



**Katherine Weinstein Miller**  
Chief Probation Officer

To: Juvenile Probation Commission

Meeting Date: July 10, 2023

Re: JPD Contracts for Commission Review & Approval

The Juvenile Probation Department requests delegated authority from the Juvenile Probation Commission to approve the following agreement(s):

<b>Vendor</b>	<b>1) Dr. Norbert Ralph</b>	<b>2) 3<sup>rd</sup> Street Youth Center &amp; Clinic</b>	<b>3) Vendor TBA</b>
<b>Action</b>	Amendment 1	New Agreement	New Agreement
<b>Description</b>	Competency Attainment Program & Juvenile Sex Offender Services	Secure Youth Treatment Facility Transitional Housing Program	Housing Supports and Services
<b>Term</b>	Extend the original 2-year term by 1-year, for a revised total term of 3-years.	3-years	1-year
<b>Not-to-Exceed-Amount</b>	\$9,999 (no change from original)	Up to \$300,000	Up to \$199,999
<b>Contracting Authority</b>	SF Admin Code 21.1	SF Admin Code 21.1	SF Admin Code 21.1, 21.3
<b>Court-Ordered Service</b>	Yes	Yes	Yes

## Agreement Descriptions

### 1) Dr. Norbert Ralph

JPD currently contracts with Dr. Norbert Ralph for Competency Attainment and Juvenile Sex Offender Services for young people residing at the Juvenile Justice Center, as outlined in Contract ID 1000027485. The original contract is dated 11/01/2022. This agreement is being amended, while JPD initiates a new procurement process to solicit a new contractor for Competency Attainment services.

### 2) 3<sup>rd</sup> Street Youth Center & Clinic

On March 26, 2024, JPD issued a Request for Qualifications (RFQ#JUV2024-02) to obtain responses from qualified agencies to provide transitional supportive housing and services for young people, age 18-25, reentering the community from a secure commitment term in San Francisco's Juvenile Justice Center (JJC). JPD intends to issue one award with a not-to-exceed amount of \$300,000. While this vendor was issued an award, it does not preclude all other vendors that were pre-qualified by this RFQ from being issued an award. Pre-qualified vendors are eligible for an award for up to two years from the pre-qualification lists' posting date.

Awardee shall provide the following services:

#### Target Population:

The target population for this RFQ includes the youth under the jurisdiction of the San Francisco Juvenile Court who have been committed to San Francisco's Juvenile Justice Center for a serious offense, defined as falling into one of the two following categories:

- WIC 707(b) offenses, including murder, attempted murder, arson, robbery, rape, kidnapping, assault by any means of force likely to produce great bodily injury, and several other serious and/or violent acts.
- PC 290.008 offenses, a range of sex offenses that require registration as a sex offender.

***Proposers may serve one or both categories (youth with prior WIC 707(b) and/or PC 290.008). Proposers will be asked to specify which category, and any exclusions.***

This group of young people is predominantly male, between the ages of 18-25, and will require housing both in San Francisco and other counties across the region when they are released. We anticipate that there will be one release per quarter, or four per year, most of whom will require the support of a transitional housing program. All clients will be under the supervision of the Juvenile Probation Department, who will manage their release plan and coordinate members of the treatment team, including the transitional housing provider.

#### Scope of Work:

To effectively support the target population, transitional housing providers will be expected to:

- a. Operate in San Francisco City and County, in the Bay Area, and/or throughout the state of California,
- b. Provide 24/7 on-site support to residents *or* have off-site support staff who can respond within 15 minutes and are available 24/7,
- c. Provide young people with their own bedroom and furnishings,
- d. Provide a stipend to support residents with addressing basic needs,
- e. Provide independent living skills support, including financial education, i.e. how to live in an apartment, be a part of a community, household budgeting, deal with immediate household issues, etc.,
- f. Be flexible, responsive, and empathetic to the needs of this population,
- g. Communicate clear expectations around rules and protocols with residents,
- h. Find ways to meaningfully incorporate family members, when appropriate,
- i. Find and connect residents with natural supports and community,
- j. Create individualized housing plans for residents,
- k. Build a relationship with the resident while still in custody to ensure a seamless transition upon release, starting roughly 90 days prior to release,

- l. Conduct regular check-ins and provide support for residents to meet court mandates and orders,
  - o including stay away orders from people and locations, no weapons clauses, no substance use clauses, etc.,
- m. Maintain confidentiality for young person to ensure safety and successful return to community,
- n. Collaborate with resident's Deputy Probation officer and other members of the resident's team, such as a case manager, life coach, behavioral health clinician, etc., to ensure resident successfully meets reentry and transition goals, and
- o. Provide regular progress reports to resident's assigned Deputy Probation Officer.

### 3) Vendor TBA

JPD is to issue an informal solicitation (IS#JUV2024-01) to obtain responses from qualified agencies to provide housing support and services for young people, age 18-25, reentering the community from a secure commitment term in San Francisco's Juvenile Justice Center (JJC). JPD intends to issue an award notice by 7/31/24. The anticipated award amount will not exceed an amount greater than the Minimum Competitive Amount in effect at the time advertised (up to \$199,999). More than one award may be issued.

Awardee shall provide the following services:

#### Target Population:

The target population includes youth under the jurisdiction of the San Francisco Juvenile Court who have been committed to San Francisco's Juvenile Justice Center for a serious offense, defined as falling into one of the two following categories:

- WIC 707(b) offenses, including murder, attempted murder, arson, robbery, rape, kidnapping, assault by any means of force likely to produce great bodily injury, and several other serious and/or violent acts.
- PC 290.008 offenses, a range of sex offenses that require registration as a sex offender.

This group of young people is predominantly male, between the ages of 18-25, and will require housing both in San Francisco and other counties across the region when they are released. We anticipate that there will be one release per quarter, or four per year, most of whom will require housing support and services. All clients will be under the supervision of the Juvenile Probation Department, which will manage their release plan and coordinate members of the treatment team, including the provider of housing support.

#### Scope of Work:

To effectively support the target population, the provider shall be expected to:

- a. Operate in San Francisco, in the Bay Area, and/or throughout the state of California,
- b. Enter into a lease at a JPD-approved property that shall serve as the primary residence for the reentry resident,
- c. Act as the point of contact and intermediary between the property management company/landlord and the resident,
- d. Directly pay for approved housing rent, utilities, and any other services and supports,
- e. Educate resident around the lease occupancy agreement,
- f. Communicate clear expectations around property rules and resident protocols,
- g. Maintain confidentiality for the young person to ensure safety and successful return to community,
- h. Provide regular progress reports to resident's assigned Deputy Probation Officer.

JPD shall pay for the services on a cost reimbursement schedule for services rendered for each individual client. JPD anticipates no more than four (4) young people released from our SYTF units per year with many, but not all, of those released requiring housing support and services.