



Contra Costa County

REQUEST FOR PROPOSALS (RFP) 1135 Promoting Safe and Stable Families Services

The Contra Costa County Employment and Human Services Department (EHSD) is pleased to announce availability of funds for the Promoting Safe and Stable Families (PSSF) services.

This RFP is a process by which the County solicits proposals of qualified bidders that may be selected to enter into a contract with the County.

Please read this entire packet carefully.

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

July 11, 2014

1:00 p.m. to 3:00 p.m.

Employment and Human Services
40 Douglas Drive
Martinez, 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 25, 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

Promoting Safe and Stable Families (PSSF) Services

The Contra Costa County Employment and Human Services Department (EHSD) announces the issuance of Request for Proposal (RFP) #1135 making available up to \$488,000 for community-based and/or faith-based organizations to provide Promoting Safe and Stable Families (PSSF) services in Contra Costa County. The purpose of PSSF services is to prevent the unnecessary separation of children from their families, improve the quality of care and services to children and their families, and to ensure permanency for children by reuniting them with their parents, by adoption, or by another permanent living arrangement. A **mandatory bidder's conference** is scheduled for July 11, 2014 at 1:00 p.m. at 40 Douglas Drive, Martinez, CA 94553. Proposals are due by 5:00 p.m., July 25, 2014. Additional information and RFP copy is available at website: <http://www.co.contra-costa.ca.us/EHSD>.



RFP TIMELINE

1. RFP announced: June 20, 2014.
2. Mandatory Bidders' Conference
1:00 p.m., Monday, July 11, 2014
40 Douglas Dr, Room 101
Martinez, CA 94553
3. Proposal submission deadline: 5:00 p.m., July 25, 2014
(Completed Proposals) Employment and Human Services Department
Contracts and Grants Unit
40 Douglas Drive, Martinez, CA 94553

No proposal will be accepted after this date and time. Postmarked, facsimiled and e-mail submissions will not be accepted.

4. Review and rating process from July 28, 2014 through August 14, 2014.
5. Written notification of RFP award recommendation(s) sent to respondents by August 15, 2015
6. Appeal period, August 28, 2014 through September 5, 2014
Deadline to submit appeal letters: 5:00 PM, September 5, 2014.
7. Board of Supervisors approval and authorization to award contracts is tentatively scheduled for an October 2014, Board of Supervisors agenda.



REQUEST FOR PROPOSAL # 1135

PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES

*Employment & Human Services Department,
Children & Family Services
Core Values & Goals*



CHILDREN & FAMILY SERVICES MISSION AND CORE VALUES

The mission of Children & Family Services (CFS) is to protect children from abuse and neglect and to promote the well-being of children and their families. When children cannot be cared for by their families due to safety issues, they are placed with other families that are willing to make a lifelong commitment to them. CFS believes that it is crucial to build an integrated system of community-based supports and services that build on and increase the strength and stability of families and enhances family functioning to prevent child abuse and neglect.

CFS believes in the following core values:

- Children should be raised by family.
- All people should be treated with respect
- Cultural diversity should be respected.

Children & Family Services (CFS) is committed to building a stronger family-centered, results-driven child welfare system which prevents child abuse and neglect, protects children from further abuse and promotes permanency for children in safe, stable and lifelong family settings.

CHILDREN & FAMILY SERVICES' CHILD WELFARE GOALS

The following goals reflect the desired results for Contra Costa County's families, children, and communities.

Goal: Safety

- Outcomes:
- Children are, first and foremost, protected from abuse and neglect.
 - Children are safely maintained in their homes whenever possible and appropriate.

Goal: Permanency

- Outcomes:
- Children have permanency and stability in their living situations.
 - The continuity of family relationships is preserved for children.

Goal: Well-Being

- Outcomes:
- Families have enhanced capacity to provide for their children's needs.
 - Children receive adequate services to meet their physical and mental health needs.
 - Children receive appropriate services to meet their educational needs.



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES

Project Description



PROMOTING SAFE AND STABLE FAMILIES SERVICES

I. Introduction

Contra Costa County Employment & Human Services, Children & Family Services (CFS) is issuing this Request For Proposals (RFP) to fund community-based Family Support, Family Preservation, Time-Limited Family Reunification and Adoption Promotion and Post-Permanency support services to families.

Private, not-for-profit organizations, public agencies, and not-for-profit institutions of education, with programs that serve the needs of at-risk children and families, and have demonstrated effectiveness in providing child abuse prevention services and working within collaborative efforts, are invited to submit proposals for the purpose of providing PSSF services in Contra Costa County.

II. Background

The Promoting Safe and Stable Families Program (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. The purpose of PSSF is to promote strong, safe, stable, and enriched families and neighborhoods through community-based, culturally competent social services. PSSF services will be available to Contra Costa County residents through the efforts of existing community based organizations that are capable of providing these important community services.

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 arrangement.

The Omnibus Budget Reconciliation Act of 1993 established the Family Preservation and Support Services Program, geared toward community-based family preservation and support under Title IV-B of the Social Security Act and according to the United States Code, Title 42, Chapter 7, Subchapter IV, Part B, subpart 2, commencing with section 639a. In 1997, the program was reauthorized under the Adoption and Safe Families Act (Public Law 105-89), and renamed the Promoting Safe and Stable Families Program (PSSF) with two additional services put in place: time-limited reunification, and supportive adoption services. The PSSF Amendment of 2001 (H.R. 2873) (Public Law 107-133) extended the program through 2006. The PSSF Program was reauthorized through federal fiscal year 2011 by the Family Services Improvement Act of 2006 (Public Law 109-288). More recently, the Children and Family Services Improvement and Innovation Act (P.L. 112-34) authorized the PSSF Program through fiscal year 2016.



III. Funding

Up to \$488,000.00 has been allocated to fund the provision of PSSF community based services countywide, and the contract period is from October 1, 2014 through June 30, 2015. The Contra Costa Employment and Human Services Department (EHSD) will administer these funds. At least 20% of each award must be spent on Family Preservation activities, 20% must be spent on Family Support activities, 20% must be spent on Adoption Promotion, and 20% must be spend on Time-Limited Family Reunification activities, with the remaining 20% to be allocated to either activity, as decided by the community.

The contract resulting from this RFP will potentially be renewable for FY 2015/2016 at the discretion EHSD.

IV. Purpose and Services

PSSF funding is used to support services to strengthen parental relationships and promote healthy marriages, to improve parenting skills and increase relationship skills within the family to prevent child abuse and neglect, while also promoting timely family reunification when children must be separated from their parents for their own safety. Funds may also be used to remove barriers which impede the process of adoption when children cannot be safely reunited with their families and to address the unique issues adoptive families and children may face.

PSSF funds must be expended with a minimum of twenty (20) percent designated under each of four service components. The four components are:

A. Family Preservation Services

Family Preservation Services are community-based services for children and families (including adoptive and extended families) in crisis and/or in jeopardy of entering the Child Welfare System. Family preservation activities assist these families and help to avoid the need for intervention by the Child Welfare System. Family Preservation Service activities include but are not limited to:

- Services 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 child development, family budgeting, coping with stress, health and nutrition
- Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to state law (i.e. Safely Surrendered Babies).

Target Populations:

- At risk families.
- Families referred by CFS who are in crisis or at risk of having a child removed



- from their home due to abuse or neglect.
- Families with an open CFS case or on-going CFS involvement.

B. Community-Based Family Support Services

Family Support Services are primarily community-based preventative services designed to alleviate stress and promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children; enable families to use other resources and opportunities available in the community; and create supportive networks to enhance child-rearing abilities of parents and help compensate for increased social isolation and vulnerability of families. Family Support Service activities include but are not limited to:

- Services that strengthen and stabilize families *-including foster, adoptive, and extended families*
- Services that increase a parents' confidence and competence in their parental capacity
- Services that afford children a safe, stable, and supportive family environment
- Services that strengthen parental relationships, promote healthy marriages, and otherwise to enhance child development
- Parenting education – *home-or center-based including behavior management and effective discipline*
- After school supervision and enrichment activities
- Facilitated parent or child peer support groups
- Stress/anger management classes
- Life skills classes designed to improve basic personal and household management
- Case management
- Information and referral – *including service coordination*
- Counseling and family therapy
- Respite care for parents and caregivers.

Target Populations:

- Families with no current CFS involvement to reduce the risk of child maltreatment
- Children and families referred by CFS to prevent CFS intervention

C. Time Limited Family Reunification Services

Time Limited Family Reunification Services include activities provided to families where children have been removed from the home, and are designed to facilitate a safe reunification of those children with their families within 15 months from the date the child entered foster care. Time-limited reunification services are time-limited, intensive support services provided to a child with a plan of safe, appropriate, and timely reunification and to the parents or primary caregiver of the child. These services may be provided to families while the child is in foster care to facilitate



reunification and after the child returns from foster care to sustain permanency. Time Limited Family Reunification Services include but are not limited to:

- Individual, group and family counseling
- Inpatient, residential, or outpatient substance abuse treatment services
- Mental health services
- Assistance to address domestic violence
- Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries
- Post-reunification follow-up
- Information and referral
- Parent and child enrichment activities
- Peer mentoring
- Parent education
- Case management
- Supervised family visitation
- Transportation to or from any of the services and activities described above.

Target Populations:

- Families with an open placement case and a concurrent plan for family reunification or to sustain connections until permanency
- Siblings who have been placed in separate foster home

D. Adoption Promotion and Post Permanency Support

Adoption Promotion and Post Permanency Support services are designed to promote and assist children and families prior to, and after adoptive placement in to support lifetime commitments. Services may be delivered to both birth, foster and adoptive families and are designed to help facilitate and expedite the adoption process, support birth/foster/adoptive families throughout the adoption process and provide post-adoptive support services to help prevent disruption. Services should be provided by professionals experienced in dealing with children and families with child welfare-related experiences. Services are designed to promote permanency for children in foster care through adoption and/or guardianship and to address issues related to separation and adjustment which may impair family functioning. Post-permanency services are geared toward normalizing the adoption experience, helping adoptive parents increase parent-child attachment and decrease family isolation by creating opportunities to connect with others in similar circumstances. Adoption Promotion and Post Permanency Support Services include but are not limited to:

- Counseling services to assist families pre-, during, and post-adoptive placement
- Behavior management, in-home
- Stress management



- Crisis intervention
- Peer support for adoptive parents, children and/or teens
- Respite care

Target Populations:

- Birth parent(s)
- Foster/adoptive children and youth
- Foster families
- Pre-adoptive and adoptive families
- Relative caregivers

E. Transition and Emancipation Support Services

Transition and Emancipation Support Services are designed to help foster youth ages 16-24 years of age prepare for legal emancipation from the foster care system and to equip them with the life skills, educational and career planning supports necessary to support successful transition to independent adult living. Services are designed to provide opportunities for youth to develop the skills necessary for independent living and the establishment of meaningful adult connections to help navigate the transition to adulthood. Transition and Emancipation Support Services include but are not limited to:

- Educational and employment preparation services and supports
- Services coordination/case management working in consultation with CFS Independent Living Coordinator
- Recreational and enrichment activities
- Mentoring
- Life skills training
- Facilitated peer support

Target Populations:

- Youth ages 16-24 preparing for emancipation from foster care

V. General

PSSF resources should create an infrastructure of ongoing, community-based support and services, as well as develop and strengthen programs within the community. Furthermore, PSSF resources must embody a family-centered approach to family engagement and service delivery to help children and families achieve safe, stable and healthy lives. Family-centered practice is a way of working with families, both formal and informally, to enhance the capacity to care for and protect children. It focuses on the needs and welfare of children within the context of their families and the community.

Proposals must demonstrate a family-centered practice approach that includes:

- Culturally responsive services to diverse populations
- Staff and families working together in relationships based on equality and respect



- Engaging parents as partners in program design, service delivery and evaluation as a means of continuous quality assurance
- Addressing the family as a whole, identifying and building on strengths
- Providing flexible, responsive, accessible and least-intrusive services and service delivery
- Demonstrating improved results for families and children

In addition to the specific service priorities listed above, program proposals should emphasize the organization's capacity to provide the following:

- Services that are coordinated with programs funded through Child Welfare Redesign
- Community-based services that involve local community organizations and residents in their design, delivery and evaluation
- Collaborative, multi-agency service provision. Co-located agencies, with services made more effective through collaboration, are preferred
- Strength-based, family focused services that enhance individual and community growth, and development and work to directly reduce violence in the community
- Activities that complement and strengthen existing services
- Easily accessible services, delivered in the home or community-based settings, convenient to parents' schedules
- Services readily available to families and children in the community, which are affordable, accessible through public transportation, and are offered at hours and times during which the families can utilize them
- Meaningful evaluation components that incorporate specific, measurable outcomes
- Ability to raise matching funds of 10%
- Services designed to promote and enhance safety for children and families that directly reduce violence in the community

VI. Contract Monitoring and Evaluation

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.



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES
RFP Requirements and Instructions for Bidders



RFP REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS

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

- I. 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 25, 2014 at 5:00 PM**. Each submission must be marked on the outside with the Agency's name and RFP No. 1135. Any proposal received after the deadline will be rejected. Postmarks and faxed submissions are not acceptable.
- II. A copy of a recent audit (within 12 months) or audited financial statement must be attached to the original copy of the proposal. The original proposal will be forwarded to the EHSD Fiscal Department for review, evaluation, and scoring. The proposal must receive a score of 70% to be eligible for submission to the review committee.
- III. 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.
- IV. A proposal may be withdrawn in person by a bidder's authorized representative prior to **12 p.m. July 25, 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.
- VI. A mandatory conference for prospective bidders will be held on July 11, 2014 at from 1:00 PM to 3:00 PM, at the Employment and Human Services Department, 40 Douglas Drive, Martinez, CA 94553, first floor to answer questions about the RFP process. For a proposal to receive consideration by EHSD, bidders must attend this conference.
- VII. 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.

- VIII. 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.
- IX. 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.
- X. 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.
- XI. A review panel consisting of County representatives 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.
- XII. Only bidders submitting a proposal in accordance with RFP No. 1135 may appeal the RFP process. Appeals must be submitted in writing and should be addressed to the Employment and Human Services Department Director and received at 40 Douglas Dr., Martinez, CA 94553 no later than 5:00 p.m. on **September 5, 2014**. Notification of a final decision on the appeal shall be made in writing to the bidder. When submitting an appeal, the appellant must clearly state the action appealed, the harm to the appellant, and the action sought.
- XIII. 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.
- XIV. 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.
- XV. Selected contractor(s) will be responsible for all services offered in their proposal,



whether or not contractor(s) perform them directly or through subcontractors in multiple agency collaboration.

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



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES
Application Instructions and Proposal Outline



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 25 pages excluding cover sheet, 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 1-8 (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, **in blue ink**, 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 using attachment A as your guide.

SECTION II - PROGRAM NARRATIVE

II.1 Agency Overview (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. Describe the agency's resources, experience and capabilities as they relate to the scope of services described hereinabove
 3. Target population(s) served: number of clients, demographic and geographic information, and types of services provided.
 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 PSSF services

II.2 Program Proposal (15 pages or fewer)

- A. Describe each program for which PSSF funds are requested. For each program, 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 PSSF?
 - 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.
- 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.*

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.

4. Please include memorandums of support.
5. Show how you will:
 - Build community
 - Use existing community resources
 - Complement and strengthen existing resources
6. Matching Funds
Indicate plans by your agency or collaborative agencies to raise matching or in-kind funds of 10%

II.3 Program Implementation and Oversight (4 pages or fewer)

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 identified 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 Narrative (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 (1-4 pages)

- 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, and



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.



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES
Proposal Review and Selection



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:

- A. Service proposal and bidder's implementation capability.
- B. Fiscal proposal and bidder's fiscal management capability.

Proposal Selection Methodology:

- A. Only those proposals from respondents who attended the Mandatory Bidder's Conference will be forwarded for review
- B. 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)
1. All proposals deemed responsive will be referred to EHSD fiscal staff and to the RFP Review Panel.
2. The Review Panel may be comprised of Employment and Human Services Department staff, community-based organizations staff, private for-profit corporation staff and/or public sector representatives. Members of the Review Panel will be required to sign an impartiality statement.
- C. EHSD Fiscal staff and the Review Panel will review all qualified proposals and evaluate and score all service elements utilizing the evaluation criteria outlined on page 30.
 1. EHSD will make recommendations for contract awards to the Board of Supervisors based on a combined average scoring.



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES
Evaluation Process/Rating Sheet



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.	<u>Program Proposal</u>	
	1. Program design/methodology (15 pts.)	
	2. Program evaluation/outcomes (15 pts.)	
	3. Collaboration with other organizations/Coordination (10 pts.)	0-40
II.3.	<u>Program Implementation and Oversight</u>	
	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	<u>Cultural Sensitivity</u> Cultural sensitivity of program and relevance of services to diverse client populations, including delivery of services in the clients' primary language.	0 -10
II.5	<u>Bidder's Experience</u> 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	<u>Program Budget/Narrative</u> Program budget detailing the cost for program administration, salaries, benefits and operation. Budget includes required 10% matching or in-kind funds.	<u>0 - 10</u>
	Total	100 pts.



**REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE AND STABLE FAMILIES (PSSF) SERVICES**

County Contract Requirements



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
 1. Signatories to the Contract
 2. Service Specifications and Provisions for Reporting, Monitoring, and Evaluation
 3. Compliance with the California Department of Social Services (CDDS) requirements including but not limited to:
 - a. Funds received will supplement, not supplant, other state and local public funds and services.
 - b. Grantees must be in good standing regarding federal eligibility to receive funding. Eligibility will be determined using clearing programs through the Excluded Parties List System (EPLS) at <http://www.epls.gov/>.
 - c. Agencies must provide a 10 percent cash or in-kind match. The match can not be state or federal funds.
7. 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.



8. General Conditions
Contractors must comply with standard County Contract General Conditions, which will be available at the bidder's conference.

9. 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.



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES
Bidder's Conference RSVP Form



Bidder's Conference RSVP Form

To: Contra Costa County
Employment and Human Services Department
Contracts Administrator: Attention: RFP #1135
40 Douglas Drive
Martinez, California 94553

RE: Attendance of Bidder's Conference for RFP #1135.

I/we plan to attend the Bidder's Conference in Martinez on July 11, 2014 from 1:00 p.m. to 3:00 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 PSSF

____ Budget Preparation

____ Evaluation

____ Designated Funding Areas

____ Other _____

Please return completed form to the above address by 5:00 pm, July 8, 2014, or fax it to the EHSD Contracts Unit at (925) 313-1758.



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES

Attachment A

Required Attachments and Respondent Checklist



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**



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES

Attachment B
General Conditions



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 thereunder, 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 thereunder.

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.



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES
FORM 1
Proposal Cover Statement



FORM 1
PROPOSAL COVER STATEMENT
PROMOTING SAFE & STABLE FAMILIES PROGRAM (PSSF)

Applicant
Organization _____
Business
Address _____

Phone _____ email: _____ Year Organization
Founded _____
Contact Person & Title _____
501(c)3 ___ yes Exemption Expiration Date
 ___ no Other (explain): _____
Federal Employer Number:
List Collaborative Partners, if applicable:

We submit the attached proposal and attachments in response to Contra Costa County's Request for Proposals # 1135 dated June 20, 2014, 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.



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES

FORM 2

Current Board of Directors



Form 2
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:



REQUEST FOR PROPOSAL # 1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES

FORM 3

Bidder's Statement of Qualifications



FORM #3

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 maintains or reviews the agency's financial records and annual audit, if applicable?

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.



FORM #3, CONTINUED

7. Does bidder have a controlling interest in any other firm(s)? Yes No
If yes, please list below.
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.

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.

Name and Title _____
(Executive Director) Date

Name and Title _____
(Board President) Date

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



REQUEST FOR PROPOSAL #1135
PROMOTING SAFE & STABLE FAMILIES (PSSF) SERVICES
FORM 4
Contracts and Grants



FORM #4
CONTRACTS AND GRANTS

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

<u>Contact Name/Phone #</u> <u>of Contractor/Grantor</u>	<u>Services Provided</u> <u>Under Contract</u>	<u>Contract</u> <u>Dates</u>
---	---	---------------------------------

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)**

Name and Title (Executive Director)	Date

Name and Title (Board President)	Date

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