



**City and County of San Francisco  
Juvenile Probation Department**

**Allen A. Nance**  
Chief Probation Officer

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**Summary of Questions and Answers  
RFP #JUV2018-09  
Investigative Services  
Pre-Bid Conference on September 17, 2018 @ 10:00 a.m.  
Written Questions on or before September 20, 2018 @ 5:00 PM**

Pre-Bid Conference Juvenile Probation Department Representatives:

Elena Baranoff, Contract Manager

[elena.baranoff@sfgov.org](mailto:elena.baranoff@sfgov.org)

Sandra Dalida, Deputy Director of Administrative Services

**Comment (Potential Respondent):** The firm or individual providing investigative services to San Francisco Juvenile Probation Department (“JPD” or the “Department”) should be a licensed private investigator.

**Response (JPD):** The department is looking for a licensed professional to provide investigative services. Refer to the section titled Experience and Capacity in the RFQ, which asks for “detailed description of organization’s experience, professional qualifications, certificates, skill sets, and capacity for services identified in the RFQ for which you have applied.”

**Comment (JPD):** Please submit a Cover Page as the first page of your proposal, completing all the information listed, along with a dollar amount you are requesting for the scope of work. (See page 16 of the RFQ; this will be page 1 of your proposal.) Also, please include Table of Contents indicating the page numbers for each section in your proposal (see page 17 of the RFQ) to enable the Subject Matter Experts (SMEs) to easily locate corresponding response in the proposal. (Page 17 will actually be your page 2.)

- 1. Question:** Will all the proposals be submitted electronically (i.e. no paper copies)?  
**Answer:** Yes. All proposals should be submitted electronically to both: [JPD.RFP@sfgov.org](mailto:JPD.RFP@sfgov.org) and [elena.baranoff@sfgov.org](mailto:elena.baranoff@sfgov.org)
- 2. Question:** How many pre-employment background checks were performed by JPD last year?  
**Answer:** Last year, there were approximately 25-30 pre-employment background checks done by the department for peace officers and deputy probation officers (DPOs), all new hires. In addition, the department conducted approximately 30-40 background checks for on call as-needed counselors for both Juvenile Hall and Log Cabin Ranch locations.
- 3. Question:** Do you expect to hire more people this year than last year?  
**Answer:** JPD anticipates hiring a variety of classifications this year, including DPOs, Senior Counselors for Juvenile Hall, and on call as needed counselors.
- 4. Question:** Who is doing the investigations now?  
**Answer:** Currently, a temporary retiree annuitant is conducting investigations through the JPD Human Resources Department.
- 5. Question:** Is the JPD “Investigator” a police officer?  
**Answer:** No. The employee is a former DPO. If the investigations are of a sensitive or higher profile nature, JPD requests that the City Attorney’s Office conduct the investigations.
- 6. Question:** Are some of the positions post-certified positions, but non-weapon carrying?

**Answer:** Yes, some of the positions are post-certified sworn peace officers, but non-gun bearing positions.

7. **Question:** Would you want the background checks to be post certified?

**Answer:** Yes.

8. **Question:** Who provides credit reports to JPD?

9. **Answer:** Currently, JPD pulls its own credit reports. Once a contract is in place, the private investigator will be responsible for providing credit reports to the department. (Refer to page 4 of the RFQ, Section A, items listed from 1 to 9).

10. **Question:** How many potential respondents are bidding on this RFQ?

11. **Answer:** Unknown. The RFQ was released to approximately six prospective respondents and was posted on the City's Office of Contract Administration (OCA) website: <http://mission.sfgov.org/OCABidPublication/> as well as JPD's website: <https://sfgov.org/juvprobation/publications-documents>

**Emailed:**

12. **Question:** Must each proposed investigator perform both pre-employment background investigations and investigations into alleged employee misconduct?

**Answer:** No.

13. **Question:** Is it sufficient that our attorney investigators conduct investigations of alleged workplace misconduct, and our licensed private investigators conduct pre-employment background investigation in addition to alleged workplace misconduct investigations?

**Answer:** Yes.