

# County of Santa Clara

## Office of the Sheriff

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## MEMORANDUM

Laurie Smith  
Sheriff

DATE: August 28, 2018

TO: Board of Supervisors

FROM: Laurie Smith, Sheriff *Laurie Smith*

SUBJECT: **August 14, 2018 BOS Meeting, Item 10:**  
Off-Agenda Report relating to Gender Needs Assessment in the Jail

At the August 14, 2018 Board of Supervisors meeting, Supervisor Chavez requested an off-agenda report within 14 days to outline the next steps, process, timeline, when the partner will come onboard to start conducting the assessment, and what paths we are considering for the procurement process and assessment. This report is in response to that request and addresses each area below.

### *Process*

The process for selecting a consultant will be for the County to issue a Request for Proposal (RFP) for Professional Services. Procurement and the Sheriff's Office conducted research and identified multiple national service providers with experience implementing an assessment tool in a correctional setting. Several consultants were identified through market research and a survey of all California jails. Therefore, the County will be conducting a full and open and competitive procurement process.

The resulting contract will address the jail gender needs assessment through a consultant agreement. The final deliverable through this RFP will be a white paper providing recommendations on next steps the County can take to ensure the entire criminal justice continuum is gender responsive. This will serve as a guiding document for a larger gender responsiveness continuum project for the County that will include Probation and Re-Entry services.

### *Timeline*

Below is a draft timeline with key target dates that the Sheriff's Office and the Procurement Department have agreed to. Any significant changes in timing will be reported to the Board through the off-agenda process. This timeline is draft, and the Sheriff's Office will work with Procurement to complete each task as quickly as possible.

| <b>EVENT</b>                         | <b>DATE</b>          |
|--------------------------------------|----------------------|
| RFP added to Master Acquisition List | September 6, 2018    |
| Issue of RFP                         | October 12, 2018     |
| Submission of Proposals              | November 9, 2018     |
| Selection of Finalist(s)             | December 3, 2018     |
| Final Negotiations                   | December 10-21, 2018 |
| Issue Notice of Intent to Award      | December 21, 2018    |
| Contract Execution                   | December 28, 2018    |
| Commencement of Contract             | January 14, 2019     |

*Next Steps*

The Sheriff's Office will submit the Gender Needs Assessment RFP for inclusion in the Master Acquisition List (MAL) by September 6, 2018 to ensure the RFP can be released in October.

In collaboration with the Procurement Department, the Sheriff's Office is drafting an RFP to be released via BidSync by October 12, 2018.

CC: Jeffrey V. Smith, County Executive  
James Williams, County Counsel  
Megan Doyle, Clerk of the Board of Supervisors  
Miguel Marquez, Chief Operating Officer  
Miriam Singer, Chief Procurement Officer