



City and County of San Francisco Adult Probation Department



REQUEST FOR QUALIFICATIONS (RFQ)
SEX OFFENDER CONTAINMENT MODEL TREATMENT SERVICES
RFQ# APD2021-01
CONTACT: elisa.baeza@sfgov.org

Background

The San Francisco Adult Probation Department (“SFAPD”) supervises adult offenders on probation, Post-Release Community Supervision (PRCS), and Mandatory Supervision; and it provides reports to the Superior Court to inform sentencing decisions. APD’s commitment to helping clients change their lives is achieved by the implementation of reentry services and the use of evidence- based practices in collaboration with the Courts, District Attorney, Public Defender, Community-Based Organizations, Reentry Council, Sheriff, Police, and other City Departments. The goal of APD is to help clients rebuild their lives and successfully exit the justice system, reduce victimization, and break the intergenerational cycle of incarceration.

The Reentry Division of Adult Probation administers a large portfolio of reentry programs which include the City’s behavioral health reentry center—the Community Assessment and Services Center (CASC), residential treatment, transitional housing, employment services, mentoring, education, and other supportive services. The Reentry Division collaborates with City, community and private partners to strengthen the reentry safety-net for people with criminal histories. SFAPD values the individuality and diversity of clients, recognize the challenges they face, and invest in their success through services designed to help them permanently exit the justice system.

SFAPD invites responses from qualified agencies to provide Sex Offender Containment Model Treatment Services to clients of the San Francisco Adult Probation Department.

Each Proposer must demonstrate that it meets the Minimum Qualifications described in RFQ Attachment V to be considered.

SCHEDULE *

RFQ Issued	Nov. 19, 2021
RFQ Questions Deadline (12pm PT)	Nov. 23, 2021
RFQ Bidders Video-Conference (11am-12pm PT)	Nov. 30, 2021
RFQ Answers and Clarification Available	Dec. 03, 2021
Proposal Deadline (12pm PT)	Dec. 15, 2021
Notice of Pre-Qualification Release	Jan. 07, 2022

** Dates are subject to change.*

Estimated Contracting Authority: The estimated annual contracting authority shall be approximately \$1 million for all agreements combined resulting from this RFQ, contingent on fund availability and contract negotiations.

Estimated Contract Term: Proposers pre-qualified under this RFQ will remain eligible for consideration for contract negotiations on an as-needed basis for two (2) years from the Pre-Qualification Notification date. Agencies pre-qualified under this RFQ are not guaranteed a contract.

Contract term shall be for one (1) years with four options to extend the term for 12-months each time, for a total of five (5) years, subject to City approval. SFAPD has the sole, absolute discretion to exercise this option, and reserves the right to enter into contracts of a shorter duration. At its sole discretion, SFAPD may make multiple awards.

Contract Monitoring Division Local Business Enterprise (“LBE”) Subcontracting Requirement:

There is no local business enterprise (“LBE”) subcontracting goal for this RFQ or the contract awarded from this RFQ, as indicated in CMD Waiver #10571. However, LBEs are strongly encouraged to submit responses and will receive bonus points in accordance with RFQ Attachment III.

RFQ Questions and Communications Interested parties are directed NOT to contact any employees, agents, or officials of the City other than those specifically designated in this RFQ and its attachments.

Other City Departments and other public safety agencies may utilize the results of this competitive Solicitation (see Administrative Code section 21.16(c).) in accordance with their laws, rules, and regulations.

Email questions to elisa.baeza@sfgov.org by the RFQ Questions Deadline.

No questions will be accepted after the RFQ Questions Deadline with the exception of City vendor compliance questions.

Check the [Adult Probation Department website](http://www.sfgov.org/adultprobation) for latest schedule and other updates.

1. Introduction

1.1. Definitions

General terms used in this Request for Qualifications (“RFQ”) are defined as follows:

CASC: Community Assessment and Services Center, a Reentry Service Center of SFAPD. The main service provider at the CASC is UCSF/Citywide.
Case Manager: A case manager coordinates mental health, social work, educational, health care, vocational, housing, transportation, advocacy, respite care, and recreational services, as needed. The case manager makes sure that the changing needs of the client/consumer and family are met.
CASOMB: California Sex-Offender Management Board.
CCA: Child Contact Assessment. A “Child” is defined under the law, and for the purpose of this RFQ, as an individual under the age of 18.
City: City and County of San Francisco; for this Program, shall mean the Adult Probation Department (SFAPD).
Chaperone: A Chaperone is a person who can supervise a sex-offender’s contact with specified minor child or children, who can assist a client with attending a specific event, and generally who want to assist the client with remaining offense free, and compliant with SFAPD supervision and his/her treatment plan. Chaperones may be non-offending parents, care givers, friends, family members, co-workers or other individual, deemed by the selected Contractor and SFAPD, who want to assist a client with attending a specific event. Chaperones cannot be under any form of active, court ordered supervision, probation or parole.
Client: Sex offenders and/or Individuals referred to services by SFAPD
COMPAS: Correctional Offender Management Profiling for Alternative Sanctions is a validated risk and needs assessment instrument which calculates a client’s criminogenic risks and needs and informs the development of a client’s individualized treatment and rehabilitation plan (ITRP).
Containment Model: The Containment Model is considered a best practice when working with the sex offender population. This approach utilizes professionals from the fields of specialized mental health treatment, certified post-conviction polygraphers, and specially trained community supervision officers (Probation/Parole). These professionals work together to “contain” the offender’s behavior while in the community
Contractor: Agency awarded an agreement for services through this RFQ.
DPO: Deputy Probation Officer of the San Francisco Adult Probation Department.
ITRP: Individualized Treatment and Reentry Plan.
Proposer: Agencies submitting a response package to this RFQ.
SOU: Sex Offender Unit of SFAPD.
SFAPD: Refers to the City and County of San Francisco Adult Probation Department.
SOMTP: Sex Offender Management Treatment Program.
UCSF/Citywide: The CASC main service provider responsible for oversight and operations of the CASC and case management services for clients of SFAPD.

1.2. Intent of this RFQ

The City and County of San Francisco (“City”) Adult Probation Department (“SFAPD”) seeks response packages from agencies able to provide sex offender containment model treatment services to clients referred by SFAPD.

It is the intent of SFAPD to create a prequalified list of agencies from which interested City departments, boards, or commissions may choose prospective contractors on an as-needed basis for up to two (2) years of the prequalification notification date. SFAPD may enter into contract agreement with multiple pre-qualified agencies

It is the intent of SFAPD to execute contract agreements with organizations to perform the services described in Section 2 of this RFQ. Any agreement resulting from the RFQ will have an original term **of one (1) years with four options to extend the term for 12-months each time, for a total of five (5) years, subject to City approval.**~~of three years with an option to extend the term for an additional two-year term.~~ SFAPD may enter into contract agreement with multiple pre-qualified agencies. The estimated annual contracting authority shall be approximately \$1 million for all the agreements combined resulting from this RFQ, and is contingent on fund availability and contract negotiations.

To make an award determination, Proposer qualifications - including prior project/program description information - organization and staff qualifications, services costs, and other information, as described herein, will be evaluated.

Any City department, board, or commission may utilize the results of this RFQ.

1.3. Background of SFAPD

The San Francisco Adult Probation Department (SFAPD) is an integral partner in the City’s criminal justice system. SFAPD contributes to public safety by supervising clients placed on probation, post release community supervision and mandatory supervision, providing reports to the Superior Court to inform sentencing decisions, and supporting victims of crimes by providing information about their rights. SFAPD’s goal is to reduce victimization, improve outcomes and break the inter-generational cycle of incarceration.

SFAPD supervises and supports adults sentenced to community supervision and diversion programs, and provides comprehensive reports to the Court to inform sentencing and community supervision decisions. Supervision of each client is tailored to reflect their public safety risk and is informed by completion of a nationally validated assessment tool, Correctional Offender Management Profiling and Alternative Sanctions (COMPAS). COMPAS assesses both the client’s risk of reoffending and their needs that relate to criminal activity. SFAPD matches clients with appropriate treatment programs, housing, and other services, and assists them with developing the skills needed to live crime-free and productive lives.

SFAPD strives to create an environment in which staff and clients alike have access to culturally and linguistically appropriate services and opportunities. Through its policies, practices, and operations SFAPD demonstrates respect, awareness, and appreciation of clients’ and staff’s beliefs, practices, traditions, religions, history, languages, and criminal histories.

2. Scope of Work

2.1. General Information

The scope of work described below is intended as a general guide to the work SFAPD expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for previous and future survey projects, the selected Contractor's findings and data gathered may be shared by the City with other City grantees or contractors, as deemed appropriate by the City.

SFAPD seeks Proposals from organizations with expertise in providing comprehensive sex offender/containment model services to clients supervised by SFAPD.

2.2. Description of Services

2.2.1. Overview

Starting in July 2012, registered sex offenders on parole or probation are required to participate in sex offender management programs (California Penal Code, § 290.09). Also taking effect in July 2012 was a modification to Chelsea's Law, Assembly Bill 1844, which requires all defendants who are Registered Sex Offenders currently on formal probation for a 290 PC registerable offense to actively participate in a California Sex Offender Management Board (CASOMB) approved Sex Offender Management Program (California Penal Code Sections 1203.067, 290.09, 9003). Chelsea's Law codified a system called The Containment Model that requires collaboration and communication with a team comprised of the sex offender treatment provider, probation officer, polygraph examiner, and a victim advocate when appropriate as described below:

"The Containment Model is considered a best practice when working with the sex offender population. This approach utilizes professionals from the fields of specialized mental health treatment, certified post-conviction polygraphers, and specially trained community supervision officers (Probation/Parole). These professionals work together to "contain" the offender's behavior while in the community (CSOM, n.d.). Community supervision officers utilize a wide range of tools (e.g., hand cuffs, impact weapons, firearms, radios, computers), in performing their duties. The Containment Model is simply another tool the supervision officer uses to assess the risk an offender poses and develop a plan to mitigate that risk. This is accomplished by frequent communication with the treatment provider and polygrapher, and by always keeping a victim centered approach (English, 2004; English, Chadwick, Pullen, & Jones, 2006)."

The diversity of sex offenders clearly indicates that approaches to treatment should vary – a "one size fits all" approach simply doesn't work. A comprehensive assessment process in line with the most up to date local and statewide legislation and treatment modalities should be designed to address the varied motivations, predisposing factors, offense pathways, and specific intervention needs of sex offenders.

Treatment should reflect the underlying factors believed to contribute to that individual's offending behavior and that are related to the risk for reoffending in the future. Outcomes are maximized and recidivism is reduced when offenders are matched to interventions based on

risk, needs, and other factors. Additionally, sex offenders also face a range of additional criminogenic needs. These include:

- 1) Sexual Interest Domain:
 - a. Sexual preference for children
 - b. Sexualized violence
 - c. Sexualized preoccupation
- 2) Relational Style Domain:
 - a. Emotional congruence with children
 - b. Lack of emotionally intimate relationship with an adult
 - c. Callousness and grievance thinking
- 3) Self-Management Domain:
 - a. Lifestyle impulsiveness
 - b. Dysfunctional coping

Assessments must help drive the justification for service intensity and duration. More intensive treatment for example has a better impact on higher risk offenders than it does on lower risk offenders. SFAPD anticipates that there will be approximately fifty (50) clients at any given time that will be in need of sex offender management and polygraph services. Under the current sex offender containment model treatment service framework, SFAPD completes the Static 99R assessment and makes, as appropriate, referrals to providers of sex offender and polygraph services.

SFAPD is seeking to pre-qualify sex offender management programs providers and polygraph examiners that are certified by CASOMB to deliver the requisite service as per.

2.2.2. Target Population

Individuals with current sex offense convictions who are under the supervision of SFAPD and who are mandated to participate in The Containment Model as described in Part A above or are ordered to address sexual offending behavior in treatment.

2.2.3. Scope of Work and Program Requirements

Each Proposer shall be able to demonstrate their ability to provide containment model sex offender services at minimum, through the following Sex Offender Management Treatment Program (SOMTP) components:

- 1) **Polygraph** - Complete Polygraph Examination, which maybe be completed by selected Contractor or by a third party so long as the entity administering the examination adheres to the standards set by CASOMB.
- 2) Use State Authorized Risk Assessment Tools for Sex Offenders (SARATSO), to assess a Client's dynamic risk and future risk for sexual violence, and sexual recidivism.
- 3) As needed, complete the following three assessments and provide scores to the SFAPD:
 - a. Stable-2007,
 - b. Acute-2007 and
 - c. LS/CMI
- 4) **Intake Assessment** - Complete Client intake and assessment and provide an evaluation to the SFAPD/SOU
- 5) Develop a treatment plan for each Client referred.
- 6) **Containment Model** - Meet with Client and Containment Model Team to go over assessment results and agree on treatment plan requirements.

- 7) **Individual and Group Sessions** - Offer individual and group therapy sessions.
- 8) Offer all services to non-English speaking Clients.
- 9) Conduct Child Contact Assessments (CCA), as needed or requested, to determine if it is safe to allow a sex offender to have contact with his/her own children and/or with other children, excluding the victim. A CCA is a comprehensive evaluation conducted to assist the Containment Model Team in determining the appropriateness of the sex offender having contact with children.
- 10) Offer an Approved Supervisor/Chaperone (Chaperone) Training Component for potential chaperones to learn, process, and internalize information about offender characteristics, risk, and behaviors.
- 11) Have routine phone and/or email contact with the SFAPD/SOU.
- 12) Participate in monthly case conferencing between the SFAPD/SOU and the Containment Model Team.
- 13) Submit monthly Client progress reports.
- 14) Conduct these assessments as needed:
 - a. ABID or AASI
 - b. MCMI-IV (Millon)
 - c. MMPI
 - d. MSI-II
 - e. PTSI-R
 - f. SDI

15) Other assessments not listed above must be approved by the SFAPD before being conducted.

15)16) **Adhere to the California Sex Offender Management Board's (CASOMB) guidelines for Telehealth and Language Barriers, which may be located here: [https://casomb.org/pdf/Telehealth and Language Barriers Guidelines 12 2020.pdf](https://casomb.org/pdf/Telehealth%20and%20Language%20Barriers%20Guidelines%202020.pdf)**

Proposers must obtain client consent if services will be conducted via a telehealth platform.

Treatment provider must develop a program schedule with a target completion date in alignment with probation supervision grants, typically ranging between 18-24 months

The number of service units provided and assessments conducted may vary month to month, and will depend on SFAPD client needs.

2.2.4. Program Outcomes Expectations

The following program outcomes are expected of the Contractor:

- 1) 100% of Clients will receive an intake within 30 days of program referral.
- 2) 100% of Clients will have an LS/CMI within 30 days of program referral.
- 3) 100% of Clients with a contact sex offense will have a Stable-2007 within 30 days of program referral.
- 4) 100% of Clients will have an initial case conference with 45 days of program referral.
- 5) 100% of Clients will have Treatment Goals that are aligned with the sexual criminogenic needs as outlined in the Stable-2007.
- 6) 100% of treatment sessions will be aligned with the sexual criminogenic needs as outlined in the Stable-2007.
- 7) 75% of Clients will complete their treatment goals as outlined in their treatment plans.

2.3. Additional As-Needed Services

Subject to SFAPD's approval, the agreements awarded under this RFQ may be amended in accordance with City requirements to include SFAPD-requested as-needed assistance from the

Contractor that is related to the services described in this RFQ. The scope and cost of as-needed services will be determined and negotiated by SFAPD.

3. Pre-Submission Information

3.1. RFQ Bidders Video Conference

Proposers may attend the RFQ Bidders Video Conference on Tuesday, November 30, 2021 from 11am to 12pm for an overview of RFQ requirements. The bidders conference will also be an opportunity to ask questions not submitted by the RFQ Question Deadline.

To join the Bidders Video Conference, follow the instructions below:

Join Zoom Meeting

<https://us02web.zoom.us/j/82700228896>

Meeting ID: 827 0022 8896

One tap mobile

+16699009128,,82700228896# US (San Jose)

+12532158782,,82700228896# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 827 0022 8896

Find your local number: <https://us02web.zoom.us/j/82700228896>

3.2. RFQ Questions Deadline

Questions or requests for interpretation will only be accepted by e-mail to elisa.baeza@sfgov.org until the RFQ Questions Deadline indicated in the cover page of this RFQ.

Agency questions about compliance with the City's supplier requirements may still be asked and answered by the contacts designated in this RFQ. There is no deadline to submit questions related to compliance with the City's supplier requirements.

There is no deadline to submit questions related to compliance with the City's supplier requirements

3.3. Answers and Clarifications

A summary of the clarifications, questions, and answers pertaining to this RFQ will be posted on SFAPD's website: <https://sfgov.org/adultprobation/requests-proposals>.

4. Submission Requirements

4.1. Time and Place for Proposal Submission

Proposals and all related materials must be received by the Proposal Deadline indicated on the cover page of this RFQ.

In order to be considered, Proposals must be e-mailed to elisa.baeza@sfgov.org by the specified deadline on cover page of this RFQ. Proposal materials may be e-mailed in separate batches if files are too large to send all at once.

Proposals submitted by postal mail or fax will not be accepted. Late submissions will not be considered.

4.2. Proposal Content

Agencies interested in responding to this RFQ MUST SUBMIT THE FOLLOWING INFORMATION, IN THE ORDER SPECIFIED BELOW. All Proposals for funding must be developed using the format below. This is necessary so that all Proposals can receive fair and equal evaluation. Proposals not following the required format will not be considered for funding. Information must be at a level of detail that enables effective evaluation and comparison between Proposals by the RFQ Evaluation Panel.

Complete, but concise responses are recommended for ease of review. Proposals should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled, and organized in a clear and logical fashion so that Proposal readers can easily understand information. As long as Proposals adhere to the required page limit, Proposals can be single or double spaced. Proposers should use a simple font such as Arial or Times New Roman.

Proposal Submissions must include the following:

- A. RFQ Attachment I: Terms and Conditions, signed acknowledgment page only**
 - Use *RFQ Attachment I*
 - Must sign *Attachment I*

- B. RFQ Attachment II: Local Business Enterprise (LBE) Certificate of Proof (if applicable), and signed acknowledgment page**
 - Use *RFQ Attachment II*
 - Must sign *Attachment II*

- C. RFQ Attachment III: City Supplier Administrative Requirements, signed acknowledgement page only**
 - Use *RFQ Attachment III*, signature page only
 - Must sign *Attachment III* even if already a City Supplier

- D. RFQ Attachment IV: Cover Sheet**
 - Use *RFQ Attachment IV*
 - Must sign *Attachment IV*

- E. RFQ Attachment V: Minimum Qualifications & Prior Project Descriptions**
 - Use *RFQ Attachment V* (8-page limit, INCLUDING the length of *RFQ Attachment V* template)
 - Please type responses directly onto the template provided

F. RFQ Attachment VI: Description of Services & Pricing Estimate

- Use *RFQ Attachment VI* (10-page limit, INCLUDING the length of *RFQ Attachment VI* template)
- Please type responses directly onto the templates provided for RFQ Attachment VI
- The Pricing Sheet will NOT count towards maximum page limits for RFQ Attachment VI
- The Pricing Sheet is on the Excel document provided
- The Pricing Sheet will demonstrate the Proposer's Pricing Estimate

5. Proposal Evaluation and Selection

This section describes the criteria that will be used for analyzing and evaluating the Proposals. This Request for Qualifications does not in any way limit SFAPD's right to solicit contract agreements for similar or identical services if, in SFAPD's sole and absolute discretion, it determines the Proposals are inadequate to satisfy its needs. SFAPD reserves the right not to award any grant agreement under this Request for Qualifications.

5.1. Minimum Qualifications

Any Proposal that does not demonstrate that the Proposer meets the Minimum Qualifications by the Proposal deadline will be issued a notice of non-responsiveness and will not be evaluated or eligible for contract award under this Solicitation.

To meet the minimum qualifications and be deemed eligible for response evaluation, each Proposer must submit and verify the following (See Attachment V):

- 1) Proposal must meet all submission requirements described in RFQ Section 4.
- 2) Proposal submission must include the required RFQ Attachments I, II, III, IV, V, and VI.
- 3) Proposer must be CASOMB certified.**
- 4) Proposer must provide details of two (2) Projects that have been operational for a minimum of two (2) consecutive years within the past five (5) years that meet the services described in Section 2.2 of this RFQ.

5.2. Proposal Evaluation Process

Proposals that meet the Minimum Qualifications will be evaluated on a 100-point scale by an independent evaluation panel. Proposers that meet LBE criteria will receive an additional 5-bonus points. The panel of reviewers will be responsible for evaluating and scoring responses based on agency's qualifications and demonstrated capacity to deliver services, and proposed services/program model. Thereafter, the panel of reviewers and SFAPD staff will make a recommendation for pre-qualification, and reasonableness of proposed cost.

To be pre-qualified, Proposers must receive a grand total score that is at or above 70 points.

5.3. Proposal Evaluation Criteria

The Proposals will be evaluated by a review panel comprised of parties with expertise in the community corrections and public safety field. SFAPD intends for the review panel to evaluate the Proposals generally in accordance with the criteria itemized below.

Only Proposals that have been deemed to meet the Minimum Qualifications will be evaluated and scored.

• RFQ Attachment I: RFQ Terms and Conditions, <u>signed acknowledgment page</u>	Pass/Fail
• RFQ Attachment II: Local Business Enterprise (LBE) Certificate of Proof (if applicable)	Pass/Fail 5-Bonus Points if LBE
• RFQ Attachment III: City Supplier Administrative Requirements, <u>signed acknowledgement page</u>	Pass/Fail
• RFQ Attachment IV: RFQ Cover Sheet	Pass/Fail
• RFQ Attachment V: RFQ Minimum Qualifications, California Sex Offender Management Board Certification (CASOMB), and Prior Project Descriptions	Pass/Fail
• RFQ Attachment VI: Description of Services & Pricing Estimate *	100 maximum points possible

*The Pricing Estimate will be scored by the following formula: (lowest submitted price ÷ by Proposer's submitted price) X 55 maximum points possible. The Pricing Estimate's score will not exceed the maximum 55 points possible.

5.4. ~~Proposal Evaluation Criteria~~ Pre-Qualification List Determination

Proposers who score at or above 70 points of the 100 possible points will be qualified to participate in potential contract award negotiations with SFAPD during a period of two (2) years from the Pre-Qualification List Notification date. There is no numerical limit to the number of agencies that may be listed on the Pre-Qualification List Notification.

Upon SFAPD's conclusion of its Proposal evaluation process, pre-qualified Proposers will be provided with a Pre-Qualification Notification.

5.5. Selection for Award Negotiations and Limitations

Pre-qualified Proposers may be asked to respond to requests for quotes, requests for Proposals, or other competitive processes for specific scopes of work to ensure SFAPD receives the best value. Pre-qualified Proposers may be subject to reference checks and/or interviews prior to SFAPD selection for contract negotiations. If reference checks are needed by SFAPD to confirm Proposer's experience, they will be used to verify the quality of staffing provided to prior clients, adherence to schedules/budgets, problem-solving capabilities, project management capabilities, and the quality of deliverables and outcomes. Please see RFQ Attachment I, Section 13, Release of Liability.

If interviews are required to assist SFAPD with selection for contract negotiations, each Proposer should ensure that its Key Personnel be assigned to SFAPD services attend the interview. Key Personnel must include the proposed Project Manager and/or the proposed point of contact responsible for managing project resources, budget, timeline, deliverables and completion.

SFAPD may select pre-qualified Proposers for contract negotiations without additional selection processes. For a list of all additional terms and conditions of this solicitation and resulting contract(s) from it, please review:

- RFQ Attachment I: RFQ Terms and Conditions
- RFQ Attachment II: Local Business Enterprise (LBE) Certificate of Proof
- RFQ Attachment III: City Supplier Administrative Requirements