



**CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
CHILDREN AND FAMILY SERVICES**

Request for Interest (RFI) 723

CSEC/Y Program Coordinator Services

Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau, announces a Request for Interest (RFI) #723 seeking a qualified contractor to provide coordination and implementation of the Commercially Sexually Exploited Children/Youth (CSEC/Y) Program within Children and Family Services Bureau. CFS provides child welfare services to Contra Costa County residents through various offices countywide.

I. STATEMENT OF PURPOSE

Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau, announces a Request for Interest (RFI) #723 seeking qualified applicants for a fee based contract position in Contra Costa County to provide coordination and implementation of the Commercially Sexually Exploited Children/Youth (CSEC/Y) Program within Children and Family Services Bureau. CFS provides child welfare services to Contra Costa County residents through various offices countywide.

The intent of this **Request for Interest (RFI) #723** is to invite qualified individuals with extensive experience to submit a letter of interest (Qualifications Statement) that describes qualifications to provide:

- CSEC/Y Program management and implementation; identifying the most appropriate approach to provide services and support and coordinating community efforts.
- CSEC/Y case coordination, collaboration and support to at-risk or in-risk youth, families and staff
- A culturally responsive, survivor informed, trauma informed and streamlined CSEC/Y Program for CFS

One CSEC/Y Program Coordinator will be hired to be based in Central Contra Costa County with frequent travel to other parts of the County.

This RFI is not in itself an offer to work, nor does it commit Contra Costa County to fund any proposals submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

II. FUNDING

- A. EHSD will award one (1) county standard contract in an amount up to **\$101,475.00** (inclusive of all expenses) to the selected individual. The anticipated contract duration is twelve (12) months, for the period of May 1, 2021 through April 30, 2022,

- with possibility of renewal based on contractor performance, availability of funds, and service need. Funding source is 50% State and 50% Federal.
- B. Minimum of 25 hours per week up to maximum of 40 hours per week required. Funding may be up to \$101,475.00 depending on number of hours worked and the negotiated hourly rate. Hourly rate negotiated upon hire will be between (\$55 - \$75) an hour.
 - C. This offer is not in itself an offer of work nor does it commit Contra Costa County to fund any proposal submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

III. SCOPE OF SERVICES

The scope of services is a general guide and is not intended to be a complete list of all work necessary to perform the duties under this RFI.

- A. Responsibilities will include but are not limited to:
 - 1. Serve as Point of Contact between Children & Family Services (CFS) and California Department of Social Services (CDSS)
 - a. Review All County Letters, legislation, and other state and federal guidelines as posted.
 - b. Coordinate with assigned CFS Program Analyst to ensure compliance with any changes or new mandates.
 - c. Participate in CDSS trainings, meetings, and webinars as required.
 - d. Report to CFS Management regarding the status and progress of CSEC program.
 - e. Write monthly reports for CFS CSEC Manager regarding status of program.
 - 2. Coordinate efforts of CFS CSEC Community Liaisons
 - a. Convene regular coordination meetings with CSEC liaisons and other contracted staff working with CFS CSEC clients.
 - b. Ensure overall program is meeting the needs of the CFS staff.
 - c. Convene and facilitate the CSEC workgroup quarterly in collaboration with the CSEC Community Liaisons, Program Analyst, and other designated CSEC Program Staff.
 - 3. Liaison with Contra Costa Human Trafficking Coalition and other Human Trafficking (HT) staff
 - a. Serve on HT Executive Team.
 - b. Chair CSEC Steering Committee (in whatever form it is).
 - c. Attend all related meetings.
 - d. Coordinate CFS CSEC efforts with greater county-wide Human Trafficking Coalition Efforts.

4. Monitor the CSEC Interagency Protocol
 - a. Ensure the Protocol remain in compliance with state and federal requirements in conjunction with the CFS Program Analyst.
 - b. Provide guidance to the CFS CSEC/Y Program Analyst to update the Protocol
5. Data tracking
 - a. Ensure that all CSEC/Y data is documented as required by CDSS and other County-wide data tracking efforts, including:
 1. Children/Youth identified as CSEC, or at risk of exploitation, etc.
 - i. Documented in CWS/CMS (Child Welfare Case Management System).
 - ii. Active efforts to refer for services and other interventions documented.
 2. Referrals screened in due to CSEC concerns.
 3. CSE-IT screenings completed.
 4. CSEC cases brought to the County's multi-disciplinary team (MDT).
 5. Compile this data into annual report for CDSS.
 6. Compile this (and possibly additional data) for County wide CSEC data collection efforts.
 7. Interface with CDSS as needed.
 8. Regularly inform CSEC Community Liaisons (if applicable) of children/youth who have been identified as exploited or at high risk of exploitation and with whom active efforts have not been made.
6. Coordinate referrals to the CSEC/Y Program
7. Quality Assurance
 - a. Obtain reports from CWS/CMS, SafeMeasures, and any other platforms on a quarterly basis, to ensure that youth who are known to be exploited or at significant risk are tagged in CWS/CMS as required by the state.
 - b. Serve as the liaison between the Department and any contracted service providers to:
 - i. ensure that the maximum number of families receiving help and support;
 - ii. identify and remedy any obstacles to service delivery; and
 - iii. ensure that the county is receiving the best services for its money.
8. Training
 - a. Provide training at the New Worker Training Sessions.
 - b. Coordinate training to CFS staff, community services providers, and Steering Committee partners.
9. Budget recommendations

- a. Serve as a gatekeeper and work to ensure that the maximum amount of resources is going to directly support survivors and their families, such as crisis intervention, case management, basic necessities.
- b. Meet with EHSD Division Manager, Administrative Services Analyst, and Fiscal Analyst regularly to review budget and ensure spending is meeting state requirements.

IV. MINIMUM QUALIFICATIONS

- A. Possession of a Master's degree from an accredited college or university with a major in either a) social work; b) counseling or psychology or other closely related field.
- B. Work experience in a public child welfare agency in California.
- C. Knowledge of CSEC/Y and Human Trafficking.
- D. Knowledge and working experience of the dynamics of providing services and support to CSEC/Y and their families.
- E. Proven ability to serve as liaison in providing supportive services to child welfare staff and community partners.

V. LICENSING AND CERTIFICATION REQUIRED

- A. Valid Class C California Drivers' License.
- B. Automobile liability insurance and professional liability insurance are required.
- C. Must complete and pass a criminal background check and be cleared through the Department of Justice.

VI. EXPERIENCE AND SKILLS DESIRED:

- A. Psychology or Social work experience, or closely related field.
- B. Experience managing data, quality assurance systems or similar skills.
- C. Experience with project management, implementation and/or coordination.
- D. Experience managing case managers/case consultants.
- E. Possesses strong analytical skills.
- F. Has ability to facilitate small and large groups to create work products and come to consensus when needed.
- G. Is comfortable with public speaking.
- H. Possesses strong collaboration skills; able to collaborate with internal and external partners.
- I. Is able to manage projects and meet deadlines.

- J. Able to work independently, creatively and with self-initiative as well as within a team.
- K. Possesses strong writing skills including ability to develop power points, organizational charts, tables, etc.
- L. Ability and willingness to develop expertise in human trafficking, CSEC, and trauma informed practices.
- M. Knowledge of EHSD Children and Family Services Bureau.
- N. Capable of maintaining and providing high-quality documentation and records.
- O. Experience working with children with learning disabilities, emotional, behavioral or health challenges.

VII. FISCAL REQUIREMENTS

Interested parties must submit a written narrative that demonstrates they possess the following:

- A. Adequate financial resources or the ability to obtain such resources during the performance of the contract to timely deliver services specified in the scope of the services above.
- B. An adequate accounting system and/or application in place to properly account for the funds and segregate by expense item.

VIII. REVIEW AND SELECTION CRITERIA:

- A. The submission packages will be evaluated by EHSD staff to identify the most qualified respondent(s). If more than one respondent is deemed to be highly qualified, EHSD may require oral interviews and/or supplemental information from those respondents before making a final selection. Contract negotiations will begin upon identification and notification of the most qualified respondent(s). If a satisfactory contract cannot be negotiated in a reasonable time frame, EHSD, in its sole discretion, may terminate negotiations with the respondent(s) and begin contract negotiations with another qualified respondent(s).
- B. Respondents will be scored on the following criteria as it relates to the relevant services described in this RFI with a possible total score of 100 points:

5 points	Letter of Interest (Qualifications Statement) describing interest in the position and relevant experience and abilities.
40 points	Resume of experience including job descriptions and other factors relevant to the services described in this RFI.

30 points	Work plan proposal to deliver services described in this RFI.
10 points	Proposed Budget to deliver services described in this RFI.
15 points	Knowledge of CSEC/Y and Human Trafficking and providing CSEC/Y Services
100 Points	Total Points

IX. SUBMISSION REQUIREMENTS

- A. Interested parties **must** submit all of the following documentation to be considered for this RFI:
1. A Letter of Interest (Qualifications Statement) describing interest in the position and relevant experience and abilities.
 2. Resume of experience, job description(s), and other factors relevant to the services described in this RFI. Include information addressing work similar to this project, any related completed projects, and training.
 3. A work plan proposal to deliver services described in this RFI.
 4. A proposed budget to deliver services described in this RFI.
 5. Documentation describing knowledge of CSEC/Y and Human and providing services.

X. RESTRICTION AND DISCLOSURE

- A. Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent 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.
- B. Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) 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 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).
- C. EHSD will not notify Respondents of requests for release of information or that EHSD released data unless EHSD receives a request for information previously

marked and identified by Respondents as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify Respondent of such request to allow Respondent to challenge such request consistent with applicable law.

XI. SUBMISSION PROCESS AND DEADLINE

- A. Submissions must include all documentation indicated above including the responding agency's contact person, email address and contact phone number. Submissions can be sent via email, mail or hand-delivery to:

Contra Costa County - Employment and Human Services Department
Contracts Unit, Attention: **RFI #723**
40 Douglas Drive
Martinez, CA 94553

Telephone: (925) 608-4969
Fax: (925) 608-4956
E-mail: contractbid@ehsd.cccounty.us
Website: www.ehsd.org/rfi

For email submissions, all email attachments must be in MS Word, MS Excel, and/or pdf file format.

- B. **Responses must be received no later than 5:00 p.m. Friday, January 29, 2021.** Please note that responses will not be returned, and postmarks will **NOT** be accepted. If you plan to hand deliver your response, please be advised that the building is open to the public 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding holidays).
- C. County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.
- D. The RFI process may be cancelled at any time without written notice.
- E. Only Respondents submitting a proposal in accordance with RFI #723 may appeal the RFI process. Appeals must be submitted in writing. The appeal request must clearly state the area(s) of contention, how the individual/organization was damaged, and actions sought.

Appeals must be addressed to:

Contra Costa County
Employment and Human Services Department

Attention: EHSD Director
40 Douglas Drive, Martinez, CA 94553

Appeals must be received within 10 business days from the date of the award/denial letter. Notification of a final decision on the appeal shall be made in writing to the respondent.