

REQUEST FOR OFFER

RFO #: FSO0037

FOR: Public Comment Services

FOR: Non-IT Services

DATE: April 25, 2022

You are invited to review and respond to this Request for Offer (RFO). To submit an offer for these services, you must comply with the instructions contained in this document, as well as the requirements stated in the State's Scope of Work (SOW), Attachment A and B. By submitting an offer, your organization agrees to the terms and conditions stated in this RFO.

Read the attached document carefully. The RFO due date is May 16, 2022 at 5:00 pm PST. Responses to this RFO must be submitted by electronic mail to the email address listed below:

BSCC Procurement Inbox
procurement@bscc.ca.gov

A. Background of the BSCC

The Board of State and Community Corrections (BSCC) is the designated state agency responsible for inspecting local detention facilities. (Pen. Code § 6030; Welf. & Inst. Code § 209, § 885). The BSCC also regularly reviews and revises the minimum standards for the operation and design of local juvenile detention facilities. (Welf. & Inst. Code § 210, § 885).

In February 2022, the Board approved the launch of the 2022 Juvenile Regulations Revision process to revise the Minimum Standards for Juvenile Facilities in Titles 15 and 24 of the California Code of Regulations. An Executive Steering Committee (ESC) will direct and inform the process, which is expected to last through 2023.

The BSCC has also been directed by Senate Bill 92 (Chapter 18, Statutes of 2021) to review existing juvenile detention facility standards and modify or add standards for the new county Secure Youth Treatment Facilities. These standards must be developed with the coordination and concurrence of the newly established Office of Youth and Community Restoration (OYCR) and must be completed by July 1, 2023. (Welf. & Inst. Code, § 875, subd. (g).)

The BSCC's practice is to develop regulations and propose revisions with community input and public participation to ensure that minimum standards reflect best practices and broad input from subject matter experts.

B. Purpose of the RFO

The purpose of the RFO is to solicit proposals from local nonprofit nongovernmental organizations, which will obtain local community input through community listening sessions and/or surveying interested participants and propose draft regulation revisions. The BSCC will provide this community input and draft proposed regulation revisions to the ESC for consideration in their revision of the minimum standards for the operation and design of local juvenile detention facilities specifically, local juvenile halls, camps, and secure youth treatment facilities that are governed by Titles 15 and 24 of the California Code of Regulations. Local community input must be related to the issues and areas addressed in those regulations.

The BSCC will award up to three contracts up to \$10,000 each (\$30,000 total).

C. Eligibility

An eligible contractor must meet all the following criteria:

- Be a local, nonprofit nongovernmental organization that is registered with the California Secretary of State
- Must have a status of good standing with the state
- Must have a physical address

- Be community-based
- Must serve youth and or families who have come into contact with the juvenile justice system

Contractors will also be selected based on the following categories and geographical locations:

- One contractor will be selected from Northern California¹, one will be selected from Central California², and one will be selected from Southern California³.
- One contractor may be selected if they are able to demonstrate that they can solicit community feedback from all three regions: Northern, Central, and Southern.
- The selected contractor(s) may subcontract with one or more non-governmental, community organizations to achieve objectives described in the scope of work. There is no required minimum pass through.

D. Scope of Work

Awardees would be required to obtain local community input by:

- Holding a minimum of three (3) community meetings or listening sessions
- Conduct a survey of youth and families affected by juvenile detention
- Identifying areas for revision and provide reasons justifying priority of issues
- Soliciting and providing input from youth and families who are, or have been, impacted by the following types of local juvenile detention facilities in California:
 - Juvenile Halls
 - Camps
 - Secure Youth Treatment Facilities
 - Special Purpose Juvenile Halls
 - California Youth Correctional Facilities or Youth Conservation Camps (Department of Juvenile Justice)

¹ For the purposes of this RFO, Northern California counties include: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Mono, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

² For the purposes of this RFO, Central California counties include: Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Luis Obispo, Santa Barbara, San Benito, and Tulare.

³ the purposes of this RFO, Southern California counties include: Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura.

- Providing proposed regulation revisions that clearly indicate changes by using a strike out and underline format, including justification for the proposed revision and any potential fiscal impact.

Note: If necessary, awardees may provide incentives for youth, families, and community members, who have juvenile justice experience, to participate in meetings and surveys. Incentives must be documented and trackable and no more than \$50 per person. Common examples of appropriate incentives include gift cards or food provided at community meetings.

For more information, see Attachment A on Scope of Work.

E. Timeline

Event	Date
Release of RFO	April 25, 2022
Q & A Questions Due	May 6, 2022
Q & A Responses Posted	May 9, 2022
Final Offers Due	May 16, 2022
Proposed Award Date	June 1, 2022
Estimated Contract Initiated	June 15, 2022
Project Period End Date	September 1, 2022

All questions must be emailed to the BSCC Procurement Inbox (procurement@bscc.ca.gov). Answers to questions will be emailed out from this email address, to all offerors, by the due date listed above.

F. RFO Response Requirements

This RFO and the offeror's response to this document will be made part of the ordering department's STD. 213 Contract and Procurement Contract File.

Responses must contain all requested information and conform to the format described in this section. It is the offeror's responsibility to provide all necessary information for the response, verify requested information, and determine the offeror's ability to perform the tasks and activities defined in the State's Scope of Work, Attachment A and Cost Worksheet, Attachment B.

- 1) The offeror must submit one (1) email copy of their response to the BSCC Procurement Inbox listed on the coversheet of this RFO.
- 2) Bidder Declaration – Departments must offer procurement opportunities to California certified Small Business (SB), Microbusiness (MB), Nonprofit Veteran Service Agency (NVSA), and Disabled Veteran Business Enterprise (DVBE), whenever possible.

Click here to access the [Bidder Declaration, GSPD 05-105](#)

- 3) DVBE Declarations – When a DVBE contractor or subcontractor will provide materials, supplies, services, or equipment, the State must obtain declaration from certified DVBEs pursuant to Military and Veterans Code Sections 999.2(b) through 999.9.

Click here to access the [DVBE Declarations Form, DGS PD 843](#)

G. RFO Response Content

The majority of the information required to respond to this RFO is contained in the State's Scope of Work (Attachment A) and Cost Worksheet (Attachment B).

- 1) Response to State's Scope of Work, Attachment A: Provide a summary addressing the following criteria (**Limit: 2 pages one-sided**)
- State the applicant organization type, county, geographic location, and the amount of funding requested. E.g.
 - ABC community-based organization, Alameda County - Northern California, \$3500
 - State your experience that includes, but is not limited to, providing community outreach or services to juvenile justice system involved youth and their families.
 - Plan to recruit the designated populations to participate in the community meeting(s).
 - Must describe how they will solicit public input from targeted populations
 - Identify potential subcontractor(s).
 - If applicable, describe the ability to track incentives to encourage participation in meeting(s).

- 2) Response to **Attachment B**.

H. Contract Award

Award of a contract resulting from this RFO will be based on location, ability to provide the services and deliverables within the allotted time, and best value.

I. Review of Offers for Award

Responses to this RFO will be first reviewed for responsiveness to the requirements listed in Attachments A and B. If a response is missing information required in any Attachment, it may be deemed not responsive.

ATTACHMENT A: SCOPE OF WORK

A. SCOPE AND DESCRIPTION

1. Hold a minimum of three (3) community meetings or listening sessions to discuss and receive input on minimum standards for local juvenile detention facilities regulations. Input and participation from youth aged 25 or younger, who have experience with local juvenile detention facilities, is required. The following should also be considered when preparing the scope of work:
 - Input from families and communities affected by juvenile detention
 - Meeting(s) may be virtual or in-person
 - Meetings must be completed by July 31, 2022
2. Conduct a survey of youth and families affected by juvenile detention
 - Provide a statement on the purpose, objective, and scope of the proposed survey
3. Provide written reports to the BSCC by September 1, 2022.
 - Address findings from community input
 - A highlighted summary. Limit: five pages, one-sided
 - A document containing proposed regulation revisions organized by section of existing regulation or subject area. This document must clearly indicate changes to existing regulations, or newly proposed regulations, by using a strike out and underline format.
 - Must include demographic breakdown of participants
 - Examples: geographic location (North, South, Central) past or present juvenile system experience; race; gender, age, etc.
 - Must include method of soliciting feedback, number of meetings/listening sessions and/or surveys administered.
4. Provide a virtual presentation to BSCC staff of the findings at a meeting to be scheduled. NOTE: a virtual presentation to the ESC may be requested.
 - Limit: 20 minutes

B. STATE RESPONSIBILITIES

BSCC staff will provide awardees with editable versions of the Minimum Standards for Juvenile Facilities (Titles 15 and 24) regulations in a Microsoft Word format, instructions on how to use strikeout and underline to indicate changes, and schedule of virtual presentation meetings.

C. CONTRACTOR RESPONSIBILITIES

The contractor will provide technology, software, and meeting(s) space (if in-person) to complete the deliverables of the contract. The contractor will document all funds used, including the provision of allowable participation incentives, for audit purposes.

D. POINTS OF CONTACT:

Selected contractors must provide an official point of contact for the BSCC.

Board of State and Community Corrections		Contractor	
Name:	Eloisa Tuitama	Name:	
Phone:	916-341-7328	Phone:	
Email:	Eloisa.tuitama@bscc.ca.gov	Email:	
Address:	2590 Venture Oaks Way Suite 200 Sacramento CA 95618	Address:	

ATTACHMENT B: COST WORKSHEET

Amount paid will be determined by the number of hours worked, the cost of supplies, and participation incentives (if applicable).

Expense Type (include detail of cost per item)	Total Cost
Example: Event manager \$20/hr. for 20 hours = \$400	\$400
MAX TOTAL COST	_____