



REDUCING RACIAL AND ETHNIC DISPARITY (R.E.D.) CAPSTONE

2016

Eligible Applicants: Applicants must be qualified to do business in the State of California and must have experience working with both local and state governments

STATE OF CALIFORNIA
BOARD OF STATE AND COMMUNITY CORRECTIONS
2590 VENTURE OAKS WAY, SUITE 200
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BACKGROUND INFORMATION

The California Board of State and Community Corrections (BSCC) is an independent statutory agency that provides leadership to local adult and juvenile criminal justice systems, expertise on Public Safety Realignment issues, serves as a data and information clearinghouse, and provides technical assistance on a wide range of community corrections issues. In its leadership and technical assistance roles, BSCC's work often impacts local correctional and law enforcement practices within these diverse communities.

The BSCC is committed to reducing racial and ethnic disparities within California's justice system. To that end, the BSCC is participating in Georgetown University's Reducing Racial and Ethnic Disparity Certificate Program, which is designed to support local jurisdictions in their efforts to reduce racial and ethnic disparities in their juvenile justice systems.

PROJECT DESCRIPTION

A requirement of BSCC's participation in the Georgetown program is the completion of a Capstone project. The BSCC's Capstone Project has three steps. The first step is the completion of a BSCC evaluation that systematically examine BSCC's operations and how they might impact community racial and ethnic disparities. The second and third steps are an internal staff survey and training informed by the report and survey results. Completion of the Capstone Project will include Board consideration of any recommendations resulting from the evaluation and implementation of any that may be approved.

This RFP seeks a subject matter expert to complete the first step of the Project, which is the comprehensive internal BSCC evaluation. The second and third steps are provided below as context only. It is anticipated that the contract resulting from this RFP will commence approximately March 2017 and will terminate on or about June 2017.

STEPS:

- 1) A comprehensive internal agency evaluation/inventory by an outside subject matter expert.
 - a. Systematically examine the impact on and unintended adverse consequences for racial and ethnic disparity that may arise from lack of action or actions and business processes within BSCC. Examples of opportunities for impacts on disparity include grant development, training and technical assistance priorities, subject matter expert selections, data requirements, and review of proposed policies and legislation.
- 2) A confidential survey of agency staff and leadership
 - a. Examine the perceptions and understanding of racial and ethnic disparities and the BSCC's service delivery within the BSCC staff and management, its Board, and its standing committee membership.
- 3) The delivery of agency wide racial and ethnic disparities training supplemented with information collected in steps 2 and 3.

- a. The training will be delivered by an expert in reducing racial ethnic disparity and will be responsive to the needs of the staff and leadership as reflected in the survey.

ADMINISTRATIVE ELEMENTS

- **Eligible Applicants:** The Applicant must be qualified to do business in the State of California and must have experience with both local and state governments.
- **Invoices:** Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period.
- **Proposal Submission:** Proposals must be received at the BSCC office in Sacramento no later than 5:00 PM on _____. Applicants must submit one original and one electronic copy of the proposal. Original Proposals must be mailed or hand delivered to the attention of: Nicole Woodman at BSCC, 2590 Venture Oaks Way, Sacramento, CA 95833. Electronic copies must be emailed to Nicole.woodman@bscc.ca.gov
- **Proposal Evaluation:** Proposals will be evaluated by BSCC in accordance with specified rating criteria (See Proposal Rating Criteria).

Contact Information

Questions about R.E.D., R.E.D. Goals and/or this RFP process should be directed to Nicole Woodman, R.E.D. Coordinator, at 916-322-1427 or Nicole.woodman@bscc.ca.gov.

EVALUATION PROCESS

Rating Factors/Benchmarks

The rating factors that will be used and the maximum points allocated to each factor are shown in the table below. Each rating factor will be scored on a scale of 0-12. Each factor is weighted in the overall score, as shown in the column titled "Percentage of Total Value." The BSCC will rate each Proposal in accordance with the prescribed rating factors listed in the table below. At the conclusion of this process, applicants will be notified of the BSCC's decision.

In assessing the overall quality of an application, BSCC will consider rating criteria, or "benchmarks," for each of the rating factors listed in the table below. Applications will be scored according to the extent to which:

1. The applicant as an individual or organization has:
 - ▶ The experience and capability to produce a successful product.

- ▶ Sufficient resources to conduct this project
 - ▶ Conducted successful programs similar to the one being proposed.
2. Project Description:
- ▶ Is well designed.
 - ▶ Describes the project with sufficient detail (including the key elements).
 - ▶ Is consistent with the RFP goals.
3. The funds requested are:
- ▶ Reasonable and appropriate for the proposed program.
4. The timeline is:
- Reasonable and appropriate for the proposed program.

State

Rating Factors	Point Range	Percentage of Total Value	Maximum Point Value (Weighted Score)
Applicant Background	0-12	20%	20
Description of the Project	0-12	50%	50
Budget	0-12	20%	20
Timeline	0-12	10%	10
TOTALS		100%	100

Procurement Requirements
Placeholder

REQUEST FOR PROPOSAL (RFP) INSTRUCTIONS

- ▶ **Cover Sheet: Applicant Information Form** (see page X)
- ▶ **Attachment: Assurances and Minimum Qualifications Form** (see page X)

▶ **Part 1: Individual or Organization Background**

Part 1 of the RFP requests information about the history and characteristics of the applicant as an individual or organization. An applicant's capability is a crucial aspect of this grant competition. This section must not exceed **two (2) pages** excluding the resume requested. Please provide narrative within the fill-in format (Tahoma font, 11-font size, 1.5-spaced).

▶ **Part 1 Attachment: Résumé**

▶ **Part 2: Description of the Project**

To successfully compete for grant funds, applicants must describe a project that satisfies the following criteria. This section must not **exceed six (6) pages**. Please provide narrative within the fill-in format (Tahoma font, 11-font size, 1.5-spaced).

The project must:

1. Interview the leadership of BSCC (eight individuals)—including the Board Chair, the Executive Director, the four Deputy Directors, the Communications Director and the General Counsel—for the purposes of understanding the broad scope of the agency. BSCC staff, in collaboration with the contractor, will determine who will be interviewed to ensure that a thorough description of tasks, subject matter and process is considered throughout the process.
2. Interview key staff from each division (12 individuals), to develop an understanding of tasks that flow from each division.
3. Interview any additional stakeholders deemed pertinent and approved by the BSCC (not more than five individuals).
4. Develop key decision-making map(s).
5. Assess key decision points against the critical dimensions of procedural fairness.
6. Based on the decision-making mapping, develop an Inventory and Final Report with recommendations for how the BSCC can improve its processes to avoid bias that may lead to racial and ethnic disparities.

▶ **Part 3: Project Budget** (see page 11)

▶ **Part 4: Timeline** (see page 12)

GRANT APPLICATION

Cover Sheet: Applicant Information Form

Total Funds Requested: \$

Name of Individual or Organization	
Address of Individual or Organization	
Contact Information	Name: Phone: Email: Website:

Attachment: Assurances and Minimum Qualifications Documentation

Each bidder must meet the following minimum qualifications.

- Minimum of five years in a consultant or leadership role with local or state government on racial disparity and disproportionality
- Experience in one or more of the following systems, described in the résumé: criminal justice, juvenile delinquency and/or dependency, education, or procedural justice.
- A minimum of two examples of a documented work product similar to the one laid out herein.

Each bidder must submit a résumé showing his/her credentials, experience, and qualifications. The résumé should include the following information:

- ▶ Dates of service,
- ▶ References, and
- ▶ A synopsis of the work performed.

Authorized Signature

Date

Typed Name and Title:

DRAFT

DRAFT

Part 3: Proposed Budget (2 pages maximum)

A. BUDGET LINE ITEM TOTALS: Complete the following table for the grant funds being requested (up to \$30,000). Please check your calculations as figures in the table do not auto-calculate.

Proposed Budget Line Items	Grant Funds
Salaries and Benefits	\$
Services and Supplies	\$
Professional Services	\$
Indirect Costs (may not exceed 10% award)	\$
Fixed Assets/Equipment	\$
Other	\$
Total	\$

B. BUDGET LINE ITEM DETAILS: Provide sufficient detail in each category to explain how the grant funds will be used. In the “Other” category, funds should be budgeted for travel purposes.

1. SALARIES AND BENEFITS (e.g., number of staff, classification, salary and benefits)
2. SERVICES AND SUPPLIES (e.g., office supplies and training costs)
3. PROFESSIONAL SERVICES: (e.g., sub-contract with an expert consultant)
4. INDIRECT COSTS: Indicate percentage and methodology for calculation. This total may not exceed 10% of the grant funds.
5. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)
6. OTHER (e.g., travel expenses)

Part 4: Proposed Timeline (1 page)

Provide a timeline for activities that will be undertaken (e.g., analyzing data, conducting interviewing sessions, etc.).

Activity	Timeframe