



County of San Diego

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February 19, 2016

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ #7191)
COUNTY OF SAN DIEGO DISTRICT ATTORNEY'S OFFICE
COMMUNITY CRIME PREVENTION AND RECIDIVISM REDUCTION SERVICES**

Background

Over the past several years, with the passage of various laws, San Diego County (the County) has assumed new program and fiscal responsibilities in the areas of corrections, reentry and community supervision for people convicted of certain crimes. Research suggests investment and implementation of evidence based crime prevention and recidivism reduction programs and services in communities may prevent crime, reduce victimization and increase public safety.

The County of San Diego is seeking Statements of Qualifications (SOQ) from qualified organizations to provide as-needed Community Crime Prevention and Recidivism Reduction Services to at-risk individuals in South San Diego. The purpose of this RFSQ is to establish a list of pre-qualified Service Provider(s) deemed eligible to provide services designed to prevent crime, reduce recidivism and improve life skills. Services may include but are not limited to those services which are focused on criminogenic risk factors and the needs of the target population. The County of San Diego is seeking a variety of programs and services to properly target and address the needs of at-risk individuals with the overall goal of crime prevention, intervention, and recidivism reduction.

Types of Services

Examples of services that may be requested include but are not limited to: self-help groups, mentoring programs, counseling, educational and literacy programs, job training, job placement, mental and physical health assessments, wellness and nutritional programs, personal finance and consumer skills, personal growth or developmental programs, internship programs, transportation services, building security services, youth diversion programs, temporary housing options, or any other service that will advance crime reduction efforts.

Target Population

Qualified organizations will be issued task orders to provide services to individuals referred by the County. The target population is anticipated to reside in South San Diego and will include:

- Individuals who have returned to the community after incarceration.
- Individuals who are identified and assessed as high-risk.

Minimum Requirements

ORGANIZATIONS MUST MEET THE ESTABLISHED MINIMUM MANDATORY REQUIREMENTS IN ORDER TO BE CONSIDERED FOR AWARD. PLEASE SEE EVALUATION QUESTIONNAIRE FOR SPECIFIC MINIMUM MANDATORY REQUIREMENTS. IF AN ORGANIZATION IS UNABLE TO MEET ANY ONE OF THESE REQUIREMENTS, THE ORGANIZATION DOES NOT QUALIFY AND WILL NOT BE CONSIDERED.

Minimum mandatory requirements:

- Organization must have provided crime prevention and recidivism reduction type services or programs in the past two (2) years. Example of services are listed in Section 1 of the Questionnaire, including but not limited to Personal Growth or Developmental Programs, Counseling Services, Apparel Services, Barber Services, etc.
- Organization will provide services in communities in the South San Diego Region.

The purpose of this RFSQ is to establish a list of pre-qualified organizations deemed eligible to provide services designed to prevent crime, reduce recidivism and improve life skills.

Awards under this RFSQ may be made from various funding sources. Certain funding sources may have additional minimum requirements which will be addressed at Step 3 as described below. For example, the Board of State and Community Corrections (BSCC) has dispersed \$8 million in one-time funding to California counties, based on population, to provide grants to non-governmental entities for crime prevention and recidivism reduction services. The BSCC limits the award per organization to a maximum of \$50,000, and requires at least 5 years of experience providing services to the target population.

A secondary goal of this RFSQ is to expand the number and diversity of community-based organizations with a demonstrated capacity to effectively contract with San Diego County for these services. The County may include a planning phase to orient and train organizations as part of this effort. As part of the planning phase, participating organizations may be given the opportunity to conduct an organizational analysis to assist in determining its capacity to provide services, meet the fiscal and reporting requirements of the County, and identify areas requiring improvement.

Please note: Meeting minimum mandatory requirements does not imply or guarantee that funded task orders will be awarded.

Procurement Process

The County anticipates a multi-step procurement process to include:

- Qualified Organizations respond to this Request for Statement of Qualifications to determine minimum mandatory requirements are met.
- Qualified Organizations are placed on a standing list to be awarded task orders on an as needed basis.
- Organizations are issued task orders to provide services as determined by the County.

Step 1: Organizations respond to the Request for Statement of Qualifications (RFSQ) by completing and submitting the attached Statement of Qualifications Questionnaire.

Step 2: Organizations found to be qualified as a result of this RFSQ will be placed on a standing list of qualified organizations for an anticipated duration of three (3) years. Please note that being placed on the list does not guarantee any funding or task orders. Being placed on this list only indicates that the provider meets minimum requirements.

Step 3: Upon successful placement on the standing list, organizations will be eligible to receive task orders to provide services on an as needed basis. The County will request proposals from qualified vendors for specific services (See Statement of Work). These requests will be competed amongst the qualified vendors on the established list through a competitive process such as Requests for Bids (RFB), Requests for Proposals (RFP), or Requests for Quotes (RFQ) for the duration of the list and funding availability. The County will award task orders based on review and negotiations of these proposals.

Please note that the County reserves the right to award to multiple service providers, as well as to add new service providers through a new RFSQ or other competitive process at any time. The County reserves the right to add additional mandatory minimum criteria requirements, not included in the RFSQ, to request for quotes, bids or proposals if deemed necessary.

Reimbursable Expenses and Data Reporting Requirements

Awardees will be required to submit documentation for reimbursement of services provided in a format made available by The District Attorney's Office. The documentation may include both a financial and outcome/performance based component.

Task orders will generally be awarded under a fixed-cost per unit pricing model. All costs (direct and overhead) must be included in the fixed-cost per unit pricing proposed for services.

The outcome-based performance reporting will emphasize the process employed to achieve the outcomes and an accounting of who participated in the effort, and what was achieved and/or produced in that effort.

Participation in a Program Evaluation may also be required and will be designed to describe efforts and outcomes. The Program Evaluation will assess the individual organization and collective impact of the effort. The time commitment to participate in the evaluation will be designed to achieve balance proportional to the scope of the effort.

Special Notes

1. The County may decide not to award a task order if the price is not deemed *fair and reasonable*.
2. The County reserves the right to add mandatory minimum criteria requirements that are not included in this RFSQ to subsequent RFB's, RFP's, or RFQ's.
3. The County reserves the right to post subsequent RFSQ's and create new standing lists to provide these services.
4. The County reserves the right to cancel task orders at any time, and re-budget those funds in other service areas as needed. Reasons for such termination may include, but are not limited to, situations where the County determines that the need for the requested service is lower than anticipated, or where the County determines that other service areas have a higher priority. See Terms & Conditions section 7.5 Termination for Convenience.

This RFSQ package includes:

- This Cover Letter to the RFSQ
- RFSQ Terms and Conditions
- Evaluation Criteria
- Submittal Requirements
- Statement of Qualifications Cover Page (PC 600 Form)
- Representations and Certifications Form
- Nondisclosure Indemnification Agreement

SCHEDULE

Below is the County's anticipated timeline for this RFSQ, and is subject to change at any time. The County will issue an addendum for changes to the Pre-SOQ Conference date, Questions due date, or SOQ due date. The actual timing and sequence of events resulting from this RFSQ shall ultimately be determined by the County.

| Event Description | Target Date(s) |
|--|-------------------|
| Pre-SOQ Conference | February 25, 2016 |
| Questions due | March 10, 2016 |
| SOQs due | April 1, 2016 |
| Qualifications Evaluation Committee evaluates SOQs | April 8, 2016 |
| Notice of Qualified Firms Published | April 29, 2016 |

Pre-SOQ Conference

A pre-SOQ conference will be held on February 25, 2016 at 2:00 pm. at San Diego Voice and Viewpoint 3619 College Avenue, San Diego CA 92115. Clarifications regarding the process may be addressed. Requests for clarification related to definition or interpretation of this RFSQ shall be submitted as described in "QUESTIONS" below. Oral explanations or instructions shall not be considered binding on behalf of the County.

SOQ Submittal

The Offeror must submit a completed SOQ in accordance with the format provided in this solicitation to the County of San Diego, Department of Purchasing and Contracting through electronic upload to BuyNet; or by submitting electronic files on CD/DVD at the address stated in the letterhead above in a sealed envelope or package, prior to **4:00PM** local time on the due date. The Offeror must clearly mark the exterior of the envelope or package with "RFSQ #7191" and the name and address of the Offeror. If delivering the SOQ on the due date, the Offeror should plan to arrive early, as parking may be limited.

Questions

Questions and requests for clarification related to definition or interpretation of this RFSQ shall be submitted in writing prior to 4:00 p.m. on the date shown. Questions may be submitted in writing via e-mail to Jaclyn B. Smith at Jaclyn.Smith@sdcounty.ca.gov. Written questions may be submitted at the pre-SOQ Conference. No questions will be accepted via telephone and oral explanations or instructions shall not be considered binding on behalf of the County. An addendum will be issued in response to questions, which will only be available by downloading from BuyNet. If you have any other concerns or comments regarding this solicitation, please contact Jaclyn B. Smith, Contracting Officer via e-mail at the address listed above.

This solicitation is available for download from the County's internet site at www.sdcounty.ca.gov. If you are unable to download this document, you may contact Clerical Support at (858) 505-6367.

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RFSQ TERMS AND CONDITIONS

1. RFSQ PROCESS

- 1.1. RFSQs shall normally be made available on the County of San Diego's BuyNet Website at <http://buynet.sdcountry.ca.gov/>. Firms may request a hard copy from Purchasing and Contracting's front counter.
- 1.2. The County reserves the right to host pre-SOQ conference(s). If scheduled, the date, time, and location for the first pre-SOQ conference will be provided on BuyNet.
- 1.3. Offerors' Inquiries and County Responses - All contacts from your organization related to this RFSQ or your SOQ, including questions, must be directed in writing exclusively to the County's Contracting Officer. You should not attempt to contact any other County personnel about this RFSQ unless authorized by the Contracting Officer.
- 1.4. Written addenda to the RFSQ may be issued to provide clarifications, corrections, or to answer questions.
- 1.5. SOQs must be submitted by the time and date specified.
- 1.6. SOQs will be evaluated by a Qualification Evaluation Committee (QEC) appointed by a Source Selection Authority(s) (SSA).
- 1.7. The County's Contracting Officer may seek clarifications for the QEC. The Contracting Officer shall determine the appropriate means of clarification, which may include telephonic, email, letter, or oral interviews.
- 1.8. Upon recommendation of the SSA, negotiations may be held with one or more Offerors. Negotiations will be concluded with those firms remaining in the competitive range, and may conclude with a request for a revised SOQ, Best and Final Offer (BAFO), or an addendum to the SOQ.
- 1.9. The County of San Diego, Contracting Officer will notify all Offerors and post a Notice of Qualified Firms after receipt and approval of the Source Selection Authority(s) recommendation.
- 1.10. The Department of Purchasing and Contracting will attempt to notify all Offerors of the status of each SOQ prior to posting the Notice of Qualified Firms.
- 1.11. The timing and sequence of events resulting from this RFSQ shall ultimately be determined by the County.

2. SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ)

- 2.1. It is the Offeror's responsibility to submit an SOQ based on the most current RFSQ and addenda. Periodically check the Website for addenda that may be issued to implement changes or clarification to the RFSQ, prior to the due date. RFSQs, associated documents and addenda may be obtained from BuyNet.
- 2.2. Offerors shall submit one original SOQ prior to the date and time specified through electronic upload to BuyNet or by submitting electronic files on CD/DVD at the Purchasing and Contracting front desk, unless stated otherwise.
 - 2.2.1. For SOQs submitted electronically through BuyNet, the time on the BuyNet server shall be considered the official time for purposes of determining timely submittal.
 - 2.2.2. For SOQs submitted on CD or DVD, the time stamp at the front desk shall be considered official time for purposes of determining timely submittal.
 - 2.2.3. In the event of multiple submittals by an Offeror, the County will only consider the most recent submittal submitted by the due date and time. The County will not review or consider previous submittals, whether submitted at the front desk or through BuyNet. Offerors are strongly encouraged to submit only one SOQ and withdraw or replace any previous submittals in the event they choose to update their SOQ. SOQs may be found non-conforming if the County is unable to determine which is the most recent, timely submittal.
- 2.3. All SOQs shall be signed by an authorized officer or employee of the submitting organization. The title of the authorized officer or employee, the name, email, address and phone and fax number of the organization shall be included. Obligations committed by such signatures shall be fulfilled.
- 2.4. Your SOQ must be submitted in a format that complies with the submittal requirements. Unless otherwise specified, the SOQ shall conform to the following format:
 - 2.4.1. Submit your SOQ as electronic files in .pdf format. Separate each exhibit into one or more files. Clearly name files as to the exhibit and order. Pages requiring signatures must be scanned from an original

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signature. Other pages may be scanned, or converted to .pdf from other file formats. Converted and searchable formats are preferred.

- 2.4.2. SOQs shall be formatted to print on 8-1/2" x 11" page size with no less than 1/2" margins and eleven (11) point font.
- 2.4.3. SOQs shall be formatted as black ink on white background/paper with no shading, or otherwise suitable for black and white reproduction.
- 2.4.4. Pages shall be consecutively numbered within the bottom or top margin of each page, including attachments.
- 2.4.5. Each SOQ shall be typed and be concise but comprehensive. SOQs shall not include unnecessarily elaborate brochures, visual or other presentations, or art work beyond what is sufficient to present a complete and effective SOQ.
- 2.5. Your SOQ must be organized in accordance with this RFSQ. Unless otherwise specified, the SOQ shall conform to the following organization:
 - 2.5.1. A completed and signed PC 600 Form shall be submitted as the cover of Offeror's SOQ.
 - 2.5.2. Completed and signed Representations and Certifications form.
 - 2.5.3. Completed and signed Nondisclosure Indemnification Agreement (if applicable).
 - 2.5.4. Completed and signed DVBE forms (if applicable).
 - 2.5.5. Any other required forms.
 - 2.5.6. A table of contents listing, by page number, the contents of the SOQ.
 - 2.5.7. SOQ Questionnaire.
 - 2.5.8. Confidential/Proprietary exhibit (if applicable).
- 2.6. Offerors shall submit separate exhibits in separate files for the SOQ Questionnaire and (if applicable) Confidential/Proprietary exhibit components of their RFSQ.
 - 2.6.1. Submit a completed SOQ Questionnaire
 - 2.6.1.1. Content shall be organized to correspond to the applicable question or requirement. All forms, responses and attachments shall be sequentially numbered to correspond to the applicable question or requirement.
 - 2.6.1.2. No confidential or proprietary information is to be included in the completed SOQ Questionnaire. Responses that include the confidential or proprietary information shall refer to the response contained within the Confidential/Proprietary exhibit (for example: If submittal requirement #1 requires staff Social Security Numbers, the response to requirement #1 shall reflect "see response #1 contained within Confidential/Proprietary exhibit).
 - 2.6.2. Submit a separate Confidential/Proprietary exhibit (if applicable). The County is a public agency subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following. The County of San Diego intends to publish contracts, which may contain some or all of the successful SOQ(s), to its public web site. If confidential or proprietary information is contained within the submission:
 - 2.6.2.1. It must be submitted in a separate clearly labeled file with all pages marked as "EXHIBIT-CONFIDENTIAL/PROPRIETARY".
 - 2.6.2.2. Offeror must provide a signed Nondisclosure Indemnification Agreement.
 - 2.6.2.3. In accordance with the California Public Records Act, the County will not treat pricing or terms and conditions as confidential. Confidential/Proprietary exhibits will be examined prior to review, and price or terms and conditions may be removed or the County may declare an SOQ non-conforming because of the inclusion of price or terms and conditions in the Confidential/Proprietary exhibit.
- 2.7. All SOQs become the property of the County of San Diego. An Offeror may request the return of its SOQs upon withdrawal as specified in Paragraph 7, which return County may grant or deny in its sole discretion.
- 2.8. It is understood and agreed upon by the Offeror in submitting an SOQ that the County has the right to withhold all information regarding this procurement until after contract award. Information releasable after award is subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following.

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3. EVALUATION AND SELECTION

- 3.1. Any submission may be construed as non-conforming and ineligible for consideration if it does not conform to the requirements of the Request for Statements of Qualifications. If a SOQ is found to be non-conforming, the Offeror will be notified and the SOQ no longer considered for award.
- 3.2. SOQs will be evaluated based upon the information provided in response to the RFSQ Evaluation Criteria and Submittal Requirements and other information known to the County.
- 3.3. The County reserves the right to request clarification and/or request additional information from Offerors if necessary. Such clarifications and/or additional information shall be submitted by the Offerors as an Addendum to the SOQ or revised SOQ upon request of the Contracting Officer. However, since the County might not request any additional input, Offerors are advised to submit complete and accurate information in the SOQ.
- 3.4. The Qualifications Evaluation Committee (QEC) may invite competitive Offerors to make a presentation to, or participate in interviews with the County at a date, time and location determined by the County. The purpose of such presentations or interviews would be to allow the Offerors to present their qualifications to the County and for the QEC to obtain additional information.
- 3.5. Evaluations to determine the competitive range shall be based on the list of criteria contain in the Evaluation Criteria and Submittal Requirements. If an SOQ is found to be not in the competitive range, the offeror will be notified and the SOQ no longer considered for award.
- 3.6. The Source Selection Authority may, at its sole discretion, authorize the Contracting Officer to enter into negotiations with any Offeror(s) found to be in the competitive range.
- 3.7. A request for a revised SOQ, Best and Final Offer (BAFO), or an addendum to the SOQ may be issued during and at the conclusion of negotiations and may contain additional selection factors. At the conclusion of negotiations, the Qualification Evaluation Committee (QEC) shall review responses and make a recommendation to the SSA.
- 3.8. Upon Posting of the Notice of Qualified Firms, firms found to be qualified as a result of this RFSQ will be eligible to participate in the second step of a 2-step procurement process, be placed on a standing list of qualified firms, or be eligible for award of contracts, as specified in this RFSQ.

4. COST COMPARISONS The County Charter requires a finding of economy and efficiency prior to award of contracts for service that can be performed by persons employed in the Classified Service to an independent contractor. It is the intent, subject to a finding of economy and efficiency, to contract for these services. The cost comparison is subject to review and approval by the Chief Administrative Officer.

5. INTERLOCKING DIRECTORATE In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated on the Representations and Certifications form, paragraph 2, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. By submission of this SOQ, Offeror certifies it will not enter into a subcontract relationship with a related for-profit entity if Offeror is a non-profit entity. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list the entity(s) on the Representations and Certifications form, and any resulting contract must be approved by the Board of Supervisors.

6. COUNTY COMMITMENT

- 6.1. County shall have the right to reject or accept any SOQ or offer, or any part thereof for any reason whatsoever at its sole discretion.
- 6.2. This RFSQ does not commit the County to award, nor does it commit the County to pay any cost incurred in the submission of the SOQ, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.
- 6.3. The County reserves the right to accept or reject any or all SOQs received as a result of this solicitation or to negotiate with any qualified source.
- 6.4. The County reserves the right to terminate this RFSQ in part or in its entirety at any time prior to contract execution.

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6.5. No prior, current, or post award communication with any officer, agent, or employee of the County shall affect or modify any terms or obligations of this RFSQ except as explicitly provided for in this RFSQ.

7. LATE, MODIFIED, OR WITHDRAWN SOQ

7.1. Any SOQ received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and

7.1.1. It was sent by mail or personal delivery, and it is determined by the County that the late receipt was due solely to mishandling by the County after receipt by the County; or

7.1.2. It is the only SOQ received.

7.2. SOQs may not be modified after the due date, except a modification resulting from the Contracting Officer's request for a revised SOQ, Best and Final Offer (BAFO), or an addendum to the SOQ.

7.3. SOQs may be withdrawn by written notice signed by a duly authorized representative of Offeror if received prior to Notice of Qualified Firms.

8. KNOWLEDGE OF RFSQ AND PROPOSAL CONDITIONS Before submitting an SOQ, Offerors shall carefully read all sections of this RFSQ, including all forms, schedules and exhibits, and shall fully inform themselves as to all existing conditions and limitations.

9. DILIGENCE MATERIAL If provided, is subject to the following disclaimer: Neither the County nor any of its agents, advisors, or representatives has made or makes any representation or warranty, express or implied, as to the accuracy or completeness of the Diligence Material. Without limiting the generality of the foregoing, the Diligence Material may include certain assumptions, statements, estimates, and projections provided by or with respect to the County. Such assumptions, statements, estimates, and projections reflect various assumptions made by the County, which assumptions may or may not prove to be correct. No representations are made by the County as to the accuracy of such assumptions, statements, estimates, or projections.

10. DUTY TO INQUIRE Should an Offeror find discrepancies in or omissions from the RFSQ, plans, specifications or other documents, or should the Offeror be in doubt as to their meaning, the Offeror shall at once notify the Contracting Officer in writing. If the County determines that clarification is necessary, a written addendum will be issued and posted on BuyNet. It is the Offeror's responsibility to periodically check BuyNet for such addenda. The County will not be responsible for any oral instructions nor for any written materials provided by any County personnel that are not also posted on BuyNet.

11. EXPLANATION TO PROPOSERS Any explanation desired by an Offeror regarding the meaning or interpretation of the RFSQ must be directed in writing exclusively to the County's Contracting Officer. The preferred method of delivering written questions is by e-mail or by an internationally recognized courier to the address listed in the Cover Letter. Telephone calls will not be accepted. In no event will the County be responsible for ensuring that prospective Offerors' inquiries have been received by the County. You should not attempt to contact any other County personnel about this solicitation. Oral explanations or instructions will not be binding. Any explanation concerning a solicitation will be provided to all prospective Offerors through posting on BuyNet in the form of an addendum to the solicitation. No response will be provided to questions received after the date stated in the Cover Letter.

12. PROTEST PROCEDURE County policy A-97 requires that contracts resulting from a negotiated procurement shall be awarded only after a notice of the proposed award has been posted in a public place.

All protests shall be made in writing, and shall be filed with the Contracting Officer identified in the solicitation package. A protest shall be filed on the earliest of the following dates: (i) within five business days after a notice of Intent to Award the contract has been posted in a public place in the County's Contracting Office or County Internet website, (ii) within five business days after the County provides notification that the SOQ is no longer under consideration, or (iii) by noon on the day before the Board of Supervisors is scheduled to consider the matter.

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Copies of the Board Policy are available from the Clerk of the Board, 1600 Pacific Highway, San Diego, CA 92101, or on the County's Web site at <http://www.sdcountry.ca.gov/> under the Clerk of the Board's page.

13. DEBRIEF AND REVIEW OF CONTRACT FILES When an Offeror has been notified by the Contracting Officer, that the SOQ is no longer being considered, the Offeror may request a "debriefing" from the Contracting Officer on the findings about that one SOQ (with no comparative information about SOQ submitted by others).

After contract award, any interested party may make an appointment to review the SOQs, the Qualification Evaluation Committee Report and any other releasable documents. Copies of any documents desired by the reviewer will be prepared at the requestor's expense in accordance with current County rates for such copies.

14. NEWS RELEASES Offerors shall not issue any news release pertaining to this RFSQ without prior written approval of the County's Contracting Officer, which may be withheld in such Officer's sole discretion. A minimum of two (2) business days' notice is required for approval.

15. CLAIMS AGAINST THE COUNTY Neither Offeror nor any of its representatives shall have any claims whatsoever against the County or any of its respective officials, agents, or employees arising out of or relating to this RFSQ or these procedures (other than those arising under a definitive contract with Offeror in accordance with the terms thereof).

16. EMPLOYMENT OFFERS Until contract award, Offerors shall not, directly or indirectly, solicit any employee of the County to leave the County's employ in order to accept employment with the Offeror, its affiliates, actual or prospective contractors, or any person acting in concert with the Offeror, without prior written approval of the County's Contracting Officer. This paragraph does not prevent the employment by an Offeror of a County employee who has initiated contact with the Offeror.

17. CALIFORNIA REVENUE AND TAXATION CODE SECTION 18662 In compliance with California Revenue and Taxation code section 18662, if Offeror is a non-resident of California (out-of-state invoices) that receives California source income and has not completed FTB Form 590, there may be a back up withholding on all payments. Fifteen (15) business days prior to the first payment, new suppliers or suppliers with expired forms or forms with incorrect information must submit new forms to the County (forms are available from the Franchise Tax Board website listed below).

Under certain circumstances, Offerors may be eligible for reduced or waived nonresident withholding. If Offeror has already received a waiver or a reduced withholding response from the State of California and the response is still valid, Offeror should submit the response to the County in lieu of the forms. Failure to submit the required forms will result in withholding of payments. Offerors should to the Franchise Tax Board websites (listed below) for tax forms and information on non-resident withholding, including waivers or reductions. The County will not give Offerors any tax advice. It is recommended that Offerors speak with their tax advisers and/or the State of California for guidance. Franchise Tax Board Websites:

<http://www.ftb.ca.gov>
http://www.ftb.ca.gov/individuals/Withholding_Definitions.shtml
http://www.ftb.ca.gov/individuals/wsc/Processing_Changes_for_2010.shtml
http://www.ftb.ca.gov/individuals/wsc/forms_and_publications.shtml
http://www.ftb.ca.gov/individuals/wsc/decision_chart.shtml

If selected for award, the Offeror is to submit forms to the Auditor & Controller via fax at (858) 694-2060 or mail originals to: County of San Diego, 5530 Overland Avenue, Suite 410, San Diego, CA 92123. The P.O. Number or Contract Number (if available) and "California Revenue and Taxation Code Section 18662" must appear on fax cover sheet and/or the outside of the mailing envelope.

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18. W-9 FORM If selected for award, the Offeror must complete and submit a W-9 form if a current form is not on file with the County.

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EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

EVALUATION CRITERIA

Statement of Qualifications Evaluation Criteria

The Statement of Qualifications responses should demonstrate the qualifications of the firm to provide the proposed services. The Statement of Qualifications responses should address all of the points requested. The Statement of Qualifications responses should be prepared simply and economically, providing a straightforward, concise description of the Offerors capabilities to satisfy the requirements of the request for qualifications, using the questionnaire format provided in this RFSQ. All information provided shall be verifiable by telephone. The County may, but is not obligated to, use only those telephone numbers and names of contacts provided in the SOQ.

Responses to the requested information in the Evaluation Questionnaire will be the key components of evaluation. All responses and attachments shall be sequentially numbered to correspond to the applicable question or requirement.

SECTION 1 and 3 IS FOR INFORMATION PURPOSES ONLY.

SECTION 2 WILL BE EVALUATED ON A PASS/FAIL BASIS.

SUBMITTAL REQUIREMENTS

1. Submit one (1) original STATEMENT OF QUALIFICATIONS QUESTIONNAIRE. Please make every effort to confine your response to the space provided in the questionnaire. However, supplemental pages will be acceptable when necessary to develop an appropriate response.
2. There are three options of methods of submission. Offeror shall submit one original proposal prior to the date and time specified through:
 - (a) Electronic upload to Buynet; or
 - (b) Submission of electronic files on CD/DVD at the Purchasing and Contracting front desk; or
 - (c) Submission of a printed proposal on 8-1/2" x 11" size paper at the Purchasing and Contracting front desk

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 COMMUNITY CRIME PREVENTION AND RECIDIVISM AND REDUCTION SERVICES
 STATEMENT OF QUALIFICATIONS QUESTIONNAIRE

SECTION 1: VENDOR INFORMATION AND IDENTIFICATION OF SERVICES TO BE PROVIDED.

Organization _____

Contact Person _____ **Title** _____

Address _____ **Phone Number** _____

Email / Webpage _____

| Type of Entity/Organizational Structure | Please Check |
|---|--------------------------|
| Corporation | <input type="checkbox"/> |
| Sole Proprietor | <input type="checkbox"/> |
| Joint Venture | <input type="checkbox"/> |
| Limited Liability Partnership | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> |
| Limited Liability Corporation | <input type="checkbox"/> |
| Nonprofit 501 (C) 3 | <input type="checkbox"/> |
| Church not incorporated | <input type="checkbox"/> |
| Church incorporated | <input type="checkbox"/> |
| Other: (Please state). | <input type="checkbox"/> |

CHECK ALL BOXES BELOW FOR PROPOSED SERVICES TO BE PROVIDED BY YOUR ORGANIZATION:

| Type of Services (Categories) | Please Check |
|---|--------------------------|
| Personal Growth or Developmental Programs | <input type="checkbox"/> |
| Counseling Services | <input type="checkbox"/> |
| Job Training and Placement | <input type="checkbox"/> |
| Wellness and Nutritional Programs | <input type="checkbox"/> |
| Coiffure Services | <input type="checkbox"/> |
| Internship Programs | <input type="checkbox"/> |
| Transportation Services | <input type="checkbox"/> |
| Building Security Services | <input type="checkbox"/> |
| Youth Diversion Programs | <input type="checkbox"/> |
| Mentoring Programs | <input type="checkbox"/> |
| Apparel Services | <input type="checkbox"/> |
| Barber Services | <input type="checkbox"/> |
| Temporary Housing Options | <input type="checkbox"/> |
| Educational and Literacy Programs | <input type="checkbox"/> |
| Mental Health Assessments | <input type="checkbox"/> |
| Physical Health Assessments | <input type="checkbox"/> |
| Personal Finance and Consumer Skills | <input type="checkbox"/> |
| Temporary Housing Options | <input type="checkbox"/> |
| Cognitive Behavioral Therapy | <input type="checkbox"/> |
| Other: Please List _____ | <input type="checkbox"/> |
| Note: Organizations may propose service types not listed above if services contribute to crime prevention and recidivism reduction efforts. | |

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ #7191)
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SECTION 2: MINIMUM MANDATORY REQUIREMENTS

PLEASE NOTE THAT RESPONSES TO THE MINIMUM MANDATORY REQUIREMENTS ARE ON A PASS/FAIL BASIS. UNLESS SPECIFICALLY STATED OTHERWISE WITHIN THE QUESTIONNAIRE. ANY ORGANIZATION THAT IS UNABLE TO ANSWER THE APPLICABLE YES TO ANY OF THE SPECIFIED YES/NO QUESTIONS WITHIN THE MINIMUM MANDATORY REQUIREMENTS SECTION OF THE QUESTIONNAIRE OR FAILS TO PROVIDE ANY REQUESTED INFORMATION AND EVIDENCE, WILL NOT BE CONSIDERED.

1. Confirm Yes/No that your Organization has at least 2 years of experience providing crime prevention and recidivism reduction type services or programs. For example, the services listed in Section 1, including but not limited to Personal Growth or Developmental Programs, Counseling Services, Apparel Services, Barber Services, etc.

Yes () No ()

- a. List the services your organization has provided that meets this requirement including:
 - Brief Description of Services Provided.
 - Name of customers, organizations, and/or agencies you provided services to.
 - Dates of services provided (going back at least two years).

County may request for and contact references and reserves the right to request clarification and/or request additional information from Offerors if necessary.

2. County's expectation is for service to be provided in the South San Diego Region [i.e. south of Interstate 8]. Please acknowledge that your Organization will provide services in the communities in the South San Diego Region. Specific locations [i.e. zip codes] will be determined and specified at the task level (Step 3).

Yes () No ()

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SECTION 3 ADDITIONAL QUESTIONS (NOTE THESE ARE FOR INFORMATION PURPOSES ONLY AND WILL NOT BE EVALUATED AS PART OF THIS RFSQ)

Please provide a brief response to the following questions. If additional space is needed, you may include a maximum of 2 additional single-spaced, 8 1/2 x 11 inch pages.

3. Provide a history of your organization or effort including when and how it began. Who are its **leaders or managers**?

4. Please describe your organization's experience with: engaging the target population?

5. Describe your organization's plan to provide services. Estimate the average number of participants your organization can serve on a monthly basis. Include any locations/addresses currently providing services.

6. Describe any key **partners** your organization has worked with to provide services to the target population over the past two years.

7. Describe any current information your organization maintains to demonstrate the impact/effectiveness of services provided to the target population.

8. Please describe your organization's ability and capacity to deliver services in multiple languages and to diverse literacy levels.

9. Confirm that your organization has ability to provide services during the day, evening and on weekends?
Yes () No () Please indicate your proposed hours of business.

COUNTY OF SAN DIEGO – REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ #7191)
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 COMMUNITY CRIME PREVENTION AND RECIDIVISM REDUCTION SERVICES

COVER PAGE

SUBMITTAL INFORMATION

Submit this Completed Form as the Cover Page of Your Statement of Qualifications

SOQ DUE DATE: 04/01/2016 by 4:00 pm Local Time

Submit online through BuyNet or mail or deliver a cd/dvd in a separate sealed envelope or package marked on the outside with “RFSQ 7191” to:

County of San Diego
 Department of Purchasing and Contracting
 5560 Overland Avenue, Suite 270
 San Diego, CA 92123-1204

For information, please contact:

Jaclyn B. Smith
 (858) 505-6513
jaclyn.smith@sdcounty.ca.gov

DESCRIPTION

The County of San Diego is soliciting Statement of Qualifications for as-needed Community Recidivism and Crime Reduction Services. Firms found to be qualified as a result of this RFSQ will be placed on a standing list of qualified firms for an anticipated duration of three (3) years. Firms on the standing list will be eligible to participate in subsequent competitive processes such as Requests for Bids (RFB), Requests for Proposals (RFP), or Simplified Procurement Procedures for the duration of the list. *Please note that this contract does not guarantee any funding or assignments of task orders. It only indicates that the provider meets minimum requirements.*

OFFEROR MUST MEET THE ESTABLISHED MINIMUM MANDATORY REQUIREMENTS IN ORDER TO BE CONSIDERED FOR AWARD. PLEASE SEE EVALUATION QUESTIONNAIRE FOR SPECIFIC MINIMUM MANDATORY REQUIREMENTS. IF OFFEROR IS UNABLE TO MEET ANY ONE OF THESE REQUIREMENTS, OFFEROR DOES NOT QUALIFY AND WILL NOT BE CONSIDERED.

TO BE COMPLETED BY OFFEROR

OFFEROR INFORMATION (Type or Print)

Offeror Company/Organization Name

Offeror Address

Offeror City, State, Zip

()

Offeror Telephone Number

Offeror Website Address

()

Offeror Fax Number

NAME, TITLE & CONTACT NUMBER OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)

Authorized Representative Name

Authorized Representative Title

Authorized Representative Email Address

()

Authorized Representative Telephone Number

SIGNATURE

I certify that I am authorized to execute and submit this SOQ and that all information in the Offeror’s submission is true, correct, and in compliance with the terms of this RFSQ. Offeror understands that it is its responsibility to periodically check BuyNet for addenda that may be issued to implement changes or clarifications to the RFSQ prior to the due date.

Authorized Representative Signature

Date

COUNTY OF SAN DIEGO – REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ #7191)
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 COMMUNITY CRIME PREVENTION AND RECIDIVISM REDUCTION SERVICES

County of San Diego
 Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer.

1. **BUSINESS TYPE**
 For-profit Non-profit Government
 Attach proof of status for Non-profit.
2. **INTERLOCKING DIRECTORATE**
 In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. By submission of this offer, Offeror certifies it will not enter into a subcontract relationship with a related for-profit entity if Offeror is a non-profit entity. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list the entity(ies) on an attached separate sheet listing them all and the contract must be approved by the Board of Supervisors
3. **BUSINESS REPRESENTATION**
 Offeror represents as a part of this offer that the ownership, operation, and control of the business are:
 - 3.1. Are you a small business with:
 100 or fewer employees and average annual gross receipts of \$14 million or less or; a manufacturer with 100 or fewer employees? Yes No
 - 3.2. Are you a local business with a physical address within the County of San Diego? Yes No
 - 3.3. Are you certified by the State of California as a:
 Disabled Veteran Business Enterprise (DVBE)
 Certification #: _____
 Small Business Enterprise (SBE)
 Certification #: _____
 See the State of California, Department of General Services website for details on "Certified Small Business" and "Certified DVBE" requirements.
<http://www.dqs.ca.gov/pd/Programs/OSDS.aspx>
 - 3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): _____ %
4. **CERTIFICATE REGARDING DEBARMENT, SUSPENSION AND RELATED MATTERS**
 Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:
 - 4.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; and
 - 4.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- 4.3. Are presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph 4.2 of this certification; and
- 4.4. Have within a three (3) year period preceding this agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
- 4.5. Are presently the target or subject of any investigation, accusation or charges by any Federal, State or local law enforcement, licensing or certification body and if they are, the appropriate information is disclosed and included in the offer.
- 4.6. Offeror will report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 through 4.5, and that occur prior to award (in the case of bids) and contract execution (in the case of negotiated procurements).
- 4.7. Offeror and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project (e.g. preparing components of the statement of work or plans and specifications for this project). If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform work on this project, Offeror shall identify those previous agreement(s) and submit that list along with the proposal.
5. **CERTIFICATE OF CURRENT COST OR PRICING**
 This is to certify that, to the best of the Offeror's knowledge and belief cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, is/are accurate, complete, and current as of the date signed below.
6. **CERTIFICATE OF INDEPENDENT PRICING**
 By submission of this offer, each Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in relation to this procurement:
 - 6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other Offeror; with any competitor; or with any County employee(s) or consultant(s) involved in this or related procurements; and
 - 6.2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and
 - 6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.
7. The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: _____ Signature: _____
 Title: _____ Date: _____
 Company/Organization: _____

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

Revised 07-09-14

NONDISCLOSURE INDEMNIFICATION AGREEMENT

IF OFFEROR SUBMITS EXHIBIT CONFIDENTIAL/PROPRIETARY, THE FOLLOWING NONDISCLOSURE INDEMNIFICATION AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER

This indemnification agreement (“Agreement”) is made and entered into by and between the County of San Diego (“County”) and Offeror Company/Organization Name: _____ (“Offeror”) with reference to the following facts:

WHEREAS the County may receive a request for disclosure of Offeror’s submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled “*EXHIBIT – CONFIDENTIAL/PROPRIETARY*” containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County’s ongoing non-disclosure of Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror’s representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq. Notwithstanding the foregoing, however, the County may release Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
 - a. Offeror fails to comply with the terms and conditions of this Agreement; or
 - b. Offeror provides the County with written notice that some or all of the records may be released; or
 - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively “County Parties”), against any and all claims, demands, liability, judgments, awards, fines, mechanics’ liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys’ fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as “Claims”), related to Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics’ liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys’ fees and court costs, which arise out of or are in any way connected to Offeror’s *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

TO BE COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR

Offeror Company/Organization Name: _____

Authorized Representative Name: _____

Authorized Representative Title: _____

Signature: _____

Date: _____

COUNTY OF SAN DIEGO – REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ #7191)
COUNTY OF SAN DIEGO DISTRICT ATTORNEY’S OFFICE
COMMUNITY CRIME PREVENTION AND RECIDIVISM REDUCTION SERVICES

DVBE REQUIRMENTS AND FORMS

The County, as a matter of policy, encourages the participation of Disabled Veterans Business Enterprises (DVBE) through DVBE participation goals. County of San Diego, Board of Supervisors DVBE policy B-39a is found at <http://www.sdcounty.ca.gov/cob/policy/index.html#>. The County DVBE program recognizes the California State DVBE certification, which may be found at <http://www.pd.dgs.ca.gov>.

In the case of indefinite delivery/indefinite quantity service contracts, each individual task order is considered a service contract for purposes of DVBE requirements. DVBE participation goals shall be applied and documentation shall be submitted with the response to each individual task order. DVBE documentation required with this submittal or task orders is contained within this solicitation.

For this solicitation:

DVBE participation goals are not applicable. Offeror does not need to submit DVBE documentation with its SOQ.

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COMMUNITY CRIME PREVENTION AND RECIDIVISM REDUCTION SERVICES
STATEMENT OF WORK

1. SCOPE OF WORK

Provide crime prevention and recidivism reduction services to at-risk individuals referred by the County of San Diego, including those who are returning to the community after incarceration and/or those individuals identified by the County as being at risk of recidivism.

Contractor shall provide as-needed services via individually competed task orders to the County of San Diego in one or more of the following categories intended to improve life skills:

- Self-Help Groups / Mentoring Programs / Counseling / Pro-Social Behaviors
- Physical Health / Wellness and Nutritional Programs
- Personal Finance and Consumer Skills
- Cognitive Behavioral Therapy / Mental Health Assessments
- Educational services / Literacy programs
- Job readiness / Vocational training / Employment assistance / Internship Programs
- Youth Diversion Programs
- Temporary Housing Options
- Building Security Services
- Other basic supportive services (including clothing, haircut, etc.)
- Any service that will advance crime reduction efforts

Services must be provided in South San Diego. Service providers will be required to collect information on clients served and submit reports in order for the County to assess the impact of these services.

****Please note that contracts will be awarded via a two-step process. See Section 10 in Statement of Work for more information.***

****Please note that after contracts are awarded, the County reserves the right to cancel certain task orders and re-budget funds in other service areas if needed. Reasons for such termination may include, but are not limited to, situations where the County determines that the need for the requested service is lower than anticipated, or where the County determines that other service areas have a higher priority. See Terms & Conditions section 7.5 Termination for Convenience.***

2. BACKGROUND

Over the past several years, with the passage of various laws, San Diego County (the County) has assumed new program and fiscal responsibilities in the areas of corrections, reentry and community supervision for people convicted of certain crimes. Research suggests investment and implementation of evidence based crime prevention and recidivism reduction programs and services in communities may prevent crime, reduce victimization and increase public safety.

Awards under this RFSQ may be made from various funding sources. Certain funding sources may have minimum requirements that are greater than the minimum mandatory requirements indicated above. For example, the Board of State and Community Corrections (BSCC) has dispersed one-time funding to California counties to provide grants to non-governmental entities for crime prevention and recidivism reduction services. The BSCC limits the maximum award per organization to \$50,000, and requires at least 5 years of experience providing services to the target population.

All awards will be made on a competitive basis. The anticipated contract periods are likely to be one-year or two-year, depending on services provided. Additional contracts may be issued contingent upon the receipt of additional funding.

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STATEMENT OF WORK

3. GOALS

The goals of these awards are to prevent crime, reduce recidivism, and expand the number and diversity of community based organizations providing services in South San Diego.

4. TARGET POPULATION AND THE GEOGRAPHIC SERVICE AREA

- 4.1. Target Population: Contractor shall provide services to at-risk individuals referred by the County of San Diego or their designee. It is anticipated that referred individuals will have undergone a needs assessment by County staff and will be referred for applicable services. Providers can also refer individuals to the County for an assessment if they have been identified through outreach as being at risk.
- 4.2. Geographical Service Area: Services shall be designed to serve individuals in South San Diego.

5. PROGRAM LOCATION

- 5.1. The area that services are needed will be included with each specific task order. Contractor shall provide all facilities, facility management, staff, participant consumables and sustenance, supplies and other resources necessary to establish and operate the program.
- 5.2. Contractor’s location for delivery of services shall be accessible by public transportation, and be in compliance with ADA and California State Administrative Code Title 24.
- 5.3. Services will be provided at a facility that is within close proximity to (not within) the designated area of services and/or the contractor will provide adequate transportation. Transportation costs are an allowable expense.

6. ELIGIBILITY FOR AWARD

- 6.1. Providers must have a demonstrated history of providing the proposed service during the prior two years.
- 6.2. Providers must provide services that are designed to meet the goals of the award.
- 6.3. Coalitions of providers are allowable.
- 6.4. Providers can either create new programs or expand existing programs.
- 6.5. Services must be provided in communities in South San Diego. Specific locations will be determined for each specific task order during the second step of the two-step process (See Section 10 of the Statement of Work).

7. ANTICIPATED FUNDING PRIORITIES

The following funding priorities are provided for information only and are subject to change during the actual award process. Priority consideration will likely be given to:

- 7.1. Proposals that target the focal point services identified in “1. SCOPE OF WORK” and accomplish objectives described in “3. GOALS” above.
- 7.2. Proposals focused on evidence-based programming and have a substantial demonstrated history of providing services.

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- 7.3 Proposals that are best able to serve referred individuals in South San Diego.
- 7.4 Proposals that are on a fixed-cost per service basis, instead of an hourly / cost-reimbursement basis.
- 7.5 Proposals for other recidivism reduction services that are not identified in “1. SCOPE OF WORK” section above, but do contribute towards objectives described in “3. GOALS”, may also be submitted for consideration.

8. ELIGIBLE PROGRAM EXPENDITURES

The information outlined below applies to the applicant’s expenditures and subsequent reimbursement of funds. These costs should be considered when developing reimbursement rates.

- A. Salaries and Benefits: The salaries and benefits of the applicant’s employees that are directly involved in the proposal’s activities.
- B. Services and Supplies: Services and supplies necessary for the operation of the proposal’s activities (e.g. prorated space costs, office supplies, educational materials) and items or services provided participants as part of the program/services proposed (e.g. food, clothing, transportation, etc.) and related expenditures.
- C. Other Costs: Applicants proposing other costs shall provide detail justifying the inclusion of other costs proposed. A determination as to the applicability of the costs would be made prior to the award and included or excluded in the contract.
- D. Indirect Costs: Includes operational overhead and administrative costs (facilities, utilities, etc). Expenditures in this line item may not exceed 5% of the providers total award amount.

Note: Funds will be remitted on a reimbursement basis after submission of required claims and mandatory activity reports.

9. MANDATORY REPORTING REQUIREMENTS

Providers will be required to collect and report project activities that include collecting and submitting client and activity data to the County of San Diego. Payments will be contingent upon provision of services, and subsequent submission of claims and reports. Contractor shall provide monthly reports and invoices/claims to the COR by the tenth (10th) of each month following the month being reported. Data elements that must be collected and reported include, but are not limited to:

- The total number of individuals served.
- Name of each individual served.
- Date(s) services were provided.
- Location that services were provided.
- The type of service provided to each individual.
- Total cost claimed for this period.

Note: Please note that the County may survey clients to assess the quality of services.

10. TWO STEP PROCUREMENT PROCESS

Step I – Firms found to be qualified as a result of the Request for Statement of Qualifications (RFSQ) are placed on a standing list of qualified firms. *Please note that this does not guarantee any funding or assignments of task orders.

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Failure to submit under Step I automatically precludes an organization from proceeding to Step II. Only those contractors determined to be qualified as a result of the RFSQ will be allowed to participate in Step II.

Step II: Specific Community Recidivism and Crime Reduction Services task orders will be competed amongst the qualified vendors on the established list through a subsequent competitive process such as Requests for Bids (RFB), Requests for Proposals (RFP), or simplified procurement procedure for the duration of the list.

SPECIAL NOTES:

The County may decide not to award in Step II, if the price is not deemed **fair and reasonable**.

The County reserves the right to add additional mandatory minimum criteria requirements, not included in the RFSQ, to request for quotes, bids or proposals if deemed necessary.

The County reserves the right to award multiple service providers as well as to add new suppliers through a new RFSQ process at any time during the contract term.