



City and County of San  
Francisco  
Juvenile Probation  
Department

# City and County of San Francisco

## Juvenile Probation Department

### INFORMAL REQUEST FOR PROPOSALS FOR Education and Employment Services

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 Education and Employment Services. Proposers are not guaranteed a contract.

#### Anticipated Contract Term

Contract period is anticipated to be 11/04/16 to 11/03/17 including City options for (four 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.

It is recommended the vendor review attachments III and IV.

#### Schedule\*

RFP Issued:  
**Tuesday 9/12/2016**

Deadline For Proposal:  
**Tuesday 10/07/2016 (12p.m. PT)**

Contract Begins:  
**11/04/2016**

\*Each date and requirements subject to change.

# 1. Introduction

---

## 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 organization to submit a scope of work to provide JPD with Education and Employment Services. The vendor will promote personal growth, academic success, and stable employment for youth in the San Francisco Foster Care and Juvenile Justice Systems.

# 2. Scope of Work

---

## Framework for Education and Employment Services

The program shall integrate educational support and vocational training services to create a continuum of activities and resources that prepare youth for gainful employment.

***Services shall include:***

- A comprehensive academic/vocational needs assessment and guidance in selecting a training pathway.
- Guidance and access to resources for college applications or vocational training, including the potential for scholarship funding, pre-vocational training programs or a paid internship at an employer placement.
- “Soft” skills (communication, time-management, problem-solving skills, etc.) and specific skills job training.
- Coaching and mentoring before, during, and after successful enrollment in college or placement in a work setting.
- Coordination, monitoring, and evaluation of all activities by Vendor with continuous program improvements based on youth and other stakeholder feedback.

***A. Deliverables:***

The Education and Employment program will help youth aging out of foster care and exiting the juvenile justice system to make a successful transition to a healthy adulthood and achieve financial security. The goals are as follows:

A) Increase access to resources for college applications or vocational training, including the potential for scholarship funding, pre-vocational training programs, or a paid internship with employer placements.

B) Coordinate, monitor, and evaluate all internships to ensure proper placement and successful completion.

C) Provide “soft” skills (communication, time-management, and problem-solving skills) and specific skills job training, based on assessment.

D) Provide coaching and mentoring before, during, and after successful placement in a work setting.

***B. PREA Training:***

The Contractor’s employees and agents will comply with all Juvenile Probation Department (JPD) rules and regulations concerning conduct on JPD property and contact with residents. Before entering the Juvenile Justice Center or Log Cabin Ranch, all Contractor employees will be required to have completed: (1) a background check/fingerprinting through their agency, (2) a 2-hour online Prison Rape Elimination Act (PREA) training or equivalent (exceptions will be made on a case by case basis for one-time visits that will not be reoccurring), and (3) a signed PREA Information and Acknowledgement Form. All Contractor employees must successfully complete an orientation and comply with JPD rules for locked facilities. Contractor employees are required to carry an identification card while in the facility.

### **3. Proposal Submission Requirements**

---

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

Scope of Work, Pricing and all related materials must be received by **Tuesday 10/09/2016 (12p.m. PT)**. Scopes may be emailed or mailed to the Reception Desk at the Juvenile Probation Department or to:

**Sheila Layton**  
**Juvenile Probation Department**  
**375 Woodside Avenue, Room 206**  
**San Francisco, CA 94127**  
[Sheila.Layton@sfgov.org](mailto:Sheila.Layton@sfgov.org)