are these services just for them or [can they be for eligible persons] Citywide? **The TLC was an example; proposals can be citywide but must target justice-involved adults.**
- 26) Who is currently providing services [at the Community Assessment and Services Center] under Program Area 7 (“Outreach and Community Engagement”)? **This is a new service area. Code Tenderloin is the SFAPD’s grantee managing operations of the Tenderloin Linkage Center.**
- 27) Program Area 2 Mentoring, will all the clients be referred by probation? If not, can the agency work with all Reentry clients (e.g., out of county probation, Federal Parole, etc.) as long as they are residents of San Francisco? **Please refer to the Target Population for Program Area 3 (“Mentoring”). The target population for these services are clients of the SFAPD and other justice-involved adults in San Francisco.**