



PROBATION DEPARTMENT

REQUEST FOR INFORMATION

FOR

PUBLIC PRIVATE PARTNERSHIP

November 22, 2017

**Prepared By
County of Los Angeles**

RFI #6401707

TABLE OF CONTENTS

1.0	Purpose	1
2.0	RFI Format and Instructions	2
2.1	Response Format.....	2
2.2	Format Specifications.....	2
2.3	RFI Questions.....	7
2.4	Submission Requirements.....	7
2.5	County Responsibility.....	7
2.6	Notice of Respondents Regarding the Public Records Act.....	8

1.0 Purpose

The County of Los Angeles Probation Department (Probation) is issuing this Request for Information (RFI) to obtain information from qualified foundations on their operational capabilities to support and provide verified and viable solutions for timely disbursement of grant funds, developing capacity for service delivery gaps and managing the successful implementation of new programs, utilizing a public private partnership (PPP).

The key purpose of the contemplated PPP is to forge a collaboration to deliver public services more quickly and more efficiently, by increasing and leveraging more resources. If established, the PPP between the Probation Department and foundation will be used for capacity-building among frontline social service providers by acting as fiscal intermediary to garner public and/or private dollars and direct resources to community-based organizations (CBOs) through a re-granting process. The foundation will build and strengthen the community infrastructure to dramatically increase the scope, scale and effectiveness of CBOs while also utilizing their ability to advocate and solicit funders to invest in the programs and services.

Foundations interested in responding to the RFI should have significant political influence in the communities they serve and have the internal capacity to forge a PPP with extensive political and organizational acumen.

This is a Request for Information (RFI) only. This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposals (RFP) or a promise to issue a RFP in the future. This RFI does not commit the County to contract for any supply or service whatsoever. The County will not pay for any information or administrative cost incurred in response to this RFI. The County reserves the right, at its sole discretion, to invite any responding vendors to this RFI to provide a non-competitive presentation. The presentation is intended for information gathering purposes only as part of this RFI process.

2.0 RFI FORMAT AND INSTRUCTIONS

2.1 Response Format

In order to facilitate the analysis of responses to this RFI, respondents shall prepare submissions in accordance with the instructions outlined below. Submissions shall provide a straightforward and concise description of the respondent's ability to support a PPP.

The content and sequence of information must be as follows:

- A. Cover Page**
- B. Organizational Governance and Experience**
- C. Focus and Geographical Service Areas**
- D. Operational Structure and Capacity**
- E. Legislative and Private Funding Restrictions**
- F. Pricing**
- G. References**
- H. Other Considerations**

2.2 Format Specifications

2.2.1 Cover Page

The Cover Page must be on company letterhead, be brief and concise, and include the following:

1. Title must be "Response to County of Los Angeles Probation Department RFI "6401707";
2. Contact name, title, business and mailing addresses, telephone number, and email address;
3. Original signature of the authorized Officer of the foundation.

2.2.2 Organizational Governance and Experience

This should be a brief, non-technical, executive overview of your organization. At a minimum, it should include the legal status of the organization, areas of focus and organizational chart with a description of professional services. This should also include a brief description of the experience of your organization. Of particular interest would be one or more partnerships with public agencies of similar size and nature as Probation (juvenile probation population, adult probation population); and experience working with social service agencies that provide direct services within the criminal justice system.

2.2.3 Focus and Geographical Service Areas

This Section should contain narrative responses to the following:

- Purpose of the foundation
- Geographical areas/communities in the County where influence is well established
- Cross-sector of expertise reflective of the criminal justice community (specialized skills, expertise, knowledge, connections and/or influence)
- Political relationships or affiliations to garner support regarding legislative impacts to funding and requirements (e.g., California State of Administrative Counties).
- Types of philanthropic and private funders

2.2.4 Operational Structure and Capacity

This Section should describe your organization's ability to provide the following:

Re-granting

- Redistributing funds to local network organizations for specific projects and services
- Evaluating and award funding to network organizations to provide criminal justice social services in their communities

- Tracking, monitoring and evaluating compliance and outcomes of contracted services
- Brokering and leveraging outside public, business, and philanthropic funding, influence, and expertise; providing connections to decision makers and political influences that can remove or reduce political, bureaucratic, regulatory obstacles that interfere with the design and implementation of coherent sets of interventions
- Internal capacity to manage grants administered by the foundation

Capacity Building

- Identifying gaps in services and building capacity in the community to provide supportive services to youth and families impacted or at-risk of entering the juvenile justice system
- Supporting and protecting network organizations as they build on what's already working in a community and introduce new practices and policies
- Developing a common vision and plan for achieving the vision
- Be a source of the most current information about “what works,” including especially the common core practice principles that characterize the interventions that change life trajectories for the children and families facing the greatest obstacles
- Communicate “back” to the providers and funders the “on the ground” experience that is essential information for wise guidance of the initiative
- Develop strategic planning, results based accountability and development of a “results culture”, goal and target setting, benchmarking, evaluation, governance, family and resident engagement, resident leadership development, community assessments, local decision-making, common standards of practice, self-assessment tools, public reporting, capacity-building training and technical assistance
- Sharing information, lessons learned, best practices, and replicable models with their network organizations
- Aligning capacity and resources of the community, public sector, and private sector, using the influence of the intermediary

institutions to counterbalance the inequities in power, information, expertise and money

Project Management and Administration

- Working across domains and silos
- Blending funding from categorical sources
- Accessing technical expertise
- Creating partnerships
- Managing communications
- Community mobilization for resources, including recruiting, training, and supervising mentors
- Advocating to modify policies that undermine community work, including the conditions of funding
- Building public understanding of what initiatives are doing for the community
- Addressing community issues that may be beyond the scope of an initiative but which can affect its results, such as ensuring that leadership in the community is addressing issues of safety, violence and homelessness
- Providing assistance with communications such as sharing public awareness campaigns and tools (press releases, newsletters, brochures); advocacy with state agencies and policymakers to educate and raise awareness
- Publicizing the work to draw attention from the media, potential donors, and public administrators, leading to new support or partnerships
- Mobilizing resources by building administrative and organizational capacity among their network by assisting with management issues (of staff and volunteers), board development, accounting and financial recordkeeping, strategic planning, training in performance evaluation, and developing connections, and/or influence that no single community could be expected to have, or even to mobilize, on its own
- Continuing source of technical support in the collection, analysis, communication and application of data; and use it strategically to forge partnerships, resolve conflicts, monitor progress and document accountability

In addition to the above, please provide the following in this Section:

- Balance sheet with percentage of contributions and assets from private and public donors’.
- Financial model and structure of building capital endowment
- Guidelines for accountability including regulatory and institutional frameworks to mitigate risk liabilities

2.2.5 Legislative and Private Funding Restrictions

Describe any legislative and private funding restrictions

2.2.6 Pricing

Describe your pricing model for administering the professional services described in the operational capacity section and estimated private funding match for leveraging revenues. As this document is an RFI, the discussion on cost can be based on estimates and not exact cost. Information from this section may be used for budgeting purposes. The response should describe costs and billing methodologies in subcategories of:

- Direct Costs for Professional Services
- Indirect Administration Costs

2.2.7 References

As part of the response, please provide a list of public agencies for which you have provided similar services and describe the work performed. Your experience with large government entities, and/or large criminal justice agencies should be highlighted. Please include the following in your response:

- Description of PPP
- Number of years of PPP
- Amount of funding
- Percentage of private funding fundraised for PPP

2.2.8 Other Considerations

Please describe and discuss any other professional services, options or considerations you believe that Probation should consider.

2.3 RFI Questions

Respondent(s) may submit written questions regarding this RFI by e-mail, only to the Contract Analyst identified below. All written questions must be received by **12:00 P.M. PT, Wednesday, December 6, 2017**. All questions, without identifying the submitting company will be compiled with the appropriate answers. Questions should be e-mailed to Contract Analyst, Yvonne Humphrey at email: Yvonne.Humphrey@probation.lacounty.gov.

2.4 Submission Requirements

Responses to this RFI may be delivered in person, sent via United States Postal Service or commercial express carriers. Responses to this RFI are due on or before **12:00 P.M. PT, Friday, December 29, 2017**. Respondent(s) shall submit their response to RFI in a sealed package. The original, and five (5) copies shall be submitted. The sealed package should be plainly marked in the upper left-hand corner with name and address of the Respondent and bear the words:

RFI for Public Private Partnership

RFI No. 6401707

This shall include responses in accordance with Format Specifications stated in Paragraph 2.2. The response(s) shall be delivered or mailed to:

**County of Los Angeles Probation Department
Contracts and Grants Management Division
9150 East Imperial Highway, Downey, CA 90242, Room D-29
Attention: Contract Analyst, Yvonne Humphrey**

2.5 No County Responsibility

This RFI is a request for information only. It is issued solely for information and planning purposes. It does not constitute a Request for Proposals (RFP) or a promise to issue a RFP in the future. This RFI does not commit the County to contract for any services whatsoever. The County will not pay for any information or administrative costs incurred in the response to this RFI.

2.6 Notice to Respondents Regarding the Public Records Act

Responses to this RFI shall become the exclusive property of the County. Responses to the RFI become a matter of public record, with exception of those parts of each proposal which are justifiably defined as business or trade secrets, and, if by the proposer, plainly marked as “Trade Secrets”, “Confidential”, or “Proprietary” in nature.

The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the making of each page of the response to the RFI as confidential is not sufficient. The Respondent must specifically label only those provisions of their respective proposal which are “Trade Secrets”, “Confidential”, or “Proprietary” in nature.