

# PHILADELPHIA NEIGHBORHOOD RESOURCE CENTERS REQUEST FOR INFORMATION (RFI)

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Posting of RFI – December 13, 2018

Questions on RFI due – December 21, 2018 (5:00 pm Local Philadelphia Time)

Responses to questions provided – December 28, 2018 (5:00 pm Local Philadelphia Time)

**RFI submission due – January 7<sup>th</sup>, 2019 (5:00 pm Local Philadelphia Time)**



JAMES F. KENNEY, Mayor

Michael DiBerardinis, Managing Director

## PURPOSE OF REQUEST FOR INFORMATION, IDEAS, AND INTEREST:

The City of Philadelphia (the “City”), acting through the Managing Director’s Office (“OCJ”) issues this Request for Information (RFI) to solicit ideas, information, and interest from potential City partners, providers and coordinators at “Neighborhood Resource Centers” (NRCs) throughout Philadelphia. The NRC concept was developed through a collaboration between the City, the First Judicial District (including the Philadelphia Adult Probation and Parole Department (APPD)), representatives of City Council, the District Attorney’s Office, the Defender Association, and other criminal justice stakeholders interested in connecting people involved with the criminal justice system to additional resources, programs, and services. NRCs will be implemented by the City in close collaboration with APPD, and with the support of the other criminal justice partners. Through the preliminary planning process, the City sought the feedback and was guided by: individuals directly involved in the justice system, service providers, the Philadelphia Reentry Coalition, and community organizations. This represents only the beginning of outreach and engagement.

*This RFI is not an RFP or application to participate in the NRC initiative. No contracts will result from this RFI. Organizations do not need to respond to this RFI in order to respond to future related RFPs.*

### What Are Neighborhood Resource Centers?

Philadelphia plans to create a network of Neighborhood Resource Centers, community hubs that reduce barriers for people under county supervision and provide a broad range of services to support holistic reintegration, restoration, and wellness.

#### The three primary goals for the NRC network are to:

- Meet people where they are to reduce probation/parole violations for Philadelphians, in particular for young adults (18-25) who are at risk of being re-arrested and/or re-incarcerated.
- Unite citywide resources with community-based service providers to provide holistic services in welcoming spaces within the community.
- Open community-based services to justice-involved individuals, their families and loved ones, and community members, building trust between City agencies and neighborhoods.

The NRC network will include sites across the City, in the neighborhoods where the highest numbers of people under the supervision of APPD live. Instead of reporting to the central APPD location in Center City, people who live in those neighborhoods who are on county probation or parole will meet with their probation officer at a Neighborhood Resource Center, where they can also access programs and services, alongside their families, neighbors, and other community members. The vision for NRCs is to transform supervision from compliance and reporting to ensuring that those under the care of APPD receive the resources and programs – such as peer support, workforce development, education, treatment for substance use disorder, behavioral therapy – that they need so that they, and their families and communities, can move forward with their lives.

The City is still exploring different potential operating models for the Neighborhood Resource Centers, and releasing this RFI to learn more about what will make this initiative successful, and what capacity organizations have to be involved.

### Why do we need to invest in Neighborhood Resource Centers?

- Over 40,000 Philadelphians are on county probation or parole, a much higher rate than in other large cities. Thousands of individuals cycle through the criminal justice system every year due to violations of the terms of their supervision. Young adults are at a particularly high risk of being re-arrested and/or re-incarcerated.

- NRCs will help to break the cycle of revocations by serving people on probation so they can rebuild their lives, providing opportunities that allow them to more easily access workforce development opportunities, housing, education, health and mental healthcare, and be involved in their communities. In doing so, NRCs will create broader benefits for the overall justice system, contributing to a reduction in incarceration due to violations to supervision, resulting in economic and social cost savings, and improving overall public safety in Philadelphia.
- NRCs will do this by offering needed services in a welcoming space within the communities, meeting people where they are and providing the resources that they need. Many services will specifically be geared towards young adults (18-25 year olds), but available to people of all ages.
  - Currently, those on probation and parole must report to a central probation office located in Center City, requiring most to travel far from where they live and work.
  - There is no systematic referral system to determine services available to people who are involved in the criminal justice system and their families, to aid in reentry and/or support general well-being for those who are court-involved but may not have been incarcerated.
  - NRCs changes this by adding services close to home to benefit those on probation and parole, as well as their families and communities.
- We believe that NRCs will work because the model of decentralizing probation reporting and co-locating reporting with a spectrum of services and resources has proven successful in other cities by effectively reducing recidivism, changing the culture of supervision, and offering community programming.
  - New York City’s version of NRCs (Neighborhood Opportunity Networks) have improved the relationship between probation officers and their clients, contributed to institutional change within NYC’s Department of Probation, and reduced recidivism for participants, especially young adults. Over six months, 16-24-year-olds who participated in the Neighborhood Opportunity Networks were 35% less likely to be re-arrested than those assigned to a traditional site.<sup>1</sup>
  - Allegheny County’s NRCs reduced 12-month jail rebooking rates by 10-30% for individuals at mid- and high-risk of recidivating.<sup>2</sup>

### What is going to happen in a NRC?

- NRCs will offer holistic programming and services to those on probation and parole who are mandated to report there, but will also be open to community members so they, too, can access these opportunities in a welcoming place in their own neighborhood.
  - When all implementation phases are complete, each NRC will have between 500 and 1,000 individuals who report there on a monthly or weekly schedule, a percentage of whom are expected to participate in programming.

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<sup>1</sup>[https://storage.googleapis.com/vera-web-assets/downloads/Publications/innovations-in-nyc-health-and-human-services-policy-adult-probation-and-neighborhood-opportunity-network-initiative-neon/legacy\\_downloads/transition-brief-probation-neon-v2.pdf](https://storage.googleapis.com/vera-web-assets/downloads/Publications/innovations-in-nyc-health-and-human-services-policy-adult-probation-and-neighborhood-opportunity-network-initiative-neon/legacy_downloads/transition-brief-probation-neon-v2.pdf)

<sup>2</sup><https://www.alleghenycountyanalytics.us/wp-content/uploads/2016/06/The-Costs-and-Benefits-of-Day-Reporting-Centers-A-New-Model-of-Adult-Probation-in-Allegheny-County.pdf>

- NRCs will have work and programming space to accommodate probation officers and service providers.
- Many of the services and resources at NRCs will be targeted towards (but not exclusively available to) 18-25 year olds on probation (who have the highest rates of re-arrest).
- The following are examples of services/programs that the City is looking to offer at centers:
  - Credible messenger mentorship
  - Education and GED courses
  - Workforce development and job skills programs
  - Healthcare services
  - Mental health and counseling (including cognitive behavioral therapy)
  - Substance use disorder treatment
  - Parenthood classes
  - Arts and recreational programs
  - Computer center and digital literacy courses
  - Food pantry and clothing closet
- Each NRC site will have an advisory committee that includes local neighborhood stakeholders, who will shape the center's design and operations to maximize community benefit and involvement.

#### What are satellite NRCs?

- In addition to the large City-operated model, the City is looking for community-based partners to host *satellite* NRCs, where 50 to 250 individuals would report on a monthly or weekly schedule.
- Satellite centers adhere to the vision of transforming supervision through allowing those on supervision to report to a welcoming, service-rich environment.
- Satellite centers will be smaller in scale and co-located in the offices of a community organization or entity, which is able to provide services and referrals as necessary.

#### Where will NRCs be located?

- NRCs will operate on a community-based model, with over half a dozen locations (main hubs and satellite sites) to be opened over the next 5 years across Philadelphia.
- An independent review identified five neighborhoods for site locations based on where individuals on county probation and parole live, with one to two locations to be identified to lead the initial phase based on need and available city resources.
  - **North Philadelphia**
  - **Southwest Philadelphia**
  - **Juniata**
  - **Port Richmond**
  - **Germantown**

### HOW TO RESPOND TO THIS REQUEST FOR INFORMATION, IDEAS, AND INTEREST:

#### Response calendar:

1. Posting of RFI – December 13, 2018
2. Questions on RFI due – December 21, 2018 (5:00 pm Local Philadelphia Time)

3. Responses to questions provided – December 28, 2018 (5:00 pm Local Philadelphia Time)
4. **RFI submission due – January 7<sup>th</sup>, 2019 (5:00 pm Local Philadelphia Time)**

### Who should respond?

The City welcomes ideas and information from all interested entities, included but not limited to service providers, community-based organizations, nonprofits, and institutions. Through this RFI, the City is seeking information and interest from:

1. **Program Providers:** Providers that can offer effective programming located at NRCs.
2. **Program Coordinators:** Organizations with capacity to coordinate a variety of programming offered by different providers at NRCs.
3. **Satellite Partners:** Organizations based in one of the 5 identified communities who may host a satellite NRC space, where a small number of individuals on supervision may report to their probation officers (1-4 officers total) in a welcoming, service-rich environment.
4. **Other Interested Stakeholders:** Any organization interested in responding to this request for information, ideas, and interest.

### How to respond:

Questions about the RFI are due on December 21, 2018 at 5:00 pm Local Philadelphia Time and can be emailed to [Aviva.tevah@phila.gov](mailto:Aviva.tevah@phila.gov).

Full submissions are due **January 7<sup>th</sup>, 2019 at 5:00 pm Local Philadelphia Time**. One electronic copy (PDF format preferred, MS Word format also accepted) should be sent via email to [aviva.tevah@phila.gov](mailto:aviva.tevah@phila.gov) with the subject line “Neighborhood Resource Center RFI Submission – Your Organization Name.”

**See the requested information and questions below. Please provide a cover letter along with your responses, and limit responses to 1 page per question (note which question(s) you are responding to).**

### RESPONSES TO THIS RFI:

<b>REQUIRED INFORMATION</b>
<b>Name / Title / Organization:</b>
<b>Contact Information</b>
<b>Organization size:</b> (Employees, # of people for which services are provided annually or similar)
<b>Short description of organization (services, programs, general population served) and explanation of how your objectives align with the NRC’s objectives.</b>
<b>Please briefly describe any current or past partnerships with the City.</b> Describe the agreement, specify contract amounts, date/duration and department(s) involved.

**RESPONDENT MAY CHOOSE TO RESPOND TO ALL OR ONLY SOME OF THE FOLLOWING QUESTIONS.**

**1. General Feedback:** The attached appendix reflects the feedback about NRCs that the City has received from stakeholders to date. We welcome your responses to the following questions:

- What else needs to be considered, in order to meet the goals of the NRC initiative?
- What unforeseen impacts might be caused by the implementation of the NRC network?

**2. Program Provision:** Program providers will offer services or programming at the NRC's. They could have staff located at the NRC's on a part-time or full-time basis, or have access to shared space to offer programming on a consistent basis. Providers would have access to the supervision population reporting to the NRC's, as well as other community members interested in the service or programming.

- Do you have a program that you think would be successfully replicated within a NRC? If so, what is it? What makes you think this would be effective for the focus population?
- Who is the current population that you serve? What is your organization's experience in providing services to justice-involved individuals?
- What specific neighborhoods do you have experience working in or with?
- How much space would you require for your operations? What type of space would you need (e.g. desks, classrooms, private rooms)? Do you require any special equipment or other needs for you to successfully operate?
- What do you need from the City to offer your program or service effectively within the NRC?

**3. Satellite Partners:** Satellite partners are community-based organizations that already offer services available to justice-involved individuals in their own space in one of the 5 identified neighborhoods, and that have capacity to accommodate probation officers to work from there, including meeting with the people on their caseloads. The individuals on probation may also choose to participate in existing programming.

- What is the location(s) of the space(s) your organization can provide for a satellite center?
- Does your organization currently have space available or space that will become available in the future (e.g. available desks or private rooms)?
- Who is the current population that your organization serves? What is your organization's experience in providing services to justice-involved individuals?
- What are your expectations for officers who would be based at your organization?

**4. Additional Resources/Partnerships:** Please explain any other types of resources or partnerships with/from your organization that you envision could contribute to the success of the NRC initiative, that do not fit into the above categories.

## **RFI CONTACT INFORMATION FOR QUESTIONS, REQUESTS FOR INFORMATION**

All questions concerning this RFI must be submitted via email no later than 5pm, EST, Philadelphia, PA, local time on December 21, 2018 (5:00 pm Local Philadelphia Time) and directed to: Aviva Tevah, Office of Criminal Justice, Managing Director's Office, at [aviva.tevah@phila.gov](mailto:aviva.tevah@phila.gov). Responses to such questions and requests shall be at the City's sole discretion and nothing in the RFI shall create an obligation on the City to respond to the submitting party or at all. If the City issues any responses to submitted questions or requests for information, those responses will be posted on December 28<sup>th</sup>, 2018 without any notification to prospective Respondents. The City may, in its sole discretion, issue addenda to this RFI containing responses to questions and requests for information, clarifications of the RFI, revisions to the RFI or any other matters that the City deems appropriate. Addenda will be posted on the City's website at <http://www.phila.gov/rfp/Pages/default.aspx> ("Additional Opportunities").

It is the Respondent's responsibility to monitor the Additional Opportunities site for Addenda and to comply with their terms. Oral responses by any City employee or agent of the City are not binding and shall not in any way be considered as a commitment by the City. If a Respondent finds any inconsistency or ambiguity in the RFI or an addendum to the RFI issued by the City, the Respondent is requested to notify the City in writing by December 21, 2018.

## **USE OF RESPONSES**

The Responses submitted by Respondents to this RFI may be used by the City in the process of preparing a notice of a future Notice of Contracting Opportunity ("RFP"). A Response to this RFI is **not** a requirement to submit a proposal for the contracting opportunity; anyone may submit an Application in response to any future related RFP.

## **RIGHTS AND OPTIONS RESERVED**

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

1. to decline to consider any response to this RFI ("Response"); to cancel the RFI at any time; to elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFI; or to reissue the RFI or to issue a new RFI (with the same, similar or different terms);
2. to waive, for any Response, any defect, deficiency or failure to comply with the RFI if, in the City's sole judgment, such defect is not material to the Response,
3. to extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted,
4. to require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to Responses by some or all Respondents at any time before or after the Submission Date/Time,
5. to require, request or permit, in discussion with any Respondent, any information relating to the subject matter of this RFI that the City deems appropriate, whether or not it was described in the Response to this RFI,

6. at any time determined by the City, to discontinue discussions with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate discussions with any other Respondent or with vendors that did not respond to the RFI, and/or
7. to do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole discretion, may elect to post on the City web page(s) where this RFI is posted.

This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, Responses to this RFI shall become the property of the City, which shall have unrestricted use thereof. Responses may be subject to public disclosure under the Pennsylvania Right-to-Know Law. However, a “record that constitutes or reveals a trade secret or confidential proprietary information” is exempt from access by a requester under that law. Ultimate determination of the application of that exemption cannot be assured, but Respondents are advised to mark clearly any portion(s) of any submittal believed to qualify for that exemption. By submitting its Response, the Respondent agrees to the terms.

## **APPENDIX**

### **Additional Information / Reference Materials**

- Summary of Philadelphia Reentry Coalition Feedback