

**City and County of San Francisco
San Francisco District Attorney's Office**

**Request for Proposals (RFP)
Event ID SFGOV-0000006661**

***San Francisco Healing Justice Initiative
San Francisco Resentencing Pilot Program***

Issued by:	The San Francisco District Attorney's Office (SFDA)
Date Issued:	Thursday, March 10, 2022
Virtual Bidder's Conference:	Wednesday, March 16, 2022, 4:00 P.M-5:00 P.M via Zoom Video: https://sfdistrictattorney.zoom.us/j/86536664920 Phone: +14086380968,,86536664920# US (San Jose) Meeting ID: 865 3666 4920
Proposals due:	Monday, April 11, 2022, by 5:00 P.M
Questions about this RFP?	Submit Questions via email to: amanda.c.thomas@sfgov.org For all email inquiries, please include "HJI RFP INQUIRY" in the subject line.

TABLE OF CONTENTS

Section	Description	Page #
I	Introduction, Overview and Schedule	3
II.	Program Areas and Scope of Work	6
III.	Application Process	15
IV.	Evaluation and Selection Criteria	18
V.	Proposal Review Process	20
VI.	Protest Process	22

I. Introduction, Overview and Schedule

San Francisco District Attorney's Office

The mission of the San Francisco District Attorney's Office (SFDA) is to serve the people of San Francisco by working to promote public safety, enforce the laws equally, support crime survivors, and disrupt cycles of trauma, violence, and poverty. Public safety includes all members of our communities, including survivors and those who have been historically marginalized, who have borne the costs of mass incarceration and tough on crime policies of the past forty years: communities of color, immigrants, non-English speakers, those living in poverty, the LGBTQIA community, the unhoused. We recognize the inherent worth and dignity of all people. In our pursuit of public safety, we do not seek to merely win cases. We seek a fair, proportionate, and restorative outcome for all individuals. We seek not only to hold people who commit crimes accountable but also to prevent future offenses by using innovative, evidence-based approaches to address the root causes of crime and work to address the circumstances and systemic failures in which the harm was able to occur in the first place.

Commitment to Reducing and Eliminating Racial Disparities

It is the duty and obligation of the San Francisco District Attorney's Office (SFDA) to protect the constitutional rights of every San Franciscan and to increase the fairness of our system of justice. The SFDA seeks to reduce and ultimately eliminate racial disparities in the broader criminal legal system while upholding our Constitutional duties. Approaching our work with these responsibilities in mind will minimize or avoid destabilizing some of our most marginalized residents, separating children from their parents, and depriving people of their civil liberties. We also know that marginalized communities are the most harmed by crime. Individuals who cannot speak English, immigrants, and people of color often do not receive services or compensation by the state for their loss.

Commitment to Gender Responsiveness

Gender-responsive and trauma-informed policies, practices, and programs recognize that women have distinct histories, pathways to involvement with the criminal legal system, and experiences as survivors and victims. These approaches address issues that may contribute to women's involvement in the justice system, such as domestic violence, sexual abuse, and victimization; family and relationships; trauma; and poverty, mental illnesses, and substance use disorders.

Healing Justice Initiative

The SFDA seeks to fundamentally change how the criminal legal system responds to harm and ensure that individuals and communities have the tools they need to heal when harm is done. Through the SF Healing Justice Initiative, the SFDA will demonstrate that restorative practices can replace the traditional criminal legal system at every decision point – from charging a case to sentencing and resentencing. Restorative Justice (RJ) will be integrated throughout the operations of the SFDA's office, shifting from an "alternative program" to a

primary intervention. This is why the SFDA launched the SF Healing Justice Initiative (HJI), a partnership with local community leaders working to establish a new model that values healing and accountability over retribution and punishment. HJI builds on many years of innovative and successful initiatives launched by SFDA in collaboration with community leaders and organizations.

Because Restorative Justice (RJ) principles lie at the core of the Healing Justice Initiative, this RFP intentionally uses language intended to humanize, not stigmatize. The term “responsible person” is used to describe the person who caused harm in an incident (not defendant or offender); “harmed person/s” refers to the person/s who were directly harmed by an incident (otherwise called victims or survivors), and “impacted community members” refers to the broader circle of people impacted by an incident. All of these individuals have needs and obligations that arise out of the harm and the purpose of the RJ accountability process is to identify these needs and obligations, support everyone involved and repair the harm as much as possible.

California Resentencing Pilot Program

The 2021–2022 California State Budget appropriated \$250,000 in General Funds to California counties to engage in Prosecutor-Initiated Resentencing. The funds are to be used exclusively for the three-year Pilot Program that began on September 1, 2021 and ends on September 1, 2024. Pilot participants in San Francisco include the San Francisco District Attorney’s office (SFDA), the Public Defender’s office (PDO), and may include a community-based organization (CBO). The focus of the Pilot is two-fold: 1) ensure that the District Attorney in each county has the resources needed to exercise their discretion for resentencing individuals in state prison under Penal Code 1170.03; and 2) evaluate a collaborative approach to exercising prosecutorial resentencing discretion.

Overarching Healing Justice Initiative and California Resentencing Pilot Project Goals

- Integrate restorative practices and decision making throughout the SFDA
- Expand access to restorative justice practices to responsible persons, harmed persons, impacted family and community members
- Ensure that individuals and communities have the tools they need to heal from interpersonal and systemic harm
- Begin to repair the harm that the criminal-legal system has caused to communities of color
- Fulfill the reentry goals of the California Resentencing Pilot Program
- Build upon the successes of the Make It Right (MIR) Program¹

Through this RFP, we seek partners to help support SFDA in providing four core services. Respondents may propose to one or more of the subsections below as an individual firm or in partnership with another organization or subcontractor. Please consider and submit proposals that appropriately adapt your services and activities to a current and future reality

¹ San Francisco District Attorney's Office, Shem-Tov, Y., Raphael, S., & Skog, A., The Impacts of the Make-it-Right Program on Recidivism (January 2022).

defined by COVID-19. We look forward to receiving your proposals, as our partnership with you and your organizations will strengthen our collective efforts to realize a public safety model that values healing and accountability over retribution and punishment.

A. Eligible Applicants

You are eligible to apply if you:

- Are a registered 501(c)(3) non-profit organization, including organizations operating under a 501(c)(3) fiscal sponsorship arrangement, or individual sole proprietor that meets all minimum qualifications within the specific services you are interested in, as described in Section II below.
- Are not debarred or suspended from participation in local, State or Federal programs.
- Are an existing City Supplier², in good standing, or have been approved to be a City Supplier on or before the date of execution of the contract entered under this RFP.
- Can comply with all local, state, or federal laws and regulations if funded.

B. Available Funding

The initial round of funding is expected to come from the San Francisco Healing Justice Initiative grant funds, the Children and Youth Fund, the General Fund, the U.S Department of Justice, and the California Resentencing Pilot funds.

The funding amounts listed in this RFP are anticipated initial funding awards. Final awards and funding sources may be adjusted based on the number of responsive proposals that meet SFDA strategies and objectives, and funding may be less or more than the approximate amounts stated in this RFP. Please submit budget requests according to the limits set forth in this RFP; however, SFDA may negotiate different funding allocations and project goals before finalizing awards. Should additional funding become available, award amounts may be increased beyond the originally anticipated amount.

This RFP, and the proposals received as a result of it, may be used to justify funding decisions for other similar services and/or other funding that becomes available through SFDA or any other City department. The SFDA, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for contracts that are awarded through this RFP and funded by other local, state, federal or non-city sources.

C. Technical Assistance

SFDA is committed to ensuring all applicants have a fair chance to compete for this funding. In recognition of the current public health climate, all technical assistance will be provided

² <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

online. If you have any questions about this RFP, or need assistance with the application, please get in touch with our office at the following email address: amanda.c.thomas@sfgov.org.

D. Service Period

All decisions regarding the size, length, and scope of future funding awards are subject to SFDA approval and budget availability. Unless otherwise noted in the program descriptions, successful proposals will be funded for an initial term of up to one (1) year, beginning in 2022. The SFDA in its sole, absolute discretion, shall have the option to extend the grant term one or more times for a maximum total grant term of not more than 9 years. Current funding extends only until 2025, future funding is not guaranteed, and funding amounts and terms will depend upon the performance of the contractor during the initial award period, as well as other policy considerations as determined by SFDA. Contractors will be asked at a minimum to submit a final report of their activities and, if SFDA elects to renew the award, a revised scope of work and budget for the renewal period(s) for SFDA review. SFDA reserves the right, in its sole discretion, to not renew funding awards.

E. Schedule

The anticipated schedule for awarding initial funding is as follows:

Proposal Phase	Date
RFP is issued by the City	Thursday, March 10, 2022
Bidder’s Conference	Wednesday, March 16, 2022
Deadline for submission of written questions	Friday, March 18, 2022, by 11:59 P.M
Answers to questions posted online	Monday, March 22, 2022, by end of day.
Proposals due	Monday, April 11, 2022, by 5:00 P.M
Contractor Selection and award notification	Anticipated, Monday, May 2, 2022
Protest period ends	3 business days after award notification

II. Program Areas and Scope of Work

SFDA is issuing this Request for Proposals (RFP) to identify one or more highly qualified 501(c)(3) organizations to provide the following key components of the Healing Justice Initiative and the California Resentencing Pilot covered in the following Subsections: A) Restorative Justice Community Conferencing (RCC)*, B) Life Coaching, C) Anchor Organization Focused on Building RJ Capacity in the Community, and D) Resentencing Pilot: Reentry Support.

*Organizations that offer restorative accountability processes aimed at repairing harm, such as harm circles, peacekeeping circles or accountability dialogues, but do not call their processes RCCs are also welcomed to apply.

Collaborations

Collaborative consortia, joint ventures, or a team of agencies with complementary skills and experience are permitted and highly encouraged to respond to this RFP. This also includes organizations operating under a 501(c)(3) fiscal sponsorship arrangement.

Lead Agencies: Proposals from collaborative consortia, joint ventures, or teams must designate a lead organization, which will serve as the fiscal sponsor for the partners. This lead organization will be responsible and accountable for effectively and efficiently planning, managing, and delivering the services and activities described in this RFP. The lead organization must also demonstrate the management and financial capability needed to effectively and efficiently deliver the program proposed and account for the grant funds.

Use of Subcontractors: Applicants may include subcontracting arrangements with other partners to deliver services as described under subsections A-D; however, these arrangements must be made prior to submission of the proposal for any collaborative submission to this RFP. Confirmation of a memorandum of understanding or other formal agreement between the applicant and subcontractor is required for any collaborative submissions to this RFP.

Applicants are invited to submit proposals as an individual firm/organization or as a partnership or collaboration in order to provide services under sub-sections A-D.

A. Restorative Community Conferencing (RCC)*

Expected number of people to be served in a 12-month period: 80-100 (cumulative between all awardees**)

Anticipated Number of Awards: up to 4

Amount: Total amount of funding anticipated under this Service Category is projected to be up to \$725,000** over one year, pending budget availability. If multiple agencies are awarded the combined, total number of people served must still be 80-100, with a minimum of 25 minors served who are identified as a responsible person. Applicants may apply to provide services under one or both subcategories described below. Applicants are invited to submit proposals as an individual firm/organization or as a partnership or collaboration in order to provide services under sub-sections A-D. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding awarded may be less or more than \$725,000 over one year. A minimum of \$100K of the total \$725,000 project budget will be devoted to Healing Justice Stipends

that will go directly to harmed persons and persons responsible for the harm. Applicant Organizations should include this cost calculation in proposed budgets.

Target Population: Adults, transitional age youth (18-24 years old) and minors facing felony charges or juvenile petitions in San Francisco, harmed persons, impacted family and community members.

*Organizations or partnerships that offer restorative accountability processes aimed at repairing harm, such as harm circles, peacekeeping circles or accountability dialogues, but do not call their processes RCCs are also welcomed to apply.

**Budgets for proposals serving less than 80-100 participants should reflect the expected number of people served in the responsive proposal.

Background and Scope of Work:

Rooted in indigenous traditions that recognize the interconnectedness of all human beings, RJ practices serve to bring about justice in the aftermath of crime and harm. RJ conceptualizes crime as a violation between people, not just a violation of laws. Justice results from a process that meets the needs of everyone impacted by that violation, thus repairing the harm to the greatest extent possible. Studies show that when implemented faithfully, RJ works to prevent and interrupt cycles of harm and violence, provide healing for harmed persons, and improve public safety.

Since 2014, SFDA has operated a successful restorative justice diversion program for youth called Make It Right (MIR) in partnership with Community Works, Huckleberry Youth Programs, Impact Justice, Juvenile Probation Department, Public Defender, and the Bar Association of San Francisco. The program diverts pre-charge the cases of youth under 18 years old (minors) out of the juvenile justice system and into a restorative justice process called Restorative Community Conferencing (RCC). In 2021, MIR expanded to include pre-charge diversion of young adults between the ages of 18 and 24 years old (transitional age youth).

The RCC process begins with the person who was harmed (harmed person) and the person who committed the harm (responsible person) agreeing to engage in a restorative process as an alternative to traditional prosecution. RJ facilitators then meet separately with each party, often for months. They help the harmed person articulate how they were harmed and what they need to be made as whole as possible. They help the responsible person understand why they did what they did, how to address the root causes of their behavior, and how to make amends to the person they harmed. Only if and when the parties are ready, do they come together in a facilitated restorative community conference that include family and community members. If the harmed person does not wish to participate in the RJ process, a surrogate may participate in their place. The conference results in a mutually

agreed-upon accountability plan that the responsible person fulfills over an average period of 6-12 months.

The RCC process has been shown to be successful in meeting the needs of harmed persons while also giving responsible persons the support they need to grow and not commit new crimes. When given the option, up to 90% of crime survivors choose to go through RJ rather than the criminal legal process. A randomized control trial of Make It Right cases from 2015 to 2019 shows that youth who completed the Make It Right program were 44% less likely to be rearrested within six months and 30% less likely to be rearrested within four years than youth who went through traditional prosecution.³

Building upon the positive outcomes of the MIR program, SFDA seeks to expand access to RJ diversion to adults and to additional transitional age youth, in both pre-charge and post-charge instances. **This RFP is intended to identify organization(s) to provide one or more components of Restorative Community Conferencing:**

- Circle Facilitation
- Accountability Plan Monitoring
- Develop and administer RJ Stipend Program for Harmed Persons and Responsible Persons

Required Elements - RCC Facilitation:

- Participate in training and technical assistance on Restorative Community Conferencing as arranged by the SFDA.
- Work with SFDA and other City agencies and community-based organizations to implement necessary processes, protocols, forms, and data tracking.
- Receive at least 80-100 case referrals from SFDA within a 12-month period, with a minimum of 25 minors served who are identified as a responsible person. For each case:
 - Contact and meet with the responsible person to determine suitability for participation in RCC.
 - When appropriate, contact and meet with harmed person/s to determine interest in participation in RCC in suitable cases.
 - Identify a surrogate participant in instances where the harmed person/s do not wish to participate in RCC.
 - Conduct “pre-meetings” each with responsible party and harmed person/s and their respective supporters to assess the harms, needs, and obligations that have arisen from the incident.
 - Arrange appropriate RCC time, location, and translation services if needed.

³ San Francisco District Attorney's Office, Shem-Tov, Y., Raphael, S., & Skog, A., The Impacts of the Make-it-Right Program on Recidivism (January 2022).

- Facilitate RCC session:
 - The responsible person, harmed person or surrogate, and available family and community members (RCC participants) discuss the incident, its causes, and impacts.
- RCC participants produce a consensus-based agreement (Accountability Plan) to collectively identify and address harms, needs, and obligations, in order to heal and make things as right as possible. Communicate resulting Accountability Plan to Agreement Monitor.
- Track status of RCC referral in database.
 - Provide written status reports and participate in regular meetings with SFDA, once a month at a minimum, and other relevant program partners to evaluate success and address ongoing programmatic issues.
- Provide information and education materials to other community-based organizations regarding RCC facilitation program services.
- Participate in Storytelling aspects of the Healing Justice Initiative and support interested participants in sharing about their experiences of the RCC process, becoming advocates and messengers of RJ.
- Grant Reporting: submit timely fiscal and program reports, as required, to SFDA.

Required Elements – RCC Accountability Plan Monitoring:

- Participate in relevant training and technical assistance as arranged by the SFDA.
- Work with SFDA and other City agencies and community-based organizations to implement necessary processes, protocols, forms, and data tracking.
- Develop and maintain confidential robust database of youth and adult services for RCC participants and develop referral relationships with service providers.
- Receive 80-100 case referrals from SFDA within a 12-month period, with a minimum of 25 minors served who are identified as a responsible person. For each case:
 - Attend RCC session.
 - Support responsible party to complete all elements of Accountability Plan.
 - Monitor and verify completion of Accountability Plan.
 - Provide additional service referrals to responsible person as appropriate.
 - Administer participant funds (i.e., stipends) for invited participants.
 - Provide written progress reports monthly to SFDA.
 - Track status of Accountability Plan completion in database.
 - Participate in regular meetings with SFDA and other relevant program partners to evaluate success and address ongoing programmatic issues.
 - Participate in Storytelling aspects of the Healing Justice Initiative.
 - Provide information and education materials to other community-based organizations and community members regarding RCC agreement monitoring program services.
- Grant Reporting: Submit timely fiscal and program reports, as required, to SFDA.

B. Life Coaching

Expected number of people to be served in a 12-month period: 80-100 (cumulative between all awardees)

Anticipated Number of Awards: Up to 4

Amount: Total amount of funding anticipated under this RFP is projected to be up to \$400,000 over one year, pending budget availability. Applicants are invited to submit proposals as an individual firm/organization or as a partnership or collaboration, in order to provide services under sub-sections A-D. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more than \$400,000 over one year.

Target Population: TAY Transitional Age Youth (18-24 years old) Adults (participating in SFDA's RJ diversion initiatives) and minors facing felony charges or juvenile petitions in San Francisco.

Background and Scope of Work:

Life Coaching within this initiative is centered on transformative relationships between people who have committed harm and trained professionals who have similar life experiences. It aims to help people at the center of the criminal legal system gain access to opportunity and stay safe and free. The Life Coaching model involves frequent direct contact between coaches and participants, dialogue focused on self-reflection, growth, harm reduction, and coordinated support guided by careful case planning.

Required Elements:

- Life coaches should have personal experience with the criminal legal system and/or personal experience with the issues impacting participants.
- Life coaching shall include but is not limited to: 1:1 culturally competent, authentic, sincere, and relatable support, connections, and mentoring.
- Intensive life coaching services, which require regular check-ins with participants (some participants may need daily check-ins), longer service-periods (on average 12 months) and low caseloads. Life coaches will be required to meet with prospective and current participants including those who are incarcerated at any of the SF jails and meet Sheriff Department requirements for entry into SF county jail.
- Assessment of participant needs.
- Development of wellness plans ("life maps"), which incorporate RCC agreements/accountability plans.
- Active and regular follow-up to guide service delivery.

- Life coaching strategies based on participant needs to help participants build self-awareness, heal from trauma, and create a vision for their life.
- Become acquainted with families and loved ones of participants and involve them in planning and creation of a support network.
- Work with participants to identify supportive people in their lives to help sustain positive change.
- Refer participants and family members to services to address identified needs (i.e., education, employment, mental health, substance use, legal aid, housing, and transportation).
- Advocate on behalf of participants and their family with service providers and system partners, including law enforcement, to ensure equity and appropriate services.

C. Anchor Organization Focused on Building RJ Capacity in the Community

Anticipated Number of Awards: 1

Amount: Total amount of funding anticipated under this RFP is projected to be up to \$325,000 over one year, pending budget availability. A minimum of fifty percent of funds awarded for this category must be budgeted for RJ training offered to community members and community-based organizations. Applicants are invited to submit proposals as an individual firm or as a partnership or collaboration, in order to provide services under the sub-section (A-D). Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more than \$325,000 over one year.

Background and Scope of Work:

In partnership with restorative justice practitioners and community-based organizations, SFDA seeks to build the community's capacity to hold survivor-centered, trauma-informed, and culturally responsive restorative justice processes at the sites of greatest need. These processes will allow community members to better prevent harm from happening and, when harm does occur, address it in a way that fosters accountability and growth, resulting in increased public safety.

To this end, SFDA is seeking a community-based organization with roots in San Francisco to serve as an Anchor Organization for the development of a RJ Learning Community. Forming this community involves connecting existing RJ practitioners, offering training (either directly or through subcontracts with other organizations) to community members so that they too can become RJ practitioners, and acting as the fiscal host entity for the work of the SF Restorative Justice Collaborative, a collective of RJ service providers, community members, community-based organizations and government partners dedicated to building a Restorative Justice Ecosystem in San Francisco.

Required Elements:

- Serve as a host entity for organizations that can provide RJ training directly to the community.
- Serve as the host entity/fiscal sponsor for the work of the SF Restorative Justice Collaborative.
- Convene a RJ learning community aimed at building the community's capacity to hold RJ circles and/or processes that serve to bring healing, accountability, justice, and safety.
- Serve as a host entity for individual practitioners who are holding RJ processes or otherwise supporting the building of a RJ Ecosystem.
- Grant Reporting: submit timely fiscal and program reports, as required, to SFDA.

The following sample work tasks are not intended to be the complete list of all work necessary to operate as an Anchor Organization Focused on Building RJ Capacity in the Community:

- Reach out to existing RJ practitioners and organizations and invite them to join the San Francisco RJ Learning Community.
- Provide ongoing culturally relevant RJ education and training to community members interested in learning about RJ, or subcontract with organizations who can provide such training.
- Bring the Learning Community together for monthly trainings, circles, and events.
- Create an online platform where members of the public can access RJ resources, information on trainings and events, and a database of RJ practitioners in San Francisco.
- Monitor participation and satisfaction with trainings provided.
- Serve as the host entity for the work of the SF Restorative Justice Collaborative, fiscally supporting the operations of the Collaborative, including logistical planning and facilitation, effectuating the implementation of the Collaborative's strategic plan.
- Develop a community-wide strategy to align support and resources (funding, public information, etc.) to enhance the expansion of RJ practices and healing spaces in San Francisco.
- Work to develop a collection of personal narratives for both people who have caused harm and people who have experienced harm which play a critical role in healing, knowledge-generation and movement-building.

D. Resentencing Pilot: Reentry Support

Expected number of people to be served in a 12-month period: 50-60

Anticipated Number of Awards: 1

Amount: Total amount of funding anticipated under this RFP is projected to be up to \$100,000 over one year, pending budget availability. Applicants are invited to submit proposals as an individual firm or as a partnership or collaboration, in order to provide services under sub-sections (A-D). Final funding awards will be determined by the number of

responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more than \$100,000 over one year.

California law allows district attorneys, the California Department of Corrections and Rehabilitation and the Attorney General to request that a sentence be recalled and reconsidered by the judge. This provides an opportunity to advance justice, addressing excessively long sentences, reinforcing rehabilitation, and providing harmed persons an opportunity for a more healing outcome.

The SFDA has resentenced over 60 people under the new resentencing provisions in California law. Each person was resentenced with a strong reentry plan and with participation from the harmed person/s. As a district attorney's office participating in the Resentencing Pilot, the SFDA may now contract with a qualifying community-based organization to provide reentry planning, restorative justice, and support for the duration of the pilot.

Background and Scope of Work:

Resentencing Pilot: Reentry Support shall be individually tailored and link the 50-60 people served over the year-long pilot to supportive services that have the most significant impact on reentry success. These include but are not limited to: support in the areas of health, mental health, employment, housing, skill development, mentorship, and social networks. The selected community-based organization will ensure that an incarcerated person receives notice of their referral, a comprehensive reentry plan, ongoing support upon reentry, as well as an opportunity to engage in a restorative justice process with the harmed person/s, where appropriate and if the harmed person/s are amenable.

Required Elements:

As required by the state funding source (The Budget Act of 2022, or SB 145), the selected community-based organization shall have experience working with currently or formerly incarcerated individuals and their support networks, restorative justice practices, and shall have expertise in at least two of the following areas:

- (1) Supporting and developing pre-release and reentry plans.
- (2) Family reunification services.
- (3) Referrals to post-release wraparound programs, including but not limited to: employment, education, housing, substance use disorder, and mental health service programs.
- (4) Restorative justice programs.

The following sample work tasks are not intended to be the complete list of all work necessary to operate as the Resentencing Pilot: Reentry Support:

- Conduct a needs assessment on each referred participant to identify their individual reentry needs.
- Assist participants in developing written pre-release and/or post-entry plans based on their short and long-term needs.
- Maintain frequent contact with the participant in the community through multiple weekly phone calls and in-person visits in the first four weeks of release in order to support the participant's transition and efforts to follow through on goals established in the pre-release and/or post-entry plan.
- Ability to evaluate each participant's progress in meeting goals and make recommendations on their continued participation in the program
- Establish contact with the participant's various support groups including family members, probation or parole officer, education services, employment services, housing programs, treatment providers and other community partners.
- Serve as a client advocate among the above support groups and provide guidance to all support groups on how they can best support the participant.
- Facilitate restorative justice process with harmed person/s where appropriate.

III. Application Process

How to Apply

Complete applications shall include all of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from: <https://sfgov.org/oca/multi-year-direct-contracting-checklists-templates>.

The following items must be completed and included in the application package:

Applicants are invited to submit proposals as an individual firm/organization or as a partnership or collaboration, in order to provide services under sub-sections A-D.

Proposal Package Submission

When all items are complete, submit the entire Proposal Package by 5:00 p.m. on Monday, April 11, 2022. Complete proposal packages must be e-mailed to **amanda.c.thomas@sfgov.org** and received by the City server by 5:00 p.m.

Upon successful submission, you will receive an e-mail response to confirm your submission was received by the deadline. Save this information for future reference. If you plan to submit work samples (e.g., letters of support, examples of past projects or sample

deliverables), include all requested files as attachments with your proposal submission; these attachments will not be accepted after the deadline. **Note that the City server file size limit for attachments is 34MB.**

If you discover an error in your submission and need to submit a revised proposal, compile all items on the Proposal Package Checklist, follow the same steps as outlined above, and ensure that the revised submission is submitted before the deadline. Please also contact **amanda.c.thomas@sfgov.org** and confirm that you are replacing your prior submission so that SFDA is able to identify the correct proposal that the Review Committee receives. Early submission is highly encouraged.

If you have any questions about the proposal requirements, please contact **HJI Program Manager, Amanda Thomas** at **amanda.c.thomas@sfgov.org**. The team will assist with technical issues until the submission deadline.

PROPOSAL PACKAGE CHECKLIST

- Narrative Proposal, adhering to the page limits as noted in each subsection in the RFP. **If applying to provide services under all program categories (A-D), each individual narrative responsive to *Experience* may not exceed 3 pages.**
- Proposed Budget (using template provided)
- Resumes for named staff and job descriptions for unfilled positions
- Letters of Support (at least 3)
- Memorandum of Understanding (if applicable for collaborations).
- Subcontracts (if applicable)

A. Narrative (please refer to the following questions for specific page limit)

Mission, History & Accomplishments (LIMIT: 1 page)

- How does your organization or collaborative's mission, history and accomplishments effectively demonstrate its ability to deliver the services sought in this RFP?

Experience (LIMIT: 3 pages)

- Address all of the Minimum Qualifications listed in Section IV below for the relevant subsection(s).

Proposed Staffing (LIMIT: 1 page for description; 2 pages for each job description)

Describe your proposed staffing structure for the services sought in this RFP:

- If you have identified staff who will be assigned to provide these services, provide a resume for each identified staff member that demonstrates their relevant education, training, and experience.

- If you have not identified staff who will be assigned to provide these services, provide a draft job description for each anticipated position that specifies required education, training, and experience.

B. Proposed Budget (LIMIT: 1 page)

Provide a proposed budget using the attached template. The proposed budget should demonstrate the organization or collaborative's ability to meet the scope of work set forth in this RFP.

Maximum amounts should be as follows:

- **If applying for all Program Components:** Maximum budget of \$1,550,000.
- **If applying for RCC only:** Maximum budget of \$725,000.
- **If applying for Life Coaching only:** Maximum budget of \$400,000.
- **If applying for Anchor Organization Focused on Building RJ Capacity in the Community:** Maximum budget of \$325,000.
- **If applying for Resentencing Reentry Support:** Maximum budget of \$100,000.

*Fifty percent of the Anchor Organization budget must be devoted to RJ Training and Capacity Building.

*A minimum of \$100k of the RCC total budget must be devoted to Participant and Survivor stipends.

*Please note that grantees may only receive up to 15% for overhead, and that overhead may include **only** costs for personnel (e.g., salary and benefit line items).*

Responsive organizations are encouraged, but not required, to identify resources that would be used to complement or match the proposed services included in the proposal narrative categories (A-D).

C. Resume

Responsive organizations shall provide resumes for named staff and/or job descriptions for unfilled positions. There is no page limitation on resumes.

D. Letters of Support

Responsive organizations shall provide at least three (3) Letters of Support that demonstrate the organization's expertise providing services of a similar scope and scale. Agencies responding to more than one category are encouraged to highlight the specific experience related to the identified scope of work and program elements in this RFP.

E. Memorandum of Understanding (for collaborative proposals only – LIMIT: 3 pages)

Collaborative proposals must include a Memorandum of Understanding, signed by the Executive Directors of all participating agencies, which identifies the responsibilities and services to be provided by each organization.

IV. Evaluation and Selection Criteria

- **MINIMUM QUALIFICATIONS – Subsection A: RCC Facilitation** At least two (2) years of experience providing services to minors, transitional age youth and/or adults in the criminal legal system.
- At least two (2) years of experience providing restorative justice-based services to people utilizing a model generally consistent with the definition on page 8.
- Demonstrated track record of providing services that are culturally and linguistically competent and trauma-informed.
- Demonstrated track record of formal or informal partnerships with criminal legal system agencies and community-based organizations.
- Demonstrated track record of data collection on participant and organizational performance.
- Demonstrated track record of fiscal accountability and good standing with other funders.
- Willingness to work cooperatively with criminal legal system partners and law enforcement agencies, including the District Attorney's Office.

MINIMUM QUALIFICATIONS – Subsection A: Agreement Monitoring

- At least two (2) years of experience providing services to minors, transitional age youth and/or adults in the criminal legal system.
- At least two (2) years of experience providing case management services to system involved individuals.
- Demonstrated track record of providing services that are culturally and linguistically competent and trauma-informed.
- Demonstrated track record of formal or informal partnerships with criminal legal system agencies and community-based organizations.
- Demonstrated track record of data collection on participant and organizational performance.
- Demonstrated track record of fiscal accountability and good standing with other funders.
- Willingness to work cooperatively with criminal legal system partners and law enforcement agencies, including the District Attorney's Office.

MINIMUM QUALIFICATIONS – Subsection B: Life Coaching

- At least two (2) years of experience providing life coaching services formally or informally to formerly incarcerated individuals.
- Demonstrated track record of providing services that are culturally and linguistically competent and trauma-informed.
- Demonstrated track record of formal or informal partnerships with criminal legal system agencies and community-based organizations.
- Willingness to work cooperatively with criminal legal system partners and law enforcement agencies, including the District Attorney's Office.

MINIMUM QUALIFICATIONS – *Subsection C: Anchor Organization Focused on Building RJ Capacity in the Community*

- Demonstrated track record of leading multi-agency collaborative efforts. Demonstrated track record of formal or informal partnerships with criminal legal system agencies and community-based organizations.
- Demonstrated track record of data collection on organizational performance.
- Demonstrated track record of fiscal accountability and good standing with other funders.
- Willingness to work cooperatively with the District Attorney’s Office.

MINIMUM QUALIFICATIONS – *Subsection D: Resentencing Pilot: Reentry Support*

- As required by the state funding source (The Budget Act of 2022, or SB 145), the selected community-based organization shall have experience working with currently or formerly incarcerated individuals and their support networks, and shall have expertise in at least two of the following areas:
 - Supporting and developing prerelease and reentry plans.
 - Family reunification services.
 - Referrals to post-release wraparound programs, including, but not limited to, employment, education, housing, substance use disorder, and mental health service programs.
 - Restorative justice programs.
- At least two (2) years of experience providing case management services to system-involved individuals.
- At least two (2) years of experience working with people returning to the community from prison.
- Demonstrated track record of providing services that are culturally and linguistically competent and trauma-informed.
- Demonstrated track record of formal or informal partnerships with criminal legal system agencies and community-based organizations.
- Demonstrated track record of data collection on participant and organizational performance.
- Demonstrated track record of fiscal accountability and good standing with other funders.
- Willingness to work cooperatively with criminal legal system partners and law enforcement, including the District Attorney’s Office.

Proposals should clearly demonstrate that the qualifications are met. Insufficient or incomplete information may result in a proposal being considered non-responsive and may not be eligible for award of the contract. If required information is complete, but the

department determines that the proposer does not meet minimum qualifications, proposer may be deemed non-responsive.

Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in **restorative justice, reentry, and San Francisco’s criminal legal system**. The City intends to evaluate the proposals generally in accordance with the criteria itemized below:

Proposal Section	Total Points Possible
Mission, History & Accomplishments	10
Experience	50
Proposed Staffing (for Collaborative Proposals, includes consideration of MOU among participating organizations)	30
Proposed Budget	10

***Only Proposal Packages submitted with all required elements will be considered for funding.*

Additional Reference Materials, Requirements and Guidelines

The following documents are for reference only:

- [City Contract Terms \(Form P-600\)](#), contains the standard requirements that apply to all nonprofit organizations doing business with the City.
- [Applicant Requirements and Guidelines](#)
- [Supplier Registration Instructions](#), provides registration instructions to Applicants who are not current City Suppliers (vendors).

V. Proposal Review Process

First, SFDA will review all proposals to determine if they are complete and eligible. Incomplete, late, or otherwise ineligible proposals will not be considered, and applicants will be notified if their proposals have been disqualified.

Next, a Review Panel will read and score all complete and eligible proposals. The Review Panel may consist of City and non-City staff and other individuals who have experience in the Program Area in this RFP. If applicants are current SFDA grantees or contractors, SFDA may consider prior performance in our review.

At the discretion of the City, the review process may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility or proposed project area.

Applications will be reviewed and evaluated using the criteria described in the section above.

Depending on the number and quality of proposals, applicants may be invited to be interviewed by the review committee to make a final selection. Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

Clarifications

The City may contact applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Review Panel for scoring. Any attempt by an applicant to contact a member of the Review Panel during the proposal review process (other than submitting clarification questions or responding to any City-initiated contact) may result in the elimination of that proposal from consideration.

Selection

After the Review Panel has concluded the evaluation and scoring of the proposals, the results will be submitted to Simin Shamji, Chief of Programs and Initiatives for review and determination of the award. The tentative awardees whose proposal(s) are determined to meet the needs of the City will be recommended to negotiate a contract. If an applicant submits multiple proposals, the organization's overall capacity in relation to the number of projects proposed will also be considered when proposals are recommended for funding. All applicants will be notified of the results of the evaluation.

The tentative award may be conditioned on inclusion of changes/additional terms. Negotiations over the specific terms and language may be required before submission to the Civil Service Commission for approval, if applicable. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the order of their ranking **Request for Proposals Event ID SFGOV-0000006661** in the evaluation process. This process may be repeated until a satisfactory agreement has been reached. Final award of the contract may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor, or other governing body.

Applicants who do not receive an award may appeal the decision. Applicants who receive a contract will be contacted to begin the negotiation process.

VI. Protest Process

Protest of Non-Responsiveness Determination

If your proposal is deemed non-responsive, you will receive notice from the City explaining the reason for removing it from consideration. Within five calendar days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. The protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Protest of Award

Within 3 business days of the City's issuance of a notice of intent to award the contract, any applicant that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. The notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Delivery of Protests

All protests must be received by 5:00 p.m. on the due date. SFDA highly recommends submitting the protest via email. If a protest is mailed in hard copy, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone), text or fax will not be considered.

Scanned and signed protest letters may be submitted via email to:

HJI Program Manager, Amanda Thomas
amanda.c.thomas@sfgov.org

*Letters transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the protesting organization.

Printed and signed protest letters may also be submitted via mailed to:

HJI Program Manager, Amanda Thomas
San Francisco District Attorney's Office
350 Rhode Island St. Suite 400N
San Francisco, CA 94103

Following the City's receipt of a timely protest, the City may decide to schedule a meeting to review and attempt to resolve the protest. The meeting will be scheduled within ten (10) calendar days of the receipt of the protest, in a format that follows public health and accessibility guidelines. If the City determines a meeting is not necessary to address the protest, the protestor can anticipate a written response from the City within 10 calendar days of submission of the letter of protest. All protest determinations made by the of SFDA are final.

San Francisco District Attorney's Office Request for Proposals Budget

Personnel	Annual Salary	FTE	Total (12 months)
Total			\$ -
Benefits			
Total			\$ -
Other	Calculation		
<i>food, supplies, etc.</i>			
Total			\$ -
Overhead			
Admin costs @ 15%			\$ -
TOTAL BUDGET			\$ -