



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

REQUEST FOR INFORMATION FOR TRANSITIONAL/SHORT-TERM HOUSING ASSISTANCE FOR JUVENILE PROBATIONERS WHO HAVE SEXUALLY OFFENDED

August 9, 2022

**Prepared By
County of Los Angeles**

640-22-06

RFI #

**REQUEST FOR INFORMATION
TRANSITIONAL/SHORT-TERM HOUSING ASSISTANCE FOR JUVENILE
PROBATIONERS WHO HAVE SEXUALLY OFFENDED
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	6
2.4	Submission Requirements	6
2.5	County Responsibility	6
2.6	Notice to Respondents Regarding the Public Records Act	7

1.0 PURPOSE

The County of Los Angeles Probation Department (County) is issuing this Request for Information (RFI) to obtain information and identify qualified vendors who are able to provide Transitional/Short-Term Housing Assistance Services to Probation youth (hereinafter referred to as “participants”) under the jurisdiction of the Juvenile Court, ages 18-25, on juvenile probation. These participants are high-risk probationers, with a Division of Juvenile Justice (DJJ) or a Secure Youth Treatment Facility (SYTF) type profile who have sexually offended, and who are in the process of transitioning to independent living with no place to reside.

Probation’s supervision program serves high-risk probationers, either transitioning from DJJ and/or SYTF incarceration to County Probation supervision under Delinquency Court jurisdiction or under supervision with a DJJ and/or SYTF profile who have sexually offended.

For those probationers returning in-custody from DJJ for Delinquency Court hearings or released from SYTF to intensive, community-based supervision, the supervision focuses on transition (including possible housing, treatment services, job search/placement, continued education/vocational training, etc.) into the community.

The County is focused on supporting the participant’s transition into the community, by providing support and treatment services, with the goal of self-sufficiency. Historically, Probation has had limited success in finding safe, stable housing for this population. This RFI is part of the County’s commitment to ensure that all participants have a secure place to reside, in the least restrictive setting possible, while assisting the participants with maintaining an independent, pro-social lifestyle and making a successful transition into adulthood.

This RFI is issued solely for information and planning purposes. It does not constitute a competitive solicitation or a promise to issue a competitive solicitation in the future. However, the County reserves the right to use the information gathered in response to this RFI to develop future solicitations. This RFI does not commit the County to contract for any services whatsoever. The County shall not be liable in any way or have any responsibility for any costs incurred in connection with the preparation, submittal, or presentation of any information, in response to this RFI.

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 submit information for Transitional/Short-Term Housing Assistance for participants, ages 18-25, with a DJJ or a SYTF type profile who have sexually offended.

The content and sequence of information must be as follows:

A. Cover Page

B. Narrative

- 1. Organizational Experience and Capability**
- 2. Performance Objectives and Service Needs**
- 3. Implementation Methodology and Other Features**
- 4. Pricing**

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 "640-22-06";
2. Contact name, title, business and mailing addresses, telephone number, and email address;
3. Summary of company's responses to RFI; and
4. Original signature of the authorized Officer of the company.

2.2.2. Narrative

2.2.2.1 Organizational Experience and Capability

This must be a brief, non-technical executive overview of the company. At a minimum, it shall provide the following:

1. An overview of the company including:
 - a. Exact legal business name and type of company (e.g. partnership, corporation etc.).
 - b. Company Director's Name.
 - c. An introduction of the company and the company's history.
 - d. Description of the size of the company's operations and locations serviced.
2. Company's experience developing and implementing Transitional/Short-Term Housing Assistance Services for Juvenile Probationers who have sexually offended, ages 18-25.
3. Detailed description of the Company's capability and capacity for providing Transitional/Short-Term Housing Assistance Services that will meet the needs of Probation, as specified in this RFI.

2.2.2.2 Performance Objectives and Service Needs

This section should contain narrative responses describing the following:

1. Required Housing Services:

Transitional/Short-Term Housing Assistance Services requires provision of the following:

- a. Safe, stable living accommodations which includes: a bed, electricity, bathing place with hot and cold running water, laundry access, place to store clothing and personal items, local telephone service and three (3) meals a day.

- b. Common areas for additional amenities, such as a kitchen for cooking, waiting room for guest and private rooms for the delivery of single person counseling services (scheduled) by licensed professionals, which may include representatives of County agencies or County contractors.
- c. Connections to resources within the community that can aid with the following services as needed:
 - i. Medical/Dental Services
 - ii. Documentation (e.g., Driver's license, personal identification cards, disability benefits, social services, if eligible)

2. Ancillary Support Services:

Support services to assist participants in transitioning to independent living. The services may include, but are not limited to the following:

- a. Assistance with developing basic living skills, such as housekeeping, cleaning, banking, personal budgeting, menu planning, grocery shopping, accessing medical/dental care.
- b. Services focused on developing interpersonal skills and managing everyday stress. These services may include facilitation of interventions such as Multi-Systemic Therapy (MST), which focuses on providing the participants with skills and resources to address personal and interpersonal challenges and/or the development of relapse prevention plans, which assists participants in identifying pro-social alternatives to reoffending.
- c. Assistance with transportation. These services may include the distribution of: 1) TAP cards; 2) municipal transit (e.g., city buses, etc.); 3) local van/shuttle services; 4) taxi services; 5) ridesharing services; 6) rail services (commuter and light rail); or 7) participation in a van-pool program.

3. Facility Requirements:

- a. Respondent shall provide staff, materials and equipment required to operate the facility in accordance with applicable federal, state and local laws and regulations.
- b. Appropriately furnished living quarters including: a bed, mattress, pillow, linen, towels and storage space for personal belongings.
- c. Respondents should be cognizant of the following statutory requirements relative to the supervision and housing of youth who have committed registerable sex offenses (as applicable by law for post DJJ supervision of juvenile probationers):
 - i. Penal Code Sections§ 290-294 and 3003.5(b)
- d. In the event that the facility is unoccupied, the County would like the option to utilize the facility to house other high-risk youth under the supervision of Probation (with a DJJ/SYTF profile). Respondents will have an opportunity to identify the type of youth acceptable for their proposed housing services.

2.2.2.3 Implementation Methodology and Other Features

This section should include a summary of the approach the Respondent will utilize to implement the requirements listed within this RFI, including the geographical location of the facility, program eligibility criteria, type of facility (e.g. house, apartment building), number of beds available, program rules and regulations that will be used to govern participants, and a description of the ancillary services which will be provided.

Also, describe and discuss any other services, options or considerations you believe would be beneficial in enhancing the County Transitional/Short-Term Housing Assistance Services program.

2.2.2.4 Pricing

Describe and estimate your company's pricing per day, per filled bed. Pricing should be inclusive of all costs relative to housing, meals, supplies and provision of ancillary services.

Please note, the County recognizes that the number of participants requiring such services may vary resulting in an inconsistent flow of participants. Thus, Respondent(s) are also asked to provide daily pricing rates for unoccupied beds.

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, Tuesday, August 30, 2022**. All questions, without identifying the submitting company will be compiled with the appropriate answers. Questions should be e-mailed to Contract Analyst, A'iana White at email: Alana.White@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, Tuesday, September 20, 2022**.

Respondent(s) shall submit their response to this RFI in a sealed package. The original, and two (2) 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 Transitional/Short-Term Housing Assistance Services for Juvenile Probationers who have Sexually Offended

RFI No. 640-22-06

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, A'iana White**

2.5 County Responsibility

This 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 an 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 the exception of those parts of each proposal which are justifiably defined as business or trade secrets, and, if by the Respondent, 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 shall not be deemed sufficient notice of exception. The Respondent must specifically label only those provisions of their respective proposal which are “Trade Secrets”, “Confidential”, or “Proprietary” in nature.

/

/

/

/