

SUMMARY ACTION MINUTES

REGULAR MEETING ORANGE COUNTY COMMUNITY CORRECTIONS PARTNERSHIP

Thursday, March 26, 2015, 2:00 P.M.

PROBATION DEPARTMENT
Training Room 5
1001 S. Grand Ave.
Santa Ana, California

STEVE SENTMAN, Chair
Chief Probation Officer

TODD ELGIN
Chief of Police, Garden Grove

MARY HALE
Health Care Agency

SANDRA HUTCHENS
Sheriff-Coroner

FRANK OSPINO
Public Defender

TONY RACKAUCKAS
District Attorney

ATTENDANCE: Hale, Hutchens, Ospino, Rackauckas, Sentman and Whitman (Alternate for Elgin)

EXCUSED: Member Elgin

COUNTY COUNSEL: Saul Reyes, Deputy

CLERK OF THE PARTNERSHIP: Jamie Ross & Dora Guillen, Deputy Clerks

ADMINISTRATIVE MATTERS: (Items 1 - 6)

1. Welcome and Introductions

PRESENTED

2. Discussion of Orange County Community Corrections Partnership membership

P.O. **MEGHAN MEDLIN, ORANGE COUNTY RE-ENTRY PARTNERSHIP, AGREED TO BE REPRESENTATIVE FOR COMMUNITY BASED ORGANIZATIONS**

3. Discuss and approve evaluation criteria, funding levels, and competitive grant program for the Community Recidivism Reduction Grant

5312467 **APPROVED FUNDING LEVELS AND EVALUATION CRITERIA AS RECOMMENDED**

x

SUMMARY ACTION MINUTES

4. Discuss and approve reallocation of current and prior year AB109 funds to cover current year operating shortfalls

3214567

x

APPROVED REVISED ATTACHMENT TO REALLOCATE UNSPENT FUNDS FROM PROBATION TO SHERIFF-CORONER, DISTRICT ATTORNEY AND PUBLIC DEFENDER AND TO RELEASE \$1.5 MILLION IN HCA RISK POOL BACK TO UNALLOCATED FUNDS

5. Discussion of amending regular meeting schedule

P.O. **DISCUSSED; CANCELED 4/23/15, 2:00 P.M., REGULAR MEETING**

6. Realignment Updates:

- Probation
- Sheriff
- District Attorney
- Public Defender
- Courts
- Health Care/Mental Health
- Local Law Enforcement
- Board of Supervisors
- Social Services
- OC Community Resources
- OC Department of Education
- Community-Based Organization (Representative)
- CSP (Victims Representative)

PRESENTED; MEGHAN MEDLIN ANNOUNCED RE-ENTRY RESOURCE FAIR ON 5/12/15, 12:00 P.M. – 2:00 P.M.

PUBLIC & PARTNERSHIP COMMENTS:

PUBLIC COMMENTS: None

PARTNERSHIP COMMENTS: None

ADJOURNED: 2:35 P.M.

SUMMARY ACTION MINUTES

*** KEY ***

Left Margin Notes

1 Todd Elgin	A = Abstained
2 Mary Hale	X = Excused
3 Sandra Hutchens	N = No
4 Frank Ospino	P.O. = Partnership Order
5 Tony Rackauckas	
6 Steve Sentman	
7 Travis Whitman (Alternate)	

(1st number = Moved by; 2nd number = Seconded by)

/s/ _____
STEVE SENTMAN
Chair

/s/ _____
Jamie Ross, Deputy
Clerk of the Partnership

Meghan Medlin, MAS

Taller San Jose, Employment Services Manager



Meghan is the current Board Chair for OCREP. She works as the Employment Services Manager for Taller San Jose, a nonprofit organization that helps high-risk young adults achieve self-sufficiency. Working at Taller San Jose has enabled Meghan to not only learn about the reentry population, but become passionate about getting ex-offenders successfully employed and help them create a better future for themselves and their families. She is extremely involved in the community and participates in many activities and organizations including The Elite OC; the New Leader's Council (NLC) Orange County Chapter; and the FBI Citizen's Academy Alumni Association. In 2010, Meghan earned a certificate in Gang Prevention and Intervention from Coastline Community College and was a member of Orange County Superior Court's Leadership Academy. Meghan earned a Bachelors of Science degree in Chemistry from the University of Redlands and a Masters of Advanced Study degree in Criminology, Law & Society from the University of California, Irvine.



MARK A. REFOWITZ
DIRECTOR

RICHARD SANCHEZ
ASSISTANT DIRECTOR

ANNA PETERS
DIRECTOR

SUSIE KIM, J.D.
DIVISION MANAGER

405 W. 5th STREET, SUITE 600
SANTA ANA, CA 92701

(714) 568-5809
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skim@ochca.com

ADMINISTRATIVE SERVICES
CONTRACT SERVICES

DATE: [Date]
TO: Interested Parties
FROM: Health Care Agency on Behalf of the County of Orange
SUBJECT: Request for Proposals: Transitional Housing Services

The Orange County Health Care Agency (HCA), on behalf of the County of Orange (County), in collaboration with the Community Corrections Partnership (CCP) is seeking proposals from qualified organizations in Orange County to provide Transitional Housing Services in a sober living environment with a focus on community recidivism and crime reduction to adult criminal offenders, ages eighteen (18) and older who have recently been released from the Orange County Jails or other correctional facilities, and who are under the supervision of the Orange County Probation Department.

If your organization is interested in, and capable of, providing the requested services by contract with the County, please carefully review the Request for Proposals and submit your proposal as directed in the "Proposal Preparation Instructions."

This solicitation is not in any way to be construed as an agreement, obligation, or contract between the County and any party submitting a proposal, nor will the County pay for any costs associated with the preparation of any proposal.

Bidders submitting a proposal must electronically upload their proposal in PDF format, via BidSync. In order to be considered, proposals must be submitted no later than 4:00 P.M. PST on [Day, Date]. Hard copy proposals will not be accepted.

All questions regarding this solicitation are to be posted online via the BidSync Question and Answer section. Bidders are expected to thoroughly read through the entire solicitation package before posting questions. It is up to each individual bidder to determine if they meet the eligibility requirements to submit a proposal identified in Section I.B., and other sections of the solicitation if applicable. HCA does not provide assistance in this matter beyond the requirements stated in this solicitation.

Request for Proposals: Transitional Housing Services

Release Date: [Date]

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Responses from HCA will be posted to BidSync as promptly as possible. The Question and Answer section will be closed to new questions on **[Day, Date] at 4:00 P.M. PST.**

If you know of any qualified organizations that may be interested in this solicitation, please feel free to refer them to BidSync to view the solicitation. Your consideration of this solicitation is appreciated.

DRAFT

County of Orange



Request for Proposals Transitional Housing Services

Released
[Date]

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NOTE: Forms and attachments in PDF and/or Excel format are posted on BidSync as separate attachments to this solicitation.

A. PROPOSAL FOCUS AND BACKGROUND

The County of Orange (County) is seeking proposals from qualified organizations in Orange County to provide Transitional Housing Services, in a sober living environment, with a focus on community recidivism and crime reduction to adult criminal offenders, ages eighteen (18) and older who have recently been released from the Orange County Jails or other correctional facilities, and who are under the supervision of the Orange County Probation Department (OCPD). Some participants may be seeking housing upon release from jail, treatment, or while in the community. Facilities should provide safe and supportive interim housing for offenders to assist in their transition back into the community which can help reduce recidivism and criminal activity.

The Budget Act of 2014 (Chapter 25, Statutes of 2014 allocates \$8 million to the Board of State and Community Corrections (BSCC) for the Community Recidivism Reduction Grant described in Penal Code Section 1233.10.¹ The County received \$500,000 of this grant. Counties are eligible to receive funds to develop and administer a competitive grant program intended to fund community recidivism and crime reduction services. The collaboration between the Board of State and the Community Corrections Partnership (CCP) involves establishing minimum grant requirements, funding criteria, grant award limits (in accordance with State requirements), and awarding grants. The grant requirements for Orange County, approved by the County of Orange Board of Supervisors and the CCP, are set forth in this solicitation.

B. ELIGIBILITY TO SUBMIT PROPOSALS

To be eligible to submit a proposal for these services, the bidder must be a nongovernmental entity or a coalition of nongovernmental entities. The bidder must be an existing provider of Transitional Housing Services in a sober living environment in Orange County, with a demonstrated history of providing these services to the target population for a period of five (5) years immediately prior to submitting a proposal for services.

To be eligible to contract with the County an individual or entity must not be listed on the current Cumulative Sanction List of the Office of the Inspector General (U.S. Department of Health and Human Services) or the General Services Administration's list of parties excluded from federal programs, or the California Medi-Cal Suspended and Ineligible Provider List. **HCA will not review a proposal submitted by an individual or entity found to be on any of these lists.**

HCA plans to use the following links to identify individuals and entities that are not eligible to contract with the County of Orange: <http://exclusions.oig.hhs.gov>, <https://www.sam.gov/portal/public/SAM/>, and Medi-Cal Suspension Search Database. Each bidder should verify that it is not on any list prior to preparing a proposal to submit in response to this solicitation. Correction of any errors found on any sanction list is the sole responsibility of the bidder and must be made prior to the day the proposal is submitted.

HCA requires all potential individuals and/or contract entities to self-disclose any pending charges or convictions for violation of criminal law and/or any sanction or disciplinary action by any

¹ http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=1233.10.

federal or state law enforcement, regulatory or licensing agency or licensing body, including exclusion from Medicare and Medicaid programs.

During the term of the contract between the contractor and the County, and in accordance with its existing provisions, if a contractor and/or an individual becomes an ineligible person, the contractor and/or individual shall be removed from any responsibility and/or involvement with County contracted obligations related to any direct and/or indirect federal or state health care programs and any other federal and state funds. An ineligible person is defined as any individual or entity who is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated into the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

The County does not require, and neither encourages or discourages, the use of lobbyists or other consultants for the purpose of securing business.

HCA reserves the right to disqualify any bidder on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other information available to HCA. This disqualification is at the sole discretion of HCA. Any bidder submitting a proposal herein waives any right to object to HCA's exercise of this right, now or at any future time, before anybody or agency including, but not limited to, the County Board of Supervisors or any court of competent jurisdiction.

Causes for Disqualification

HCA in its sole, absolute and unfettered discretion will determine whether or not a bidder is qualified and responsive. This determination may be based on one or more of the following:

- Evidence of collusion amongst proposals.
- Lack of business skills or financial resources necessary to operate this business successfully, as revealed by either financial statements or experience statement.
- Lack of responsibility as shown by past work, references, or other factors.
- Bidder is in arrears or in default to County on any debt or agreement or defaults upon any obligation to County, or has failed to faithfully perform any previous agreement with County at HCA's sole determination.
- Submission of a proposal that is late, incomplete, conditional, ambiguous, obscure, or which deviates from the specifications in this solicitation, or has irregularities of any kind.
- Other causes as HCA deems appropriate.

HCA's determination as to whether a bidder is qualified and responsive will be based on the information furnished by the bidder in this solicitation, interview(s) with the bidder (if applicable), as well as from other sources determined to be valid. Award will not be made until after such investigations, as are deemed necessary, are made by regarding the experience and financial responsibility of the bidder, which each bidder agrees to permit by submitting its proposal.

Proposals must be valid for a minimum of 365 days from the due date of this solicitation.

C. CONTRACT TERM AND FUNDING AVAILABILITY

The County plans to award funds to multiple qualified organizations to provide the subject services. Per funding restrictions, a maximum of \$50,000 per provider is available for the term of the agreement or until funds are spent whichever comes first. A maximum of \$100,000 per provider is available statewide; successful bidders will be required to provide information regarding the receipt of funds for these services from other counties. At the discretion of HCA, the initial term of the agreement(s) resulting from this solicitation will be up to one (1) year and may be renewed for an additional term or terms; any renewal is contingent upon available funding, contractor performance, need for services, and HCA policies.

The contract(s) awarded through this solicitation is/are anticipated to be actual cost. The funding source for these services is State funds available through the Recidivism Reduction Fund. Any contract(s) resulting from this solicitation is/are contingent upon sufficient funds being made available by federal, state, and/or county governments for the term of the contract(s). HCA reserves the right to revise the contract term stated in this solicitation. Start-up funds are not available for these services.

D. EVALUATION OF PROPOSALS AND SELECTION OF PROVIDER(S)

An evaluation committee will be established consisting of representatives of the County and/or members of the community having knowledge and expertise of the services described in this solicitation. The evaluation will consist of a thorough review of the bidders' proposals and may include interviews and/or site visits with the bidders.

The evaluation committee has the right to conduct a compensation plan analysis to review and audit all business records and related documents of any and all bidders (including an affiliated or parent company), determine the adequacy, fairness, and reasonableness of the proposal, and to contact any and all client references.

Selection of a contractor will not be based solely on cost, and will include factors such as, but not limited to, proposed services, experience in providing the services described in this solicitation, staffing, and experience in successfully managing government-funded contracts. Following the review of proposals by the evaluation committee, the HCA Director or Designee will approve a recommendation regarding the selection of a contractor. Award of a contract will not be effective unless and until it is authorized by the County of Orange Board of Supervisors.

Criteria

The following guidelines will be used in analyzing and evaluating proposals received in response to this solicitation. Members of the evaluation committee, in accordance with the following criteria, will evaluate all responsive proposals.

1. Administrative Review of Financial/Organization Stability. (Pass/Fail)
2. Experience and Qualifications – 25%
3. Proposed Services – 25%
4. Proposed Staffing – 20%

5. Proposed Facility – 15%
6. Proposed Rate of Reimbursement – 15%

Each proposal should be complete and present a thorough understanding of the needs of the County in regard to its desire to provide said services. The successful bidder must demonstrate in their proposal an ability to provide said services to the target population.

The adequacy and experience of the bidder's key personnel is critical to the success of the program, and HCA will closely evaluate the personnel assigned to the program. HCA may check the references provided by the bidder for the purpose of validating claims made in each proposal.

Award

HCA expressly reserves the right to negotiate contract terms with a selected bidder prior to award, or negotiate with several bidders simultaneously, and thereafter, to award a contract to the bidder offering the most favorable terms to HCA.

HCA also expressly reserves the right to award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the bidder's best terms from a programmatic and compensation standpoint.

E. COUNTY'S RIGHTS

The County reserves the right to:

- Modify this solicitation.
- Cancel this solicitation at any time, in whole or in part.
- Accept any proposal as offered.
- Reject any or all proposals.
- Disqualify a bidder, or terminate a contract for false information submitted in response to this solicitation.
- Contract for all or some of the stated services.
- Based on the County's needs and availability of funding at the time of selection or during contract negotiations, modify the scope of service described herein.
- Waive, at its sole discretion, any procedural irregularity, immaterial defect, or other impropriety deemed reasonably correctable or not warranting rejection of the proposal.
- Ask bidders for additional documentation and/or information to further determine financial/organization stability.

F. PROTEST PROCESS

In the event a bidder believes that this solicitation is unfairly restrictive, ambiguous or contains conflicting provisions, the bidder may submit a grievance or protest.

Protest of Bid/Proposal Specifications

All protests related to bid/proposal specifications must be submitted to HCA Contract Services no later than five (5) business days prior to the close of the bid/proposal period. Protests received after the five (5) business day deadline will not be considered by the County. In the event the protest of specifications is denied and the protester wishes to continue in the solicitation process, it must still submit a bid/proposal prior to the close of the solicitation in accordance with the bid/proposal submittal procedures provided in the bid/proposal.

Protest of Award of Contract

In protests related to the award of a contract, the protest must be submitted no later than five (5) business days after the "Notice of Intent to Award Contract" is provided by HCA Contract Services. Protests relating to a proposed contract award, which are received after the five (5) business day deadline will not be considered by the County. Upon receipt of a timely protest, the Contract Services Division Manager will, within ten (10) business days, issue a decision in writing which shall state the reasons for the actions taken.

The County may, after providing written justification to be included in the procurement file, make the determination that an immediate award of the contract is necessary to protect the substantial interests of the County. The award of a contract shall in no way compromise the protester's right to the protest procedures outlined herein.

Procedure

All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated. All protests shall include at a minimum the following information:

1. The name, address, and telephone number of the protester.
2. The signature of the protester or the protester's authorized representative.
3. The name of the solicitation or number of the RFP.
4. A detailed statement of the legal and/or factual grounds for the protest.
5. The form of relief requested.

Written protests must be sent to:

County of Orange/Health Care Agency
Contract Services Division
405 W. 5th Street, Suite 600
Santa Ana, CA 92701-4637
Attn: Division Manager
FAX: (714) 834-4450

Appeal Process

If the protester disagrees with the decision of the Contract Services Division Manager, the protester may submit a written notice within three (3) business days from receipt of the Contract Services Division Manager's decision to the Office of the County Purchasing Agent requesting an appeal to the Procurement Appeals Board.

Written appeals must be sent to: County of Orange/Executive Office
Procurement
1300 S. Grand Avenue, Building A
Santa Ana, CA 92705
Attn: County Purchasing Agent
FAX: (714) 567-5057

Within fifteen (15) business days, the County Purchasing Agent will review all materials in connection with the protest, assess the merits of the protest and provide a written determination that shall contain his or her decision on whether the protest shall be forwarded to the Procurement Appeals Board.

The decision of the County Purchasing Agent on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

G. TIMELINE

Timeline dates are approximations only and do not constitute any commitment or guarantee by the County.

Activity	Day	Date
RFP Released	TBD	
Question and Answer End Date	TBD	
Proposals Due	TBD	
Services Commence	TBD	

H. CONFIDENTIALITY

Pursuant to California law, all information contained in a bidder's response to this solicitation may be public record subject to disclosure to any member of the public who requests it through the California Public Records Act. If it is necessary to include proprietary/trade secret information in a bid response, the County recommends that the bidder clearly and prominently mark the information they believe falls within this category.

HCA will attempt to notify the bidder if disclosure is requested of information that has been identified as proprietary/trade secret information in order to give the bidder an opportunity to seek a court order prohibiting disclosure of such information. However, due to statutory time limits the County has in response to request for public records, County will be able to give the bidder only a short period of time in which to seek such a court order before County will be required to disclose the requested information. Further, it is entirely the bidder's responsibility to assert that information the bidder believes is proprietary/trade secret information should not be disclosed. County will not make such a claim for the bidder but will obey a valid court order obtained by the bidder prohibiting disclosure of such information.

If a bidder believes that a specific section of its proposal is confidential, bidder will isolate the pages marked confidential in a specific and clearly labeled section of its proposal response. Bidder will include a written statement as to the basis for considering the marked pages confidential

including the specific harm or prejudice if disclosed and HCA will review the material, bidder's concerns and make an independent determination.

I. ADDENDUMS

HCA reserves the sole right to interpret or change any provision of the solicitation at any time prior to the proposal submission date. Any and all interpretations or changes will be in the form of a written addendum, which will be furnished to all bidders through BidSync. All addendums issued will become part of the solicitation and resultant agreement. Bidders hereby acknowledge their receipt of any addendum by being registered in BidSync and acknowledge it is the bidder's responsibility to check for, and read all addendums posted in BidSync.

Should such addendum require information not previously requested, HCA at its sole discretion, may determine that a time extension is required for the submission of proposals, in which case an addendum will indicate the new proposal submission date.

J. CONTRACT TERMS AND CONDITIONS

The successful bidder may be required to attend a post-award meeting with HCA for discussion of the terms and conditions of the contract. HCA staff will coordinate any such meeting(s). HCA reserves the right to clarify any contractual terms with the concurrence of bidder; however, any substantial non-conformity in the proposal as determined by HCA, will be deemed non-responsive and the proposal rejected. Any contract resulting from this solicitation will contain the entire agreement between the County and the bidder relating to this requirement and will prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements of any form.

K. INSURANCE REQUIREMENTS

Insurance coverage and limits for the awarded agreements will vary based upon the identified services and will be determined during contract negotiations. The baseline amounts are as follows:

COVERAGE	MINIMUM LIMITS
Comprehensive General Liability with broad form property damage and contractual liability	\$1,000,000 combined single limit per occurrence. \$2,000,000 aggregate.
Automobile Liability, including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers' Compensation	Statutory
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claims made or per occurrence
Sexual Misconduct Liability	\$1,000,000 per occurrence

1. The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 0001, or a substitute form providing liability coverage at least as broad.

2. The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:
 - a. An Additional Insured endorsement using ISO form CG2010 or CG 2033 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, and agents as Additional Insureds.
 - b. A primary non-contributing endorsement evidencing that the contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.
3. The business Auto Liability coverage shall be written on ISO form CA 0001, CA 0005, CA 0012, CA 0020, or a substitute form providing coverage at least as broad. Coverage for owned, non-owned, and hired vehicles must be indicated on Certificate of Insurance.
4. The Workers' Compensation policy must include a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees.
5. The insurance company providing coverage must have and maintain at minimum the following ratings based on the most current edition of the Best's Key Rating Guide/Property-Casualty/United States (ambest.com):
 - a. A- (Secure A.M. Best's Rating).
 - b. VIII (Financial Size Category).
6. The policy or policies of insurance must be issued by an insurer licensed to do business in the state of California (California Admitted Carrier) verifiable at: ([http://interactive.web.insurance.ca.gov/webuser/idb_co_list\\$.startup](http://interactive.web.insurance.ca.gov/webuser/idb_co_list$.startup)).
7. Self-Insured Retentions (SIRs) and deductibles shall be clearly stated on the Certificate of Insurance. If no SIRs or deductibles apply, indicate as such on the Certificate of Insurance with a zero (0) by the appropriate line of coverage.
8. All insurance policies required by the agreement shall give the County thirty (30) calendar days' notice in the event of cancellation and ten (10) calendar days' notice for non-payment of premium. This shall be evidenced by policy provisions or an endorsement separate from the Certificate of Insurance.

Prior to the provision of services, the successful bidder(s) will be required to purchase all insurance at the above minimum standards at bidder's expense, and to deposit with the County Certificates of Insurance including all endorsements necessary to satisfy the provisions identified above.

If Self-Insured, the successful bidder(s) will be required to provide a Certificate of Self-Insurance that meets at minimum, the requirements identified above.

A. TARGET POPULATION

Transitional Housing Services will be provided in a sober living environment to persons eighteen (18) years of age and older who have recently been released from correctional facilities, treatment programs or currently in the community and under the supervision of the OCPD.

B. SERVICES TO BE PROVIDED

Transitional Housing Services shall be provided to eligible participants in a residence that promotes a sober living environment and provides sufficient services to meet the needs of the participants, some of whom may be struggling with recovery from alcohol and other drug problems, as well as issues related to reintegration into the community; and may need support and encouragement in seeking longer term housing.

Participants shall be eligible for up to sixty (60) days of transitional housing services and will be referred to transitional housing facilities by OCPD.

At a minimum, services shall include, but not be limited to:

- A safe and clean environment that includes a bed, ability to store belongings and ability to cook and store food;
- Laundry facilities including supplies such as detergent, bleach, and softening products, for participants;
- Toiletry articles appropriate to the health and grooming needs of participants, including but not limited to, toilet tissue, soap and shampoo;
- At least one (1) nutritionally balanced meal per day;
- A written *Housing Resource Guide* and /or *Rules and Expectations*, containing standards of conduct for all residents, and which shall include, at a minimum: a good neighbor policy, visitation policy and procedure, non-smoking policy, and drug testing policy (if applicable).

Provider shall not conduct any proselytizing activities, regardless of funding sources, with respect to any individual(s) who have been referred to provider by the County. Further, the funds will not be used to promote, directly or indirectly, any religion, religious creed or cult, denomination or sectarian institution, or religious belief.

The selected bidder shall be required to maintain electronic records that include daily rosters of residents, indicating admission date and discharge dates, disposition upon discharge, the assigned Probation A number, and the assigned Probation officers name. This data is to be submitted to the Probation Department and will be reviewed prior to payment of any invoices.

The selected bidder will also be required to notify the assigned Probation officer (by phone or email) when an individual is enrolled at the facility and when they are discharged from the facility.

C. STAFFING REQUIREMENTS

It is preferable that one (1) staff person be on-site twenty-four (24) hours per day.

D. FACILITY REQUIREMENTS

Transitional Housing services shall be provided in an alcohol and drug free environment.

Facilities shall be maintained in a safe and sanitary conditions at all times and include:

- Safe same gender sleeping quarters with separate beds for each participant;
- A communal lounge area; and
- No more than six (6) residents per bathroom.

Facilities must be located in Orange County, have geographic accessibility to public transportation, community resources, and be ADA compliant.

Facilities will have the discretion to refuse services to specific clients if they do not feel the individual is an appropriate fit for their facility, to the extent allowable by law.

E. RATE OF REIMBURSEMENT

Historically, the bed day rates for these services have ranged between \$28.00 and \$38.00, depending how often or how food is provided.

Per funding restrictions, a maximum of \$50,000 per provider is available for the term of the agreement or until funds are spent whichever comes first. A maximum of \$100,000 per provider is available statewide; successful bidders will be required to provide information regarding the receipt of funds for these services from other counties.

Bidder's proposal must clearly meet all of the requirements of this solicitation. Bidders should review all requirements and instructions to ensure that each requirement is clearly addressed in the proposal. HCA shall not be responsible for any oral instructions given by any employees of HCA in regard to the proposal instructions, specifications, or proposal documents described in this solicitation.

A. Proposals should be carefully proofread and include the following:

1. Table of Contents with page numbers, for each uploaded file.
2. Reference(s) to any appendices.
3. Placement of required forms immediately after the text they support in the proposal.
4. Numbered pages.
5. Single-sided text, at least one and one-half (1½) line-spaced.
6. Times Roman 12 point font.
7. Each section is to be separated by a titled cover page (similar to a tab in a binder), and each question as it appears in the solicitation is to precede its corresponding response.
8. All requested information is to be in the sequence and format specified in the solicitation.

B. Use the Proposal Preparation Checklist Form (Form A) (Attachment II) to plan and monitor proposal preparation, as well as to verify completion of all materials before submission.

C. Follow instructions about the order for presenting information, narrative text, and information requested on the forms.

D. Proposals and requested documents must be electronically uploaded in PDF format, via BidSync. Hard copy proposals will not be accepted.

1. Section IV is to be uploaded in one (1) file labeled "[RFP Name]-[Bidder Name]-Agency Description."
2. Section V is to be uploaded in one (1) file labeled "[RFP Name]-[Bidder Name]-Proposal."
3. Allow sufficient time to upload all required files. After the 4:00 P.M. PST proposal deadline, BidSync will not allow any uploads, e.g., if file #1 uploaded successfully at 3:58:23pm and file #2 is in progress of being uploaded at 4:00:01pm, file #2 will not upload successfully. **If all files are not uploaded successfully by the 4:00 P.M. PST proposal deadline, your proposal will not be accepted.**

E. Provide accurate and honest information. Reviewers tend to respond more favorably to a candid account of problems and a realistic plan to address them, than a glossing over of an apparent problematic situation. Information that is deliberately inaccurate may prompt an investigative review and will affect the evaluation of the proposal.

F. Ensure that information provided on the forms is consistent with the narrative and the information provided on other forms.

G. If you omit any required information or data, explain why.

- H. Prepare the proposal with the reviewer in mind; do not assume reviewers know your program.
Proposal must be detailed and self-explanatory.
- I. Provide documentation where necessary, including items such as forms, etc.
- J. Do not use appendices for information that is required in the body of the proposal. Use appendices to provide documentation or examples of activities mentioned in the proposal.

DRAFT

Provide the information requested below in one (1) file per Section III instructions. Failure to provide and/or disclose requested information and/or documents may result in disqualification of your proposal.

- A. Complete the Agency Description Form (Form B - Attachment II). Ensure Form B is signed prior to scanning and uploading it into BidSync.
- B. Complete the Board of Directors Form (Form C - Attachment II).
- C. Provide copies of the documents below. Include an index of all the documents included, and an explanation for any document requested but not provided.
 1. If incorporated:
 - a. Articles of Incorporation executed by the Secretary of State, including all amendments.
 - b. By-laws, including all amendments.
 - c. Board of Directors resolution empowering a Corporate Officer either by title or individual name, to act on behalf of the organization by his/her signature alone.
 2. If not incorporated: Documentation empowering an Authorized Representative to act on behalf of the organization by his/her signature alone.
 3. Fictitious Business Name statement filed with the County Clerk and proof of publication.
 4. Partnership papers and/or joint venture agreements.
 5. Evidence of federal/state tax status.
 6. IRS W-9 Form: Request for Taxpayer Identification Number and Certification.
 7. Business License/Certifications/Conditional Use Permit (CUP).
 8. Recent financial statement prepared by an independent Certified Public Accounting (CPA) firm.
 9. Table of contents from the organization's policy and procedure manual covering daily operations and emergency procedures (medical, fire, etc.). If a policy and procedure manual does not exist, provide a plan and time frame for development.
 10. Any audits, reviews, or inspection reports completed by a CPA firm, regulatory agency (e.g., Occupational Safety and Health Administration), or other government agency within the last **twelve (12) months**. If there are any **pending** audits, litigation, and/or investigations involving the organization, provide a description of those items. Limit your response to one-half (1/2) page of text.

11. Corporate organizational chart that includes all programs, identifies the relationship of the proposed program to the overall organization, and identifies the reporting relationship of each proposed staff position.
 12. Data Universal Number System (DUNS): A unique 9-digit identification number required by the federal government as part of their financial request and reporting process, which can be obtained free of charge from Dun and Bradstreet's website (www.dnb.com) or by calling (866) 705-5711. Every bidder is required to provide a DUNS number regardless of the funding source of this solicitation.
- D. Acknowledgement that you will submit a copy of your organization's insurance certificates and endorsements to the County prior to the services start date, and that the limits will, at a minimum, meet the minimum limits referenced in Section I.K. of this solicitation.
- E. Describe any performance issues and/or audit or review of any contractual documents (e.g., invoices, units of service reports, etc.) within the last two (2) years that resulted in a corrective action plan, reimbursement of money to funder, investigation, and/or termination of any contract(s) between your organization and the County, other government entity, and/or private organization. Limit your response to one (1) page of text. For each performance issue include:
1. The type of contract, contract term (dates), funding amount and services provided.
 2. The issues and circumstances.
 3. How and when the issues were resolved.
 4. Your plans to ensure that the issues will not reoccur in future contracts.
- F. Complete and sign the Attestation Form (Attachment I - Contracting Requirements). Ensure the applicable section is checked and the form is signed prior to scanning and uploading it into BidSync. Upload the signed Attestation Form only; **do not** upload the pages containing the Contracting Requirements.

Provide the information requested below in one (1) file per Section III instructions.

A. PROVIDER EXPERIENCE AND QUALIFICATIONS

Complete Form D, and provide a detailed response to the following questions.

1. Complete the Related Service Experience (Form D – Attachment II) to describe your past and present experience in providing services related to those described in this solicitation.
2. Describe your organization's past and present experience and demonstrated ability in providing the services described in this solicitation to the target population defined in Section II.A.

B. PROPOSED SERVICES

Provide a detailed response to the following questions, and include any potential challenges and how those challenges will be addressed.

1. Identify any other counties in the state where you have submitted proposals/bids for services related to the Recidivism Reduction Grant Program. Include the amount of funds per county you have been awarded.
2. Indicate the number of beds you are proposing.
3. Describe your programs eligibility criteria including but not limited to: age, gender, offense history, health issues.
4. Describe how you will provide transitional housing services in a sober living environment, to include, but not be limited to:
 - A safe and clean environment that includes a bed, ability to store belongings and ability to cook and store food;
 - Laundry facilities including supplies such as detergent, bleach, and softening products, for participants;
 - Toiletry articles appropriate to the health and grooming needs of participants, including but not limited to, toilet tissue, soap and shampoo;
 - At least one (1) nutritionally balanced meal per day, (food vouchers may be substituted for prepared meals).
5. Provide your program's current Housing Resource Guide and/or Rules and Expectations, including, at a minimum your good neighbor policy, visitation policy and procedure, non-smoking policy, and drug testing policy (if applicable).
6. Describe your ability to maintain daily rosters of residents indicating admission and discharge dates, disposition upon discharge, the assigned Probation A number, and assigned Probation officers name.

C. PROPOSED STAFFING

Provide a detailed response and the requested attachments for each item below.

1. Describe the number and type of staff (program and administrative) that will be allocated to this program. One (1) Full Time Equivalent (FTE) equals an average of forty (40) hours worked per week.
2. Describe how you will recruit, hire, and train staff to provide the services described in this solicitation.
3. Provide concise job descriptions for each position that will be allocated to this program, and include minimum qualifications, education and/or experience requirements, multicultural/multilingual capabilities, duties, and responsibilities.

D. PROPOSED FACILITY

1. Describe the proposed facility, and how it meets the facility requirements in Section II.E.
2. Provide the physical address of the facility and a floor plan of the facility that includes the bedrooms and bathrooms for the participants, the number of participants per bedroom, as well as common spaces. Pictures will also be accepted.

E. PROPOSED RATE OF REIMBURSEMENT

Propose and substantiate your bed day rate.

REVISED ATTACHMENT FOR ITEM #4

	<u>Base</u>	<u>Growth</u>
OC % of Total Allocation	6.75%	7.63%
Statewide Allocation	934,100,000	73,188,027
OC Allocation	63,045,168	5,584,285

Department	FY 14-15 ALLOCATION						Y/E Reallocation
	FY 14-15 Base Allocation	%	FY 13-14 Growth Allocation	%	FY 14-15 Total Allocation	FY 14-15 2AF Expense Projection	
Sheriff	32,053,784	51%	4,523,271	81%	36,577,055	38,077,055	(1,500,000)
Probation	16,178,579	26%			16,178,579	14,037,053	2,141,526
HCA (In-Custody)	7,324,329	12%	1,061,014	19%	8,385,343	8,385,343	0
HCA (Post-Custody)	5,714,435	9%			5,714,435	5,714,435	-
Local Law Enforcement (Total)	623,951	1%			623,951	623,951	-
Subtotal	61,895,078	99%	5,584,285	100%	67,479,363	66,837,837	
DA/PD (*Detailed Below)	500,000	1%			500,000	1,090,775	(590,775)
Subtotal	62,395,078	100%			67,979,363	67,928,612	50,751
Undistributed Allocation	650,090		-		650,090	0	650,090
HCA (Risk Pool/Stop Gap Insurance)							1,530,604
*District Attorney (Realignment Svcs)	250,000					753,311	
*Public Defender (Realignment Svcs)	250,000					337,464	
	1,150,090		-				
	63,045,168		5,584,285		68,629,453	67,928,612	2,231,445

REVISED ATTACHMENT FOR ITEM #4

FY 14-15 Notes

(a) Balance Allocation (originally estimated at \$1.25M) reduced to \$500,000 as part of the FY 14-15 Budget and distributed evenly (\$250,000 each) to the DA and Public Defender. The remaining \$750,000 (of the original \$1.25M) was redistributed between the Sheriff and HCA (In-Custody). HCA - Risk Pool (\$1,530,604), DA and PD will retain all carryover funds up to FY 14-15, which should cover most of their AB109 shortfall. In the event they exhaust those resources during the year, CEO/Budget will work with them to address the shortfall during the 3rd Quarter Budget Report.

(b) It is assumed that the Sheriff and HCA (In-Custody) will again have an AB109-related operational shortfall in the current fiscal year and consequently should be the recipients of any growth money allocated.

(c) LLE is allocated exactly 1% of the Total Allocation. In addition, individual cities will be permitted to carry over any unspent money from the FY 13/14 allocation.

(d) The undistributed allocation of \$650,090 is the variance between the CCP approved budget of \$62,395,078 in base funding vs. the final State allocation of \$63,045,168. This is available to reallocate for department shortfalls.



Orange County Probation Department
Steven J. Sentman, Chief Probation Officer

AB109 Realignment Monthly Stats February 2015



#6 3-26-15

Postrelease Community Supervision (PCS)

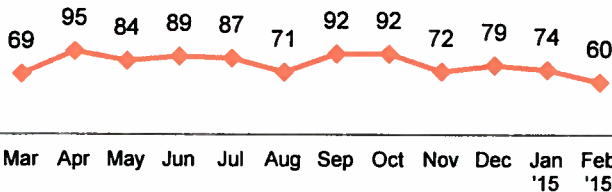
Releases from Prison

from 10/1/11 - 2/28/15 = 4515

2015 YTD = 134

2015 Monthly Avg = 67

2014 Monthly Avg = 81



Currently Supervised:

Actively Supervised	1396
On Active Warrant (includes 268 ICE warrants)	528
Total	1924

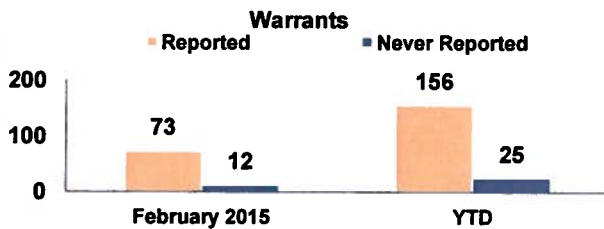
Completions:

1 Yr Mandatory Termination	1440
Other Discharges/Transfers	1151
Total	2591

*Based on CDCR's projected release dates and are subject to change. Numbers reflect the most current release date information.

Warrants

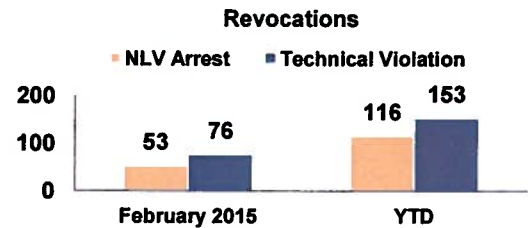
38.60% of individuals had at least one warrant issued since 10/1/2011.



	Feb-15	YTD-2015	Cumulative
Total Warr.	85	181	3437

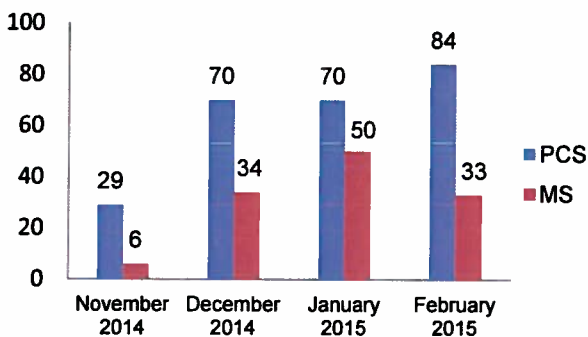
Revocations

41.86% of individuals had at least one revocation since 10/1/2011.



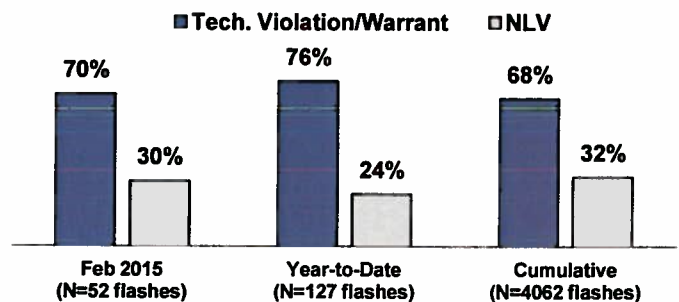
	Feb-15	YTD-2015	Cumulative
Total Rev.	129	269	4235

Prop. 47 Terminations



Flash Incarcerations

Reason for Flash Incarceration



Mandatory Supervision (MS)

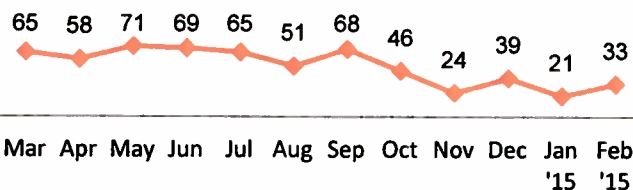
Individuals with MS Convictions

from 10/1/11 - 2/28/15 = 2495

2015 YTD = 54

2015 Monthly Avg = 27

2014 Monthly Avg = 58



Currently Supervised:

Actively Supervised (Released from Jail)	671
On Active Warrant as of February 28, 2015	318
Total	989

Awaiting Supervision:

Sentenced (still in custody)	168
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Completions:

MS Case Terminated/Expired/Other	1338
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Orange County Re-Entry Partnership
Helping you help yourself to a better tomorrow



OCREP and BI Inc
in partnership with
CCCOE/CDCR Parolee Education Program
welcome all formerly incarcerated to

OC's Reentry Resource Fair

A one-stop community resource fair for
the formerly incarcerated and their families.
(please no children)

May 12, 2015
12-2pm

Santa Ana Elks
212 S. Elks Lane
Santa Ana, CA 92701

For more info contact:
Yadira at (714)541-7272 or Yadira.desantiago@bi.com

