

## **Request for Information (RFI) #18-7020**

TO: All Interested Parties

FROM: The Continuum of Care Reform (CCR) Branch on behalf of California  
Department of Social Services (CDSS)

### **SUBJECT: RFI #18-7020 – Strategies for Law Enforcement Intervention at Residential Facilities**

#### **1. PURPOSE**

The Budget Act of 2018 appropriated a total of up to \$4.8 million dollars statewide for the purpose of providing training and community-based, culturally relevant, trauma-informed services in order to reduce law enforcement involvement within residential facilities, as detailed in [ACIN I-68-18](#). This funding is a one-time appropriation for liquidation until June 30, 2023. The funds are to be allocated by the California Department of Social Services (CDSS) to selected lead agencies that have submitted a three-year plan via a request for information (RFI) developed by the CDSS. The Department will be awarding funding based on responses to this RFI. Per [Health and Safety Code \(HSC\) Section 1538.75](#), a formal solicitation process is not required and the Department is allowed to grant funds via the RFI process.

Eligible prospective lead agencies include county child welfare departments, county behavioral health departments, county public health departments, or private non-profit community-based agencies with experience providing social and mental health services to youth and families. Licensed group homes, transitional shelter care facilities, short-term residential therapeutic programs, and temporary shelter care facilities are ineligible to receive funds.

The intent of this funding is to improve outcomes for at-risk youth through the delivery of community resources targeted at reducing youth involvement with law enforcement. The funding is to be allocated on a competitive basis to selected lead agencies to fund services and support to facilities and youth in need through increased collaboration with local organizations, agencies, providers, and community groups.

#### **2. BACKGROUND**

Youth in the foster care system, particularly those placed in congregate care, are especially vulnerable to being referred to law enforcement for low-level offenses as a

punishment or consequence while in placement. Additionally, children experiencing symptoms of trauma and related physiological, psychological, and developmental challenges often exhibit acute behaviors that, absent effective trauma-informed engagement and interventions, lead to law enforcement involvement and criminalization of the child's symptoms of trauma (National Center for Youth Law).

AB 1811 provides funding for the delivery of emerging trauma-informed approaches designed to meet the needs of children in order to prevent behaviors resulting in law enforcement contact, and to better manage challenging behaviors and symptoms of trauma before law enforcement is contacted. [ACIN I-28-18](#) details many trauma-informed studies, resources, and interventions that child-serving individuals and agencies can utilize to identify trauma-informed interventions and strategies for youth. Since each youth has varying life experiences, traumas, and needs, one intervention may not be appropriate for every youth.

Trauma-informed care is a strength-based service delivery framework that is grounded in an understanding of and responsiveness to the impact of trauma. Trauma-informed care emphasizes physical, psychological, and emotional safety for both providers and survivors—creating opportunities for survivors to rebuild a sense of control and empowerment. Incorporating trauma-informed care into the provider's curriculum and protocol fosters an environment of safety and respect, as well as an understanding of each youth's life experiences.

An excellent introduction to the importance of trauma-informed care in the provider community is [The Adverse Childhood Experiences Study \(ACES\)](#). The ACES was conducted to assess associations between childhood maltreatment and later-life health and well-being, both positive and negative. Adverse Childhood Experiences (ACEs) refer to ten childhood experiences that researchers have identified as risk factors for chronic disease in adulthood. The ten childhood experiences are: emotional abuse, physical abuse, sexual abuse, emotional neglect, physical neglect, violent treatment towards mother, household substance abuse, household mental illness, parental separation or divorce, and having an incarcerated household member.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP)'s journal study on ["The Prevalence of Adverse Childhood Experiences \(ACEs\) in the Lives of Juvenile Offenders"](#) highlights how early identification of ACEs is imperative in the improvement of youth life circumstances and preventing a life of negative law enforcement interaction. The journal study asserts that "reducing exposure to ACEs can build resilience, which may ultimately reduce youth involvement in crime and criminal justice system costs." Thus, primary prevention of ACEs should be of focus in education, foster care, and home-based environments. Once a youth reaches the juvenile justice system, they have reached the realm of secondary prevention and/or intervention—making it more difficult for a youth to build resilience and a network of coping with traumatic life experiences.

More information on the ACES as well as other trauma-informed care resources and interventions can be found in [ACIN I-28-18](#).

### 3. AVAILABLE FUNDS AND BUDGET

A total of up to \$4.8 million dollars will be competitively allocated among the chosen lead agency or lead agencies. Allocation of funds will be dependent upon many factors including, but not limited to, funding requested, quality of proposal, and geographical need using internal data sources. A memorandum of understanding (MOU) with local law enforcement is given priority for funding.

### 4. ANTICIPATED CONTRACT TERM

The anticipated contract term is three years.

### 5. KEY ACTION DATES

Listed below are the RFI Key Action Dates and Times by which actions should be taken or completed:

Event	Date / Time
Release RFI	April 9, 2019
Last Day to Submit Questions to Sara Dixon at <a href="mailto:Sara.Dixon@dss.ca.gov">Sara.Dixon@dss.ca.gov</a> .	April 16, 2019 by 5:00 p.m.
Questions and Answers Posted on the Cal eProcure website: <a href="https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx">https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx</a>	April 19, 2019 by 5:00 p.m.
RFI Response Due Date	May 10, 2019 by 3:00 p.m.

### 6. REQUIREMENTS

The prospective lead agency must meet the following criteria to be eligible to apply for funding:

1. Eligible prospective lead agencies include county child welfare departments, county behavioral health departments, county public health departments, or private non-profit community-based agencies with experience providing social and mental health services to youth and families. Licensed group homes, transitional shelter care facilities, short-term residential therapeutic programs, and temporary shelter care facilities are **ineligible** to receive funds.
2. The prospective lead agency must meet the minimum requirement of establishing and maintaining a California office location to conduct the work described in the RFI, if awarded the contract.

3. A memorandum of understanding (MOU) with local law enforcement assuring law enforcement participation in the training and diversion protocols. A plan that does not include a direct MOU with law enforcement may be considered but plans that include the MOU will have priority for funding.
4. Evidence of braided or matching county funds of at least 25 percent (i.e. Medi-Cal specialty mental health, Mental Health Services Act, SB 855 funding, etc.).
5. Evidence of direct coordination of services with identified facilities and collaboration regarding the integration of services with the facility program. Evidence includes, but is not limited to, contracts, MOUs, or agreements. This coordination should include options for community referrals and community interventions that do not include contacting law enforcement.
6. Evidence of youth educational and well-being outcome measures developed in coordination with the Department of Social Services.

## **7. INSTRUCTIONS FOR RFI RESPONSE:**

To be eligible for allocation of the funds, a prospective lead agency must submit a completed RFI Response in accordance with the General Instructions below. A completed RFI Response shall consist of a cover letter, a concept paper, and a completed Attachment A, each of which is described more fully below.

### **I. GENERAL INSTRUCTIONS**

- (1) RFI Responses must be submitted via e-mail, in a Portable Document Format (PDF), to the State's contact listed in Section 10, Contact Information, and must include the following information in the e-mail subject line: RFI #, Project Name.
- (2) Contact information for the prospective lead agency including the name, title, address, phone number, and e-mail address of the primary contact person should be included in the e-mail with the RFI Response.
- (3) RFI Responses must be submitted by **May 10, 2019, 3:00 p.m.**
- (4) All prospective lead agencies that apply must provide evidence that they meet the criteria set in Section 6, Requirements.
- (5) RFI Responses must include a cover letter, concept paper, and a completed Attachment A, Prospective Lead Agency Profile.

### **II. COVER LETTER**

Please provide a cover letter with the following information:

- (1) Name of Organization or Institution
- (2) Type of Organization or Institution
- (3) Contact Person

- (4) Physical and Email Address
- (5) Telephone Number

The cover letter must be signed by the applicant representing the prospective lead agency.

### **III. CONCEPT PAPER**

#### **(1) Background and Experience**

A narrative description is required of the prospective lead agency's relevant background and experience. This description shall not exceed fifteen (15) typed, double-spaced pages in length with Arial 11-point font size. Pages in excess of fifteen (15) will not be read. The following information shall be included:

- (a) Why are you applying for this funding?
- (b) How much funding are you requesting and why? Please justify the amount—providing as much detail as needed.
- (c) What experience do you have working with youth? Please provide as much detail as possible—including dates, length of time, description(s) of experience, and all other relevant information.
- (d) What experience do you have working with youth-based organizations? Please provide as much detail as possible—including dates, length of time, description(s) of experience, and all other relevant information.
- (e) What experience do you have working with law enforcement? Please provide as much detail as possible—including dates, length of time, description(s) of experience, and all other relevant information.
- (f) Please detail experience or knowledge in youth services—including, but not limited to diversion programs, youth mentoring, and therapy services.
- (g) Please detail resources your program would use in enacting your project. Resources can include, but are not limited to, publications, research, community-based resources, youth-based organizations, and consultants.
- (h) What training do you have in diversion protocols, youth engagement, trauma-informed care, child welfare, and any other related examples?
- (i) Which youth educational and well-being outcome measures are you hoping to develop?
- (j) What are you hoping to gain from this funding opportunity?
- (k) Please describe any foster care providers you have worked with in the past. Please describe which ones you will coordinate with in executing your program. If you have not worked with any in the past, please describe the ones you will coordinate with in executing your program.
- (l) Please outline your vision for the program. Include all relevant dates, resources, individuals involved, and all other necessary information.

Please provide a clear picture so that the reviewers can understand what your program will look like.

## **(2) Organizational Structure and Personnel Resources**

A narrative description is required describing how the prospective lead agency plans to organize the resources necessary to complete the services. The content should demonstrate the agency's ability to provide the services set forth in this RFI. This section shall not exceed fifteen (15) typed, double-spaced pages with Arial 11-point font size. Pages in excess of fifteen (15) will not be read. This section shall include:

- (a) Services and Activities: Provide a description of the nature of the agency's services and activities as it relates to strategies for law enforcement intervention.
- (b) Principal Investigator (PI): Identify one (1) individual on the agency's team who will manage the program. Describe, including factual examples, the agency's overall experience in working with youth, youth-based organizations, law enforcement, the provider community, and any other relevant individuals or entities involved with residential care.
- (c) Key Personnel: Specify the key personnel who will manage or conduct the work. Identify the role each person will serve, their title, where the individual is headquartered and the percentage of the agency's total effort that will be provided by the individual. "Key personnel" are defined as those people in conjunction with the PI who will exercise a major management and/or administrative role on behalf of the agency.
- (d) Current resumes for the PI and key personnel: Include resumes describing education, experience, and expertise with pertinent information demonstrating qualifications for this RFI. Do not exceed two (2) typed, double-spaced pages with Arial 11-point font size per person. Resumes are not included in the page limit.
- (e) Organization Chart: The agency should include an organization chart if applicable to the hierarchy of key personnel. The chart must show the principal staff, creative media/public relations staff, researchers, and other key personnel of the agency's organization and all subcontractors.

## **(3) Work Plan**

Please provide a detailed proposed work plan. This section shall not exceed twenty (20) typed, double-spaced pages in length with Arial 11-point font size. Pages in excess of twenty (20) will not be read. This section shall include:

- A proposal of the services the agency will be providing.
- A list of major activities, strategies, and tools to achieve the goal of developing Strategies for Law Enforcement Intervention.
- The basis for why the agency believes the interventions would influence positive change in the youth's life. Please provide any

interventions or resources the agency plans on utilizing in executing the proposed plan.

- The outcomes the agency hopes to achieve in reducing law enforcement contact and a plan and method for monitoring and measuring these intended outcomes.
- Qualifications of the staff and individuals providing the services.

#### **(4) Staff Plan**

Please provide a description of the roles and responsibilities of all staff involved in the proposed work plan. This section shall not exceed ten (10) typed, double-spaced pages in length with Arial 11-point font size. Pages in excess of ten (10) will not be read.

#### **(5) Engagement**

Please provide a description of the engagement the prospective lead agency has had with the provider community, as well as with youth programs. Please describe how the agency will use age and developmentally appropriate, strengths-based, and trauma-informed approaches in executing the proposed work plan. This section shall not exceed five (5) typed, double-spaced pages in length with Arial 11-point font size. Pages in excess of five (5) will not be read. If the prospective lead agency has an MOU, or MOUs, with law enforcement, please attach the MOU(s) here. MOUs are not included in the page limit.

#### **(6) Budget and Budget Narrative**

Please provide a detailed description of the budget requested and a corresponding budget narrative detailing the justification for each budget item. This section shall not exceed ten (10) typed, double-spaced pages in length with Arial 11-point font size. Pages in excess of ten (10) will not be read.

### **IV. ATTACHMENT A**

Please complete Attachment A, Prospective Lead Agency Profile, which can be found at the end of this RFI.

RFI Responses submitted after **May 10, 2019, 3:00 p.m.**, or that do not meet the criteria specified above, will not be considered.

### **8. QUESTIONS OR CONCERNS**

Please contact Sara Dixon at [Sara.Dixon@dss.ca.gov](mailto:Sara.Dixon@dss.ca.gov) with any questions or concerns.

Prospective Lead Agencies must submit questions regarding the RFI, via e-mail, by the specified date and time stated in Section 5, Key Action Dates. All questions must

include the following:

**I. What to include in an Inquiry:**

- (1) Include in the subject line of the e-mail: RFI #, Project Name and "Question(s)".
- (2) Agency name and contact, telephone number, e-mail address.
- (3) A description of the subject or issue in question, or discrepancy found.
- (4) RFI section, page number, or other information useful in identifying the specific problem or issue stated in the question.

**9. PROPOSAL EVALUATION**

The RFI Responses will be evaluated and scored according to the criteria indicated below. The maximum points possible are 100.

Each section of the concept paper will be assigned a score using the scoring rubric, which summarizes the required element of the application narrative.

**Rating Category/Scoring Criteria**

- a. **Background and Experience (20 points)**
- b. **Organizational Structure and Personnel Resources (20 points)**
- c. **Work Plan (15 points)**
- d. **Staff Plan (10 points)**
- e. **Engagement (15 points)**
- f. **Budget (20 points)**
  - i. Each prospective lead agency's budget will be converted to a point score. The proposal offering the lowest budget will receive 30 points. The proposal offering the next (second) lowest budget will receive a percentage of the total points based on their budget related to the lowest budget proposal and so on for the remaining proposals.

Example of calculation:

Lowest Budget ÷ Current Proposal Budget Being Evaluated = Result x  
Maximum Points for Budget Category = Budget Points

<u>Proposal Budget</u>	<u>Allocation Calculation</u>	<u>Budget Points</u>
\$100 (lowest)	$\$100 \div \$100 = 1 \times 20$ maximum points	= 20
\$200	$\$100 \div \$200 = .50 \times 20$ maximum points	= 10
\$500	$\$100 \div \$500 = .20 \times 20$ maximum points	= 4



## **10. CONTACT INFORMATION**

Agencies must submit their written response and any questions, via e-mail, to the contact listed below:

Contact: Sara Dixon  
California Department of Social Services  
Children and Family Services Division  
Continuum of Care Reform Branch  
Email Address: [Sara.Dixon@dss.ca.gov](mailto:Sara.Dixon@dss.ca.gov)

## **Attachment A**

### **Prospective Lead Agency Profile**

1. Identify the Agency Name, address, city, state, and zip code, telephone, and fax numbers.
2. Identify the name, title, address, phone and fax numbers, and email address of the primary contact person for this RFI.
3. Provide a brief overview of your agency including number of years in business, number of employees, nature of business, and description of clients.
4. Identify any parent corporation and/or subsidiaries, if applicable.
5. Give a brief description of your agency history and programs. List any industry awards/recognition that you have received.
6. Provide a summary of your agency's mission statement and vision.
7. Provide a list of three references, external to your organization, who have contracted with your agency for child welfare related services within the past 3 years. Include name, contact, address, telephone, and type of services contracted for.