

**Youth Activities and Mental Health Services**

**RFP #2017-001**

**Questions and Answers**

**Question 1.** In providing post release or just outside programing for youth on probation how does the probation officers determine their clients participation. Example: if a post release class is provided how can we determine how many actually participants would be able to attend at one time? Is it best to pick one geographical area (hot spots) to provide weekly or semi-weekly class to ensure the highest possible attendance?

**Answer 1.** **Depending on the program being offered and the youth's specific situation, programming can be court ordered or required at the discretion of the probation officer. The contractor would determine the appropriate maximum number of youth for their program, however, there is no guarantee that this number of youth would be referred, as youth would be referred based on their needs and the programming they had while in custody.**

**For the benefit of youth access, it is always better to have services available within or close to the community where they live.**

**Question 2.** Who is providing educational workshops for families both inside and out the facility?

**Answer 2.** **We do not have a comprehensive list of who provides educational workshops for families outside of the facility. The Probation Department does facilitate parenting groups outside of the facility. Currently, there are no educational programs for the parents/families of our youth within the facility other than multi-family groups being provided at Camp Kemp by StarVista.**

**Question 3.** Under parent and family therapy, do practitioners have to be licensed? Can educational forums qualify under this category (ie teaching parents how to help youth manage stress). Under parent and family therapy, is parent education outside eligible for funding?

**Answer 3.** **Educational forums are separate from family therapy, which must be provided by a licensed practitioner or someone who is being supervised by a licensed practitioner.**

**Question 4.** Under the category of vocational training, it calls for youth under the age of 18 who are "disconnected from school" and not employed. Does this mean that youth who are 18 years old or older are not eligible for services under this RFP? If so, where are those students coming from, refers from probation? Please

further define disconnected youth. Do you have youth in mind when you are talking about vocational training?

**Answer 4. Eighteen year old youth may be eligible if they are still high school students and/or are incarcerated in one of our facilities. Vocational training is generally targeted toward youth who are not likely to go to academic college.**

**Question 5.** For the proposal, do you want an appendix with all the exhibits or should they immediately follow the TAB to which they are connected?

**Answer 5. Exhibits should immediately follow the corresponding tab.**

**Question 6.** What percentage of the facility population do you expect to be served?

**Answer 6. 100% of the youth in our facilities will be served with some level of programming. Individual programs may target a particular population and not seek to serve everyone, based on the goals of the program and needs of the youth.**

**Question 7.** Exhibit B: Are you looking for county state, state, and federal contracts? Or do you want other foundation grants listed too?

**Answer 7. Please list all funding streams, including grants from non-government agencies.**

**Question 8.** Besides the JAIS survey, is there any another evaluation tool you have required by all, that is directly aligned to criminogenic factors?

**Answer 8. No.**

**Question 9.** How will you measure specific outcomes to determine successful impacts?

**Answer 9. With assessment tools that may be provided to contractors by the agency awarded the contract for evaluation of funded programs.**

**Question 10.** What service locations can be included for at-risk youth not necessarily on probation for the YOBG funding (ie are community and continuation high schools and community college acceptable sites, for example Gateway Community School, Peninsula High School, and San Mateo Community College).

**Answer 10. YOBG funds are only available for programs/services for incarcerated youth and youth on probation. Service locations include the Juvenile Hall, Camp Kemp, and Camp Glenwood.**

**Question 11.** Do TAB page counts include or exclude the exhibit pages?

**Answer 11. Page counts exclude exhibit pages.**

**Question 12.** Will outside/transitional services provided by a vendor have mandated attendance by probation?

**Answer 12.** **If youth are directed or ordered to attend a program then their attendance will be mandatory.**

**Question 13.** Are you seeking service providers with a variety of credentials? If yes, in what areas of practice? Please clarify the value of credentials for these RFP

**Answer 13.** **Credentials desired would be based on the types of services provided.**

**Question 14.** We rely on contractors and volunteers and few FTEs to maximize efficiency. How many FTEs/contractors are expected?

**Answer 14.** **There is no set limit to how many FTE's/contractors an organization employs to provide program services, however, full disclosure of the staff who work with the youth must be released through the RFP.**

**Question 15.** Under TAB 1 Section 1, should the organization chart be included in the 2 page county? If not, should it be listed in an appendix or should it be directly following section 1 of TAB 1?

**Answer 15.** **The organization chart is not included in the 2 page count and can be inserted following the corresponding tab.**

**Question 16.** Does this bid need to be also submitted through this system, as well as sending in the printed copies?

**Answer 16.** **Yes, please submit an electronic copy via Public Purchase and deliver 20 hard copies to Ashnita Triolo at 222 Paul Scannell Drive, San Mateo 94402 by 4 pm on February 14, 2017. If mailing, all packages must be received by 4 pm on February 14, 2017, postmarks will not be accepted.**

**Question 17.** Will this take the place of the JJCPA funding, or is the RFP for that still going to be sent out?

**Answer 17.** **An RFP for both YOBG and JJCPA have been released. Please check our website at <http://probation.smcgov.org/>**

**Question 18.** Are there any Grant required meetings during the duration of the grant (i.e. Multidisciplinary meetings)?

**Answer 18.** **Yes, please refer to page 8 of the RFP.**

**Question 19.** Is Probation looking for one main provider for mental health services for YSC and the camps?

**Answer 19.** **Not necessarily. The number of providers will be determined based on what services are being offered by the contractor and what best meets the needs of the department.**

**Question 20.** To what extent is bilingual services needed?

**Answer 20.** **Bilingual services are not a requirement.**

**Question 21.** What percentage of the grant funds can be used for operation costs? Are there any percentage limits to direct services vs. admin services that are expected to be delivered within the detention facility or in the community?

**Answer 21.** **The budget spreadsheet can include no more than 10% of Indirect Personnel Cost, see Section B of the budget spreadsheet. Direct Operation Costs should be identified in the budget spreadsheet and should align accordingly to the program/services being provided, see Section C of the budget spreadsheet.**