Contra Costa County

FAMILY AND CHILDREN'S TRUST REQUEST FOR PROPOSAL 1133

The Contra Costa County Employment and Human Services Department (EHSD) Family and Children's Trust Committee is pleased to announce issuance of the RFP 1133 for Ann Adler Family and Children'sTrust Funds, AB 1733, AB 2994, and Community-Based Family Resource Funds for Family and Children's Services.

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** **Wednesday, March 13, 2013** **9:00 am – 12 noon** **40 Douglas Drive** **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 responses to this RFP will be due at 40 Douglas Drive in Martinez no later than 5:00 pm on Monday, April 8, 2013
Please call the Employment and Human Services Department at (925)313-1618 with any questions about the RFP process. Thank you in advance for your effort in preparing your response.

REQUEST FOR PROPOSAL (RFP) 1133
FOR ANN ADLER FAMILY AND CHILDREN'S TRUST FUND,
AB 1733, AB 2994, AND COMMUNITY-BASED FAMILY RESOURCE FUNDS
FOR FAMILY AND CHILDREN'S SERVICES

DATE OF NOTICE – February 26, 2013

The Contra Costa County Employment and Human Services Department announces Request for Proposal (RFP) No.1133 to private, non-profit agencies and educational institutions for services contracted to the Department under the auspices of the Family and Children's Trust Committee (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.

The total amount of funds available for awards for the period July 2013 through June 2014 is estimated to be up to $540,000. 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 maximum award for any one prevention or intervention services project to a single agency shall **not exceed $73,000 for the contract year**. Contract extensions of one year may be granted depending on the availability of funds, compliance with requirements, provision of quality services and the achievement of successful outcomes.

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 amount will be determined by the number of agencies involved and their relative level of participation.

To be eligible to bid on this RFP, an applicant 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/Sheriffs/Fire/Health Department(s), etc.) Department or Fire Department), 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, 2013 through June 30, 2014. Contractors may receive an

extension through June 30, 2015. 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 application 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.

Address all correspondence and submit the completed proposal to:

Contra Costa County
Employment and Human Services Department
Contracts and Grants Unit, ATTN: RFP No. 1133
40 Douglas Drive
Martinez, CA 94553

Proposals must be received at the above address no later than **5:00 P.M. on Monday, April 8 2013.** Proposals received via mail or hand delivery after 5:00 P.M. on Monday, April 8, 2013, **will NOT be considered.** Faxed or electronically delivered proposals will **NOT** be accepted.

A **mandatory** bidder's conference has been scheduled for Wednesday, March 13, 2013, at 9:00 A.M., at 40 Douglas Drive, Martinez, CA, Rooms 101/102, to provide further clarification on this RFP and answer questions by prospective bidders. Any agency wishing to respond to this RFP **must** have a representative attend this meeting.

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RFP #1133 SCHEDULE

1. **RFP released February 26, 2013**

2. **Mandatory Bidder's Conference**
   Wednesday, March 13, 2013, 9:00 a.m. – 12:00 noon
   40 Douglas Drive
   Martinez, CA 94553
   RM 101/102

3. **Proposal Submission Deadline**
   Monday, April 8, 2013 5:00 P.M.
   Employment and Human Services, 40 Douglas Drive, Martinez, CA
   (No proposals will be accepted after this date and time)

4. **Proposal Review and Funding Recommendations**
   FACT Committee Meeting
   Wednesday May 8, 2013, 10 a.m.
   40 Douglas Drive
   Martinez, CA 94553
   RM 101/102

5. **Notification of FACT Recommendations**
   Monday, May 13, 2013

6. **Deadline to Submit Appeal Letters**
   Tuesday, May 28, 2013

7. **Funding Recommendations to Board of Supervisors**
   June 2013

8. **Contract Period Begins**
   Monday, July 1, 2013

1. BACKGROUND AND PRIORITIES FOR FUNDING

1.1. General Information

The Contra Costa County Employment and Human Services Department is seeking applications from qualified nonprofit agencies to develop and implement 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:

- identifying priority service needs,
- developing and distributing Requests for Proposal,
- reviewing and rating submitted proposals, and,
- recommending 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.

Throughout the next funding cycle, the Family and Children's Trust Committee will make targeted investments 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. The largest share of these investments will be granted in a request for proposal process focusing on several priority areas detailed below. 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 Committee that included an online survey, interviews with key informants, and a review of 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.

1.2 Guiding Principles

The FACT Committee has identified specific guiding principles that are required of programs supported by FACT funds and that will be considered in the review of all program proposals, irrespective of the services proposed.

Strengthen families and their ability to nurture, support and care for their children.
Families are at the center of all services, and programs will adopt a family-centered approach in the design and delivery of services. Such an approach will recognize the important role of parents in their children's lives and seek to build upon family strengths in a respectful and collaborative process. All programs must include services for families involved with or/at risk of becoming involved with child welfare.

Recognize and value the diversity of families and promote access to services for all families. Programs must provide services that are culturally and linguistically appropriate and reach out to underserved populations. 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.)

Support implementation of programs that use the best that research and experience have to offer. Programs will apply best and promising practices drawn from research and model programs in program design, methodology and delivery of services.

Support and encourage collaboration that leverages resources through active integration, enhanced services and linked systems with mutual accountability. Programs will demonstrate planning and coordination with other public and private agencies serving the same client population, adopt strategies that expand and enhance systems of care for families, and/or leverage FACT funds with funding from other sources. Formal collaborative agreements require signatures of all parties.

Encourage community and consumer participation in program development, implementation and assessment. Programs will demonstrate systematic strategies that support client and community resident participation in planning, developing and assessing services

1.3 Funding Priorities

The following programs/services are requested through RFP # 1133:

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.

1. Support for children with special needs and/or mental health needs and their families.

2. Parenting education services including information and referral support services to address the complex issues of the family and its individual members

3. Evidenced-based or evidence informed violence prevention and early intervention services that focuses on one or more of the following:

    (a) Violence prevention/awareness programs or services including but not limited to after school programs,

    (b) Prevention and early intervention family violence services including child abuse and domestic violence services, and/or,

    (c) Prevention and early intervention gang violence services.

2. RFP REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS

2.1 General Requirements

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

a. All bidders shall submit one original proposal package and sixteen (16) complete copies for each proposal, under sealed cover, by mail or hand-delivery to the address shown on the Request for Proposal (RFP 1133) Notice so as to be received no later than Monday, April 8th at 5:00 P.M. Each submission must be marked on the outside with the Agency's name and the RFP 1133. Proposals received via mail or hand delivery later than 5:00 P.M., Monday, April 8, 2013, will be unacceptable for consideration. Postmarks are not acceptable, nor are faxed or electronic submissions.

b. Proposals and required attachments shall be submitted as specified and must be signed by officials authorized to bind the bidder to the provisions. All costs 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 a bidder's authorized representative prior to Monday, April 8, 2013 at 5:00 P.M., if the bidder provides appropriate identification and signs a receipt attesting to his/her receipt of the proposal.

d. A **Mandatory Bidders Conference** for prospective bidders will be held Wednesday, March 13, 2013, 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 bidders' agency must attend this Conference.** The purpose of the conference is to clarify the contents of this RFP. Such clarifications may aid potential applicants in deciding whether to submit proposals. It is not intended to provide technical assistance to individual applicants on how to prepare their proposal packages.

e. 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.

f. 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.

g. With respect to this Request for Proposal, 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.

h. 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 weight factors are described in SECTION 3.

i. 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. Award of a contract by the Board of Supervisors will constitute acceptance of a proposal.

j. Only bidders who have submitted a proposal in accordance with RFP 1133 may appeal the RFP process. Any appeal must be submitted in writing to the address shown on the Request for Proposal (RFP) Notice, no later than **5:00 P.M., Tuesday, May 28, 2013.** Notification of the final decision on the appeal shall be made in writing to the bidder.

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.

Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors as part of the public award action (the action requesting Board authority to enter into contract(s) with the successful RFP bidders).

k. 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.

l. Services will begin upon the signing 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 of any contract.

m. The selected contractor will be required to assume responsibility for all services offered in their proposal whether or not contractor possesses them within their current organization, such as subcontracting or multiple agency submissions.

n. 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.

o. 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.

p. 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.

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

   i. That funds received will supplement, not supplant, other state and local public funds and services.

   ii. That anyone who has or will be awarded funds has not been suspended or debarred from participation in an affected program.

   iii. 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.

2. 2 Proposal Instructions

a. 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.

b. Each bidder must submit **one (1) original proposal package and sixteen (16) complete copies with attachments** included, unless otherwise noted on Submittal Checklist (Page 15).

c. All narrative materials are to be single-spaced on 8 1/2" X 11" paper with no less than 1" margins on each side of the paper. Use one side of paper only. Complete proposal may not exceed **15** pages excluding cover sheet, program summary, table of contents, budget, budget narrative, and required attachments.

d. All pages must be stapled or alligator-clipped together, not bound or in binders, and numbered consecutively with each section identified by the appropriate Roman numeral.

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

2.3. Proposal Outline and Content

a. 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.)

I. Cover Sheet (not included in the 15 page limit)

Complete the proposal Cover Sheet Form (Addendum 1). This sheet will serve as the cover of the agency's proposal. An official authorized to bind the entity must sign. Do not place anything over this sheet. The original cover sheet must be signed in blue ink.

II. One-Page Project Summary (not included in the 15 page limit)

Begin with a brief summary of the proposal that is no longer than one page (1 inch margins, 11 pt font single spaced). This summary should concisely describe the proposed project, its goals, the population to be reached, and the proposed plan of action. Briefly discuss the relationship of the proposed project to the stated priorities and the impact(s) expected from the proposed project.

III. Proposal Narrative

A. Problem/Need Statement

- Briefly describe the community the agency intend 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.

B. Agency Description/Capability

- 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.
- If appropriate, state how many people were served by your organization during 2011 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.
- Provide evidence of the agency's cultural/linguistic competence to work with the targeted population as described on page 7 of this RFP.

- 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.

- Describe the agency experience and capacity to manage projects of the size and scope proposed.

C. Project Description

1. For this narrative portion of the application, please address the following, as appropriate:

    - 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".

    - 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.

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

    - Where applicable, discuss how the agency plan 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.

    - 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.

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

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

    - 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).

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

3. 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.

D. Staffing, Subcontractor and Consultant Qualifications

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

- 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 resumes and/or job descriptions of relevant staff, including subcontractors, in the Addendum section.**

E. Evaluation Plan – Project Outcomes and Performance Measures

1. Using the Project Outcomes and Performance Measures Form, **Addendum V,** please identify the intended proposed project outcomes (measurable where possible) and performance measures that the agency will use to monitor its effectiveness in achieving its stated objectives.

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

- Describe what evaluative data will be collected and how it relates to the proposed 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 and what reports will be generated.
- Describe any additional planning for evaluation that will be required.

IV. Budget/Budget Narrative

Requirements:

Budgets should reflect common business practices and be adequate to ensure the success of the proposed project.

A. Fiscal Management and Sustainability

1. In the narrative section of the proposal discuss the following:

- Describe internal management and fiscal control systems.
- Discuss any additional sources of income that have been or will be added to support the proposed project.
- Describe how the agency will plan for the long-term sustainability of the proposed project.

B. Complete and attach the Lead Agency Line Item 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.

C. Provide a budget narrative describing 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.

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 15% of personnel and operating costs and must be described in the budget narrative. (See budget instructions **Addendum VI**.)

D. If applicable, complete a line item budget for each subcontractor showing the amount and purpose of requested funds.

E. Provide a budget narrative describing all line items included in the subcontractor budget and the justification for each line item in the budget.

2.4 Submittal Checklist

All items listed below shall be completed and included in submittal package at time of delivery to County Offices 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 Application conforms to the requirements of the RFP. Forms are provided in the Addendums.

1. Proposals must be received no later than 5:00 p.m., on, Monday, April 8, 2013. Fax, e-mail or postmarked copies of application will **not** be accepted.

2. One (1) original wet-signed cover sheet in blue ink signed by individuals authorized to bind the responding organization/institution contractually and sixteen (16) copies of Application in the format specified. Required order of the document is as follows:

1) Cover Sheet
2) Program Summary
3) Application Narrative Sections
4) Budget
5) Budget Narrative
6) Subcontractor Budget
7) Subcontractor Budget Narrative

Attachments (Additional Required Forms and Submissions):

A. Scope of Work
B. Service Estimates
C. Demographic Data
D. Evaluation Plan
E. Applicant's Organizational Chart with proposed project included
F. Resumes and job descriptions of key project staff/consultants
G. Memoranda of Understanding (MOU) from all partners signed by authorized agent of the organization outlining specific types and levels of commitment or partnership if appropriate to this application.
H. Roster of Applicant's Board of Directors with affiliations
I. Statement of Qualifications
J. Grants and Contracts
K. Letters of support as appropriate. (No more than 5)

L. Agency Brochure, if available
M. Proof of non-profit status
N. Applicant Organization's Current Year Operating Budget
O. The agency's most recent CPA audit or year-end financial statement. **(Submit 2 copies only)**
P. Bidder's manual of fiscal procedures and policies, **one copy**, if available, attached to original proposal copy.

3. PROPOSAL REVIEW

Each proposal will be subjected to a three-step review process to determine responsiveness to the RFP requirements.

3.1. Review Process and Scoring

A. *Stage I – Staff Review: RFP Compliance*
Proposals must first pass the staff review in order to be eligible for further evaluation. This is a pass/fail evaluation. To pass the RFP compliance review, the applicant agency must have included all required proposal components or provide a documented reason why not. Proposals that do not pass this review will be considered unresponsive and will not be eligible for further consideration.

B. *Stage II – Fiscal Review*
The proposal must receive a fiscal review evaluation score of at least **70% (17.5 points)** of the total available 25 points, if not; it will be eliminated from further review. Points will be awarded on the basis of the agency's demonstration of:

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

C. *Stage III - Individual Proposal Evaluation*
Each proposal that passes the staff review will be submitted to the FACT Committee members for individual assessment and scoring. Each proposal will be reviewed and scored by each member of the Committee based upon the adequacy and thoroughness of the response to the RFP. ***This is a scoring of the merit of each individual proposal only.***

D. *Stage IV – Full Committee Review and Final Recommendations*
The full FACT Committee will meet to review and discuss the submitted proposals 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 Board of Supervisors for final approval.

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:

Category	Maximum Score
Statement of Need	10 points
Agency Description/Capability	10 points
Project Description	45 points
Approach/Methodology (5 points)	
Outreach and Accessibility (5 Points)	
Collaboration/Coordination (10 points)	
Cultural Competency (5 points)	
Services (10 points)	
Scope of Work/Action Plan (10 points)	
Staff, Consultant and Subcontractor Qualifications	5 points
Evaluation Plan	5 points
Required Agency/Project Budgets and Fiscal Review	25 points
	100 points possible

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

3.2 Proposal Evaluation Criteria

The Committee will evaluate each applicant's organizational structure, mission, current services available, type, level and amount of proposed services, types of experience, budget and capabilities.

The specific evaluation criteria that will be applied to all proposals are as follows:

1. **Project Statement of Need/Relationship to Priorities (10 points maximum)**

   a. To what extent does the project address one or more of the priorities identified in the RFP?

   b. To what extent do the data provided justify the need for the project? Does the project reflect the ethnic, geographic and service needs of the community?

2. **Agency Description/Capability (10 points maximum)**

   a. To what extent does the applicant have the appropriate qualifications to undertake the proposed work?

   b. To what extent does the applicant's past accomplishments or current projects/efforts (and those of its subcontractors, if any) relate to the type of work required under this RFP?

c. To what extent does the project described in this RFP fit the applicant's mission and goals? Is there evidence of organizational commitment to this project?

d. To what extent does the applicant have relevant experience working with collaboratives and/or serving the communities and populations described in this RFP?

e. To what extent do the applicant's examples of similar or prior experiences adequately demonstrate the ability to provide deliverables in a timely manner and demonstrate the applicant's ability to manage fiscal resources responsibly?

f. To what extent does the applicant have adequate facilities and office support services at its disposal to perform work under this RFP?

g. To what extent does the applicant demonstrate management ability to adequately coordinate and monitor the proposed project?

3. **Project Description (45 points maximum)**

Approach/Methodology (5 points)

a. Does the summary clearly describe the goals and scope of the project? To what extent is the planned approach clear?

b. To what extent are the scope, scale and potential impact of the project appropriate to the funding available to conduct the program?

c. To what extent do the proposed services, methods and strategies demonstrate best or promising practices for the intended target population?

d. Is there adequate evidence that the planned approach is feasible and appropriate for the community?

Outreach and Accessibility (5 Points)

e. To what extent does the applicant demonstrate the ability to serve socially and geographically isolated communities and/or increase access to services for families of young children? Are their outreach and barrier reduction plans adequate to do so?

f. To what extent has the applicant demonstrated the active involvement of the communities affected by this project? Is there evidence of an active role in the project by a community advisory group?

Collaboration/Coordination (10 points)

g. To what extent will other local partners and stakeholders be involved in the project? Are their roles clearly defined? Is the plan for collaboration realistic? Is the evidence of their participation adequate?

h. To what extent is there coordination with other existing services where appropriate?

Cultural Competency (5 points)

i. To what degree does the agency support the staff in cultural/linguistic competence?

Services (10 points)

j. If the proposed program is an expansion of an existing program or if services currently exist, to what extent are the existing and proposed expansion services, target population and staffing articulated and described?

k. To what extent are the units of services and numbers of persons to be reached feasible and appropriate? Are they reasonable in relationship to the amount of the requested/available funds?

Scope of Work/Action Plan (10)

l. To what extent are proposed objectives measurable, realistic and attainable? To what extent does the proposed project seem likely to achieve the stated goals and objectives?

m. To what extent are the proposed activities appropriate for carrying out the project successfully?

n. To what extent are timelines appropriate and feasible?

4. **Staff, Consultant and Subcontractor Qualifications** (5 points maximum)

a. To what extent does the applicant have/propose to have appropriately qualified staff to carry out the designated scope of work including those with skills and cultural and linguistic competency necessary for the proposal?

b. If the applicant is including subcontractor(s) to provide part of the deliverables, is there appropriate justification for subcontractor duties?

c. To what extent has the applicant identified and engaged appropriately qualified consultants to carry out the proposed consultant work, if applicable?

d. Are project management and supervision of staff clearly identified in proposal?

5. **Evaluation Plan** (5 points maximum)

a. To what extent will the evaluation plan support assessment of the project?

b. To what extent has the applicant provided effective performance measures that can be used to monitor both project implementation and project impact?

c. To what extent are data collection and record-keeping systems and resources adequate to perform evaluation and monitoring activities?

d. Is appropriate level of staffing designated for evaluation activities?

6. **Budget** (25 points maximum)

a. To what extent are the requested funds appropriate to carry out the project? Does the funding amount requested relate appropriately to the proposed level of effort? Are other agency resources, including in-kind, available to support the project?

b. Is there adequate justification for all line items? Are all line items appropriate, related and responsive to the activities and objectives of the project?

c. Are subcontractor budgets and narratives justifiable and appropriate to the proposed project?

d. To what extent does the applicant possess sufficient management and fiscal systems and controls?

e. To what extent has the applicant shown the ability to plan for long-term sustainability of the project? Are the applicant's plans for sustaining the project efforts after the contract period realistic?

f. Are overall agency resources sufficient to establish and maintain proposed services?

TOTAL POSSIBLE POINTS 100

ADDENDUMS

Forms and Instructions

Addendum I

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

COVER SHEET – RFP # 1133	
APPLICANT ORGANIZATION NAME	
ADDRESS	**Applicant Phone**
	Applicant 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 *We submit the attached response to the Notice of Request for Proposal No.1133 dated February 2011 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.*	
AUTHORIZED REPRESENTATIVES: (two signatures required) Name: _____ Title: Executive Director Signature: _____ Date:_____ Name: _____ Title: Board President Signature: _____ Date:_____	

Addendum II

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

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.

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

EXAMPLE

Addendum III

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

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	

ADDENDUM V

EVALUATION PLAN

Organization Name:	**Project Name:**

Target Population:

Outcomes ***What is the measurable change that is anticipated in the target population as a result of the proposed activities?***	**Indicators of Change**	**Method of Data Collection**

ADDENDUM VI

PROJECT BUDGET July 1, 2013 to June 30 2014	
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	$	$

PROJECT BUDGET July 1, 2013 to June 30, 2014		
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 $5,000)		
Total Operating Costs	**$**	**$**
Total Personnel and Operating Costs	**$**	**$**
Total Indirect Costs (Up to 15% of total personnel and operating costs requested of FACT)		**$**
Subtotal		**$**
10% Match		**$**
TOTAL FACT REQUEST (Total cost less 10% match)		**$**

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.

- Indirect/Administrative costs may not exceed 15% of total request.

- 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.)

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

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: $.56.5/mile current rate (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	$ 6,000
Total FACT Funds Requested	$ 60,000

ADDENDUM VII

Memorandum of Agreement/Understanding Outline

I. 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.

II. Program Activities

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

III. 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.

IV. Term of Agreement

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

V. Signatures

A representative from the applicant 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 application submission. Copies of the original may accompany the application copies

ADDENDUM VIII

CURRENT BOARD OF DIRECTORS
(APPLICANT)

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):

BOARD OF DIRECTORS

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

ADDENDUM IX

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.

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 Date
(Executive Director or Board President)

ADDENDUM X

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

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

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

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