



City and County of San
Francisco
Juvenile Probation
Department

City and County of San Francisco

Juvenile Probation Department

INFORMAL REQUEST FOR PROPOSALS FOR PREA Assessment, Policy and Training Review

CONTACT: Sheila Layton, 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 PREA (Prison Rape Elimination Act) Assessment, Policy and Training Review. Proposers are not guaranteed a contract.

Anticipated Contract Term

Contract period is anticipated to be 09/30/16 to 10/01/17 including City options for (two 1 year) extensions for a total possible contract period of 3 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 7/26/2016

Deadline For Proposal:
Tuesday 8/09/2016 (12p.m. PT)

Contract Begins:
09/30/2016

*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 PREA assessment, policy and training review. The assessment, policy and training review shall provide the department with guidance in order maintain compliance with PREA (Prison Rape Elimination Act) regulations.

2. Scope of Work

Framework for PREA Assessment, Policy and Training Review

- **PREA Assessment**

Contractor will conduct a PREA Assessment with a review of agency and facility policies, procedures and practices as they relate to creating sexually safe reporting cultures. Assessment must be framed through examination of relevant research, extensive practitioner practice, evidence-based practice, knowledge of organizational culture and sub-culture dynamics and USDOJ PREA (Prison Rape Elimination Act) Standards. Assessments must also be completed by a PREA Auditor with experience in accepted practices for enhancing sexual safety in juvenile confinement settings, policy and legal issues related to sexual abuse in

juvenile confinement settings, mental health, investigations, gender-responsive principles, and specialized populations.

Assessment Tasks shall include:

- On-site assessment process kickoff meeting
- Management and operational review of facility practice known to support sexual safety
- Review of current agency and facility policy and procedure
- Protocol driven onsite observations
- Structured interviews with key agency and facility staff and identified stakeholders
- Structured focus group with a random sampling of staff
- Structured discussion group with a random sampling of residents
- Assessment process debrief meeting

Deliverable:

An Evaluation Analysis Summary with strengths, gaps and recommendations.

- **Policy and Training**

SF Juvenile Probation's current PREA and LGBTI policies and training materials must be reviewed, as well as policies, directives and training materials that determine compliance with PREA standards. Gaps within PREA standards must be identified. Contractor provide expertise, research, and recommendation of enhanced language for policies and procedures that follow correctional best practices and PREA standards.

Deliverable:

Policy and Training material gap analysis and recommendation summary.

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 8/09/2016 (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