



City and County of San Francisco Adult Probation Department



REQUEST FOR QUALIFICATIONS (RFQ) SEX OFFENDER CONTAINMENT MODEL TREATMENT SERVICES RFQ#APD2022-02

This Solicitation can be viewed on the Adult Probation Department website at: <https://sfgov.org/adultprobation/requests-proposals>. Check the Adult Probation Department website for latest schedule and other updates.

BACKGROUND

The Adult Probation Department (hereinafter, "SFAPD" or "City") supervises adults on probation, post-release community supervision, and mandatory supervision, provides reports to the Superior Court to inform sentencing decisions, and connects clients with specialized services designed to increase well-being and reduce recidivism. SFAPD's mission is to "Protect and Serve the Community, Further Justice, Inspire Change, and Prioritize Racial Equity so that all People May Thrive". This mission is achieved through the implementation and use of evidence-based supervision practices, including collaboration with the Courts, Community-Based Organizations, Community Corrections Partnership, District Attorney, Reentry Council, Sentencing Commission, Sheriff, Police, Public Defender and other City Departments. SFAPD strives to: increase public safety through effective engagement with clients on supervision; provide services that support client needs; reduce victimization; improve client well-being; and reduce recidivism.

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 Attachment IV to be considered.

SOLICITATION SCHEDULE (Dates are subject to change)

Request for Qualifications (RFQ) Issuance	4/27/2022
Deadline for Questions	4/29/2022 (5pm PT)
Answers and Clarification Available	5/02/2022
Deadline to Submit Proposals	5/5/2022 (12pm PT)
Notice of Pre-Qualification Release	5/13/2022
Contract Administrator:	Elisa Baeza, elisa.baeza@sfgov.org

I. INTRODUCTION

A. Definitions

General terms used in this Solicitation 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 Solicitation, 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) or the City.
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 Solicitation..
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 Solicitation.
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.

B. Intent of this Solicitation

This Request for Qualifications (hereinafter “Solicitation” or “RFQ”) is being issued by the Adult Probation Department (hereinafter, “SFAPD” or “City”).

The City seeks Submissions from qualified agencies to provide Sex Offender Containment Model Treatment Services to clients of the San Francisco Adult Probation Department

C. Anticipated Contract Performance Period

The City expects to establish an initial two (2) year Contract term with selected Proposer, with one option to extend the term for three (3) additional years, for a total of five (5) years.

D. Estimated Contracting Authority

The City may enter into a Contract with multiple pre-qualified agencies. The estimated annual contracting authority shall be approximately \$1 million for all the agreements combined resulting from this Solicitation, and is contingent on fund availability and Contract negotiations.

E. Local Business Enterprise (“LBE”) Subcontracting Requirements

There are no Local Business Enterprise (“LBE”) subcontracting requirements for this Solicitation or the Contracts awarded from this Solicitation, as indicated in CMD Waiver #10805. However, LBEs are strongly encouraged to submit responses and will receive bonus points in accordance with Attachment V (“Proposal Narrative & Pricing Estimate”).

F. Indefinite Quantity, As-Needed Contract

A Contract awarded pursuant to this Solicitation will result in a term, indefinite quantities, as-needed Contract. There is no guarantee of a minimum amount of goods or services for any of the Proposers selected for Contract negotiations or for the awarded Proposer. Unless otherwise specified herein, deliveries and services will be required in quantities and at times as ordered during the period of the Contract. Estimated quantities, if any, stated in this Solicitation are approximations only. City, in its sole discretion, may purchase any greater or lesser quantity. City may also make purchases of items awarded pursuant to this Solicitation from other suppliers when City determines, in its sole discretion that it is in the best interest of the City to do so.

G. Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any Contract awarded pursuant to this Solicitation (SF Administrative Code, Section 21.16).

H. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a Contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person’s or organization’s net worth or other proprietary financial data submitted for qualification for a Contract or other benefit until and unless that person or organization is awarded the Contract or benefit.

If the City receives a Public Records Request (“Request”) pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure (“Response Date”). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production (“Withholding Directive”), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

I. Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors,

representatives and/or other parties under Proposer's control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

J. Pre-Submission Questions and Requests for Clarification

Proposers are directed NOT to contact any employees, agents, or officials of the City other than those specifically designated in this Solicitation and its Attachments.

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

Questions about compliance with the City's supplier requirements may still be asked and answered by the contacts designated in this Solicitation.

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

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

2. SCOPE OF WORK

The overview described below is intended as a general guide to the work SFAPD ("City) 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.

A. Description of Services

I. 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.

II. 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 above or who are ordered to address sexual offending behavior in treatment.

III. 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 may 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.
- 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

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.

IV. 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

B. Additional As-Needed Services

Subject to the City's approval, the Contract awarded under this Solicitation may be amended in accordance with City requirements to include City-requested as-needed additional features and functionalities from the selected agency that is related to services described in Section 2 of the Solicitation ("Scope of Work"). The extent and cost of as-needed additional features and functionalities will be determined and negotiated by the City.

3. PROPOSAL SUBMISSION REQUIREMENTS

Proposers interested in responding to this Solicitation MUST SUBMIT THE FOLLOWING INFORMATION, IN THE ORDER SPECIFIED BELOW. All Submissions for funding must be developed using the format below. This is necessary so that all Submissions can receive fair and equal evaluation. Submissions 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 Submissions by the Solicitation Evaluation Panel.

A. Proposal Format

Proposals must be created using a word processing software (e.g., Microsoft Word or Excel) and typed in a serif font (e.g., Times New Roman, Calibri, Arial). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

B. Proposal Content

Complete, but concise responses are recommended for ease of review. Submissions should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this Solicitation. 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 Submission readers can easily understand information.

Proposals must include all of the following items:

- I. **Attachment I: RFQ Terms and Conditions, signed acknowledgment page only**
 1. Pass/Fail
 2. Must use Attachment I
 3. Must sign Attachment I
- II. **Attachment II: Local Business Enterprise (LBE) Certificate of Proof (if applicable)**
 1. Use Attachment II only if your organization is a LBE
 2. Bonus points available
- III. **Attachment III: Cover Sheet**
 1. Pass/Fail
 2. Must use Attachment III
 3. Must sign Attachment III
- IV. **Attachment IV: Minimum Qualifications**
 1. Pass/Fail
 2. Must use Attachment IV (8-page limit, INCLUDING the length of Attachment IV template)
 3. Please type responses directly onto the template provided
- V. **Attachment V: Proposal Narrative and Pricing Estimate**
 1. 100 maximum points possible
 2. For the Proposal Narrative, must use Attachment V (10-page limit, INCLUDING the length of Attachment V template)
 3. The Pricing Estimate must be completed on the Excel document provided
 4. The Pricing Estimate will NOT count towards maximum page limits for
 5. Please type responses directly onto the templates provided
- VI. **Attachment VI: Sample Contract**
 1. Optional
 2. See Attachment I, Section I ("General"), Sub-Section D ("Contract Terms and Negotiations") for more information.

C. Time and Place for Submission

Proposals, Attachments, and all related material must be received by the deadline indicated on the cover page of this Solicitation.

In order to be considered, Proposals must be e-mailed to elisa.baeza@sfgov.org by the specified deadline on the cover page of this Solicitation. Proposal, Attachments, and all related material 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. PROPOSAL EVALUATION CRITERIA AND SELECTION

This section describes the criteria that will be used for analyzing and evaluating Submissions. The acceptance and/or selection of any Proposal shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

This Solicitation does not in any way limit the City's right to solicit Contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the Submissions are inadequate to satisfy its needs. The City reserves the right to award more than one Contract under this Solicitation. The City reserves the right to not award any Contract(s) under this Solicitation.

A. Minimum Qualifications (Pass/Fail)

Any Submission 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 award under this Solicitation.

To meet the Minimum Qualifications and to be deemed eligible for Proposal evaluation, each Proposer must submit and verify ALL of the following items. Proposer must meet all submission requirements described in Section 3 of this Solicitation ("Proposal Submission Requirements").

- I. **Required Attachments to be Included in Submission:** Submissions must include the required Attachments I, II, III, IV, V. Attachment VI is optional.
- II. **Prior Project Descriptions:** Proposers must provide details of TWO (2) Prior Projects that have been operational for a minimum of TWO (2) consecutive years within the past FIVE (5) years that demonstrate how the agency has provided sex offender containment model services at law-enforcement or similar agencies to that of the San Francisco Adult Probation Department.
- III. **Proposer must be CASOMB certified.** Include copy CASOMB certificate in Proposal Submission.
- IV. **Cybersecurity Risk Assessment:** As part of City's Proposal evaluation process, the City shall require a completed Cybersecurity Risk Assessment (CRA) of each Proposer. Proposers must include ONE of the following documents in their Submission as part of the Minimum Qualification requirements. See Attachment IV, "Minimum Qualifications."
 1. SSAE 18 SOC-2, Type 2 Report: Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy (management's description of a service organization's system and the suitability of the design and operating effectiveness of controls, aka SOC-2 Type 2); or
 2. City Cyber Risk Assessment (CRA) Questionnaire: City Cybersecurity Risk Assessment questionnaire based on Consensus Assessments Initiative Questionnaire-Lite. See Attachment IV, "Minimum Qualifications & Prior Projects."

B. Proposal Evaluation Criteria (100-Maximum Possible Points)

Responsive Proposals that meet the Minimum Qualifications will be evaluated by a panel ("Evaluation Panel") consisting of parties with expertise in the community corrections and public safety field. The Evaluation Panel may include staff from various City departments. 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 outlined in Section 2 of this Solicitation ("Scope of Work"). Thereafter, the panel of reviewers and the city will make a recommendation for pre-qualification.

Attachment V ("Proposal Narrative & Pricing Estimate") is worth up to 100 points, and will be scored based on the following point breakdown:

- Description of Services: 45 points
- Pricing Estimate: 55 points

In accordance with Attachment V ("Proposal Narrative and Pricing Estimate"), Proposers must describe their experience and expertise delivering the services outlined in Section 2 of the solicitation ("Scope of Work"). The Pricing Estimate will be scored by the following formula: $(\text{lowest submitted price} \div \text{Proposer's submitted price}) \times 55$ maximum points possible. The Pricing Estimate score will not exceed the maximum 55 points possible for the Pricing Estimate.

C. Pre-Qualification List Determination

To be pre-qualified, a Proposer must receive a grand total score that is at or above 70 points to be eligible to participate in potential Contract award negotiations with the City during a period of two (2) years from the Pre-Qualification List Notification date. There is no numerical limit to the number of Proposers that may be listed on the Pre-Qualification List.

D. 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 the City receives the best value. Pre-qualified Proposers may be subject to reference checks and/or interviews prior to the City's selection for Contract negotiations. If reference checks are needed 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 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.

If a satisfactory Contract cannot be negotiated in a reasonable time or for a reasonable price with a selected Pre-qualified Proposer, then the City, in its sole discretion, may terminate negotiations and begin Contract negotiations with another Pre-qualified Proposer. The selection of any Proposer for Contract negotiations shall not imply acceptance by the City of all terms of their Proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

Upon the City's determination that contracted services are appropriate, the City will send a Notice of Intent to Award to the selected Pre-qualified Proposer with the anticipated scope and details of the proposed engagement. Proposers may be required to provide additional information to the City to aid in its selection for Contract negotiations and/or for Contract award.

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 Attachment I in its entirety ("RFQ Terms and Conditions").