



COUNTY OF VENTURA  
VENTURA COUNTY PROBATION AGENCY  
800 S. VICTORIA AVE.  
VENTURA, CA 93009-1080

REQUEST FOR PROPOSAL (RFP)

for

**Service Providers for Two Evening Reporting Center(s) for  
Juveniles Under Probation Supervision**

**RFP# 2016-05**

**Date Issued: October 14, 2016**  
**Deadline for Written Questions: November 2, 2016 @ 3pm**  
**Deadline for Submissions: November 4, 2016 @ 3pm**  
**Estimated Start Work Date: January 1, 2017**

## **Introduction**

This is a Request for Proposal (RFP) to select a contractor to provide two (2) **Evening Reporting Centers** for juveniles, through a standard County contract, with the Ventura County Probation Agency (VCPA).

The successful applicant(s) will be expected to work collaboratively with VCPA stakeholders, and juvenile justice partners to enhance community and institutional programming to safely and most effectively service the juvenile population and increase public safety. Services should be designed to support juveniles who are supervised by Ventura County Probation Agency.

## **Background**

The JJCC approved the development of an Evening Reporting Center program as an effort to address the need for additional alternatives to detention and to assist in the reduction of minority youth admissions into the Juvenile Facilities. The purpose of this project is to develop an Evening Reporting Center program with an overarching philosophy of youth development that can be utilized as an alternative to incarceration for identified youth struggling to comply with their court-ordered obligations and who are at risk of being returned to custody. Funding for this project is available through Juvenile Justice Crime Prevention Act (JJCPA) funds.

Ventura County Probation Agency (VCPA) wants to extend the Evening Reporting Center to two (2) locations within the County. One location is to be located in East County (Simi Valley, Moorpark, Thousand Oaks area). The other location is to be located along the 126 highway corridor (Santa Paula, Fillmore, Piru area). Contracts may be awarded to more than one service provider.

## **Description of Services- Evening Reporting Center**

### **\*A contract may be awarded to more than one Applicant\***

Contractor(s) will provide an Evening Reporting Center(s) using a youth development program. The Evening Reporting Center(s) must have the following capabilities:

**Intake and Assessment:** ERC staff will initiate an intake process that includes an individualized assessment, orientation and group assignment.

**Case Management:** A case manager will track progress of each youth, co-create a personalized plan for their 20-45 days and will report their progress and attendance/non-attendance to Probation.

**Educational Support:** Provide general tutoring in school subjects including but not limited to: reading, math and science. Provide instruction in study methods, study habits, and learning problems.

**Activities and Training:** Provide highly structured and well-supervised group activities that promote pro-social opportunities, creativity and building social skills with arts, education, health, recreation, youth recognition and community service through volunteer opportunities.

**Job Skills/Placement:** Job skills, interview skills, being a good employee.

**Drop Off Youth:** The willingness and ability to accept, engage and case manage youth who are picked up by law enforcement for status offenses (i.e., loitering, truancy, etc.) and dropped off at the ERC in lieu of arrest or detention.

**Estimated capacity is 25 youth per location.**

### **Project Requirements/Scope of Work**

Organizations can submit proposals for any or all of the projects and preferably have the ability to provide the following:

#### **(1) Provide an Evening Reporting Center**

Applicant must provide an Evening Reporting Center, using the elements described above, to provide services for juvenile offenders ages 12-18.

#### **(2) Coordinate with Other Agencies and Give Presentations to the Juvenile Justice Coordination Council**

Applicants must demonstrate agency leadership representation at either the Juvenile Justice Coordination Council (JJCC) meetings or a history of recognized and publicized involvement with intervention programs for at risk youth in Ventura County.

#### **(3) Performance Measures**

Develop effective performance measures for services provided by the Evening Reporting Center(s) as well as a self-evaluation of the program management.

#### **(4) Coordination With Other Services**

Participation in resource coordination procedures designed to link and align juvenile offenders with other services in Ventura County.

#### **(5) Background Investigations.**

VCPA will conduct a background investigation on all persons who will be working with juvenile clients. All applicants must pass the VCPA background prior to beginning work under a contract.

**(6) Billing/Invoicing Requirements**

Funding for these services may come from various grants and sources. Applicants MUST be able to initiate specific billing codes for each line of funding. All billing must be based on fee for service per client, based upon caseload, broken down into a fully loaded hourly rate.

**(7) Data Reporting Requirements**

Applicants must be able to accurately and timely track and report data on a monthly basis as part of the invoicing. Data metrics will include number of youth, type of services provided, client progress, drop-out rates, reasons for drop out, relapse rates, behavior problems, and other data that may be required or useful under each funding source.

**(8) Confidentiality Requirements**

Applicants must be able to keep all client/patient information secure and confidential. Applicants must follow HIPPA rules and regulations for patient/client confidentiality.

**(9) Evidence-based Program Management**

Applicants must have experience and ability to expertly manage evidence-based programs and practices.

**In narrative format, Applicants must submit the following:**

- (1) Describe your organization's plan/approach for meeting the goals of this project.**
- (2) Geographical location(s) of services.**
- (3) The amount of programming that can be offered on a weekly basis.**
- (4) The number of clients able to serve, including your staff to youth ratio.**
- (5) The qualifications and number of staff.**
- (6) Financial approach to offering services, including a referral process.**
- (7) Description of the buildings and facilities to be used as an Evening Reporting Center**

## **Application Process**

**Questions Regarding this RFP:** Applicants must promptly notify VCPA in regard to any ambiguity, inconsistency or error that may be discovered upon examination of the RFP documents. All questions must be submitted in writing via e-mail to ([Sandra.Carrillo@ventura.org](mailto:Sandra.Carrillo@ventura.org)) no later than **November 2, 2016**. Questions must be specific and should correspond to the relevant paragraph in this RFP. County will not assume any responsibility for errors or misinterpretations resulting from the use of RFP documents.

**Proposals:** For consideration, Applicants must submit a written Proposal that describes the applicant's professional qualifications and relevant experience in the format below:

1. **Cover Letter:** A cover letter, which shall be considered an integral part of the response, shall be signed by an individual(s) who is/are authorized to bind Applicant contractually. The signature(s) must indicate the classification or position that the individual(s) holds.
2. **Organization Profile/Experience:** Provide a brief company profile. Information provided shall include:
  - a. Name, address, and telephone number.
  - b. Organization background/history and why Applicant is qualified to provide the services described in this RFP.
  - c. Include a brief resume of all similar projects your organization has performed in the past five years both in the public and private sector. Describe the results your organization has achieved for each project. Please include a project contact name and phone number for County review purposes.
3. **Employee Information:**
  - a. Number of employees, including independent contractors and sub-contractors, both locally and nationally.
  - b. Staff Qualifications and Availability: Proposals are to include information specifically on those persons actually performing work on the project including staff hourly rate and percentage of involvement for each person. Such information should include educational background, experience and professional resumes, technical expertise, and any professional licenses with the issuing authority, as appropriate. Staff, including independent contractors and sub-contractors, may be subjected to background investigation, which may review records from California Department of Justice, Federal Bureau of Investigation, Department of Motor Vehicles and other agencies. If such investigation reveals disqualifying information regarding a staff member County, in its sole discretion, may restrict that staff member from access to County buildings, clients and client records.
  - c. Sub-contractors: If you plan to sub-contract work, you must indicate the name and address of each firms and the type of work, or tasks, it will perform. Identify the personnel to be assigned, their position, qualifications, licenses and representative experience. Sub-contractors may be subject to background investigations as described above.
  - d. Location(s) from which employees will be assigned.

4. **Plan and Approach:** This section shall serve to provide the County with key elements and unique features of your Proposal. The summary should include a work plan, including your approach, of how the tasks will be accomplished, how data will be collected and reported, as well as a schedule of milestones. Describe your approach to this project and any special ideas, techniques or suggestions that you think might make the project proceed smoothly. You should also describe how your organization can distinguish its services from others providing similar services. Plans should include the geographical locations of therapy, the number of classes offered on a weekly basis, the number of clients able to serve, the qualifications and number of staff providing the therapy, and the financial approach to offering services. Describe the facilities where the services will be provided.
5. **Financial Information:**
  - a. Budget/Compensation: The Proposal should contain all pricing information relative to performing the services of an **Evening Reporting Center** described in this RFP. Cost of service must be broken down as a fee for service, preferably in an hourly rate per client.
  - b. Identify a proposed budget and schedule with the work hours of key personnel, hourly rates, estimates for materials and other resources, and the schedule for the work.
  - c. Proposal pricing shall include everything necessary for completion and fulfillment of the agreement. All costs and the calculation of fees for every service must be detailed in a budget worksheet. No additional charges (e.g., for transportation, out-of-pocket expenses, etc.) will be allowed unless so specified herein.
  - d. Budget History: Proposal should include a brief description of how your organization has adhered to budget and schedule constraints for similar projects in the past.
  - e. Dun and Bradstreet number **or** a current financial statement or latest annual report. Applicants shall make a definitive statement regarding their financial ability to perform the requirements hereunder.

### **Proposal Delivery Process**

1. Deadline: Proposals will be received by the Ventura County Probation Agency until 3:00 p.m. on **November 4, 2016** at Ventura County Probation Agency, Government Center, Pre-Trial Detention Facility L#3200, 800 S. Victoria Ave., Ventura, CA 93009.
2. Method of Delivery: All Proposals must be written and received by the deadline above. **Proposals MAY NOT be submitted via facsimile or electronic mail.**
3. Manner of Submittal: Submit one (1) original and four (4) copies of the Proposals.
4. Title: The original and copies must be marked with RFP# 2016-05.
5. Duration: Proposals, including information provided therein, must be valid for a minimum of 60 days.

## **Proposal Evaluation Process**

The RFP will allow for an open, fair and competitive selection process.

**1. Evaluation Criteria:** Criteria below are not listed in any order of preference. Proposals will be evaluated on the basis of:

- a. Experience providing services to the target youth population.
- b. Financial stability and resources of the bidder.
- c. Expertise providing services.
- d. Qualifications of organization and staff.
- e. Need for service.
- f. Approach to the project.
- g. Reasonableness of cost.
- h. Ability to maintain compliance with contract terms and conditions.

The County is not obligated to select Proposals based upon the lowest bid. Selections will be in the best interests of the County after all factors have been evaluated. The County reserves the right to reject any or all Proposals submitted and shall be the sole and final authority for determination of any selection

**2. Statement of Non-Binding:** This RFP is not a contract and nothing herein is construed as a binding offer or obligation on behalf of the County. The County will only incur any obligations when a final contract, based upon the standard County contract (see Exhibit A), is approved and executed.

**3. Post Evaluation:** After evaluation, the County may contact an Applicant who meets the requirements of the grant and the County for further consideration to enter into a contract with the County to provide services under the terms of the grant.

**4. Agreement:** Applicant shall review the County's standard agreement (**attached Exhibit A**), which shall form the **basis** for any agreement entered into hereunder. Any comments/exceptions to this agreement must be included in your Proposal. Precise substitute wording must be offered in place of the paragraph objected to. It is not sufficient to state merely that an exception is noted to a particular paragraph. Material or significant deviations by Reviewer from the County's standard agreement may disqualify Reviewer from further negotiations under this RFP, solely determined by and at the discretion of the County. If the County and Applicant enter into a contract, any payments made by County will be contingent upon satisfactory performance of services by Applicant.

If further information is needed, please feel free to contact Sandra Carrillo at (805) 973-5123 or Sandra.Carrillo@ventura.org.

**Exhibit A**

**RFP# \_\_\_\_\_**

COUNTY OF VENTURA CONTRACT # \_\_\_\_\_

**CONTRACT**

This contract entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by and between the County of Ventura, a political subdivision of the State of California, hereinafter called "County" and \_\_\_\_\_ (Organization Name), hereinafter called "Contractor."

**WITNESSETH**

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of performing \_\_\_\_\_ services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

**1. SERVICES TO BE PERFORMED BY CONTRACTOR**

In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and Exhibit A, attached hereto, County of Ventura Request for Proposal \_\_\_\_\_, Contractor's response dated \_\_\_\_\_ which by this reference, although not attached, made a part thereof.

**2. PAYMENTS**

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, County will make payment to Contractor in the manner specified in Exhibit A.

**3. INDEPENDENT CONTRACTOR**

No relationship of employer and employee is created by this contract, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this contract, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this contract, Contractor in the performance of its obligation hereunder is subject to the control or direction of County merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.



If, in the performance of this contract, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this contract.

The Contractor will comply with all of the provisions of the Worker's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto; and all similar State and Federal acts or laws applicable; and will indemnify and hold harmless the County of Ventura from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs, presented, brought or recovered against the County of Ventura, for or on account of any liability under any of said Acts which may be incurred by reasons of any work to be performed under this Contract.

4. **NON-ASSIGNABILITY**

Contractor will not assign this Contract or any portion thereof, to a third party without the prior written consent of County, and any attempted assignment without such prior written consent will be null and void and will be cause, at County's sole and absolute discretion, for immediate termination of this Contract.

5. **TERM (PER RFP)**

This Contract will be in effect from \_\_\_\_\_, through \_\_\_\_\_ subject to all the terms and conditions set forth herein.

Time is of the essence in the performance of this contract.

Continuation of the contract is subject to the appropriation of funds for such purpose by the Board of Supervisors. If funds to effect such continued payment are not appropriated, County may terminate this project as thereby affected and Contractor will relieve the County of any further obligation therefore.

6. **TERMINATION**

The County Purchasing Agent may terminate this contract at any time for any reason by providing 10 days written notice to Contractor. In the event of termination under this paragraph, Contractor will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this contract. On completion or termination of this contract, County will be entitled to immediate possession of and Contractor will furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by Contractor for this particular Contract prior to any termination. Contractor may retain copies of said original documents for Contractor's files. Contractor hereby expressly waives any and all claims for damages or compensation arising under this Contract except as set forth in this paragraph in the event of such termination.

This right of termination belonging to the County of Ventura may be exercised without prejudice to any other remedy which it may be entitled at law or under this contract.

**7. DEFAULT**

If Contractor defaults in the performance of any term or condition of this contract, Contractor must cure that default by a satisfactory performance within 10 days after service upon Contractor of written notice of the default. If Contractor fails to cure the default within that time, then County may terminate this contract without further notice.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to paragraph 4 above.

**8. INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION**

All activities and/or work covered by this contract will be at the risk of Contractor alone. Contractor agrees to defend, indemnify, and save harmless the County of Ventura, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, whether against Contractor, County or others, judgments, debts, demands and liability, including without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by Contractor, save and except claims or litigation arising through the sole negligence or wrongdoing and/or sole willful misconduct of County. Contractor agrees to waive all rights of subrogation against County for losses arising directly or indirectly from the activities and/or work covered by this contract.

**9. INSURANCE PROVISIONS**

A) CONTRACTOR, at its sole cost and expense, will obtain and maintain in full force during the term of this contract the following types of insurance:

- 1) General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
- 2) Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.

B) All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.

C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.

D) The County of Ventura, and any applicable Special Districts are to be named as Additional Insured as respects to work done by Contractor under the terms of this contract for General Liability Insurance.

- E) Contractor agrees to waive all rights of subrogation against the County of Ventura, Its Boards, Agencies, Departments, Officers, Employees, Agents and Volunteers for losses arising from work performed by Contractor under the terms of this contract.
- F) Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.
- G) Contractor agrees to provide County with the following insurance documents on or before the effective date of this contract:
  - 1. Certificates of Insurance for all required coverage.
  - 2. Additional Insured endorsement for General Liability Insurance.
  - 3. Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) for Workers' Compensation.

Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

10. **NON-DISCRIMINATION**

A) General.

No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Contract.

B) Employment.

Contractor will insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Contract. Contractor's personnel policies will be made available to County upon request.

11. **SUBSTITUTION**

If particular people are identified in Exhibit A as working under this Contract, the Contractor will not assign others to work in their place without written permission from the County Purchasing Agent. Any substitution will be with a person of commensurate experience and knowledge.

12. **INVESTIGATION AND RESEARCH**

Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Contract is

to be based upon such investigation and research, and not upon any representation made by the County or any of its officers, agents or employees, except as provided herein.

13. **CONTRACT MONITORING**

The County will have the right to review the work being performed by the Contractor under this Contract at any time during Contractor's usual working hours. Review, checking, approval or other action by the County will not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This Contract will be administered by department head or his/her authorized representative.

14. **ADDENDA**

County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between County and Contractor will be effective when incorporated in written amendments to this Contract.

15. **CONFLICT OF INTEREST**

Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. Contractor further covenants that in the performance of this Contract no person having such interest will be employed or retained by Contractor under this contract.

16. **CONFIDENTIALITY**

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Contract which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law.

17. **NOTICES**

All notices required under this Contract will be made in writing and addressed or delivered as follows:

TO COUNTY: COUNTY OF VENTURA  
GENERAL SERVICES AGENCY  
PROCUREMENT SERVICES  
800 SOUTH VICTORIA AVENUE  
VENTURA, CALIFORNIA 93009-1080

TO CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons of departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

18. **MERGER CLAUSE**

This Contract supersedes any and all other contracts, either oral or written, between Contractor and the County of Ventura, with respect to the subject of this contract. This contract contains all of the covenants and contracts between the parties with respect to the services required hereunder. Contractor acknowledges that no representations, inducements, promises or contracts have been made by or on behalf of County except those covenants and contracts embodied in this contract. No contract, statement, or promise not contained in this contract will be valid or binding.

19. **ORDER OF PRECEDENCE**

This contract supersedes all previous agreements, understandings and representations of any nature whatsoever, whether oral or written, and constitutes the entire understanding between the parties hereto.

This Agreement may not be altered, amended, or modified except by written instrument signed by the duly authorized representative of both parties. In the event of an inconsistency in this Agreement, the inconsistency shall be resolved in the following order:

1. This Agreement;
2. County of Ventura RFP #
3. Contactor's proposal dated \_\_\_\_\_

20. **GOVERNING LAW**

The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties under this contract, will be construed pursuant to and in accordance with the laws of the State of California.

21. **SEVERABILITY OF CONTRACT**

If any term of this contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the contract terms will remain in full force and effect and will not be affected.

22. **CUMULATIVE REMEDIES**

The exercise or failure to exercise of legal rights and remedies by the County of Ventura in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this contract.

23. **COMPLIANCE WITH LAWS**

Each party to this contract will comply with all applicable laws.

24. **CONSTRUCTION OF COVENANTS AND CONDITIONS**

Each term and each provision of this contract will be construed to be both a covenant and a condition

IN WITNESS WHEREOF the parties hereto have executed this Contract.

COUNTY OF VENTURA

CONTRACTOR

by: \_\_\_\_\_  
Authorized Signature

by: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

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Title

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Title

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Date

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Date

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Tax Identification #