



City and County of San  
Francisco  
Juvenile Probation  
Department

# City and County of San Francisco

## Juvenile Probation Department

### INFORMAL REQUEST FOR PROPOSAL FOR JUVENILE MANAGEMENT SYSTEM

CONTACT: Sheila Layton, [Sheila.Layton@sfgov.org](mailto:Sheila.Layton@sfgov.org), 415-753-7562

#### Intent of this RFP

It is the intent of the Juvenile Probation Department to identify the most responsive and qualified Proposer(s) to negotiate a contract for a Juvenile Management System. Proposers are not guaranteed a contract.

#### Anticipated Contract Term

Contract period is anticipated to be **10/3/16 to 10/02/19** including City options for (two 1 year) extensions for a total possible contract period of 5 years. Actual contract periods may vary, depending upon service and program needs at the City's sole, absolute discretion. Contractor selected must be available to commence work on or before **Monday 10/03/16**.

#### City-Proposer Communications

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RFP, e-mail your questions to [Sheila.Layton@sfgov.org](mailto:Sheila.Layton@sfgov.org). **Questions must be received before 12 pm on Tuesday 08/09/2016**. 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 questions and answers pertaining to this RFP will be emailed to all Proposers.

#### Schedule\*

RFP Issued:  
**Tuesday 07/26/2016**

Deadline For Questions:  
**Tuesday 08/09/2016 (12p.m. PT)**

Deadline For Proposals:  
**Tuesday 08/16/2016 (12 p.m. PT)**

Contract Begins:  
**Monday 10/03/2016**

\*Each date and requirements are subject to change.

# 1. Introduction

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## **A. SF Juvenile Probation Department Mission**

It is the mission of the San Francisco Juvenile Probation Department to serve the needs of youth and families who are brought to our attention with care and compassion; to identify and respond to the individual risks and needs presented by each youth, to engage fiscally sound and culturally competent strategies that promote the best interests of the youth; to provide victims with opportunities for restoration; to identify and utilize the least restrictive interventions and placements that do not compromise public safety; to hold youth accountable for their actions while providing them with opportunities and assisting them to develop new skills and competencies; and contribute to the overall quality of life for the citizens of San Francisco within the sound framework of public safety as outlined in the Welfare & Institutions Code.

## **B. Background of the Juvenile Probation Department**

The San Francisco Juvenile Probation Department (JPD) is responsible for investigation and supervision of youth, ages 11–17, who have been referred to JPD by law enforcement. JPD serves youth through three types of programs:

1. Juvenile Hall: a short term detention center which holds youth after arrest. Youth stay detained in Juvenile Hall until released by a Judge. Primary Judicial criteria for release are: lack of public safety risk and lack of flight risk.
2. Log Cabin Ranch School (LCRS): a long-term (9 month) rehabilitative residential facility for boys which is used as a post-adjudication disposition. LCR provides a wide range of intensive services for its residents, including an accredited school, vocation training and programs, enrichment activities, counseling, and structured problem solving.
3. Probation Services: this area of JPD includes investigation into situations of youth who have been referred by law enforcement and supervision of youth placed on probation by the courts.

## **C. Project Description**

The San Francisco Juvenile Probation Department (JPD) invites your company to submit a written proposal to provide JPD with a Juvenile Management System that uses radio-frequency identification (RFID) in order for JPD to track the activities of youth on-site in real time while reducing paper logging methods.

# 2. Scope of Work

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## Requirements for Juvenile Management System

The Contractor shall include a plan to provide services as well as create capacity for the system to be integrated into JPD's Case Management Systems. JPD's current Case Management System is contracted through AutoMon. The plan shall be sufficiently comprehensive in scope and detail to convey the Contractor's ability to manage this project. The plan shall include:

### **A. System Materials**

- RFID Wristbands
- RFID Tags
- Compliance Monitors
- Ethernet Cradle
- Spare Batteries

## **B. System Software**

- Microsoft SQL Server Reporting Services
- License to access necessary software

## **C. System Capacity**

- Automate welfare checks at required intervals with real-time notifications
- Track and share juvenile demographics and housing assignments
- Conduct security rounds and headcounts in order to track juvenile movements
- Automate data collection and reporting process, and share information in real-time.
- Capability to be integrate/communicate with JPD's Case Management System

JPD seeks a Juvenile Management System which will allow JPD to strengthen operational productivity, reduce juvenile complaints and litigation, eliminate manual logging and paper-based forms/systems, and increase compliance with PREA (Prison Rape Elimination Act) and corrections standards.

# **3. City-Proposer Communications**

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## **A. Proposal Questions**

Contractors are required to comply with the provisions of Chapters 12B of the San Francisco Administrative Code. Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. Please contact the Human Rights Commission at 415-252-2500 for assistance.

Questions about this RFP will be accepted in advance of Proposal submission. Please e-mail questions to Sheila Layton [Sheila.Layton@sfgov.org](mailto:Sheila.Layton@sfgov.org) before **Tuesday 08/09/2016 (12p.m. PT)**.

Proposers are specifically directed NOT to contact any other employees or officials of the City. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion.

# **4. Proposal Submission Requirements**

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## **A. Time and Place for Submission of Proposals**

Proposals and all related materials must be received by **Tuesday 08/16/2016 (12 p.m. PT)**.

Proposals may be emailed, delivered to the Reception Desk at the Juvenile Probation Department or mailed to:

**Sheila Layton  
Juvenile Probation Department  
375 Woodside Avenue, Room 206  
San Francisco, CA 94127**

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted by fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Note that Proposers hand-delivering proposals to 375 Woodside Avenue San Francisco, CA 94127 may be required to open and make packages accessible for examination by security staff.

## **B. Proposal Package**

The following items must be included in your proposal and packaged in an envelope clearly marked **RFP Juvenile Management System**.

Complete and concise proposals are recommended for ease of review. Proposals should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Marketing and sales type information should be excluded. All parts should be numbered and clearly labeled.

1. **Executive Summary (No more than 2 pages)**
2. **One complete printed copy of Attachment V.** Proposers are advised to review Attachments III, IV and V before beginning work on the proposal template in Attachment V to ensure they can meet the City's requirements.

## **5. Evaluation Criteria**

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### **A. Minimum Qualifications**

Any proposal that does not demonstrate that the Proposer meets the minimum qualifications described in Attachment V by the proposal deadline may be considered non-responsive and may not be evaluated or eligible for award of any subsequent contract(s).

### **B. Reference Checks**

Reference checks may be used to determine the applicability of Proposer experience to provide 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.

### **C. Other Terms and Conditions**

The selection of any Proposer for contract negotiations shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. The Juvenile Probation Department will select the most qualified and responsive Proposer with whom the Juvenile Probation Department staff will commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Proposer, then the Juvenile Probation Department, in its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Proposers it deems qualified. The Juvenile Probation Department, in its sole discretion, has the right to approve or disapprove any staff person assigned to its projects before and throughout the contract term. The Juvenile Probation Department reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

## **6. Attachments**

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*RFP Attachment III City's Administrative Requirements*

*RFP Attachment IV City's Agreement Terms and Conditions*

*RFP Attachment V Proposal Template*