

FACT Meeting Minutes

September 27, 2021
9:30 a.m. – 11:30 a.m.
40 Douglas Drive, Martinez, CA
Zoom Meeting



Call to Order – 9:34 am

Committee Member Attendance:

Richard Bell - absent	Carol Carrillo - absent	Joe DeLuca	Mary Flott	
Lisa Johnson	Dave Leimsieder	Karin Kauzer - absent	Ani Pereira Sekhon	Dr. Allyson Mayo - absent
Micaela Mota	Katie Callahan - absent	Pa'tanisha Davis	Jennifer Early - absent	Jenny Tsang

Staff: Laura Malone, Jan Nelson, Jessica Wiseman

1. **AB 361** – new public meeting emergency teleconference rules extension of Brown Act. County still working through details, however, anticipate that FACT will be able to continue teleconference. Special requirements and conditions that must be met according to AB 361. More to come after review and direction from County.
2. **RFP**
 - Timeline Review and Expectation – RFP does not go to BoS, scheduling issue – must vote on this today to avoid scheduling impact for finalizing and publishing. Typically take 6 months to go through the RFP process. Renewal contracts take another 3 months to negotiate and send out. If the RFP isn't submitted in October, we will be behind schedule (due to Thanksgiving/Christmas holidays).
 - Suggested motion and vote to give delegated authority to one FACT member for final review, edits and approval of RFP?
 - Reviewed document language:
 - o *“Although no eligible proposal will be rejected at the outset, significant priority will be given to proposals from agencies incorporated in Contra Costa County whose majority of clients, directors and volunteers reside in the County.”* RFPs are not reviewed by County Counsel before publication. Pa'tanisha suggesting changing the verbiage for the first sentence prior to the comma due to possible confusion. Discussion about being more inclusive of organizations outside of Contra Costa County. Want proof of organizations focus on Contra Costa County residents. Majority of funding is from the state, that funding is also available within other counties. Small amount of funding is from Contra Costa County taxpayers/residents. Proposed new verbiage provided.
 - o Confirmed want a bidders conference – non mandatory and can be remote and in person. Note - Can be remote only, would depend on health orders at that time.

- *Focus on High Need Populations* –2 groups not listed, children and families that are homeless/in transition, children currently with foster families/working towards family reunification. Add as an example under “At-risk infants and children.” Laura reviewed CapIT funding target populations. Could we include the CapIT list and note that it’s not an exhaustive list? CapIT document is not included with the RFP. Dave added that a non-profit is typically looking for key words, could be helpful for the non-profits. If we list a few, it could seem that we’re giving preference to the listed populations. If we don’t name it, we don’t take the chance of a population being left out. Agreed to provide examples during the bidders conference.
 - Discussed racial equity verbiage, adverse childhood experience, engaging and empowering parents is desired - would like ACES added into guiding principles
 - *Funding priorities* – Laura suggested to maintain no more than 5 to avoid diluting the priorities. Dr. Mayo provided a document for needs assessment review. Reviewed needs analysis document shared by Dr. Mayo at the last meeting.
 - Question about adding technology as a part of funding priority as referenced in the needs assessment. Discussion around the definition and needs for technology. Providing services virtually vs bridging the technology gap.Add to number 5 under afterschool or school based programs
 - Racial Equity – discussion around incorporating or renaming “cultural responsiveness and relevance” under guiding principles – Pa’tanisha would be willing to draft verbiage. Would like included into funding priority as well as the guiding principles for the organizations. Diversity/inclusion with staffing and community served. Discussion around program make up and examples of programs. Examples provided. Agreed target population would include racial equity language and funding priorities would need to have the target population as part of their demographic.
 - The Committee was not able to complete the RFP review, finalize updates, nor vote prior to member departure to maintain quorum.
- Joe motioned to give delegated authority to Pa’Tanisha to finalize and approve the RFP on behalf of the Committee. Mary seconded. Yea: 8, Nay: 0

3. Discussion/Announcements/Public Comment – next scheduled meeting is 11/1, an adhoc meeting may be required to vote for the future virtual meetings under AB 361. Laura to provide further direction. Discussed the committee membership concerning resignations. Will need to post recruitment online again and reach out to the BoS.

Adjourn – 11:05 am

ACTION ITEM ADDITIONS FROM THIS MEETING

Deliverable	Responsible Party	Assigned Date/Due Date



CONTRA COSTA COUNTY

FAMILY AND CHILDREN'S TRUST REQUEST FOR PROPOSAL # XXXX

The Contra Costa County Employment and Human Services Department (EHSD) Family and Children's Trust Committee is pleased to announce issuance of the RFP XXXX for Ann Adler Family and Children's Trust Funds, AB 1733, AB 2994, and Community-Based Family Resource Funds, seeking qualified community-based, non-profit organizations to deliver programs and services supporting the prevention of child abuse and/or neglect, or to serve abused and neglected children, or children at risk of abuse or neglect and to provide supportive services to their families. Through the support of prevention and intervention programs in the community, the county seeks to protect children, stabilize families, break the generational cycle of violence and promote and maintain healthy and productive family and community environments.

This RFP is a process by which the County solicits responses to build a list of qualified individuals/agencies 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
Thursday, January 10, 2018
9:00 am – 11:00 am
40 Douglas Drive, Conference Room 101-102
Martinez, CA 94553**

Attendance at this **mandatory** Bidder's Conference is a requirement for submitting a response to this RFP. The Bidder's Conference will afford the opportunity to ask questions about the RFP.

**Final complete responses to this RFP will be due at
40 Douglas Drive, Martinez,
no later than 5:00 pm, Friday, DATE.
Postmarks are not accepted.**

Please call the Employment and Human Services Department at (925) 608-4969 with any questions about the process for this RFP. Thank you in advance for your effort in preparing your response.



**Costa County
Employment and Human
Services Department**

**REQUEST FOR PROPOSALS (RFP) XXXX
FAMILY AND CHILDREN’S TRUST (FACT)**

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Exhibit 1

County Contract Specifications and General Conditions



**Costa County
Employment and Human
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**REQUEST FOR PROPOSALS (RFP) XXXX
FAMILY AND CHILDREN'S TRUST (FACT)**

SECTION 1: LEGAL NOTICE

REQUEST FOR PROPOSAL XXXX

FAMILY AND CHILDREN'S TRUST

The Contra Costa County Employment and Human Services Department (EHSD) and Family and Children's Trust Committee (FACT) is pleased to announce Request for Proposal (RFP) XXXX for the Ann Adler Family and Children's Trust Funds, AB 1733, AB 2994, and Community-Base Family Resource Funds for Family and Children's Services. FACT is seeking qualified community-based, non-profit organizations to deliver programs and services supporting the prevention of child abuse and/or neglect, or to serve abused and neglected children, or children at risk of abuse or neglect and to provide supportive services to their families. Through the support of prevention and intervention programs in the community, the county seeks to protect children, stabilize families, break the generational cycle of violence and promote and maintain healthy and productive family and community environments.

Total amount of program funding is estimated at \$700,000 for the period July 1, 2022 through June 30, 2023. The maximum award for any one prevention or intervention services project to a single agency **shall not exceed \$80,000 for the twelve (12) month contract year.**

Joint proposals from two or more agencies that promote collaboration and cooperation among providers serving the same clients are strongly encouraged. While there is no stated limit to the amount awarded for a collaborative proposal, FACT would anticipate that some cost savings would accrue through agency collaboration. The total award amount for a collaboration proposal will be determined by the Committee and based on the number of agencies involved, the budget requested and their relative level of participation.

These funds derive from contributions to the County's Family and Children's Trust Fund in memory of Ann Adler, dedicated child advocate; AB 1733 (State Office of Child Abuse Prevention funds); AB 2994 (Birth Certificate funds), and Community-Based Family Resource Funds. **The largest share of these monies is allocated for the support of prevention and early intervention services to abused and neglected children, or to children at risk of abuse and neglect and their families.**

The County has the ability to award successful Bidder(s) a 12-month contract with the possibility of contract renewal and/or contract extension granted based upon the availability of funds, compliance with requirements, provision of quality performance and services and the achievement of successful outcomes.



**Costa County
Employment and Human
Services Department**

**REQUEST FOR PROPOSALS (RFP) XXXX
FAMILY AND CHILDREN'S TRUST (FACT)**

The FACT Committee, an advisory body of community volunteers appointed by the Board of Supervisors, is charged with establishing priorities for funding, seeking and reviewing proposals, and recommending successful bidders to the Board of Supervisors for approval. The Employment and Human Services Department has the responsibility for administering this Request for Proposal and the related contracting and fiscal policies and procedures.

To be eligible to bid on this RFP, a bidder must be a **private, non-profit agency, tax exempt under IRS ruling 501(c)(3)**. Limited funding is available for public educational institutions and high school districts. Any other public entity (i.e. Police/Sheriff/Fire/Health Department(s), etc.) wishing to respond to this RFP may do so, but only in association with a 501(c)(3) organization that will serve as the **lead agency** and assume responsibility for the contract and the delivery of specified services.

Although no eligible proposal will be rejected at the outset, **significant** priority will be given to proposals from agencies incorporated in Contra Costa County whose majority of clients, directors and volunteers reside in the County.

Successful bidders are expected to enter into a standard Contra Costa County Purchase of Service contract for the period July 1, 2019 through June 30, 2020. Contractors may receive an extension through June 30, 2021. However, the subsequent effective date of the renewed contract and the funding amount is dependent upon the availability of funds at the time the extension is to go into effect and achievement of outcomes during the current contract period. This RFP includes a schedule for proposal procedures and deadlines, describes the services required, provides instructions and forms for the preparation and submittal of the proposal, outlines the review process, and contains administrative and program information useful to prospective bidders.

A Recommended Bidders' Conference Webinar is scheduled for **Thursday, January 14, 2021**, from 10:00 a.m. to 12:00 p.m. Attendance at the Bidders' Conference Webinar is not required for a proposal to be considered. See the full RFP XXXX for Webinar registration instructions.

Bidders' Proposals are due by 5:00 p.m., Friday, **XXXXXXX**, without exception. For complete RFP details and submission requirements, a copy of the RFP is available on the EHSD website: www.ehsd.org/rfps or by calling (925) 608-4969.



SECTION 2: RFP #XXXX TIMELINE

Event/Location	Date
RFP Published & Announced	December 13, 2018
Recommended Bidder's Conference 40 Douglas Drive, Room 101/102/Webinar Martinez, CA	Thursday, January 10, 2019 9:00 a.m. – 11:00 a.m.
Response to RFP Due	Friday, February 1, 2019 by 5:00 p.m.
EHSD Compliance Evaluation	February 4 - 5, 2019
EHSD Fiscal Evaluation	February 5 - 18, 2019
FACT Committee Review & Evaluation	February 22 – March 11, 2019
Proposal Review/Funding Recommendations Meeting 40 Douglas Drive, Room 101/102 Martinez, CA	Thursday, March 14, 2019 9:00 a.m. – 1:00 p.m.
FACT Award Notification Letter(s) Sent	March 18, 2019
Appeal Period (10 business days)	March 19 – April 1, 2019
Contract Processing	March 19 – April 9, 2018
Board of Supervisors' Authorization	June 2019
Contract Start Date	July 1, 2019

All dates are subject to change as deemed in the best interest of EHSD.

Contact (RFP Process only): EHSD Contracts Unit
 Contact Phone: (925) 608-4969 Contact Fax: (925) 313-1517
 Contact Email: contractbid@ehsd.cccounty.us
 Bidders Conference Webinar: Thursday, January 14, 2021, 10:00 am – 12:00 pm



**Costa County
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To attend Bidders' Conference via RFP XXXX FACT Webinar:

Please register for EHSD RFP 1175 Bidders' Conference at the following website address: <https://attendee.gotowebinar.com/register/4617848093407783693>

After registering, you will receive a confirmation email containing information about joining the webinar.

Please have a copy of the RFP with you when joining the Webinar.

All attendees will be in listen mode only.

You can register at any time. On the registration approval, you can test your system in advance. You will need a sound enabled PC to hear the discussion. All questions will be entered via the keyboard.

If you have problems logging in, please contact the support page at www.gotowebinar.com.

If you have not used a GoToMeeting or GoToWebinar before, access a 4-1/2 minute YouTube video that can help guide you.

<https://www.youtube.com/watch?v=IQ3Xwwgbd8Y&t=5s>

Remember to use your computer audio for access during the webinar.



SECTION 3: RFP INTRODUCTION AND INFORMATION

3.1. Solicitation

The Contra Costa County Employment and Human Services Department on behalf of The Family and Children’s Trust (FACT) Committee is seeking proposals resulting from this Request for Proposal (RFP), from qualified nonprofit agencies to deliver services and programs to prevent child abuse and neglect or to serve abused and neglected children, or children at risk of abuse or neglect and to provide supportive services to their families. Through the support of prevention and intervention programs in the community, the County seeks to protect children, stabilize families, break the generational cycle of violence and promote and maintain healthy and productive family and community environments.

The FACT Committee, created by the Board of Supervisors in 1982, is responsible for the following:

- identify priority service needs,
- develop and distribute Requests for Proposal,
- review and rate submitted proposals, and,
- provide recommendation to the Employment and Human Services Department Director and the Board of Supervisors the award of contracts for family and children's services, including the level of funding for each contract.

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Throughout the next funding cycle, FACT will make targeted recommendations to improve the systems and services for abused and neglected children and their families and to support and develop services to prevent child abuse and neglect in Contra Costa County. These investments will be granted through this RFP process. If additional funds become available during this funding cycle other investments, including, but not limited to, enhancement of existing programs, may be undertaken based on specific needs and opportunities identified by the FACT Committee.

The specific strategies and priorities for services included in this RFP were identified through a needs assessment process conducted by the FACT Committee, which leveraged available and current needs assessment data and literature. The selected services were determined to be of the highest priority and have the greatest degree of potential for success in preventing and ameliorating child abuse and neglect in the County.

3.2 Guiding Principles

The FACT Committee has identified specific guiding principles that are required of programs supported by the FACT Committee funds and that will be considered in the review of all program proposals, irrespective of the services proposed. The FACT Committee activities and funding strategies are informed by the following six guiding priorities (adopted from the Office of Child Abuse Prevention, California Department of Social Services, 2015-2020 Strategic Plan):

Promoting Strengths-Based Approaches: Maltreatment has a profound impact on children. Adverse childhood experiences shape the child’s development and health both immediately and across a lifetime. Adults, particularly families, can be the lever for both prevention and



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amelioration of child maltreatment. The FACT Committee takes the position that resilient families, with knowledge of parenting and resources to meet their basic needs, are better equipped to address life’s challenges and adversity in ways that also protect children. The FACT Committee promotes the widespread incorporation of family strengthening approaches, such as integrating protective factors, as an essential prevention strategy.

Engaging and Empowering Parents: Engagement of at-risk, marginalized and/or under-served parents is crucial to any significant change in child abuse and neglect rates. Parents are not only the beneficiaries of prevention-focused services but are critical stakeholders. Parent input is also essential to inform statewide prevention efforts.

Focus on High Need Populations: Children of families challenged with mental health issues, substance abuse, a history of abuse and neglect and/or poverty are more likely to enter the child welfare systems. In addition, national and state data reveal that several populations are over-represented in child welfare systems and/or uniquely vulnerable to abuse and neglect. The FACT Committee is committed to assisting to ameliorate these disparity challenges and address factors that contribute to child abuse and neglect. Priority funding will focus on prevention strategies to address the needs of children and families impacted by:

- Over-representation in child welfare systems
- Child neglect
- At-risk infants and children
- Vulnerable families with a history of mental illness, substance abuse or a history of abuse and neglect

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Cultural Responsiveness and Relevance: California is enriched a culturally diverse population. Implicit culturally responsive practices and policies will be integrated in activities supported by the FACT Committee. Cultural appropriateness is being defined as the direct involvement of staff members who have an in-depth knowledge of, and sensitivity to, the customs and values of families with diverse cultural identities stemming from race, structure, ethnicity, or heritage. Programs will take into account other barriers to services for families and provide ancillary services that facilitate access to programs (location, transportation, hours of operation, availability of childcare, etc.)

Effective, Data-Driven Approaches: The FACT Committee will promote the use of evidence based practices and policies whenever possible. It is expected that all prevention approaches advocated by the FACT Committee are the best available evidence and, at a minimum, are data-informed, implemented with fidelity and employ high-quality assessment strategies to monitor outcomes.

Building Prevention Partnerships: The prevention of child abuse and neglect is the responsibility of all. A priority task will be the cultivation and development of effective collaborations to prevent child maltreatment. Capacity building, the pursuit and dissemination of effective or promising service models and catalyzing resource development for communities to build local prevention partnerships for maximum impact are all goals of the FACT Committee.

3.3 Estimated Funding



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Total amount of program funding is estimated at \$700,000 for the period July 1, 2022 through June 30, 2023. The maximum award for any one prevention or intervention services project to a single agency **shall not exceed \$80,000 for the twelve (12) month contract year.**

Joint proposals from two or more agencies that promote collaboration and cooperation among providers serving the same clients are strongly encouraged. While there is no stated limit to the amount awarded for a collaborative proposal, FACT would anticipate that some cost savings would accrue through agency collaboration. The total award amount for a collaboration proposal will be determined by the Committee and based on the number of agencies involved, the budget requested and their relative level of participation.

These funds derive from contributions to the County's Family and Children's Trust Fund in memory of Ann Adler, dedicated child advocate; AB 1733 (State Office of Child Abuse Prevention funds); AB 2994 (Birth Certificate funds), and Community-Based Family Resource Funds. **The largest share of these monies is allocated for the support of prevention and early intervention services to abused and neglected children, or to children at risk of abuse and neglect and their families.**

The County has the ability to award selected agencies an initial 12-month contract with the possibility of contract renewal in Fiscal Year (FY) 2023/2024 and 2024/2025 and/or contract extension granted based upon the availability of funds, compliance with requirements, provision of quality performance and services and the achievement of successful outcomes. Contra Costa County Employment and Human Services Department (EHSD) will administer these funds.

3.4 Funding Priorities – Insert Needs Assessment Results Here

All programs must support culturally and linguistically appropriate services. All programs must include services for families involved with/or at risk of becoming involved with child welfare. All programs must demonstrate that the specific program proposed incorporates specific components of the Center for the Study of Social Policy's (CSSP)'s Protective and Promotive Family Framework (Addendum XII). All programs must provide education and training about services funded by the FACT Committee to the broader community through general knowledge sharing and executive director training workshops through webinars and/or other outreach approach.

Proposals are requested in response to RFP #XXXX. All proposals must address one or more of the following priorities:

1. Parenting education services including information and referral support services that focus on teaching new skills and knowledge to at-risk parents, families and individuals which include one or more of the following constructs:

a. Child growth and development with a focus on parental attitudes and satisfaction, parental communication, children’s behavior and effective discipline techniques, and/or,

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*b. Locating programs which emphasize educational and enrichment services, and/or,

*c. Bullying/gang violence awareness and prevention.

2. **Support for children with special needs and/or mental health needs and their families** that focus on one or more of the following:

*a. Afterschool programs which facilitate interactions between children with disabilities and typically developing peers to support social connections, youth resilience and social-emotional competence in youth, and/or,

*b. Parent education and support for families of special needs children or children with mental health issues focusing on building the capacity of parents to engage in their children's' lives and advocate for their children's' treatment and education, and/or,

*c. Other services which seek to reduce adverse childhood experiences and incorporate principles and competencies of the CSSP's Protective and Promotive Factors Framework.

3. **Early intervention services** that focus on one or more of the following:

*a. Prevention, early intervention and elimination of child maltreatment while in foster care, with an emphasis on reducing recurrence of maltreatment, and/or,

*b. Prevention and early intervention of child abuse, and/or,

*c. Prevention and early intervention of domestic or family violence (which includes child abuse).

4. **Education and training to agency and/or service providers on the CSSP's Protective and Promotive Factors Framework and Adverse Childhood Experiences Study**, with an emphasis on incorporating these approaches into agency or service provider programming, including training programs for agency staff.

5. **Afterschool or school based programs** that are evidenced-based, evidence informed or based on best practice for children of families involved with or at-risk of becoming involved with child welfare and/or children in foster care.

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SECTION 4. RFP REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS

4.1 General Requirements

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

1. Electronic Proposal Submission is utilized for EHSD RFP responses. To Bid on this RFP, all prospective bidders must send an email to Contractbid@ehsd.cccounty.us with the Subject: RFP XXXX Bidder Request for Submission Instructions. In the body of the

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email, indicate the bidder's agency name, address, phone number, and email address. You will receive an email response with instructions within 24 hours of receipt. **Be sure to allow enough time to receive the instructions and meet the submission deadline of Friday, DATE at 5:00 pm.**

1. Any proposal received via mail, fax, hand delivery and/or later than 5:00 P.M., DATE, will be rejected and deemed unacceptable for consideration.

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2. 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. Sign the original proposal in blue ink. All costs incurred in the preparation of a proposal will be the responsibility of the bidder and will not be reimbursed by the County.

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3. A proposal may be withdrawn in person by a bidder's authorized representative prior to Friday, DATE at 12:00 P.M., if the bidder provides appropriate identification and signs a receipt attesting to his/her receipt of the proposal.

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4. A Mandatory Bidder's Conference for prospective bidders will be held Thursday, DATE, 9:00 A.M. at 40 Douglas Drive, Martinez, CA Rooms 101/102 to answer questions about the RFP process. In order to submit a proposal, a representative of the bidder's agency must attend this Conference. The purpose of the conference is to clarify the contents of this RFP. Such clarifications may aid potential bidders in deciding whether to submit proposals. It is not intended to provide technical assistance to individual bidders on how to prepare their proposal responses.

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5. The Employment and Human Services Department may issue an RFP amendment to make changes or corrections to specifications or provide additional data. Amendments will be sent to each bidder that attended the mandatory Bidder's Conference. The Department may extend the RFP submission date, if necessary; to allow bidders adequate time to consider such additional information and submit required data.

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6. The RFP process may be canceled in writing by the Employment and Human Services Department prior to awards if the County Board of Supervisors determines that cancellation is in the best interest of the County.

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7. With respect to this RFP, the County reserves the right to reject any, some, or all bids and proposals. The County also reserves the right to negotiate separately in any manner to serve the best interests of the County. It is understood that all proposals will become a part of the official file on this matter without obligation to any bidder.

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8. For the proposed project to be supported by AB 1733 funds, no contract staff, paid or volunteer, who has been convicted or been arrested and is currently released on bail or is on his/her own recognizance pending trial for any sex crimes, drug crimes, or crimes of violence may knowingly be employed by the proposed project.

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9. The System Improvement Plan (SIP) for the California Department of Social Services (CDSS) requires the following:

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- 4-a) That funds received will supplement, not supplant, other state and local funds and services.
- 2-b) That anyone who has or will be awarded funds has not been suspended or debarred from participation in an affected program.
- 3-c) That agencies funded shall demonstrate the existence of a **10 percent cash or in-kind match**, other than funding provided by the State Department of Social Services.

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4.3 Contract Award and Negotiations

1. Proposals will be judged on the overall quality of content and responsiveness to the purpose and specifications in this RFP. Proposals should be without expensive art work, unusual printing, or other materials not essential to the utility and clarity of the proposal. Evaluation criteria and weighted factors are described in **SECTION 3**.
2. A review panel consisting of all FACT Committee members will evaluate the proposals received. After that panel has made funding recommendations to the Employment and Human Services Department Director and the Board of Supervisors, bidders are notified of the decision in writing.
3. Successful bidders will be requested to immediately begin contract negotiation activities with the Employment and Human Services Department. These activities may result in mutually agreed upon changes in plans or activities identified in the proposal. For example, the potential contractor may be asked to serve a different geographic area than originally proposed. As a result of these negotiation activities, the actual contract(s) may also include other agreements and clarifications regarding activities consistent with the intent of this RFP.
4. Services will begin upon the finalization of a contract and according to the mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date and finalization of any contract.
5. The selected contractor will be required to assume responsibility for all services offered in their proposal whether or not contractor performs them directly or through subcontractors in multiple agency collaborations.
6. The Employment and Human Services Department will **actively** oversee implementation and delivery of services, and the FACT Committee will conduct periodic contract monitoring visits. Any violation of the stated contract requirements will constitute grounds by which to terminate the contract.
7. The contracting person or agency must state that there is agreement to support implementation of the County’s alcohol/drug abuse prevention/treatment policy, policies related to the reporting of child abuse, and to comply with the Employment and Human Services Department in monitoring and evaluation procedures.

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4.2 Appeals Process



**REQUEST FOR PROPOSALS (RFP) XXXX
FAMILY AND CHILDREN’S TRUST (FACT)**

1. Only bidders submitting a proposal in accordance with RFP XXXX shall have an opportunity to appeal the funding decision of EHSD. **Proposals disqualified for not meeting the deadline for submission are not eligible for appeal.**
2. All bidders will receive a written and emailed notice from EHSD informing them of the funding decisions. If a bidder wishes to appeal the selection or award decision, the bidder must submit a written appeal request within ten (10) working days of the postmarked date of the written letter of award status. The appeal will be conducted in accordance with the EHSD process.
3. All written letters of appeal must state the following:
 - The issue(s) appealed,
 - How the alleged issue detrimentally effects the appellant, and,
 - The rectification sought by the appellant.
4. An appeal will only be considered valid if there has been a violation of one of the following criteria:
 - The procurement process as outlined by the RFP was violated in some manner; and/or
 - Federal, state, and/or EHSD procurement guidelines have been violated.
5. An appeal would not be allowed:
 - To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.
6. Letters of appeal must be sent to the **Employment and Human Services Department Director c/o FACT, 40 Douglas Drive, Martinez, CA 94553 no later than 12:00 p.m. on DATE**. Notification of a final decision on an appeal shall be made in writing to the bidder.
8. Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors.

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4.3 Contract Terms and Litigation Warranty



**REQUEST FOR PROPOSALS (RFP) XXXX
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1. EHSD will negotiate contract agreements with the successful Bidder(s). Contracts resulting from this RFP will be for a twelve-month period (July 1, 2022 through June 30, 2023) with availability of funds, compliance requirements, provision of quality performance and services and the achievement of successful outcomes as a condition of any future contract renewal.
2. Bidders, by submitting a proposal, warrant that they are not currently involved in litigation nor arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the Bidders on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to EHSD in the proposal. Disclosure will not automatically disqualify the Bidders; however, EHSD reserves the right to evaluate proposal(s) on the basis of facts surrounding such litigation or arbitration. These will be reviewed and decided upon at the discretion of EHSD.

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4.4 Ex Parte Communication

1. EHSD will enforce the prohibition on *ex-parte* communication during this RFP process. The *ex-parte* communication restricts RFP bidders from contacting members of the FACT Committee, and/or Children and Family Services (CFS) Bureau to provide information regarding this RFP to any Bidder.

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4.5 Right to Amend or Cancel

1. EHSD reserves the right to delay, amend, or cancel all or any part of this RFP at any time without prior notice. EHSD also reserves the right to modify the RFP process and timeline as is deemed necessary. This RFP does not commit EHSD to accept any proposal, nor is EHSD responsible for any costs incurred by Bidders in the preparation of responses to this RFP.
2. EHSD reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal and to award contracts in whole or in part as is deemed to be in the best interest of EHSD.

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REQUEST FOR PROPOSALS (RFP) XXXX
FAMILY AND CHILDREN'S TRUST (FACT)

4.6 Proposal Instructions

Submissions in response to this RFP must be in the form of a proposal package containing the complete proposal and all the required supporting information and documents.

EHSD supports electronic submission of proposals as referenced in Section 4.11. Each bidder must submit **one proposal package with all attachments** included, unless otherwise noted on Proposal Submittal Checklist (Page 16).

All narrative materials are to be single-spaced, 8 1/2" X 11" page size, with no less than 1" margins on each side of the page. Proposals are to use a typeface no less than size 11 and be easily readable.

Complete **proposal narrative** may not exceed **15** pages (this excludes **proposal cover statement, proposal summary, table of contents, budget, fiscal/budget narrative, and required attachments**).

All pages must be numbered consecutively with each section identified by the appropriate numeral.

Addendums I-X, attached to this RFP, must be completed fully and attached at the end of the submitted proposal document in the order indicated in the Proposal Submittal Checklist, with the exception of the Proposal Cover Statement and **Program Summary**, which must precede the **proposal narrative**.

4.7 Proposal Outline and Content

Assemble and arrange each proposal in the order below and address the required content/questions. **The order in which items are presented is important**, as proposal reviewers will follow this order in looking for specific areas to evaluate. Refer to proposal evaluation criteria to assure adherence and responsiveness to scoring requirements. All information in the proposal package must be presented in the following sequence: (This listing shall comprise the Proposal Table of Contents.)

- 1. **Proposal Cover Statement** (not included in the 15 page limit)

Complete the Proposal Cover Statement Form (**Addendum 1**). This form must be signed in blue ink and will serve as the first page/cover of the agency's proposal. Officials authorized to bind the entity must sign. Do not place anything over this sheet.

- 2. **One-Page Proposal Summary** (not included in the 15 page limit)

Please limit to 1 inch margins, single spaced and at least 11 point font

Write a brief summary of your proposed project that:

- a.** Concisely describes the proposed project, goals, population to be reached, and

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**REQUEST FOR PROPOSALS (RFP) XXXX
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the proposed plan of action;

b. Specifically identifies the FACT Funding Priorities (Section 1.3) supported by the proposed project; and

c. Concisely identifies the impact(s) expected from the proposed project.

e.* Please note: Do **not** include a description of your agency here.

3. Proposal Narrative – FACT confirm this is still appropriate

This information will be referenced in the FACT review process of funded agencies.

I. Statement of Need (maximum of 5 points)

- Briefly describe the community the agency intends to serve and the target population(s) who will participate in the proposed program.
- Explain why the program is needed (e.g., What are the issues, deficiencies, gaps, and other factors that show evidence of the need for this program in the agency's proposed service area?) **Include available data** such as local/state data, research studies, literature, surveys, etc. Include a source citation for each.

II. Agency Description/Capability (maximum of 5 points)

- Provide a **brief** history of the organization/agency that includes the date of establishment and examples of **relevant** prior accomplishments and current projects related to the purpose of this RFP.
- State how many people were served by your organization during 2020-2021 and approximately how many of these were children at risk of abuse and neglect and their families.
- Describe your agency's commitment to the proposed project and how the project described in this RFP fits your organization's mission and goals.
- 4.** Provide evidence of the agency's cultural/linguistic awareness and humility to work with the targeted population as described on **page 7** of this RFP.
- 2.** If a collaborative project is proposed, describe the relevant experience and strengths the partner group(s) offers the project and how services will be integrated.

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3. Describe the agency’s experience and capacity to manage projects of the size and scope proposed. Include any information regarding trainings, seminars or education around the five protective factors of child abuse prevention they your staff have participated in.

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4.III. Project Description (maximum of 35 points)

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i. Project Narrative: For this narrative portion of the proposal, please address the following, as appropriate:

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- Describe the proposed approach and the rationale for this approach. Provide evidence that the approach is appropriate to achieve results toward the selected indicator(s) and the target population. Provide evidence from studies, journal articles, and/or evaluations that indicate this approach is a “best practice”. For more information, please refer to the California Evidence-Based Clearinghouse for Child Welfare found online at <http://www.cebc4cw.org/>

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- Describe the proposed target population (age, sex, ethnicity, etc.). Describe the demographics of the agencies staff as it relates to the proposed target population to be served. Discuss the agencies staff education/training and support on cultural competency.

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- Briefly describe the overall goals, outcome objectives and the key activities of the proposed project.

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iii. State specifically how the project approach and methodologies build off of and incorporate the CSSP’s Protective and Promotive Family Framework.

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- Where applicable, discuss how the agency plans to reach and work with underserved/isolated communities to reduce barriers and increase utilization of services, e.g., hours of operation, interpreter services, transportation, child care and incentives.

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- Identify the other organizations whose cooperation/participation is necessary to ensure the success of the agency proposed project, and the specific roles they will play. In the appendices include a letter of commitment or memorandum of understanding (MOU) from any such organizations, signed by an official authorized to bind the agency.

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- Describe how the communities being served will be involved in the planning and evaluation of the proposed project.

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ii. Scope of Work: Project Objectives, Tasks, and Timeline

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4. Complete the **Scope of Work Form, Addendum II** to present the agency's key program objectives, tasks and timelines (This form will not be considered as part of the 15 page limit).

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2. Discuss any issues related to implementing the agency's proposed plan of action and how these might be addressed.

iii. Service Estimates

- Complete **Service Estimate Form, Addendum III**. Specify the length of time and the total number of each type of service unit the agency will provide to clients annually during the contract period, i.e., number and length of services, interventions, counseling sessions, education sessions, outreach activities, etc. Indicate how the delivery of service units will be monitored. In the narrative section, clearly describe/define each type of "service unit" to be provided.
- Complete the **Demographics Data Form, Addendum IV**.
- If some or all of the proposed program services are currently available, in the narrative describe how the proposed project enhances or improves existing services. Provide baseline numbers of clients currently served and describe how services will be integrated with existing services without duplicating services or supplanting funding.

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iv. Staff, Consultant and Subcontractor Qualifications (maximum of 10 points)

1. Describe all current and/or projected staff that will work on this proposed project, including their job titles, their estimated full time equivalent, and experience they have had in planning and implementing similar projects as well as their experience working with diverse communities.

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- If the agency is proposing a subcontractor(s) to provide part of the deliverables, please address key staff qualifications for subcontractor(s).

2. Include an organizational chart illustrating the relationship between the lead agency and all project staff and collaborative partners, if appropriate. Place job descriptions and include resumes and the number of years of service with the agency for all staff included in the program budget, including subcontractors, in the Addendum section.

4.v. Evaluation Methodology and Accountability Plan – Project Outcomes and Performance Measures (maximum of 20 points)

1. Using the **Evaluation Plan Form, Addendum V**, please identify the intended proposed project outcomes and performance measures that the agency will use to monitor its effectiveness in achieving its stated objectives. Be sure to include measurable, quantified outcomes where

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possible and also describe qualitatively important outcomes the agency is expecting to generate.

2. In this narrative portion of the proposal, address the following:

- Describe what evaluative data will be collected and how it relates to the posed objectives/outcomes.
- Describe data collection tools and/or methods the agency plan to use.
- Describe how, when and by whom data will be collected and managed. Describe how data will be analyzed, when data will be analyzed and what reports will be generated.
- Describe any additional planning for evaluation that will be required.

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3. Successful bidders who enter into FACT funded contracts with Contra Costa County EHSD resulting from this RFP will be required at the end of the contract period to report outcomes using a statewide **Office of Child Abuse Prevention (OCAP) reporting template attached hereto as Addendum XI.**

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4. Successful bidders will be required to share via an education and training format the project, approach, outcomes and learnings through to the community with executive director training workshops through webinars and/or other outreach approaches.

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4. Fiscal Documentation, Narrative and Budget (maximum of 25 points)

I. Complete and attach the Lead Agency Line Item Project Budget, **Addendum VI**, showing the amount and purpose of requested funds, and the other resources, including in-kind, available to the agency to support this proposed project. Budgets should reflect common business practices and be adequate to ensure the success of the proposed project. **Check your math.**

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- **A 10% match of FACT funds is required in either cash or in-kind.** Reference the Instructions for Completing the Budget for additional details.
- The indirect cost/overhead line item is intended to cover costs that are necessary to conduct the contract, yet are not readily identified as direct program expenses (e.g. reporting costs, payroll processing, fund development, insurance, other administrative costs, etc.). Indirect costs are limited to 10% of personnel and operating costs and must be described in the budget narrative. (See budget instructions Addendum VI.)

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II. Provide a Fiscal/Budget Narrative which includes:

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- o A brief description of the lead agency's accounting system and internal controls.

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- Explain how the agency's 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. Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"
- Describe internal management and fiscal control systems. Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"
- Discuss any additional sources of income that have been or will be added to support the proposed project. Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"
- Describe how the agency will plan for the long-term sustainability of the proposed project. Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"
- Describe all line items included in the budget and the justification for each line item in the budget including what the specific item is, how the specific item relates to the program and how the amount shown in the budget was arithmetically determined. Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"
- III. If applicable, complete a line item budget for each subcontractor showing the amount and purpose of requested funds. Formatted: Indent: Left: 0.56", Hanging: 0.19", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.25" + Indent at: 0.5"
- IV. Provide a budget narrative describing all line items included in the subcontractor budget and the justification for each line item in the budget. Formatted: Indent: Left: 0.56", Hanging: 0.19", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.25" + Indent at: 0.5"
- V. Submit one (1) copy of the agency's most recent audit including any applicable corrective action plans, in the "Attachments" section referenced in the Proposal Submission Checklist.
 - A review or compilation of the financial statements prepared by a CPA may be submitted in lieu of an audit/audited financial statements if the latter are not available. A copy of the latest filed tax return must be submitted if a review or compilation is not available. Bidders who currently do not have audited financial statements must provide a certified letter stating that a financial statement audit will be performed during the period of performance should the bidder be awarded the contract. Formatted: Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"
- VI. Submit one (1) copy of current Agency Operating Budget with revenues and expenses indicated. Formatted: Indent: Left: 0.56", Hanging: 0.19", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.25" + Indent at: 0.5"
- VII. Describe fiscal procedures and policies or attach a manual of fiscal procedures and policies in the "**Attachments**" section referenced in the Proposal Submission Checklist. Formatted: Indent: Left: 0.56", Hanging: 0.19", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.25" + Indent at: 0.5"



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4.8 Proposal Submission Checklist

All items listed below shall be completed and included in submittal package at time of submission to County as per the RFP. This list is intended to assist responding organizations. It is the sole responsibility of each responding organization to ensure that their proposal conforms to the requirements of the RFP. Forms are provided in the **Addendums**.

1. Proposals must be submitted in the following order with documents as described (unless otherwise noted):

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- Proposal Cover Statement (Form #1)
- Table of Contents
- Program Summary, including Agency Overview, Agency's Experience, Program Proposal, Program Implementation and Oversight, and Cultural Sensitivity.
- Proposal Narrative Sections (Form #2 with original signatures must accompany original proposal), completed and signed by Agency Executive Director and President of Agency Board of Directors.
- Fiscal Program Budget (include Form #4, Program Budget).
- Fiscal/Budget Narrative
- Sub-Contractor Budget (if applicable)
- Sub-Contractor Fiscal/Budget Narrative (if applicable)

Attachments (Additional Required Forms and Submissions)

- Scope of Work
- Service Estimates
- Demographic Data
- Evaluation Plan
- Bidder's Organizational Chart (with proposed project included)
- Job Descriptions and Resumes of key project staff/consultants
- Memoranda of Understanding (MOU) (if applicable, from all partners signed by authorized agent of the organization outlining specific types and levels of commitment or partnership to support/deliver services under this proposal)
- Roster of Bidder's Board of Director's with affiliations (include completed Form #X, Current Board of Directors)
- Statement of Qualifications
- List of Grants and Contracts
- Letters of Support (as appropriate and no more than 3)
- Agency Brochure (as available)
- Proof of Non-Profit Status (copy of bidder's IRS 501(c)(3) determination letter)
- List of Grants and Contracts
- Scope of Work

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- Job Descriptions and/or Resumes of Executive Director and key program and fiscal staff
- Copy of Bidder's manual of fiscal procedures and policies (if available)
- Copy of Bidder's most recent (within the last two years) CPA audit or audited financial statements; or CPA opinion letter with year-end financial statements (within the last two years)



SECTION 5. PROPOSAL EVALUATION AND CONTRACT AWARD PROCESS

5.1 Review Process and Scoring

Each proposal is subject to a four (4) stage evaluation process to determine responsiveness to the RFP requirements. Proposals will be stored in a designated secure location to insure confidentiality. No proposals will be opened until after the submission deadline identified in this RFP.

1.A. Stage I – EHSD RFP Compliance Review

Proposals must first pass the compliance review in order to be eligible for further evaluation. This is a pass/fail evaluation performed by EHSD Contracts and Grants Staff. To pass the RFP compliance review, the bidder agency must have included **all** required proposal components or provide a documented reason why not. Proposals that do not follow the Required Proposal Format found in **Section X** will be determined nonresponsive and will not be considered for further consideration nor contract award/funding. Minor irregularities in submissions may be waived. All proposals deemed responsive will be submitted for Stage II EHSD Fiscal Review.

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2.B. Stage II – EHSD Fiscal Review

Proposals that pass the EHSD Compliance Review as referenced in **XX** above will be submitted for EHSD Fiscal Review by EHSD Fiscal Staff. The proposal must receive a fiscal review evaluation score of at least **70%** for the Budget/Fiscal Requirements (**17.5 points**) of the total available Budget/Fiscal category **25 points**, if not; it will be eliminated from further review. Points will be awarded on the basis of the agency's demonstration of:

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- i.** Compliance with budget specifications,
- ii.** Adequate agency accounting systems and internal controls,
- iii.** Ability to administer financial system(s), and,
- iv.** Fiscal experience and agency solvency.

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Proposals that do not provide the required audit or financial statements as outlined in Section X, Required Proposal Format, will be determined nonresponsive and will not be considered for further consideration nor contract award/funding.

Proposals that do not pass this review will be considered unresponsive and will not be eligible for further consideration.

All proposals that score at least 70% and are deemed responsive will be submitted for State III FACT Committee Member Proposal Evaluation.

3.C. Stage III – FACT Committee Member Proposal Evaluation

Each proposal that passes the EHSD Compliance and Fiscal evaluation will be submitted to the FACT Committee members for individual assessment and scoring. Each proposal will be reviewed and scored by each eligible member of the Committee based upon the adequacy and thoroughness of the response to the RFP. ***This is a scoring of the merits of each individual proposal only.***

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4.D. Stage IV – Overall FACT Committee Evaluation and Final Recommendations

The FACT Committee will meet to review and discuss the submitted proposals and individual evaluations as a group and apply additional criteria as necessary (e.g. geographic distribution of services, breadth of services within each priority area, etc.) to determine the contract award recommendations to be forwarded to the Director, Employment and Human Services Department and Board of Supervisors.

The six weighted proposal evaluation criteria are shown below, along with the maximum number of points possible. Proposal scores may range from 0 to 100 points, as follows:

RFP Scoring Categories	Available Points
Statement of Need	5
Agency Description/Capability	5
Project Description	35
Approach/Methodology	
Outreach and Accessibility	
Collaboration and coordination w/other organizations	
Cultural Awareness and Humility	
Services Provided	
Scope of Work/Action Plan	
Staff, Consultant and Subcontractor Qualifications	10
Evaluation Methodology and Accountability	20
Program Budget and Budget Narrative	25
Required Agency/Project Budgets and Fiscal Review	
Total available points	100

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Proposals that do not attain an average score of 70 points are unlikely to be eligible for further consideration for funding.

5.2 Restrictions and Disclosure

Any information deemed confidential or proprietary by the Bidder must be clearly marked and identified by the Bidder as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Bidders should be aware that EHSD is required by law to make its records available for public inspection and



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copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

EHSD will not notify Bidder of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by Bidder as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify Bidder of such request to allow Bidder to challenge such request consistent with applicable law.



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Section 6: Forms and Addendums

<u>Addendum#</u>	<u>Form Title</u>
6.1	I Proposal Cover Statement
6.2	II Scope of Work
6.3	III Service Estimate Instructions/Form
6.4	IV Demographics of Service Population
6.5	V Evaluation Plan
6.6	VI Budget
6.7	VII Budget Instructions
6.8	VIII Memorandum of Agreement/Understanding Outline (sample)
6.9	IX Board of Directors
6.10	X Statement of Qualifications
6.11	XI Contracts and Grants Report
6.12	XII OCAP Annual Report (sample)
6.13	XIII Protective Factors Guidelines



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Addendum I

Complete and attach as the **first page of proposal**. Original signatures must be submitted on cover page of one proposal.

PROPOSAL COVER STATEMENT – RFP XXXX	
BIDDER ORGANIZATION NAME:	
ADDRESS	Bidder Phone
	Bidder Fax
	Web Address
CONTACT PERSON	Contact Phone
	Contact E-mail
	Contact Fax
ADDRESS OF PROGRAM (if different than above)	
PROGRAM TITLE	PRIORITY FOCUS
COLLABORATIVE PARTNERS/SUBCONTRACTORS (If applicable)	
AMOUNT OF FUNDING REQUEST	
TOTAL AMOUNT REQUESTED	\$ _____
FEDERAL EMPLOYER NUMBER	501(C)(3) EXEMPTION EXPIRATION DATE
_____	_____
AGENCY PRIOR YEAR NET OPERATING BUDGET	\$ _____
AUTHORIZATION	
<p><i>We submit the attached response to the Notice of Request for Proposal No. 1175 dated January 2021 and all attachments and declare that: If this Response is accepted by the Board of Supervisors of Contra Costa County, I will enter into a standard contract with Contra Costa County to provide all work specified herein at the costs, which I have proposed, or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used to supplant or augment funding for other programs operated by the bidder/contractor unless stipulated within the proposal and accepted by the County.</i></p>	
AUTHORIZED REPRESENTATIVES: (two signatures required)	
Name: _____	Title: Executive Director
Signature: _____	Date: _____
Name: _____	Title: Board President
Signature: _____	Date: _____



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Addendum II

SCOPE OF WORK

SCOPE OF WORK			
A. Measurable Objectives	B. Key Activities	Start Date	Completion Date



**REQUEST FOR PROPOSALS (RFP) XXXX
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Addendum III

**SERVICE ESTIMATES
INSTRUCTIONS**

Complete the Service Unit Form on the following page. Specify the length of time and the total number of each type of service unit the agency will provide to clients during the contract period, (i.e., number and length of services, e.g., counseling sessions, education sessions, outreach activities, etc.) Indicate how the performance of services will be monitored. Indicate number of unduplicated clients to be served.

EXAMPLE

Service Unit Type	Number of Units of Service	Time for Service Unit	Number Unduplicated Clients	Monitoring Tool
Risk Screening	500 screenings	1 hour	500 women	Screening Questionnaires Completed
Provider Training	3 sessions	40 minx3 = 2 hours	12 staff	Agenda Attendance sheets
Referral to SA Specialist	65 referrals		65 women	Referral forms
Needs Assessments	55 assessments	1 hour	55 women	Case mgmt files
Case Management	52 weekly	30 min each	52 women	Case mgmt files
Home visits	26 visits	1 hour	52 women	Case mgmt files



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Addendum III

ESTIMATED UNITS OF SERVICE				
Service Unit Type	Number of Units of Service	Time for Service Unit	Number Unduplicated Clients	Monitoring Tool



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Addendum IV

DEMOGRAPHICS OF SERVICE POPULATION			
Clients by Age			
(1) Indicate number of each category of client served by your organization currently, (2) Indicate the estimated number to be served through the proposed program, (3) Indicate what % column #2 represents of the total number of clients currently served by your organization.	(1) Number Currently Served by Organization	(2) Number To Be Served by Proposed Program	(3) % of Overall Number Served by Organization
Expectant Women under 19 years of age			
Expectant Women over 19 years of age			
Parents under 19 years of age			
Parents over 19 years of age			
Children 0-5			
Children 6-12			
Adolescents 13-19			
Kinship caregivers			
Foster Parents			
Providers of Care			
Other (describe)			
Clients by Race and Ethnicity			
(1) Indicate number in each category of clients served by your organization currently, (2) Indicate the estimated number to be served through the proposed program, (3) Indicate what % each category represents of the total number to be served by your proposed program.	(1) Number Currently Served	(2) Number To Be Served by Proposed Program	(3) % Of Number To Be Served by Proposed Program
African American			
Latino/ Hispanic			
Asian/ Pacific Islander			
Native American/ Alaskan Native			
Caucasian			
Multiracial or Biracial			
Other (describe)			
Total			
Geographic Distribution			
County Areas	Areas	% of Overall Number To Be Served	
	East		
	Far East		
	West		
	Central		
	South		



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ADDENDUM V		
EVALUATION PLAN		
Organization Name:		Project Name:
Target Population:		
Outcomes <i>What is the measurable change that is anticipated in the target population as a result of the proposed activities?</i>	Indicators of Change	Method of Data Collection



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ADDENDUM VI

PROJECT BUDGET July 1, 2022 to June 30, 2023				
Agency:			Program Title:	
REVENUES				
Project Revenue Sources	Cash Revenues	In-Kind Revenues	Total Project Revenues	
FACT				
Other: Identify Source				
Total Income				
COST CATEGORIES				
A. PERSONNEL				
1. ADMINISTRATIVE STAFF				
Title Position	Monthly Salary/Wage	% of time (FTE)	Total Cost	FACT Request
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Subtotal			\$	\$
2. SERVICE DELIVERY STAFF				
Title Position	Monthly Salary/Wage	% of time (FTE)	Total Cost	FACT Request
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Subtotal			\$	\$
3. TAXES AND FRINGE BENEFITS				
FICA			\$	\$
SIU			\$	\$
Worker's Compensation			\$	\$
Other (Specify)			\$	\$
Subtotal Fringe Benefits			\$	\$
TOTAL PERSONNEL			\$	\$



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PROJECT BUDGET July 1, 2019 to June 30, 2020		
Agency:	Program Title:	
B. Operating Costs		
Item	Total Cost	FACT Amount
1. Occupancy		
2. Utilities		
3. Telephone, Postage, Insurance		
4. Equipment, specify		
5. Materials and Supplies, specify		
6. Printing and Copying		
7. Client Incentives, specify		
8. Travel/Mileage		
9. Training		
10. Other Expenses, specify		
11. Consultants		
12. Subcontractors (attach separate budget if over \$5,000)		
Total Operating Costs	\$	\$
Total Personnel and Operating Costs	\$	\$
Total Indirect Costs (Up to 10% of total personnel and operating costs requested of FACT)		\$
		Subtotal \$
		10% Match \$
TOTAL FACT REQUEST (Total cost less 10% match)		\$



ADDENDUM VII - INSTRUCTIONS FOR COMPLETING BUDGET

ADMINISTRATION/SALARIES/BENEFITS

Administration and Support

Include supervisors, directors, clerical support staff, administrative staff who have no service delivery responsibilities. Divide the salaries of staff that have 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 full time equivalent (FTE). Explain in narrative.

Program Staff

Include all staff involved in service delivery. Indicate titles, rate of pay, time allotted to program and FTE.

Payroll Fringe Benefits

The estimated cost of benefits, paid vacations, sick leave and training days shall be reported on the line-item budget. Narrative shall list staff by title, number (FTE), rate of pay 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.

a) Indirect/Administrative costs may not exceed 10% of total request.

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

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OPERATIONS

Occupancy

Describe all applicable factors (e.g. rent/leases) and basis for allocating costs to program.

Utilities

Describe all applicable factors and basis for allocating costs to program.

Telephone, Postage, Insurance,

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

Printing/Photocopying

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

Materials

List by type and describe justification of costs.

Supplies

(Office and Program) List by type and describe justification of costs.



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Travel

Describe type, justification, and basis of costs. Include service delivery and administration mileage and transportation costs for clients. The bidder shall be allowed expenses as follows: mileage subject to adjustment under standard IRS mileage rules.

Miscellaneous

Indicate kinds of anticipated miscellaneous costs such as childcare for clients while receiving services. Items over \$100 should be individually explained.

Additional Funding

If FACT funding represents only a portion of the funds designated for this program, indicate other sources and amounts received or anticipated.

MATCHING FUNDS

A 10% match of FACT funds is required in either cash or in-kind. Indicate amount, type and source of match including projected revenues in the narrative.

Match may not include use of any State of California funds.

Example of Match Calculation:

Total Program Cost	\$ 66,000	
Match	<u>- \$ 6,000</u>	
Total FACT Funds Requested		\$ 60,000

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ADDENDUM VIII

Memorandum of Agreement/Understanding Outline

4I. Partners

Identify the organizations that are subcontractors and partners in the collaboration and the individuals representing them.

Provide a statement which indicates that by signing the document, the organizations commit to executing the activities, supporting the achievement of outcomes and providing the resources detailed in the agreement.

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2II. Program Activities

Summarize the responsibilities and activities to be carried out by each organization relative to the proposed program.

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3III. Commitment of Resources

Delineate the resources each organization will provide to the program. Also indicate the amount of funds, if any, each organization will receive.

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4IV. Term of Agreement

Indicate the specific dates of the agreement. The term of the agreement should at least endure the term of the funding.

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5V. Signatures

A representative from the bidder organization and each subcontractor or partner organization in the collaboration must sign this document. The agreement must be signed by individuals with authority to bind the organizations contractually. An MOU with original signatures must accompany the original proposal submission. Copies of the original may accompany the proposal copies

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ADDENDUM IX

CURRENT BOARD OF DIRECTORS
(BIDDER)

- 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):

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BOARD OF DIRECTORS

Member Name	Address	Occupation/ Affiliation	Board Position	# Years on Board



ADDENDUM X

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: _____

- 2(b) Indicate the CPA firm that prepares the agency's annual audit.
 Name: _____ Phone: _____
 Address: _____

3. Number of year’s bidder has been in business under the present business name.

 List related prior business names, if any and time frame for each.

4. Number of years of experience bidder has had in providing 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. Has there been any litigation in connection with contracts for services involving 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, which may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP?

_____ Yes _____ No

If yes, specify below.

9. Supply names, addresses, and phone numbers of **two** references, one each in the areas of financial/administrative management and social service delivery to substantiate experience and qualifications.

Bidder specifies that all answers provided above are complete and accurate. Bidder also agrees to provide the County with any other information the County decides is necessary for an accurate determination of bidder's qualifications to perform proposed services.

Name and Title
(Executive Director or Board President)

Date



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ADDENDUM XI

FINANCIAL SUPPORT: CONTRACTS AND GRANTS
(You may make additional copies of this form)

- 1. List significant active contracts and subcontracts, including government contracts and/or grants:

Contract with contact information	Services Provided	Contract Amount	Effective Dates



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FINANCIAL SUPPORT: CONTRACTS AND GRANTS page 2
(You may make additional copies of this form)

VIII. List primary sources of income for the past five years and amounts below:

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Funding Sources	Services Provided	Contract Amount	Effective Dates

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

Name and Title

Date



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ADDENDUM XII - TO BE REPLACED WITH CURRENT TEMPLATE

**OCAP ANNUAL REPORT
Service Activity and Funding Stream TouchPoint Template**

SAMPLE

Name: Service Activity and Funding Stream

County: [Click here to enter County.](#)
 Completed by: [Click here to enter name of person completing form.](#)
 Completed on behalf of: [Click here to enter name of person completing on behalf of.](#)

Service Activity Information Tab

State Fiscal Year: [Click here to enter State Fiscal Year.](#)

Service Category (Select Only One.)

- | | |
|--|--|
| <input type="checkbox"/> Adoptive Parent Recruitment | <input type="checkbox"/> Information & Referral |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Basic needs, concrete supports | <input type="checkbox"/> Live Scan |
| <input type="checkbox"/> Behavior health, mental health services | <input type="checkbox"/> Network Development |
| <input type="checkbox"/> Case management | <input type="checkbox"/> Parent Leadership Training |
| <input type="checkbox"/> Child care | <input type="checkbox"/> Parenting Education |
| <input type="checkbox"/> Crisis nursery | <input type="checkbox"/> Parenting/Sibling Visitation |
| <input type="checkbox"/> Differential Response | <input type="checkbox"/> Peer Support |
| <input type="checkbox"/> Disability services | <input type="checkbox"/> Public Awareness |
| <input type="checkbox"/> Domestic violence services | <input type="checkbox"/> Respite Care |
| <input type="checkbox"/> Early childhood services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Family Resource Center | <input type="checkbox"/> Team Decision Making/MDT |
| <input type="checkbox"/> Financial literacy education | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Health services | <input type="checkbox"/> Youth Programs |
| <input type="checkbox"/> Home visiting (0-5) | <input type="checkbox"/> Other (Please list. Limit 10 words) |
| <input type="checkbox"/> Housing services | |

Program Name (Limit 500 Characters)

[Click here to enter Program Name.](#)

Is This An Evidence-Based or Evidence-Informed Practice?

Family and Children's Trust (FACT) Committee
 RFP # XXXX, 2021



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- Evidence-Based
- Evidence-Informed Practice
- Unknown
- No

Name of the Evidence-Based Practice: (Specify. Limit 100 characters) [Click here to enter name of practice.](#)

Name of the Evidence-Informed Practice: (Specify. Limit 100 characters) [Click here to enter name of practice.](#)

If this service was offered in a variety of curriculums, how many of the curriculums were considered evidence-based or evidence-informed? [Click here to enter number.](#)

Program Activity Description (Limit 8000 Characters)

[Click here to enter program description.](#)

Service Provider(s)

Is this service provided by one or multiple providers?

One

Service Provider Name: (Limit 100 Characters) [Click here to enter provider name.](#)

Multiple

Enter the number of estimated providers for this service: [Click here to enter number of providers.](#)

Funding Stream Tab

Funding Sources Used For This Service (Select all that apply and enter corresponding amount for each funding stream)

OCAP Funding Stream(s)	Amount For This Service Activity
<input type="checkbox"/> CAPIT	\$ Click here to enter amount.
<input type="checkbox"/> CBCAP	\$ Click here to enter amount.
<input type="checkbox"/> PSSF - Family Preservation	\$ Click here to enter amount.
<input type="checkbox"/> PSSF - Family Support	\$ Click here to enter amount.



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**REQUEST FOR PROPOSALS (RFP) XXXX
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<input type="checkbox"/> PSSF - Time Limited Family Reunification	\$ Click here to enter amount.
<input type="checkbox"/> PSSF - Adoption Promotion Support	\$ Click here to enter amount.

Total PSSF Funding that supports this activity? \$ [Click here to enter amount.](#)

Total OCAP Funding that supports this activity? \$ [Click here to enter amount.](#)

Other Funding Stream(s) that support this activity (Check ALL That Apply)	Other Funding Amount For This Service Activity
<input type="checkbox"/> Corporate	\$ Click here to enter amount.
<input type="checkbox"/> First Five	\$ Click here to enter amount.
<input type="checkbox"/> Government	\$ Click here to enter amount.
<input type="checkbox"/> Individual Donations	\$ Click here to enter amount.
<input type="checkbox"/> Private Foundations	\$ Click here to enter amount.
<input type="checkbox"/> Other Non-Listed Funder Click here to enter other.	\$ Click here to enter amount.

Total Other Funding That Supports This Activity: \$ [Click here to enter amount.](#)

[Is there a financial sustainability plan for this program beyond OCAP funds?](#)

Yes No Maybe

Please explain: (Limit 250 characters) [Click here to explain.](#)

[Would the County continue to invest in this program without OCAP funds?](#)

Yes No



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In What Languages Is This Service Offered? (Check All That Apply)

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Farsi | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Hmong | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Korean | <input type="checkbox"/> Tagalong |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Mandarin | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Punjabi | <input type="checkbox"/> Sign Language |
| <input type="checkbox"/> Other | (Specify. Limit 100 characters) Click here to enter other language. | |

Service Counts (Enter total client counts according to race/ethnicity. A service participant is counted as either an individual or family – not both)

For this service, do you record demographic data by individuals OR by families?

- Individuals
 Families

If you count Individuals complete this table:

Individuals (children and parents/caregivers)	Children Without Disabilities	Children with Disabilities	Parents or Caregivers without Disabilities	Parents or Caregivers with Disabilities
White (Non-Hispanic) Children Served				
Hispanic or Latino Children Served				
Black or African American (Non-Hispanic) Children Served				
Asian Children Served				
American Indian or Alaska Native Children Served				
Native Hawaiian or Other Pacific Islander Children Served				
Two or More Race Children Served				
Other Children Served				
Total Individuals Served				



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TOTAL INDIVIDUAL SERVICE COUNT FOR THIS SERVICE ACTIVITY	
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If you count Families complete this table:

FAMILIES	
White (non-Hispanic) Families	
Hispanic or Latino Families	
Black or African American (non-Hispanic) Families	
Asian Families	
American Indian or Alaska Native Families	
Native Hawaiian & Other Pacific Islander Families	
Two or More Race Families	
Other Families	
TOTAL FAMILY SERVICE COUNT FOR THIS SERVICE ACTIVITY	

Please provide insight into any increase or decrease in service counts (compared to last year) (Limit 250 characters) [Click here to explain.](#)

Activity Outcome Tab

Service Addressed which County Identified Need (What Need Identified In The CSA Is This Service Activity Trying To Address?)

- | | |
|--|--|
| <input type="checkbox"/> Behavioral Health/Mental Health | <input type="checkbox"/> Physical Abuse |
| <input type="checkbox"/> Disparities in access to services/resources | <input type="checkbox"/> Physical Health |
| <input type="checkbox"/> Domestic violence | <input type="checkbox"/> Poverty |
| <input type="checkbox"/> Emotional abuse | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Isolation | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> Lack of services/resources | <input type="checkbox"/> Neglect |

Other (Specify. Limit 100 characters) [Click here to enter other priority need.](#)

Desired Primary Outcome/Goal (Please Select Only One Primary Outcome For This Service activity)



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- Children's social and emotional needs
- Families have concrete support in times
- Increased knowledge of parenting and child development
- Increased parental resilience
- Increased social connections
- Nurturing and Attachment
- No specified Primary Outcome
- Other
(Specify. Limit 100 Characters): [Click here to enter other desired primary outcome.](#)

What is the total number of individuals or families (not both) that achieved the outcome?
[Click here to enter number.](#)



How Was This Outcome Measured?

- CWS/CMS
- Family Development Matrix
- Pre - and/or Post-survey developed in-house
- Protective factors survey
- Validated assessment tool
(Specify. Limit 100 Characters):[Click here to enter validated tool.](#)
- This outcome was not tracked and/or measured
- Other
(Specify. Limit 100 Characters):[Click here to enter other tool.](#)

Did you experience any unexpected challenges with this activity?

- Yes
- No

Explain Challenges experienced with this activity (Limit 8,000 characters)

[Click here to explain challenges.](#)

Did you experience any unexpected benefits with this activity?

- Yes
- No

Explain Unexpected Benefits (Limit 8,000 characters)

[Click here to enter unexpected benefits.](#)

Please share one participant success story related to this program. Include client demographics, present issues, and the specific success the participant achieved as a result of this program. (Limit 8,000 characters)

[Click here to enter participant success story.](#)

Additional comments (Limit 2,000 characters)

[Click here to enter additional comments.](#)

If you would like to share any photos, flyers, etc. (jpg), articles (pdf) or media links about the success of your program please upload or email attachments to OCAP-PND@dss.ca.gov. We may feature your County in our next OCAP Newsletter!

Target Population Tab

Child Welfare Category

- Families with open CPS



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- Non-CPS involved
- Both

What percentage was Non-CPS? [Click here to enter percentage.](#)

Target Population

- Children
- Families
- At-risk Children
- At-risk Parents
- Other (Specify. Limit 10 words) [Click here to enter other.](#)
- Providers
- Community At-Large
- Special Populations
- At-risk Families

Specify Special Population(s) (Limit 100 characters) [Click here to enter special population.](#)