



**Contra  
Costa  
County**

**REQUEST FOR PROPOSALS (RFP) #1140  
Family Preservation and Support Program**

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The Contra Costa County Employment and Human Services Department (EHSD) is pleased to announce the availability of funds for the provision of a Family Preservation and Support Program (FPSP) in Contra Costa County.

The FPSP provides ongoing case management services that engage and establish a positive rapport with families who have been referred from existing Child Welfare cases who are experiencing multiple stressors impacting their ability to parent effectively and who are consequently at risk of having their children placed in out of home care.

This RFP is the process by which the County will solicit proposals for the purpose of entering into a contract with selected respondents. Please read this entire packet carefully.

**Interested parties are invited to attend a  
MANDATORY  
Bidder's Conference**

**June 17, 2014**

**11:00 – 12:45**

**Employment and Human Services  
500 Ellinwood Way, Conference A&B  
Pleasant Hill, California 94553**

Attendance at this mandatory Bidder's Conference is a preliminary requirement for submitting a proposal. The Bidder's Conference will afford the opportunity to ask questions about the RFP and to receive technical assistance.

Final proposals will be due at 40 Douglas Drive in Martinez by 5:00 p.m.  
on July 11, 2014.

Call the Employment and Human Services Dept.  
at (925) 313-1648 with any questions about this RFP.  
Thank you in advance for your effort in preparing your response.

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## LEGAL CLASSIFIED NOTICE

### REQUEST FOR PROPOSALS

#### Family Preservation and Support Services

CCC's Employment and Human Services Department (EHSD) announces the issuance of Request for Proposal (RFP) #1140 to eligible community-based and faith-based organizations to provide family preservation and support services to families countywide. The available funding may be up to \$339,657. A **mandatory bidder's conference** is scheduled for June 17, 2014, in Conference Room A&B, 11:00 to 12:45 at 500 Ellinwood Way, Pleasant Hill, CA. Proposals are due by 5:00 p.m., July 11, 2014. Additional information and RFP copy is available at website: <http://www.co.contra-costa.ca.us/1549/Employment-Human-Services>, or by calling (925) 313-1648

## RFP TIMELINE

1. RFP announced: June 6, 2014
2. Mandatory bidders' conference June 17, 2014  
11:00 – 12:45 Conference Room A&B  
500 Ellinwood Way, Pleasant Hill, CA
3. Proposal submission deadline: 5:00 PM, July 11, 2014  
40 Douglas Drive, Martinez, CA 94553

***No proposal will be accepted after this date and time.***

4. Review and rating process from July 14, 2014 through July 31, 2014
5. Written notification of RFP award recommendations sent out to RFP respondents August 5, 2014
6. Appeal period, August 6, 2014 through August 19, 2014  
***Deadline to submit appeal letters: 5:00 PM, August 19, 2014***
7. Board of Supervisors approval and authorization to award contracts is tentatively scheduled for the September 2014 agenda.

## The Family Preservation and Support Program

### **Background**

The Family Preservation and Support Program (FPSP) are supported by the Promoting Safe and Stable Families Program (PSSF) programs. The primary goals of the Promoting Safe and Stable Families (PSSF) Program are to prevent the unnecessary separation of children from their families, improve the quality of care and services to children and their families, and ensure permanency for children by reuniting them with their parents, by adoption, or by another permanent living arrangement.

PSSF offers the Employment and Human Services Department an opportunity to continue its commitment to the vision of secure and healthy communities in Contra Costa County. PSSF services will be available to Contra Costa County residents through the collaborative efforts of existing community based organizations that are capable of providing these important community services.

### **Funding**

EHSD will award one (1) standard renewable contract with a payment limit of up to \$795,156.00 to fund the Family Preservation and Support Program countywide, and the contract period is from October 1, 2014 through June 30, 2015. The Contra Costa Employment and Human Services Department will administer these funds.

### **Purpose:**

Family Preservation and Support Services community-based services designed to help children and families (including adoptive and extended families) with active Child Welfare cases who are experiencing multiple stressors impacting their ability to parent effectively and who are consequently at risk of having their children placed in out of home care.

The target population to be served under this program would mainly compose of Child Welfare and Probation cases, but may include families at risk of entering the Child Welfare System. Families come into this program on a voluntary basis. Intensive, in-home family preservation interventions constitute a continuum of strategies aimed at ameliorating the critical problems affecting the stability of a child remaining in the setting in which they are living. Services can last up to 6 months and are free of charge, and are provided mostly at the family's home and/or at a convenient community site.

Services include but are not limited to: case management, psychosocial assessments, family needs assessments, and twenty-four (24) hours emergency response.

## **SERVICE PRIORITIES**

Under the Promoting Safe and Stable Families Program, Family Preservation and Support Services are community-based services provide intensive short-term, in-home case management services to families (including teen parents, adoptive and extended families) with an active child welfare case and/or who are in jeopardy of having their children placed in out of home care. FPSP services are designed to intensively engage and treat families that are referred to CFS for child abuse and neglect in the effort to stabilize the family and where possible, prevent foster care placements.

Program proposals should emphasize the organization's capacity to provide the following:

1. Family preservation/maintenance programs, designed to help children at risk of foster care placement remain safely with their families,
2. Services to provide follow-up care to families to whom a child has been returned after a foster care placement,
3. Strength-based, family focused services that are evidence based and/or evidence informed designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health and nutrition.
4. Easily accessible services, delivered in the home or community-based settings, convenient to parents' schedules
5. Culturally relevant and sensitive services that are delivered in the primary languages of diverse families in the community, such as Spanish and Southeast Asian languages
6. Meaningful evaluation components that incorporate specific, measurable outcomes
7. Ability to raise 15% in matching funds,
8. Services designed to promote and enhance safety for children and families that directly reduce violence in the community

## **EHSD GOALS FOR FPSP**

Family Preservation and Support Services are community-based services for children and families in crisis and/or in jeopardy of entering the Child Welfare System. Family Preservation Service activities include case management and intensive crisis intervention designed to address high-risk circumstances that may result in the removal of children from their homes.

The primary goal of FPSP is to strengthen families and to help children at risk of foster care placement to remain safely with their families.

## PROGRAM REQUIREMENTS

**Applicant Requirements:** Agencies or organizations eligible to submit proposals are private non-profit, and preferably have a history of providing services to children in Contra Costa County. Eligible agencies or organizations must be able to provide services identified in this RFP in accordance with appropriate regulations.

**Service Requirements:** The successful bidder must be able to provide intensive case management services to families with active child welfare cases including teen parents, adoptive, and/or extended families.

The successful bidder must also: be available to attend and actively participate in Team Decision Meetings as requested by EHSD, attend local district partnership committee meetings, EHSD meetings and other collaborative meetings as appropriate, submit reports on program performance and on status of cases as requested, and able to respond to the on-call needs of CFS involved families.

The basic direct services that must be provided by the contractor include the following:

1. Individual family service plans
2. Twenty-four (24) hour emergency response during intervention
3. Counseling
4. Brief Therapy
5. Case management
6. Family needs assessments
7. Resource and needs identification, such as food and shelter
8. A family history (genogram) for each family to explain family systems
9. Family safety risk factors
10. Safety plans
11. Referrals to community services, including but not limited to, support groups, anger management, training, rehabilitation programs, substance abuse treatment, recreation, employment training, job assistance, or child care

12. A written termination report for families that received services

13. Direct services provided at the child's school site

14. Transportation to resources

**Staffing Requirements:** The successful bidder must maintain the following staffing for the Family Preservation Program: Program manager, Social work supervisor, Family preservation specialists/social workers with Masters level degree, and Family skills trainers to provide Family Preservation services. In addition, the contracting agency will make every effort to ensure that a minimum of 2.0 direct care staff are bilingual and available to provide services to monolingual Spanish families.

At a minimum, staff must meet the following basic criteria: CPR training and certification (all age groups), health screening, Department of Justice clearance and Child Abuse Index Clearance. In addition, staff of the receiving center must have the following minimum qualifications: experience working with families in a social work context and ability to establish a positive relationship with them, and a thorough knowledge of family dynamics and child development

Additionally, the contracted staff will be considered mandated reporters and any information disclosed by children or youth must be reported to the county social worker. Staff will be required to attend quarterly trainings provided by EHSD.

## REQUEST FOR PROPOSAL (RFP) REQUIREMENTS

The bidder requirements in this section are mandatory. Contra Costa County reserves the right to waive any nonmaterial variation.

1. All bidders shall submit one original proposal package and ten (10) complete copies of the proposal, under sealed cover, by mail or hand-delivery to EHSD at 40 Douglas Drive, Martinez, CA 94553 to be received no later than July 11, 2014 at 5:00 PM. Each submission must be marked on the outside with the Agency's name and RFP No. 1140. Any proposal received after the deadline will be rejected. Postmarks and faxed submissions are not acceptable.
2. One copy of a current financial audit or audited financial statement must be included with the original copy of the proposal. The audit must have been completed within one year of proposal submission. EHSD Fiscal Department staff will review and evaluate the financial documents and assign an evaluation score. The proposal must receive a score of 70% or more to be eligible to move to the proposal review committee.
3. Proposals and required attachments shall be submitted as specified and must be signed by officials authorized to bind the bidder to the provisions of the RFP. All costs incurred in the preparation of a proposal will be the responsibility of the bidder and will not be reimbursed by the County.
4. A proposal may be withdrawn in person by a bidder's authorized representative prior to **12 p.m. July 11, 2014**. If withdrawing a proposal, the bidder's authorized representative must provide appropriate identification (i.e. driver's license) and sign a receipt attesting to his/her withdrawal of the proposal.
5. A mandatory conference for prospective bidders will be held on June 17, 2014, at the Employment and Human Services Department, 500 Ellinwood Way, Pleasant Hill, CA at 11:00 to 12:45 p.m. to answer questions about the RFP process. For a proposal to receive consideration by EHSD, bidders must attend this conference.
6. EHSD may amend this RFP, if needed, to make changes or corrections to specifications or provide additional data. Amendments will be sent to each bidder to whom the RFP has been furnished, or, if after the bidder's conference, to all those attending. EHSD may extend the RFP submission date, if necessary, to allow bidders adequate time to consider additional information and submit required data.
7. The RFP process may be canceled in writing by the Employment and Human Services Department prior to awards if the Contra Costa County Board of Supervisors

determines that cancellation is in the best interest of the County.

8. With respect to this RFP, the County reserves the right to reject any, some, or all bids and proposals. The County reserves the right to negotiate separately in any manner to serve the best interests of the County. All proposals become property of the County, without obligation to any bidder.
9. Proposals will be judged on overall quality of content and responsiveness to the purpose and specifications of this RFP. Proposals should be without expensive artwork, unusual printing, or other materials not essential to the utility and clarity of the proposal. Evaluation criteria and weight factors are described below.
10. A review panel consisting of County representatives, PSSF Sub-Committee members and community residents will evaluate all proposals received. On the basis of panel ratings, the EHSD Director will make recommendations to the Contra Costa County Board of Supervisors. Bidders will be notified of this recommendation in writing. Award of a contract by the Board of Supervisors will constitute acceptance of a proposal.
11. Only bidders submitting a proposal in accordance with RFP No.1140 may appeal the RFP process. The appeal request must clearly state the area(s) of contention, how the organization was damaged, and actions sought. Appeals must be addressed to the Employment and Human Services Department, Attention: EHSD Director, 40 Douglas Drive, Martinez, CA 94553, and must be received no later than **5:00 P.M., August 19, 2014**. Notification of a final decision on the appeal shall be made in writing to the bidder.
12. Successful bidders will be expected to promptly enter contract negotiation with EHSD. This may result in mutually agreed upon changes in plans or activities identified in the proposal. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.
13. Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date of any contract.
14. Selected contractors will be responsible for all services offered in their proposal, whether or not contractors perform them directly or through subcontractors in multiple agency collaboration.
15. EHSD will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.
16. Contracts from this RFP will be for a nine-month period (October 1, 2014 through June

30, 2015) with satisfactory first-year performance as a condition of any future contract renewal for up to two additional years.

17. All contracted parties must agree to implement the County's alcohol/drug abuse prevention/treatment policy and comply with related monitoring and evaluation procedures.

## APPLICATION INSTRUCTIONS AND PROPOSAL OUTLINE

### APPLICATION INSTRUCTIONS

1. Responses must be in the form of a proposal package containing a complete proposal and all required supporting information and documents.
2. Each bidder must submit one original proposal package and ten (10) complete copies with attachments included, unless otherwise noted on Respondent's Checklist.
3. All narrative materials are to be single-spaced on 8 1/2" X 11" paper with no less than 1" margins on each side of paper. Use one side of paper only. Total proposal should not exceed 15 pages excluding cover sheet, program summary, table of contents, budget, budget narrative and required attachments.
4. Pages must be stapled together and numbered consecutively with each section identified by an appropriate Roman numeral.
5. Forms 1-4 (attached to this RFP) are to be fully completed and attached in the order indicated on the Respondent's Checklist.
6. All information in the proposal package must be presented in the following sequence: (This listing shall comprise the Proposal Table of Contents.)

### PROPOSAL OUTLINE

#### **Section I. - Introduction**

##### **I.1 Proposal Cover Statement (Form #1)**

The Proposal Cover Statement with original signatures of the bidder's Board of Directors' President and Executive Director attached to the original of the proposal must precede the narrative. Copies of the form must also serve as a cover page to the remaining ten (10) proposal copies submitted.

##### **I.2 Table of Contents**

Include a table of contents.

## **SECTION II - PROGRAM NARRATIVE**

### **II.1 Agency Overview/Components** (1-2 pages for each agency/party)

*(Submit an agency overview for each party in a collaborative.)*

- A. State your agency's mission and its overall service and treatment philosophy.
  
- B. Describe briefly:
  1. Your agency's primary program components and services, and years in operation
  2. Target population(s) served: number of clients, demographic and geographic information, and types of services provided.
  3. Experience providing services to children and families, particularly programs and activities that enhance child development, foster positive communication and parenting techniques, and address high risk factors, such as substance abuse and domestic violence, that may result in the removal of children from their homes
  4. Community outreach efforts and networking relationships
  5. Staffing pattern (size, composition, education level)
  6. Extent of involvement of interns and volunteers (include training, duties, supervision)
  7. Primary sources of financial support
  8. Location of agency to provide FPSP services

### **II.2 Program Proposal** (8 pages or fewer)

It should be noted that agencies are strongly encouraged to use programs that are evidence informed and/or evidence based in their design.

Describe the FPSP for which funds are requested, please address the following:

1. Program design, methodology, & objectives
  - What are the organization's mission and objectives, and how are they compatible with the service goals and objectives of FPSP?
  - Who is the target population? Please provide details on demographic information on the target population, including client household composition, number of clients served, age range of clients served, and geographic location.
  - What services will be provided to this population and who will provide the services?
  - Where and how will the services be offered? Please indicate the days and hours when the services will be offered, languages in which services will be provided, any costs to be incurred by the clients, and service delivery methods, including how accessible services are to

families through public transportation, etc.

- Are the proposed program evidence informed and/or evidence based? Please explain.
- How will “service units” be defined? Specify the length of time and the total number of each type of service unit that will be provided to clients during the contract period. *Example: Contractor will provide a minimum of 12 parenting education classes a year. Each parenting class will be 4 hours in duration and will have a minimum attendance of 10 people.*

2. Program evaluation/Outcomes

Evaluation: Describe in specific detail how you will determine the success of the program.

- How will service delivery be monitored? *Example: A minimum of 90% of clients who attend parenting skills workshops will show improvement of parenting skills knowledge as evidenced by a pre-test/post-test.*
- Include copies of existing program evaluations detailing agencies success in obtaining desired outcomes and/or practice for addressing areas of unmet objectives.

Outcome Objectives

Respondents will be required to develop specific outcomes that measure the impact or results for each service component. Good program outcomes address overall contract goals and should provide a quantifiable answer to these questions: (1) What service will be provided and by when? (2) To whom will services be delivered? (3) What will change? (4) How will the change be measured?

3. Collaboration and Coordination

Collaboration:

If this proposal is a collaborative effort, describe the primary activities and responsibilities of each collaborator. Indicate how resources will be shared, how funds will be leveraged and blended, and how service duplication will be avoided. Please include memorandums of cooperation.

Coordination:

Indicate how this program will interface with other public and private agencies serving the same target populations or providing related services and how residents (families) will be involved with service design and/or delivery. Please include memorandums of support.

Show how you will:

- \* Build community
- \* Use existing community resources
- \* Complement and strengthen existing resources

4. Matching Funds

Indicate plans made by your agency or collaborative agencies to raise matching funds of 15% of the total portion of the total PSSF grant.

**II.3 Program Implementation and Oversight (1 page)**

1. Describe the process goals and timeline for implementation of the service plan. Process goals describe the action-steps that the agency or collaborative will take in order to implement the service plan. If the proposal is a collaborative effort, describe each agency's specific responsibilities and timelines, and the respective primary roles of staff in each agency in completing the action-steps.
2. Describe the indirect and direct staff that will operate and support the program (full time equivalencies, responsibilities, experience)
3. Describe the agencies use of local resources in the design, implementation and evaluation of the proposed program. Include the use of local residents and consumers, if applicable.

**II.4 Cultural Sensitivity (1 page)**

Indicate how proposed programs will address issues of cultural diversity. Describe strategies and processes you will use to assure that services are culturally sensitive and relevant to the client population.

**II.5 Bidders' Experience (1 page)**

Describe your agency's current or past experience in providing the proposed services, including length of time your agency has been providing these services. Indicate staff experience with methodologies to be used. Note any other relevant aspects of your agency's service history that demonstrate capacity to provide the proposed services.

**SECTION III. - PROGRAM BUDGET INFORMATION**

**III.1 Fiscal Management Information (1 page)**

- A. Provide a brief description of the lead agency's accounting system and internal controls. Include the following as appropriate:
  1. Overall system (accrual, double-entry, automated or manual)
  2. Timekeeping system
  3. Inventory system

4. Payroll system
  5. Cost allocation plan and methodology
  6. Ledger system for receivables, payables, expenses, disbursements, petty cash
- B. Explain how your fiscal system is administered and by whom. Include responsibilities of Board of Directors, Executive Director and fiscal staff in fiscal management. Describe experience and qualifications of fiscal staff.
- C. Describe fiscal procedures and policies or attach a manual of fiscal procedures and policies.

### **III.2 Program Budget/Narrative**

- A. Complete a line-item budget for all programs, showing all costs.
- B. Program Budget Narrative  
Each budget cost item must be detailed in the narrative section and should reflect the basis for the computations. Every item must be completed if applicable. Minimal narrative requirements are described below:

Describe the following budget rationale and calculations:

1. Administration and Support  
Include supervisors, directors, clerical support staff, administrative staff with no service delivery responsibilities. Divide the salaries of staff with both "Service Delivery" and "Administration" responsibilities in proportion to the time allotted for each activity. List such staff in both categories. Indicate titles, rate of pay, time allotted to program and FTE's. Explain in narrative.  
***Administrative costs may not exceed 15% of total request.***
2. Program Staff  
Include all staff involved in service delivery. Indicate titles, rate of pay, time allotted to program and FTE's.
3. Payroll Fringe Benefits  
Report estimated costs of benefits, vacations, sick leave and training days on the line-item budget. Narrative shall list staff by title, FTE's, pay rate and amount of time allocated. Include for each staff title by type (FICA, SUI, FUTA, Worker's Compensation, leave and health and other insurance), applicable rates or basis.

#### 4. OPERATIONS

- a. Occupancy  
Describe all applicable factors (e.g. rent/leases) and basis for allocating cost to program.
- b. Utilities  
Describe all applicable factors and basis for allocating cost to program.
- c. Telephone, Postage, Insurance, Equipment  
List by type, justification of cost and basis for allocating cost to program.
- d. Printing/Photocopying  
List cost by type and describe justification for cost and basis for allocating costs to program.
- e. Materials  
List by type and describe justification of cost.
- f. Travel  
Describe type, justification, and basis of cost. Include service delivery, administration mileage and transportation costs for clients.
- g. Miscellaneous  
Indicate kinds of anticipated miscellaneous costs, such as childcare for clients while receiving services. Each item over \$100 should be explained individually.

**A financial audit for the project by an outside accountant will be required at the end of the contract term and is an allowable cost. Total audit costs should be prorated among all agency programs.**

## **PROPOSAL REVIEW AND SELECTION**

All proposals submitted in compliance with the RFP requirements will be eligible for review and selection. Proposals will be evaluated in two distinct areas:

1. Service proposal and bidder's implementation capability.
2. Fiscal proposal and bidder's fiscal management capability.

### **Proposal Selection Methodology:**

1. EHSD Contracts and Grants Unit staff will review each proposal's adherence to RFP specifications, including:
  - Proposal Cover Statement
  - Proposal Narrative
  - Agency Information (including required attachments)
  - Budget forms
  - Other fiscal information (including required attachments)

Minor irregularities in submissions may be waived. All proposals deemed responsive will be referred to the FPSP RFP Review Committee and to EHSD fiscal staff.

2. The PSSF RFP Review Committee will review all proposals and evaluate and score all service and budget elements per the attached Rating Sheet.
3. Proposal selection will be guided by community-specific goals.
4. The Employment and Human Services Department and the FPSP RFP Review Committee may make on-site visits and use other information available to it before making final recommendations.

## RATING SHEET

Program elements will be weighted as follows with a maximum score of 100:

### Program Elements and Possible Score

I.	Proposal Cover Statement - required but not weighted	
II.1.	Agency Overview/Components	0 - 5
II.2.	Program Proposal	
	1. Program design/methodology (15 pts.)	
	2. Program evaluation/outcomes (15 pts.)	
	3. Collaboration with other organizations/Coordination (10 pts.)	
	4. Ability to raise matching funds (5 pts.)	0 - 45
II.3.	Program Implementation and Oversight	
	1. Action-steps and timeline for implementation, including primary roles and responsibilities, as well as a target date by which the program will be operational (3pts.)	
	2. Program staffing (FT equivalencies, responsibilities, experience) and management (2pts.)	
	3. Use of local resources, inclusion of local residents in program planning, implementation and evaluation (10pts)	0 - 15
II.4	Cultural sensitivity of program and relevance of services to diverse client populations, including delivery of services in the clients' primary language	0 - 5
II.5	Bidder's Experience Bidder's current or past experience and demonstrated ability of applicant to deliver services to the targeted communities as specified	0 - 10
III.1	Fiscal Management Information	0 - 10
III.2	Program Budget/Narrative Program budget detailing the cost for program administration, salaries, benefits and operation	<u>0 - 10</u>

**Total 100 pts.**

## **MONITORING AND EVALUATION OF CONTRACTS**

EHSD will actively monitor services provided through these contracts.

At a minimum, contractors will be expected to:

1. Complete any required State data collection forms as supplied by the Employment and Human Services Department.
2. Complete program monitoring forms supplied by EHSD.
3. Maintain adequate records of service provision to document compliance with service plan.
4. Cooperate with the collection of other fiscal/administrative/service data as requested by EHSD.

EHSD will:

1. Monitor subcontracts written by and entered into by the contractor;
2. Provide information to contractors concerning additional State or County data requirements not provided herein; and
3. Provide technical assistance to contractors, as requested, to help meet project goals.

## COUNTY CONTRACT REQUIREMENTS

Upon acceptance of a proposal and award of a contract by the Board of Supervisors, the successful bidder will enter into a standard County contract that specifies:

1. Parties to the Contract
2. Effective Dates
3. Legal Authority
4. Signatories to the Contract
5. Service Specifications and Provisions for Reporting, Monitoring, and Evaluation
6. Fiscal Provisions
  - a. Method of payment to contractor. Either a fee-for-services contract or a cost reimbursement contract may be negotiated with bidder at County's option.
  - b. Program budget segregated into personnel and operating costs, indirect costs and revenue (if any) to allow determination of reasonableness and allocability of line items.
  - c. Provisions for audit.
7. General Conditions

Contractors must comply with standard County Contract General Conditions, which will be available at the bidder's conference.
8. Special Conditions, as required. Contractors may have to satisfy additional insurance requirements prior to contract effective date. No contractor will be reimbursed for service until insurance requirements are met.

## REQUIRED ATTACHMENTS & RESPONDENT CHECKLIST

Each respondent must submit a proposal in the following order with documents as described (unless otherwise noted). Duplicate enclosed forms as necessary.

- A. Proposal Cover Statement (Form #1)** attached as cover to each proposal
- B. Table of Contents**
- C. Program Description**
- D. Proposal Narrative**
- E. Program Budget**
- F. Fiscal Management Information Narrative**
- G. List of Agency Board of Directors (Form #2)**
- H. Agency Organizational Chart** indicating how proposed project relates with other agency projects and programs.
- I. Job Descriptions and Resumes** of Executive Director and key program staff
- J. Bidder's Statement of Qualifications (Form #3)**, completed and signed by Agency Executive Director and President of Agency Board of Directors. (Form #3 with original signatures must accompany original proposal.)
- K. Bidder's Contracts and Grants (Form #4)**, completed and signed by the Agency Executive Director and the President of the Board of Directors. (Form #4 with original signatures must accompany original proposal.)
- L. Fiscal Attachments**
  - a. 1 copy of bidder's IRS 501(c)(3) determination letter attached to original proposal copy.
  - b. 1 copy of bidder's manual of fiscal procedures and policies, if available, attached to original proposal copy.
  - c. 1 copy of bidder's last audited financial statement attached to original proposal copy.
  - d. 4 copies of current Agency Operating Budget with revenues and expenses indicated.
- M. Agency Brochure** (as available)
- N. Other Relevant Attachments**

**Bidder's Conference RSVP Form**

To: Contra Costa County  
Employment and Human Services Department  
Contracts Administrator: Attention: RFP #  
40 Douglas Drive  
Martinez, California 94553

RE: Attendance of Bidder's Conference for RFP #

I/we plan to attend the Bidder's Conference in Pleasant Hill  
on June 17, 2014 from 11:00 a.m. to 12:45 p.m.

---

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

I / we will be bringing (#)\_\_\_\_\_ of people.

I / we are most interested in learning about (check all that apply):

- \_\_\_\_ More details regarding FPSP
- \_\_\_\_ Budget Preparation
- \_\_\_\_ Evaluation
- \_\_\_\_ Designated Funding Areas
- \_\_\_\_ Other \_\_\_\_\_

Please return completed form to the above address by 5:00 pm, Friday, June 16, 2014 or  
fax it to the EHSD Contracts Unit at (925) 313-1758.

**Forms 1-4 (to be completed by all bidders)**

**FORM #1**

**PROPOSAL COVER STATEMENT - FPSP**

**RFP NO. 1140**

Applicant Organization \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_ Year Organization Founded \_\_\_\_\_

Contact Person & Title \_\_\_\_\_

501(c)3  yes      Exemption Expiration Date \_\_\_\_\_  
 no      Other (explain): \_\_\_\_\_

Federal Employer Number:  
List Collaborative Partners, if applicable:

Title of Proposal \_\_\_\_\_

Agency Prior Year Net Operating Budget \$ \_\_\_\_\_ Total Program Budget \$ \_\_\_\_\_

Program Funds Requested From FPSP \$ \_\_\_\_\_

Total Number of Clients to be Served \_\_\_\_\_

Ethnicity of Client Population(s) \_\_\_\_\_

Proposed Geographic Service Area \_\_\_\_\_

We submit the attached proposal and attachments in response to Contra Costa County's Request for Proposals #1085 dated March 3, 2006, and declare that:

*If the Board of Supervisors of Contra Costa County accepts this proposal, we will enter into a standard contract with Contra Costa County to provide all work specified herein as proposed or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used for other programs operated by the bidder/contractor unless stipulated within the proposal and accepted by the County.*

**Authorized representatives: (two signatures required)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Executive Director

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

This form must accompany the proposal package when submitted. Only one copy with original signatures is required.

**CURRENT BOARD OF DIRECTORS**

1. Number of Board members required by agency's bylaws: \_\_\_\_\_
2. Number of members on current Board: \_\_\_\_\_
3. When and how often does the Board meet: \_\_\_\_\_
4. List current Board members below (or attach Board List in this format):

<u>Name of Member</u>	<u>City of Residence</u>	<u>Occupation/Affiliation</u>	<u>Board Position</u>
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5. Describe key roles and responsibilities of the Board: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**BIDDER'S STATEMENT OF QUALIFICATIONS**

1. List any licenses or certifications held by the agency, with expiration dates.
2. a) Who administers your agency's fiscal system?  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Title: \_\_\_\_\_  
Work Schedule: \_\_\_\_\_  
  
b) What CPA firm prepares the agency's annual audit?  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address \_\_\_\_\_
3. Number of years bidder operated under the present business name. List related prior business names, if any, and timeframe for each.
4. Number of years bidder has provided the services described in this proposal or related services.
5. Has bidder failed or refused to complete any contract? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, briefly explain.
6. Is there any past, present or pending litigation in connection with contracts for services involving the bidder or any principal officer of the agency? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, briefly explain.
7. Does bidder have a controlling interest in any other firm(s)? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Does bidder have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, specify below.
9. Supply names, addresses and phone numbers of two references, one each in the areas of financial/administrative management and social service delivery to substantiate experience and qualifications.

**FORM #3, Continued**

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's qualifications to perform proposed services.

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Name and Title  
(Executive Director or Board President)

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Date

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Name and Title  
(Executive Director or Board President)

---

Date

**Note: When more than one agency will collaborate in providing services(s), each agency involved must complete this form.**

**CONTRACTS AND GRANTS**

1. List current contracts and subcontracts including government contracts and/or grants:

<u>Contact Name/Phone # of Contractor/Grantor</u>	<u>Services Provided Under Contract</u>	<u>Contract Dates</u>
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2. List key contracts/grants completed in the last five years, including government contracts/grants:

3. Bidder agrees to allow County to contact contractors for information relative to bidder's performance. **Sign below.**

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Name and Title (Executive Director or Board President)	Date
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Name and Title (Executive Director or Board President)	Date
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**Note: When more than one agency will collaborate in providing services(s), each agency involved must complete this form.**

REQUEST FOR PROPOSAL # 1140  
GENERAL CONDITIONS

1. **Compliance with Law.** Contractor shall be subject to and comply with all applicable federal, state and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment and purchasing practices; and wages, hours and conditions of employment, including nondiscrimination.
  
2. **Inspection.** Contractor's performance, place of business and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
  
3. **Records.** Contractor shall keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
  - a. **Retention of Records.** Contractor shall retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this contract's funding period. Upon request, Contractor shall make these records available to authorized representatives of the County, the State of California, and the United States Government.
  
  - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated there under, Contractor shall, upon written request and until the expiration of four years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract shall contain a clause to the effect that upon written request and until the expiration of four years after the furnishing of services pursuant to such subcontract, the subcontractor shall make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books,

documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges there under.

This special condition is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor shall include in all documents or written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section shall apply only if the payment limit under this Contract exceeds \$5,000.

5. **Termination and Cancellation.**

a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.

b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance shall be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.

c. **Cessation of Funding.** Notwithstanding Paragraph 5.a. above, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be developed and set forth in a written Informal Agreement between Contractor and County. Informal

Agreements shall be designated as such and shall not be amendments to this Contract except to the extent that they further detail or clarify that which is already required hereunder. Informal Agreements may not enlarge in any manner the scope of this Contract, including any sums of money to be paid Contractor as provided herein. Informal Agreements may be approved and signed by the head of the county department for which this Contract is made or its designee.

8. **Modifications and Amendments.**

a. **General Amendments.** This Contract may be modified or amended by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.

b. **Administrative Amendments.** Subject to the Payment Limit, the Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not materially change the Payment Provisions or the Service Plan.

9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.

10. **Choice of Law and Personal Jurisdiction.**

a. This Contract is made in Contra Costa County and shall be governed and construed in accordance with the laws of the State of California.

b. Any action relating to this Contract shall be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract shall be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General

Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefore, or any combination of these acts, shall not relieve Contractor's obligation to fulfill this Contract as prescribed; nor shall the County be thereby estopped from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

14. **Independent Contractor Status.** This Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture or association.

15. **Conflicts of Interest.** Contractor, its officers, partners, associates, agents, and employees, shall not make, participate in making, or in any way attempt to use the position afforded them by this Contract to influence any governmental decision in which they know or have reason to know they have a financial interest under California Government Code Sections 87100, et seq., or otherwise.

16. **Confidentiality.** Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that:

a. All applications and records concerning any individual made or kept by Contractor or any public officer or agency in connection with the administration of or relating to services provided under this Contract will be confidential, and will not be open to examination for any purpose not directly connected with the administration of such service.

b. No person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such

information other than as authorized by law may be guilty of a misdemeanor.

17. **Nondiscriminatory Services**. Contractor agrees that all goods and services under this Contract shall be available to all qualified persons regardless of age, sex, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none shall be used, in whole or in part, for religious worship or instruction.

18. **Indemnification**. Contractor shall defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, costs and liability for any damages, sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the operations or services of Contractor or its agents, servants, employees or subcontractors hereunder, save and except claims or litigation arising through the sole negligence or sole willful misconduct of County or its officers or employees. Contractor will reimburse County for any expenditures, including reasonable attorneys' fees, County may make by reason of the matters that are the subject of this indemnification, and, if requested by County, will defend any claims or litigation to which this indemnification provision applies at the sole cost and expense of Contractor.

19. **Insurance**. During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:

a. **Liability Insurance**. For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor shall provide comprehensive liability insurance, including coverage for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance shall be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this agreement. Said policies shall constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) shall not be required to contribute to any loss covered under Contractor's insurance policy or policies. For all contracts where the total payment limit is above \$500,000, the aforementioned insurance coverage to be provided by Contractor shall have a minimum combined single limit coverage of \$1,000,000, and Contractor shall be required to provide County with a copy of the endorsement making the County an additional insured on all general liability, worker's compensation, and, if applicable, all professional liability insurance policies as required herein no later than the effective date of this Contract.

b. **Workers' Compensation.** Contractor shall provide workers' compensation insurance coverage for its employees.

c. **Certificate of Insurance.** The Contractor shall provide the County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If the Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor shall provide (a) current certificate(s) of insurance.

d. **Additional Insurance Provisions.** The insurance policies provided by Contractor shall include a provision for thirty (30) days written notice to County before cancellation or material change of the above specified coverage.

20. **Notices.** All notices provided for by this Contract shall be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County shall be addressed to the head of the county department for which this Contract is made. Notices to Contractor shall be addressed to the Contractor's address designated herein. The effective date of notice shall be the date of deposit in the mails or of other delivery, except that the effective date of notice to County shall be the date of receipt by the head of the county department for which this Contract is made.

21. **Primacy of General Conditions.** Except for Special Conditions which expressly supersede General Conditions, the Special Conditions (if any) and Service Plan do not limit any term of the General Conditions.

22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.

23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest.

Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.

24. **No Third-Party Beneficiaries**. Notwithstanding mutual recognition that services under this Contract may provide some aid or assistance to members of the County's population, it is not the intention of either County or Contractor that such individuals occupy the position of intended third-party beneficiaries of the obligations assumed by either party to this Contract.

25. **Copyrights and Rights in Data**. Contractor shall not publish or transfer any materials produced or resulting from activities supported by this agreement without the express written consent of the County Administrator. If any material is subject to copyright, County reserves the right to copyright, and Contractor agrees not to copyright, such material. If the material is copyrighted, County reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such materials, in whole or in part, and to authorize others to do so.

26. **Endorsements**. Contractor shall not in its capacity as a contractor with Contra Costa County publicly endorse or oppose the use of any particular brand name or commercial product without the prior approval of the Board of Supervisors. In its County contractor capacity, Contractor shall not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior approval of the Board of Supervisors. In its County contractor capacity, Contractor shall not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.

27. **Required Audit**. (A) If Contractor is funded by \$500,000 or more in federal grant funds in any fiscal year ending after December 31, 2003 from any source, Contractor shall provide to County at Contractor's expense an audit conforming to the requirements set forth in the most current version of Office of Management and Budget Circular A-133. (B) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year ending after December 31, 2003 from any source, but such grant imposes specific audit requirements; Contractor shall provide to County an audit conforming to those requirements. (C) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year ending after December 31, 2003 from any source,

Contractor is exempt from federal audit requirements for that year, however, Contractor's records must be available for and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office (GAO), the pass-through entity and/or the County. If any such audit is required, Contractor shall provide County with such audit. With respect to the audits specified in (A), (B) and (C) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is larger, or the final payment, from Contractor until County receives the audit from Contractor.

28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and perform the obligations herein.