

**DATE:** February 16, 2017 **AGENDA ITEM:** F

**TO:** BSCC Chair and Members

**FROM:** Mary Jolls, Deputy Director, [mary.jolls@bscc.ca.gov](mailto:mary.jolls@bscc.ca.gov)

**SUBJECT:** Capstone Project Request for Proposals and Training: **Requesting Approval**

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### Summary

This item requests Board approval for release of the Board of State and Community Correction's Capstone Project Request for Proposals (RFP) once it has been finalized to conform to state procurement requirements (Attachment F-1). This RFP is seeking a subject matter expert who can systematically inventory BSCC's state-level decision-making processes, workflows, policies and procedures and identify possible issues related to racial and ethnic disparities. This item also seeks approval for staff to secure a contract for the provision of follow up training on reducing racial and ethnic disparities to BSCC staff.

### Background

In August of 2015 BSCC staff, the former State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) Chair and another SACJJDP member participated in Georgetown University's Reducing Racial and Ethnic Disparity Certificate Program. This program is designed to support local jurisdictions in their efforts to reduce racial and ethnic disparities in their juvenile justice systems. A requirement of BSCC's participation 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.

The attached draft RFP is intended to secure the subject matter expert who will complete the BSCC internal evaluation. Upon receipt of the outcome report and with technical assistance from Georgetown University, BSCC staff will then develop an internal staff survey. Finally, staff will contract with a subject matter expert to deliver follow up racial and ethnic disparities training that is responsive to the outcomes of the evaluation and survey.

The Capstone Project will be funded using 50 percent Title II Administrative Funds and 50 percent General Fund Match. The RFP is capped at \$30,000 and the cost of training is not yet known.

**Recommendations/Action**

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1. Approve the RFP to be released once it has been finalized to conform to state procurement requirements.
2. Approve staff to contract with a subject matter expert to provide racial and ethnic disparities training to BSCC staff.

**Attachments**

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F-1: Draft Capstone Project Request for Proposals (RFP)