



**Contra  
Costa  
County**

**REQUEST FOR PROPOSALS (RFP) #1138  
Comprehensive Domestic Violence Support Services**

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The Contra Costa County Employment and Human Services Department (EHSD) is soliciting proposals to implement a countywide comprehensive domestic violence and support program. Domestic violence services are an integral part of the California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare-to-Work (WTW) Program, and are designed to identify and assist CalWORKs recipients and applicants, who are past or present victims of domestic violence, obtain employment and become self-sufficient.

This RFP is issued to solicit proposals from qualified entities to provide a comprehensive, county wide domestic abuse and support program. Please read this entire packet carefully.

**Interested parties are required to attend a  
MANDATORY  
Bidders' Conference  
scheduled for**

**9:00 a.m. July 9, 2014**

**Contra Costa County EHSD  
40 Douglas Drive, Room #101/102  
Martinez, CA 94553**

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

Final proposals due to 40 Douglas Drive in Martinez by

**July 29, 2014**

Late submissions will NOT be accepted

Call the Employment and Human Services Department 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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**REQUEST FOR PROPOSAL #1138**  
**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT SERVICES**  
**Legal Classified Notice**



## LEGAL CLASSIFIED NOTICE

### DOMESTIC VIOLENCE SERVICES

The Contra Costa County Employment and Human Services Department (EHSD) announces the issuance of Request for Proposal (RFP) #1138 to private nonprofit agencies. The amount of \$138,621 is available for seven (7) months, December 1, 2014 through June 30, 2015, of comprehensive countywide domestic violence support services to include technical assistance, assessment, case management and outreach services for EHSD and its clients. Selected bidders will be expected to enter into an twelve (12) month standard purchase of service contract with Contra Costa County, with renewal for two (2) subsequent years, depending on contract performance and funding availability. Attendance at the mandatory bidder's conference scheduled for 9:00 a.m. July 9, 2014. at 40 Douglas Drive, Martinez, CA 94553 is required for a proposal to be considered. Proposals are due July 29, 2014. A copy of the RFP is available on our website, <http://www.cccounty.us/ehsd> or by calling (925) 313-1648.



## RFP TIMELINE

1. RFP announced: June 13, 2014
2. Mandatory Bidders' Conference  
9:00 a.m. July 9, 2014.  
40 Douglas Dr, Rm. #101/102  
Martinez, CA 94553
3. Proposal submission deadline: 5:00 p.m. July 29, 2014  
Employment and Human Services Department  
Contracts and Grants Unit  
40 Douglas Drive, Martinez, CA 94553

***Emailed and faxed proposals will not be accepted. No proposal will be accepted after this date and time.***

5. Review and rating process from July 30, 2014 through August 26, 2014.
6. Written notification of RFP award recommendation(s) sent to respondents August 27, 2014.
8. Appeal period, August 28, 2014 through September 17, 2014  
***Deadline to submit appeal letters: 5:00 p.m. September 17, 2014.***
9. Board of Supervisors approval and authorization to award contracts is tentatively scheduled for an October 2014 Board meeting.



**REQUEST FOR PROPOSAL #1138**  
**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT SERVICES**

**Section I: Background and General Information**



## SECTION I: BACKGROUND AND GENERAL INFORMATION

### A. INTRODUCTION

The EHSD Workforce Services Bureau administers a variety of programs and services for CalWORKs recipients which includes all elements of the Welfare to Work program required by state law: orientation, appraisal, job readiness services, assessment, welfare-to-work plans, work activities (including mental health, substance abuse and domestic violence services), community service and supportive services, such as child care and transportation. The Welfare-to-Work (WTW) Program is a comprehensive Employment and Training Program designed to promote self-sufficiency. CalWORKs recipients are assessed to determine the best course of action, whether it is immediate placement into a job, placement into an education or training program, or both.

The intent of the CalWORKs WTW Program is to provide employment and training to virtually all adult recipients. Unless exempt, all adult recipients are required to participate in at least a minimum average of 20 hours per week in core WTW Program activities. A WTW Plan is developed by EHSD staff and the participant, that specifies the program activities in which a participant shall engage and the services that will be provided to the participant, and structured to include domestic violence services whenever necessary. In cases where WTW program compliance would make it more difficult for victims of abuse to escape domestic violence or be unfairly penalized, a determination of good cause will be made and certain CalWORKs WTW program requirements are waived.

### B. SCOPE OF WORK AND PROGRAM DESIGN

The Contra Costa County Employment and Human Services Department (EHSD), composed of approximately 1,500 staff members in offices throughout Contra Costa County, seeks to implement countywide best-practice domestic violence (DV) services. Services will be provided directly in Central (Pleasant Hill), East (Antioch and Brentwood) and West (Hercules and Richmond) Contra Costa County EHSD offices. EHSD seeks to promote safety and self-sufficiency for families by comprehensively addressing domestic violence issues affecting county residents.

EHSD expects selected bidder(s) to closely coordinate, interface and tailor activities to meet the specialized needs of the Workforce Services (WFS) Bureau and their CalWORKs clients. This requires the capacity to gather statistics and information for program assessment, and ability to serve a diverse client base. Selected bidders will be expected to have the capacity to provide culturally sensitive and language specific DV



services to our non-English and limited English proficient population of Southeast Asian and Spanish Speaking clients, as well the broader population. Bidders will be expected to collaborate with the WFS Bureau and other community-based organizations as part of an overall effort to increase the availability of quality domestic violence services and resources for county residents.

EHSD CalWORKs staff will determine eligibility for all participants enrolled in programs described in this RFP. Participants are referred to individual and group assessment with EHSD staff to determine education, work history, skill level and aptitudes, resulting in a Welfare-to-Work Employment plan to obtain unsubsidized employment. EHSD CalWORKs staff will also provide case management services for eligible participants, including payments for supportive services needed to participate in program activities. Examples of supportive services are child care and transportation. EHSD CalWORKs WFS Bureau staff will be solely responsible for participant referrals to programs under this RFP.

#### C. INDIVIDUALS SERVED

The CalWORKs WTW population consists of approximately 4,634 clients, of which 6% are Spanish speaking and 1% is Southeast Asian speaking. In the past program year, July 2012 through June 2013, approximately 220 clients participated in domestic violence services.

All CalWORKs applicants and recipients must be informed verbally and in writing of the availability of services designed to assist individuals to identify, escape or stop future domestic abuse, as well as deal with the effects of domestic abuse. CalWORKs applicants and recipients are initially screened for a domestic violence service referral by EHSD CalWORKs staff, and encouraged to voluntarily and confidentially disclose abuse at any time during their involvement in the CalWORKs Program. In consultation with WFS Bureau staff, DV contractors will be expected to make recommendations for WTW program participation “J-waivers” based enrollment in domestic violence services.

#### D. FUNDING

EHSD has designated approximately **\$138,621 for 7 months, December 1, 2014 through June 30, 2015** to fund comprehensive DV services. **The contract may be renewed for up to more years, depending on funding availability and contractor performance.** Funding will come from federal, state (e.g. CalWORKs) and County sources that may place varied data collection and reporting requirements on the provision of services.

Agencies may apply for all, or a portion of the funds available, and are encouraged to creatively approach program design, taking into account geographical, logistical, and language considerations. The CalWORKs program, as the major funding source of these



services, will require selected bidders to meet the diverse needs of the welfare-to-work eligible population in compliance with CalWORKs WTW Program requirements and timelines.

The Employment and Human Services Department will fund one or more qualified proposals under this RFP solicitation. All awards are subject to funding availability. Final contract amounts are subject to contract negotiations. State and federal funding levels are uncertain and subject to change. Contracts may be cancelled in accordance with Contra Costa County contract policy.



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**Section II: Domestic Violence Services**



## SECTION II: DOMESTIC VIOLENCE SERVICES

All services should follow best-practice models for domestic violence services.

### A. TECHNICAL ASSISTANCE TO STAFF

1. Provide domestic violence resource information to clients seeking services.
2. Consult with EHSD staff regarding recommendations for WTW program participation waivers, referred to as J-waivers for DV clients.

### B. DIRECT SERVICES TO CLIENTS

1. Act as on site liaison, to provide comprehensive, strength based DV assessment, including safety assessments and CalWORKs waiver eligibility, for EHSD CalWORKs clients and their children on an individual referral basis. It is anticipated that there will be a liaison assigned fulltime to each of the major district offices with some hours spent at our Sand Creek satellite office (Brentwood).
2. Provide intervention services to CalWORKS adults and their children.
3. Coordinate DV workshop presentations and consultations for CalWORKs clients with WFS Bureau staff.
4. Present DV information at district orientations at least four (4) times per week and at semi-monthly job club meetings.
5. Develop a plan and provide follow-up support to clients with active monitoring and reporting of client progress in meeting counseling goals.
6. Engage clients in educational support groups related to the emerging needs of case-managed clients on topics such as self-esteem, DV dynamics, boundaries and limit-setting, assertiveness training, and other relevant topics.
7. Make referrals for WTW clients to substance abuse or mental health treatment, as needed.
8. Provide culturally appropriate services for all participants and population groups.



9. Outreach to develop community awareness.

C. COORDINATION WITH THE WORKFORCE SERVICES BUREAU

1. Evaluate whether waivers and/or linkage to services prove beneficial to participants, through a combination of qualitative and quantitative evaluators, such as indicators of stability whereby the client is able to fully meet program requirements. This may require a Contractor to collect and report data on CalWORKs program participants and others who disclose domestic violence.
2. Offer computerized data collection and tracking of services to provide a basis for cost reimbursement.
3. Systematically document client participation in DV treatment activities.
4. Generate concise written reports upon request.

D. DOMESTIC VIOLENCE PROGRAM OUTCOMES

1. Increase County EHSD staff awareness of DV and its effects on individuals, families and communities through district staff meetings.
2. Increase ability of staff to effectively identify, document, and respond to DV-related cases.
3. Provide countywide DV presentations during semi-monthly WTW Job Club sessions and weekly Orientation sessions.
4. Provide a detailed monthly report on CalWORKs client outcomes, number of referrals, and number of client family consultations.



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**Section III: Proposal Evaluation**



## SECTION III: PROPOSAL EVALUATION

A proposal evaluation system, which includes a point system for rating each proposal, will be used to review all proposals that meet the minimum qualifications. This system will ensure uniformity in evaluating proposals and will identify the rationale for funding recommendations. Each proposal will be evaluated on each criteria identified below.

### A. QUALITY OF DESIGN - 40 POINTS

1. Describes a realistic plan for providing a best practice service delivery model that targets individual growth and development and reflects a thorough understanding of the dynamics of domestic/family violence.
2. Describes the program design and services to be provided.
3. Capacity to serve Limited English Proficient individuals with bilingual/multilingual staff and materials.
4. Demonstrates that participants will have access to services described in the proposal.
5. Describes specific linkages with related agencies, particularly those providing services to outlying areas of the county.
6. Demonstrates effectiveness in successfully providing the services requested in this RFP, or similar services, and past proven performance working effectively with CalWORKs participants or similar populations.
7. Describes culturally appropriate services including accommodation for language and/or cultural differences related to life skills and employment situations.
8. Describes specific plans to complement, strengthen and streamline existing services, thereby making DV services more effective and widely available.
9. Bonus consideration will be given to those bidders for leveraging resources and other additional services to CalWORKs DV clients.



B. FINANCIAL/ORGANIZATIONAL STRENGTHS - 25 POINTS

1. Clearly outlines the organizational structure.
2. Provides all required information, including staff, operational, and other costs in the required budget format.
3. Provides a complete and accurate budget, with appropriate justification demonstrated in the budget detail.
4. Provides a reasonable administrative cost proposal.
5. Demonstrates that the agency has the overall organizational capacity and effectiveness to operate the program.

C. PLANNED PERFORMANCE OUTCOMES - 20 POINTS

1. Describes effective methods to ensure desired outcomes and track participant data.
2. Demonstrates past experience in meeting performance measures and assuring accountability.
3. Describes a plan for collecting customer satisfaction data and making improvements based on that data.
4. Demonstrates past experience in gathering and reporting data in a timely manner.

D. COORDINATION AND LINKAGES - 15 POINTS

1. Establishes coordination with the EHSD Workforce Services Bureau and other community resources within Contra Costa County or nearby counties.
2. Demonstrates the ability and describes a method to link with other public and private resources.

E. MINIMUM QUALIFICATIONS

The Employment and Human Services Department staff will review and score all proposals received for the following minimum qualifications.



1. Recent financial audit or audited financial statement attached to original proposal
2. The proposal was submitted by the closing time and date.
3. The proposal includes all of the required forms and information requested in RFP.
4. The agency meets federal, state, and local CalWORKs WTW guidelines.
5. Attendance at the Bidders' Conference by an agency representative.

Only those proposals meeting the minimum qualifications and receiving a minimum score of 70% on the fiscal review will be forwarded for evaluation and scoring by the review committee.

F. REJECTION OF PROPOSAL/APPEAL PROCESS

Only bidders submitting a proposal in accordance with RFP #1138 may appeal the RFP process. Appeals must be submitted in writing. The appeal request must clearly state the area(s) of contention, how the organization was damaged, and remedies 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. September 17, 2014. Notification of a final decision on the appeal shall be made in writing to the contesting bidder.



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**Section IV: Proposal Submission**



## SECTION IV: PROPOSAL SUBMISSION

- A. All bidders shall submit one original proposal package and four (4) 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 5:00 p.m. July 29, 2014. Each submission must be marked on the outside with the Agency's name and RFP #1138. Any proposals received after the deadline will be rejected. **Postmarks are not acceptable, nor are email or faxed submissions.**
- B. Bidders must include one copy of an audit or audited financial statement attached to the original copy of the proposal packet. Such statement shall be the most recent and complete audit or audited financial statement available for a fiscal period not more than 12 months old at the time of submission. The financial statement must be included in the original proposal packet
- B. Proposals and required attachments shall be submitted as specified and **must be signed, using blue ink,** by officials authorized to bind the bidder to the provisions of the RFP. All cost incurred in the preparation of a proposal will be the responsibility of the bidder and will not be reimbursed by the County.
- C. A proposal may be withdrawn in person by the bidder's authorized representative prior to 12:00 p.m. July 29, 2014. Should a proposal be withdrawn, the Bidder's authorized representative must present a valid driver's license or state issued identification card and sign a receipt attesting to receipt of the withdrawn proposal
- D. A mandatory conference for prospective bidders will be held on July 9, 2014 at 9:00 a.m. at the Employment and Human Services Department, 40 Douglas Drive, Martinez, CA 94553 to answer questions about the RFP process. For a proposal to receive consideration by EHSD, bidders **must attend** this conference.
- E. EHSD may amend this RFP, if needed, to make changes or corrections to specifications or provide additional data. Amendments will be posted on the EHSD website. Once the bidder's conference is held, only those agencies that attended the conference will receive changes or corrections. EHSD may extend the RFP submission date, if necessary, to allow bidders adequate time to consider additional information and submit required data.
- F. The RFP process may be canceled in writing prior to awards if EHSD determines that cancellation is in the best interest of the County.



- G. 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, and will not be returned.
- H. 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.
- I. A review panel of County representatives and community residents will evaluate qualified proposals. 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.



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**Section V: Application Instructions & Proposal Outline**



## SECTION V: APPLICATION INSTRUCTIONS & PROPOSAL OUTLINE

### A. APPLICATION INSTRUCTIONS

1. Responses must be submitted in a complete proposal package containing all required supporting information and documents. All elements identified in Attachment A must be included in the packet.
2. Each bidder must submit **one (1) original proposal and (4) four complete copies, with attachments included.**
3. Bidders must include one copy of an audit or audited financial statement in their original proposal packet. Such statement shall be the most recent and complete audit or audited financial statement available and for a fiscal period not more than 12 months old at the time of submission. The financial statement must be included in the original proposal packet.
4. All narrative materials should be single spaced on 8 ½” x 11” paper with one (1) inch margins. Proposals shall be typed using a 12 point font, single spaced, and one side of page only. Proposal should not exceed 25 pages, **excluding** cover page, table of contents, and attachments (i.e. audit).
5. Attachments A- F (attached to this RFP) are to be fully completed and attached in the order indicated on the Respondent's Checklist, Attachment A.
6. Pages must be stapled together, numbered consecutively with each section identified with the appropriate Roman numeral.
7. All information in the proposal package must be submitted in the form and sequence set forth in Attachment A (this listing shall comprise the Proposal Table of Contents).

### B. PROPOSAL OUTLINE

1. Proposal Cover Statement.

The Proposal Cover Statement (Attachment C) with original signatures, **in blue ink**, of the Board of Director's and Executive Director attached to the original proposal and must precede the narrative. Copies of the form must also serve as the Proposal Cover Statement for the remaining four (4) proposal copies.



2. Table of Contents.
  - a. Include a Table of Contents using Attachment A as a guide.

**C. PROPOSAL NARRATIVE** (not to exceed 8 pages)

1. Please provide information as below. Your responses should be specific, complete, and concise.
  - a. Program Location
    - i. Location of administrative office, including agency name and address.
    - ii. Location where proposed services will take place, including address.
2. Program Design
  - a. Program Name
  - b. Program Design
    - i. Describe in detail the services that you intend to provide and your delivery system. Address each program component as described in Section II of the RFP.
    - ii. Describe the strategies that will be used to assist participants to reach the desired performance outcomes listed in Part Two of the RFP.
    - iii. Describe how culturally appropriate services will be provided.
    - iv. Describe how services will be delivered on a countywide basis.
    - v. Describe strategies and processes you will use to assure that services are culturally sensitive and tailored to EHSD client populations.



3. Staffing

Specify all staff positions to be associated with the program, as proposed. Indicate staff experience with methodologies used. Specify the percent of each position's time that will be devoted to the program and include job descriptions and qualifications (in the RFP Response Package) outlining the functions and responsibilities for each position. Include an organizational chart of the agency.

4. Participant Tracking Systems

- a. Describe the system that you will use to track and document participant activities and report required data elements and outcomes accurately.
- b. Describe how performance will be determined and documented.

5. Agency Background

- a. Agency Experience:
  - i. Describe agency's experience in providing services to the targeted population and include all relevant aspects of your agency's service history that demonstrate capacity to provide the proposed service.
- b. Agency Management:
  - i. Give a general description of fiscal capabilities and organizational structure including a brief description of the accounting system. Agencies recommended for funding will be required to provide a signed statement from a certified public accountant attesting to their ability to manage federal funds.
- c. Fiscal and Management Plan:
  - i. Provide specific narrative descriptions of your fiscal management plan. This section is intended to ensure that agencies seeking funds have systems in place to handle the required accounting and paperwork.
  - ii. Financial Reports: Describe internal financial reports and frequency.
  - iii. Accounting System: Briefly describe the accounting system of the agency. Describe the cost allocation methodology used by your



agency to apportion costs to multiple funding sources, include the type and description of accounting records and books of entry. For information on regulations, please refer to Office of Management and Budget (OMB) Circular A-87: Cost Principles and Guidelines.

- iv. Indirect Costs: Provide an approved Indirect Cost Rate in accordance with Federal Office of Management and Budget Circular A-122, Cost Principles for Non-Profit Organizations, for the contract year, when claiming indirect or administrative costs up to 12% of the award.
- v. Fund Distribution: State the percentage of funding provided to the Program by the funds provided in this RFP.
- vi. Leverage of Funds: If this funding will be used to leverage additional funding, name the source of leveraged funds and any match Requirements.
- vii. Program Management: Indicate self-evaluation and internal monitoring system reports and frequency, including the mechanism to take appropriate corrective action.

**D. PROGRAM BUDGET INFORMATION** (not to exceed 8 pages)

- 1. Program Budget
  - a. Complete a line-item budget for the program, showing all costs.
  - b. Indicate how additional services might be implemented if additional funds become available.
- 2. Program Budget Narrative
  - a. Each budget cost item must be detailed in the narrative section and should reflect the basis for the computations.
  - b. Describe budget rationale and calculations. Every item must be completed if applicable. Minimal narrative requirements are described below:
    - i. Administration/Salaries/Benefit - Include supervisors, directors, clerical support staff, and administrative staff with no service delivery responsibility.
    - ii. Program Staff - Include all staff involved in service delivery. Indicate titles, rate of pay, time allotted to program and FTE's.



Indicate experience level of staff.

- iii. Payroll Fringe Benefits – Report estimated costs of benefits, vacations, sick leave and training days on the line-item budget. A narrative should list staff by title, FTEs, pay rate and amount of time allocated. Include this information for each staff title by type (FICA, SUI, FUTA, Workers’ Compensation, leave and health and other insurance), applicable rates or basis.

3. Operations

a. Occupancy:

- i. Describe all applicable factors (e.g. rent/leases) and basis for allocation cost to program.

b. Utilities:

- i. Describe all applicable factors and basis for allocating cost to program.

c. Telephone, Postage, Insurance, Equipment:

- i. List by type, justification of cost and basis for allocating cost to program.

d. Printing/Photocopying:

- i. List costs by type and describe justification of cost and basis for allocating cost to program.

e. Materials:

- i. List by type and describe justification of cost.

f. Travel:

- i. Describe type, justification, and basis of cost. Include service delivery, administration mileage and transportation costs for clients.



**E. AGENCY EXHIBIT PACKET**

1. One copy of an Agency Exhibit Packet will be required. (The Agency Exhibit Packet is not included in the page count) The Agency Exhibit Packet must include:
  - a. **Organizational chart.** The bidder must demonstrate that they have the administrative and fiscal capabilities to manage contracted funds effectively.
  - b. **Job descriptions/qualifications** for each of the proposed job classifications. The proposal must demonstrate that staff has adequate and appropriate background and experience.
  - c. Agency **Personnel Policy**, including agency holiday and vacation policies.
  - d. **Agency audited financial report or financial statement** to verify fiscal integrity. The bidder must submit one copy of their latest completed agency audit report or audited financial statement and the accompanying management letter from their auditor, including any finding(s) and corrective action taken addressing the finding(s).
  - e. **Cost allocation plan.** The bidder must demonstrate their method of dispersing costs across various funding sources and programs.
  - f. **List of current and former Contracts** that demonstrate their ability to perform the services solicited for the target population described herein. Reference information is to include:
    - i. Company/Agency name
    - ii. Contact person (name and title); contact person is to be someone directly involved with the services
    - iii. Complete street address
    - iv. Telephone number
    - v. Type of business
    - vi. Dates of service



- g. EHSD may contact some or all of the references provided. EHSD also reserves the right to contact references other than those provided in the response and to use the information gained from them in the evaluation process.

**F. GENERAL PROPOSAL CONDITIONS**

1. All contract awards are contingent upon appropriate state and federal funding. Actual funding allocations may be reduced, and the agencies selected through this RFP may be required to reduce program expenditures accordingly.
2. EHSD reserves the right to not fund any proposal submitted and may cancel this RFP process at any time.
3. EHSD reserves the right to fund proposals fully or in part if it is in the best interest of the County.
4. If no more than one proposal is received in response to this solicitation, EHSD reserves the right to classify this procurement as a failed competition, and either reissue the RFP or enter into a sole source agreement with the sole respondent.
5. Only actual costs charged solely to this program may be included in the proposal budget summary. This funding covers only cost associated with providing program services.
6. The proposal must contain accurate and complete information as requested in this RFP. EHSD reserves the right to disqualify any proposal that contains inaccurate information.
7. EHSD reserves the right to withdraw a contract-funding award if it is determined that the award was based on false information provided by the bidder. EHSD shall not be liable for any expenses incurred by the bidder in the preparation of the proposal. The proposals shall not include any such expenses as part of the line-item budget.
8. Proposals will be reviewed as initially submitted. Except as requested by EHSD no changes, additions, or re-submissions will be accepted after the initial deadline for submission.
9. All proposals and all materials submitted with proposals will become the property of EHSD and will not be returned. EHSD also reserves the right to solicit additional information from any responding agency after the proposals have been received, including requests of on-site interviews, to reject any and all proposals, and to make an award in the best interest of the County.



10. Proposals will become a matter of public record and subject to the Public Records Act after awards are made.
  
11. Proposals submitted in response to this solicitation are not legally binding documents. A contract for services approved in the proposal and resulting contract negotiations becomes legally binding after both parties have signed the document. EHSD has the right to reject proposals that do not conform to program goals and objectives, and may request redesign after submission. Incomplete proposals will be disqualified.



**REQUEST FOR PROPOSAL #1138**  
**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT SERVICES**  
**Section VI: Contract Requirements**



## SECTION VI: CONTRACT REQUIREMENTS

### A. FISCAL PROVISIONS/AGENCY AUDIT AND SUPPORTING DOCUMENTATION

1. The successful bidder funded to deliver services described in this RFP must comply with the following regulations governing the use of federal and state funds:
  - a. Office of Management and Budget (OMB) Circular A-87: Cost Principles and Guidelines.
  - b. OMB Circular A-133: Audit Requirements.
  - c. State Department of Social Services Manual Section 23-600: Contract Awards and Negotiations.
  - d. OMB Circular A-122: Cost Principles - applicable to their particular organization.

Information regarding OMB Circulars is available on the web at:  
[http:// www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html)

2. If a consortium of agencies is submitting a proposal, the lead agency must be responsible for overseeing and monitoring its partners. The lead agency will be solely responsible for the contract and contract performance.
3. All equipment requests will be evaluated for their necessity and reasonableness in carrying out the program. All equipment requests must explain in detail how the equipment will be used in the performance of services.
4. Budgets submitted in response to the RFP will be negotiated on a line item basis. Line items will be examined for reasonableness and necessity in providing services.
5. Fiscal monitoring will be performed on all contracts for those amounts claimed as costs to the contract.
6. Cost reports shall be fully supported by accounting documentation. Salary and benefit costs allocated to this program shall be supported by detailed time sheets.



The grantee must maintain adequate payroll documentation (detailed time sheets sometimes called "functional time sheets") to support compensation paid to bona fide employees. Reimbursement of salary and benefit costs must be based on actual time spent on the program, not on the program budget or "projected" expenses. Federal funds may only be expended for the purpose of which they were awarded. Compliance with all federal and state accounting regulations (such as OMB A-122 for non-profit entities) is required.

7. An approved Indirect Cost Rate will be provided by the contractor within 30 days of the execution of the contract, in accordance with Federal Office of Management and Budget Circular A-122, Cost Principles for Non-Profit Organizations, for the contract year, when claiming indirect and/or administrative costs under the contract.
8. Food items are not allowable - including employee coffee, treats for participants, open houses and other refreshments. Paper goods such as plates and napkins are also not allowable. In addition, contractor employees can only be reimbursed for travel expenses and meals while traveling outside the boundaries of Contra Costa County.

#### **B. TYPE OF CONTRACT**

Contracts will be cost reimbursable with monthly billing required. Contractor is required to provide detailed line-item budgets on forms provided in Part Seven of this RFP. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that EHSD is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this contract.

#### **C. COMPLIANCE WITH APPLICABLE REGULATIONS**

This RFP has been developed consistent with applicable County, State and Federal statutes, regulations, and published guidelines and policies. In addition, the processing and contracting of this RFP is in compliance with Chapter 23-600 of the California Department of Social Services' Manual for Management and Office Procedures.

#### **D. DISCRIMINATION AND CONFIDENTIALITY**

1. **Discrimination:**
  - a. A Contractor awarded funds under this RFP shall not discriminate against any employee or applicant for employment because of race, sex, age (over 40), religion, national origin, color, ethnicity, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition, or the conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS



Related Complex (ARC). This includes, but is not limited to the following: employment, upgrading or promotion, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or form of compensation, and selection for training, including apprenticeship. The Contractor shall not, in connection with the employment, advancement, or discharge of employees, discriminate against them because of their age, except upon the basis of a bona fide occupational requirement or retirement plan, or statutory regulation.

2. **Confidentiality:**

- a. Contractor shall use any CalWORKs client information provided by EHSD or by the client, only for the purpose of administering Domestic Violence services. The improper use or disclosure of confidential case information for any other purpose is a misdemeanor under California Welfare & Institutions Code Section 10850. Contractor shall inform all of their employees of the requirements concerning Confidentiality in the handling of client information. EHSD may take further steps to ensure the Contractor's awareness of the provisions of California Welfare and Institutions Code Section 10850, and may require that the Contractor have employees sign an acknowledgment of their understanding of said statute and its provisions.
- b. A Contractor awarded funds under this RFP will maintain all information gathered pertaining to the CalWORKS Domestic Violence Services program in a secure environment in order to ensure the participant's right to confidentiality, and the Contractor will not release such information to any Third Party who is not directly responsible for management of the participant's CalWORKs WTW activities, without the prior written consent of the participant.

**E. CONTRACTOR RESPONSIBILITIES**

1. Agencies awarded contracts to provide services will be responsible for the following:
  - a. Providing and training qualified staff to plan and administer the program
  - b. Providing specified services to eligible participants
  - c. Maintaining required paperwork associated with CalWORKs WTW domestic violence services.



- d. Coordinating with EHSD staff to ensure that required performance reports and fiscal claims are submitted in their entirety and on time.
- e. Implementing a strategy for effective program evaluation and continuous improvement.

## **F. MONITORING, REPORTING AND RECORD KEEPING**

### **1. Monitoring:**

County, state, or federal staff may conduct routine monitoring of all programs. Representatives of the Employment and Human Services Department, the State of California, Department of Health and Human Services or contractors of these units of government, and others who have a direct concern in administration of this funding may visit the contractor selected for this program at any time. All agency records must be available for inspection. All areas of the project will be subject to examination, which may include, but not be limited to, inspection of participants' case files, attendance records, and financial and bookkeeping records. Participants may be interviewed to verify eligibility, ensure required procedures are being followed, and to ensure provision of adequate services as prescribed by contract. In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies partnering with the contractor to ensure provision of agreed-upon services. In the event that contract requirements are not met, de-obligation of contract may be considered after all other corrective action fails to improve grantee's compliance with contract requirements or performance goals.

### **2. Reporting:**

Contractor shall be responsible for submitting accurate management information reports and forms on time and in the manner prescribed by EHSD and will coordinate with the EHSD designated staff. Contractor will ensure that fiscal claims are submitted in entirety and the manner prescribed by the EHSD Fiscal Officer. Contractor shall receive reimbursement for costs by submitting monthly cost statements together with a request for payment by the tenth day of the following month.

- a. Grantees will be required to provide the following reports:
  - i. Fiscal Reports including monthly expenditure reports developed by EHSD, including a line item cost report based on actual expenditures.
  - ii. Monthly Status Reports (MSR) as developed by EHSD is required.



At a minimum, grantees will be required to submit the following information:

- (a) Number of participants referred and enrolled
- (b) Participation status and schedule of each participant enrolled
- (c) Participants who completed the program
- (d) Financial and performance closeout reports at the end of the contract to reconcile statistical and financial information

**3. Record Keeping:**

Contractor will be expected to maintain complete up-to-date and accurate records and management controls. Individual case files shall be maintained on each funded participant, and will include, but not be limited to, comprehensive assessment documentation, progress and participation in activities, comprehensive case notes, referrals made, services received from other providers, and information on the performance outcomes stated in this RFP.

- a. Contractor will be expected to maintain complete fiscal and accounting records including, but not limited to, backup documentation to the contract budget, demonstration of acceptable accounting methods to disburse costs.



**REQUEST FOR PROPOSAL #1138**

**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT 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 (Attachment C)** attached as cover to each proposal
- B. Table of Contents**
- C. Program Narrative**
- D. Program Proposal**
- E. Program Budget**
- F. List of Agency Board of Directors (Attachment D)**
- G. Bidder's Statement of Qualifications (Attachment E)**
- H. Contracts and Grants (Attachment F)**
- I. Agency Exhibit Packet**
- J. Fiscal Attachments**
  - a. 1 copy of bidder's manual of fiscal procedures and policies, if available, attached to original proposal copy.
  - b. 1 copy of bidder's last audit or audited financial statement attached to original proposal copy.
- K. Agency Brochure** (as available)
- L. Other Relevant Attachments**



**REQUEST FOR PROPOSAL #1138**  
**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT 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 stopped 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, assignees 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:



**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.



**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 #1138**  
**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT SERVICES**  
**ATTACHMENT C**  
**Proposal Cover Statement**





**REQUEST FOR PROPOSAL #1138**  
**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT SERVICES**  
**ATTACHMENT D**  
**Current Board of Directors**



## 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):

Name of Member    City of Residence    Occupation/Affiliation    Board Position

5. Describe key roles and responsibilities of the Board:



**REQUEST FOR PROPOSAL #1138**  
**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT SERVICES**  
**ATTACHMENT E**  
**Bidders Statement of Qualifications**



## **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

If yes, please list below.

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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.

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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

\_\_\_\_\_  
Date

(Executive Director or Board President)

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

(Executive Director or Board President)

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



**REQUEST FOR PROPOSAL #1138**  
**COMPREHENSIVE DOMESTIC VIOLENCE SUPPORT SERVICES**  
**ATTACHMENT F**  
**Contracts and Grants**



## 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.**

Name and Title (Executive Director or Board President)	Date
---	------

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.**