

**ALAMEDA COUNTY PROBATION DEPARTMENT**

**REQUEST FOR PRE-QUALIFICATION No. 902074  
SPECIFICATIONS, TERMS & CONDITIONS**

**for**

**Juvenile Community Capacity Fund  
Planning Participation**

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## **A. INTENT**

The intent of this Request for Pre-Qualification (RFPQ) is to pre-qualify organizations, through participation in a MANDATORY Planning Phase, to establish eligibility to participate in the subsequent Juvenile Community Capacity Fund (JCCF) Implementation RFP and potentially receive Implementation funding, if successful. It is the intent of the JCCF to build local organizational capacity for eligible organizations in the following categories:

- Racial Equity;
- Personnel, Volunteers, and Board Leadership;
- Fiscal Management, Funding & Financial Sustainability;
- Strategic Planning and Evaluation;
- External Relations;
- Agency Structure and Operations;
- Identifying and Implementing Sector-Specific Evidence-Based Practices; and
- Information Management.

In order to establish eligibility for the Implementation RFP and subsequent funding, bidders must meet the following requirements:

1. Complete the RFPQ Form via [electronic form](#);
2. Receive a Notice of Qualification for the Planning Phase via the email address provided in the Response Form;
3. If Qualified, participate in all mandatory elements of the Planning Phase including:
  - a. Technical Assistance (TA) Orientation sessions;
  - b. TA Peer Clinics and Trainings;
  - c. TA Coaching; and
  - d. Evaluation efforts.
4. Complete a Capacity Building Plan; and
5. Submit a full proposal to the Implementation RFP.

## **B. SCOPE**

The Juvenile Justice Crime Prevention Act (JJCPA) and Youthful Offender Block Grant (YOBG), sometimes known as “juvenile realignment,” was enacted in 2007 by SB 81 (Chapter 175, Statutes of 2007) and reassigned from state to local control the non-violent, non-serious, non-sexual offenders within California’s juvenile justice system. This legislation can be found in Welfare & Institutions Code Section 1950 et seq., which is included as Appendix A. The program has three primary goals:

1. to reduce the number of offenders in Department of Corrections and Rehabilitation’s Division of Juvenile Justice (DJJ) facilities,
2. to reduce state costs for incarcerating lower level offenders,
3. and to keep lower level offenders closer to home and local support systems.

In all of these ways, YOBG has been successful. In recognition of the increased county responsibilities for supervising and rehabilitating youthful offenders subject to SB 81, the state provides annual funding through the YOBG program. The amount allocated to each county is based on a statutorily defined formula that gives equal weight to a county’s juvenile population and the number of juvenile felony dispositions.

ACPD has reserved \$3 million of this funding to design and implement the Juvenile Community Capacity Fund (JCCF) to expand the number and diversity of community-based agencies that have the demonstrated capacity to effectively contract with Alameda County to improve outcomes for the youthful offender population. A breakdown of the available funding is detailed in the table below.

Total Funds Available	\$3,000,000
TA Provider Contract	\$100,000
Available Funds for Implementation	\$2,900,000
Anticipated Total Number of Grantees	35-40
Tier 3 - Annual Operating Budget \$500,000 or greater (eligible for up to \$150,000 Implementation Grant)	7 grantees estimated
Tier 2 - Annual Operating Budget of \$100,000 or greater up to \$500,000 (eligible for up to \$100,000 Implementation Grant)	12 grantees estimated
Tier 1 - Annual Operating Budget up to \$100,000 (eligible for up to \$50,000 Implementation Grant)"	15 grantees estimated

The JCCF will:

- support the development of a capacity building program to serve the juvenile population using best practice models;
- support data collection for individual program improvement purposes, as well as to support a cross-site evaluation; and
- to provide service dollars to expand the availability of services offered by strong community-based organizations.

Capacity Building Funds will be distributed in two cycles, each consisting of two phases:

**PHASE 1: Planning (pre-qualification) and PHASE 2: Implementation.** ACPD has contracted with a Technical Assistance (TA) provider, who will kick off the **Planning Phase (1)** with a MANDATORY training and will provide necessary technical assistance and coaching to support the grantees through the development of their Capacity Building Plans. Capacity Building Plans will outline areas of improvement in the eight capacity building categories detailed above and will be submitted as a required component of the Implementation

proposal process. Completion of the training sessions, technical assistance and the Capacity Building Plan will qualify organizations to apply for Implementation funding through a competitive RFP process.

## **PHASE 2: Implementation (6-12 months)**

[This phase is listed for informational purposes only. This RFPQ is for participation in Phase 1: Planning only.]

Throughout the Implementation Phase, grantee cohorts will implement one or more elements of their Capacity Development Plan, in one or more of the following categories:

- Racial Equity;
- Personnel, Volunteers, and Board Leadership;
- Fiscal Management, Funding & Financial Sustainability;
- Strategic Planning and Evaluation;
- External Relations;
- Agency Structure and Operations;
- Identifying and Implementing Sector-Specific Evidence-Based Practices; and
- Information Management.

Any consultants utilized during PHASE 2: Implementation (6-12 months) will be selected by individual applicants/grantees. Successful grantees will achieve and report on one or more measurable objectives related to their Plan that will actively demonstrate their increased capacity and improved ability to effectively contract with the County.

## **C. BIDDER QUALIFICATIONS**

Bidder minimum qualification criteria include the following:

1. Bidder shall be eligible to receive funding through the Juvenile Justice Crime Prevention Act (JJCPA) and the Youthful Offender Block Grant (YOBG) meaning that the organization provides local juvenile justice programs aimed at curbing crime and delinquency among at-risk youth and juvenile offenders.
2. Bidder shall be regularly and continuously engaged in the business of providing programs and services to system-involved youth (18 years old or younger), and those at risk, in Alameda County, for at least 18 months.
3. Bidder shall not have participated in any phase of the AB109 Community Capacity Fund.

4. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFPQ.

Vendors interested in receiving the Implementation RFP, if one should be issued, must meet the pre-qualifying criteria of this RFPQ.

**D. PRE-QUALIFICATION PROCESS**

The pre-qualification process is solely for the purpose of determining which bidders are deemed qualified. Applicants will submit the JCCF RFPQ Response Form through an online response form and select the MANDATORY TA Planning Session they will attend. Responses will be reviewed by ACPD to determine which applicant organizations meet the eligibility criteria for participation in the Planning Phase (pre-qualification process). Only organizations who successfully complete the RFPQ Response Form and all Planning Phase activities – mandatory planning sessions, TA Clinics and Training, TA Coaching and Evaluation – will be qualified to submit proposals to the JCCF Implementation RFP. Two key representatives from each organization are required to attend the TA Planning Sessions to develop their Capacity Building Plan. ACPD may request a bidder to submit additional information pertinent to the Pre-Qualification.

ACPD also reserves the right to investigate and rely upon information from other available sources, in addition to any documents or information submitted by the bidder. ACPD further reserves the right to terminate the RFPQ at any time, decide not to proceed forward with the contemplated RFP, or at its discretion to choose to conduct a different procurement process. Bidders will not be compensated for costs associated with responding to this RFPQ under any circumstances, including but not limited to circumstances in which the Department terminates the RFPQ.

ACPD retains the sole discretion to determine whether a bidder is qualified to participate in the JCCF Planning Phase activities. ACPD's decision on pre-qualification will be based on a pass/fail evaluation of the following factors:

- Demonstrated experience in providing programs and services to at-risk youth and youthful offenders in Alameda County
- Have not participated in any previous ACPD Community Capacity Fund solicitations, including that for AB109.
- Debarment or suspension.

1. Pre-Qualification Scoring

Pre-Qualification will be pass/fail, based upon questions and attachments provided through the [JCCF RFPQ Response Form](#). ACPD retains the right to verify the accuracy of responses to the response form.

2. Pre-Qualification Instructions

It is mandatory that all bidders intending to submit a bid for the Implementation RFP, fully complete the Juvenile Community Capacity Fund RFPQ Response Form ([online form](#)), provide ALL materials requested, participate completely in the Planning Phase elements and be approved by the Alameda County Probation Department to be on the Qualified Bidders list for the Project. No bid will be accepted from a bidder that has failed to comply with the requirements of the Pre-Qualification process.

Prequalification Questionnaires that fail to clearly present ALL of the requested information, present false or misleading information, or are not submitted timely in the format requested, may be considered nonresponsive and rejected on that basis.

3. Pre-Qualification Notice Process

Bidders will be issued a Notice of Qualification/Non-Qualification via the email address provided in the RFPQ Response Form.

**E. CONTACT INFORMATION**

In order not to compromise the competitive bid process, please refrain from contacting, soliciting, and discussing details of this RFPQ with any County official or department staff member. Direct all questions regarding this RFPQ in writing to:

Nai Saepanh, Contracts Administrative Manager  
Alameda County Probation Department  
1111 Jackson Street, 7<sup>th</sup> Floor  
Oakland, CA 94607  
Phone: (510) 268-2010  
E-mail: [probationjuvenileccf@acgov.org](mailto:probationjuvenileccf@acgov.org)

**F. ESTIMATED CALENDAR OF EVENTS:**


<b>Event</b>	<b>Date</b>
Request for Pre-Qualification Issued	December 1, 2021 – <a href="#">RFPQ Response Form</a>
Written Questions Due	December 15, 2021 to <a href="mailto:probationjuvenileccf@acgov.org">probationjuvenileccf@acgov.org</a>
Virtual Bidder’s Conference 1	December 14, 2021 @ 2:00pm PST via <a href="#">Microsoft Teams</a>
Virtual Bidder’s Conference 2	December 17, 2021 @ 9:00am PST via <a href="#">Microsoft Teams</a>
Q&A Document Circulated	December 21, 2021 (posted online and sent via email)
RFPQ Response Due	January 7, 2022 by 5:00pm PST via <a href="#">RFPQ Response Form</a>
TA Planning Session 1	Wednesday, January 26, 2022 @ 12:30 - 5:00pm
TA Planning Session 2	Friday, January 28, 2022 @ 9:00am – 1:30pm
TA Planning Session 3	Tuesday, February 1, 2022 @ 12:30 – 5:00pm
TA Planning Session 4	Thursday, February 3, 2022 @ 9:00am – 1:30pm
Estimated Implementation RFP Release Date	Spring 2022

***\*Bidders must select one TA Planning Session to attend, participation in a TA Planning Session is mandatory to be pre-qualified for Implementation Funding.***

**G. REQUEST FOR PRE-QUALIFICATION RESPONSE FORMAT/ SUBMITTAL OF PRE-QUALIFICATION PACKET**

ACPD intends to issue the JCCF Implementation RFP in order to establish a contract for the above-referenced JCCF Implementation Phase capacity building activities in the Spring of 2022, near the end of Planning Phase activities.

1. Vendors that meet the Qualification Criteria and are interested in being included on the pool of pre-qualified vendor list to receive any subsequent bid documents for the Implementation Phase, shall complete the **JCCF RFPQ Response Form via the [Electronic Form](#)** with all required information and attachments BY 5:00 p.m. (PST) on the due date specified in the Calendar of Events. Technical difficulties in downloading/submitting documents through the Electronic Response Form shall not extend the due date and time.
2. Bidders **must** submit all requested information and required attachments to the [Electronic Form](#). Bidder must answer all questions on the Electronic Response Form, respond to all self-certification questions, and attach required documentation in order to be considered for pre-qualification.
3. All bids must be submitted via the [Electronic RFPQ Response Form](#). No physical, email or facsimile bids will be considered.

4. No part of any response is to be marked as confidential or proprietary. ACPD may refuse to consider any response, or part thereof so marked. All responses shall become property of ACPD. ACPD reserves the right to make use of any information or ideas contained in submitted responses. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code §§ 6250 et seq.), or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code §§ 3426 et seq.). Responses submitted in response to this RFPQ may be subject to public disclosure. ACPD shall not be liable in any way for disclosure of any such information.
5. In addition, the County encourages any **new vendors that are local to Alameda County** to register and be added to the County SLEB database. More information on how to register can be found on the County’s website at: <http://acgov.org/auditor/sleb/newvendor.htm>.
6. Both local and non-local can subscribe to any or all Contracting Opportunities Categories and/or Calendar of Events for automatic updates. Subscribers will receive an e-mail announcing when the latest information has been updated on our website. More information on how to  [Subscribe](#) can be found on the County’s website at: <http://acgov.org/gsa/purchasing/esubscribe.htm>.



## ATTACHMENT A

### INSTRUCTIONS FOR ACCESSING & COMPLETING THE ONLINE REQUEST FOR PRE-QUALIFICATION RESPONSE ELECTRONIC FORM

#### Overview

The electronic Request for Pre-Qualification Response Form can be accessed by the following link - [https://share.hsforms.com/1xwjenvRYT5ulHS6tP\\_JA-wcjc6r](https://share.hsforms.com/1xwjenvRYT5ulHS6tP_JA-wcjc6r). All Bidders must fill out the form completely, all questions and attachments are mandatory. Any missing information could result in disqualification from participation in the Planning Phase.

#### How to Complete the Electronic Response Form

1. Open internet browser on computer, phone or tablet.
2. Enter electronic form website into the search bar - [https://share.hsforms.com/1xwjenvRYT5ulHS6tP\\_JA-wcjc6r](https://share.hsforms.com/1xwjenvRYT5ulHS6tP_JA-wcjc6r)
3. Enter responses into each required line. Mandatory responses are marked with an asterisk.
  - i. Make certain to attach any required required documentation, where indicated.
  - ii. Make certain to answer all required questions. You will receive an error message for any incomplete answers.
4. Click "Submit Completed Form" button to submit the completed form.
5. Once the form is submitted, you will receive an email confirmation to the email address provided in the form.
6. Any questions about completing the form, please email [ProbationJuvenileCCF@acgov.org](mailto:ProbationJuvenileCCF@acgov.org).