

# FACT Meeting Minutes

September 13, 2021  
9:30 a.m. – 11:30 a.m.  
40 Douglas Drive, Martinez, CA  
Zoom Meeting



Call to Order – 9:35 am

Committee Member Attendance:

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

Staff: Laura Malone, Jan Nelson, Jessica Wiseman

Guest: Audra Carrion

**1. Review and Accept the Minutes (July 12, 2021)**

Dave Leimsieder motioned to accept the minutes – Karin Kauzer seconded, It passed unanimously;  
Yea: 9, Nay: 0; Abstained: N/A

**2. FACT Membership Update, Organization and Action Items**

- Committee Membership –Welcome to Audra Carrion. Request for appointment has been submitted to Family & Human Services Committee (FHS) scheduled for 9/27. Once approved at FHS, the appointment request will move forward to the Board of Supervisors, scheduled for 10/5. No replacement as of this moment for Joe’s seat. 2 open applications pending – however, they have not responded to nor attended the meetings.
- Membership Renewals
  - o Mary Flott and Richard Bell finalized. Re-appointment requests were approved at 9/7 BoS.
  - o Carol Carrillo & Dr. Mayo still pending. FHS committee cancelled August meeting, pushed reappointment requests to September FHS meeting and will not be approved by 9/30 term expiration. Next FHS meeting 9/27, then reappointment requests would be submitted for BoS meeting on 10/5. Carol and Dr. Mayo would not be able to support quorum, nor vote at 10/4 meeting. Depending on how today’s meeting progresses, around RFP and needs assessment, may need to adjust the schedule.
  - o Jenny Tsang term expiration extension still pending. On same timeline as Carol & Dr. Mayo, “extension” to 2023 vs “re-appointment”.
- Chair Replacement Protocol – this is Joe’s last meeting. FACT charter is not specific on how the Committee performs Chair replacements. Joe suggested to utilize Robert’s Rules of Order for officer elections. Recommended a process whereby committee can nominate a replacement chair, or a member can nominate self. Reviewed roles/responsibilities of the chair/vice chair.

- Time commitment outside of committee – depends on where we are at within the 3 year cycle. On a monthly basis, commitment is about an hour, reviewing Agenda. Couple of hours for signing FACT donation letters, once per year. Couple of hours per month during the bidding cycle. More time for site visit monitoring cycles.
- Chair/Vice-Chair Election
  - i. Dave self-nominated for the Chair position. No other Chair nominations. [Vote on Dave’s nomination. Yea: 8, Nay: 0 Approved unanimously](#)
  - ii. Ani self-nominated for the Vice-Chair position. No other Vice-Chair nominations. [Vote on Ani’s nomination. Yea: 8, Nay: 0 Approved unanimously](#)
- County Advisory Body Remote Meeting Update – sent out with the Agenda, includes rules for participating via teleconference. Under current State emergency order, special Brown Act considerations for COVID end effective 10/1. It could change between now and 10/1. Unless an update is received prior to October 1, 2021, FACT would resume in person meetings at 40 Douglas Dr, Martinez under Brown Act requirements. Discussed current county health order mandates. Jennifer advised she will not be able to attend meetings physically due to enrolling in and attending school in Washington DC. Laura will coordinate with Jennifer about her ongoing attendance for FACT. If there are any developments in regards to the October meeting logistics, a message will be sent out.

### 3. RFP

- Needs Assessment Report out – reviewed secondary data, have documents to share. Identified 6 additional areas to suggest adding to the existing RFP lanugage. Reviewed needs assessment document. These would not necessarily be requirements but priority considerations for programs.
  - Add racial equity
  - Add home visitation
  - Add adverse childhood experiences
  - Add language related to systemic generational trauma education to “Engaging and Empowering Parents”
  - Add partnerships and collaboration
  - Add technology
    - Lisa - Are we going to identify funding amounts applied to intervention vs prevention (home visits could be very expensive)? Unsure of priority – open discussion item. Program priority vs organizational requirements
    - These items are within CAPIT funding suggestions/requirements
    - Suggestion to add ethnicity to the racial equity language
- Estimated budget for RFP cycle is \$700,000.00 annually.
- RFP Draft Review – will need to vote on the RFP final document during the October meeting. Reviewed RFP Draft document, could choose not to do Bidder’s conference. This is a decision that needs to be made by the committee at October meeting. Virtual Bidders conference option? It will be based on the rules at the time, answer unknown as of right now. Suggestion that Bidders conference could enhance services by creating partnerships among organizations, and get answers to questions. Is a larger space available for the meeting to support social distancing? Committee prefers virtual conference if possible. Reviewed funding priorities – for subcommittee to review and bring forward final document in October. Will review full document at the October meeting. Confirmed the Committee can perform a contingent vote based on changes.

### 4. TAX Insert Flyer – reviewed finalized flyer

- 5. **FACT – Triennial Report Review** – due on December 1, 2021, 95% filled out by Laura. Committee needs to finalize during November meeting at the latest. Needs to go to the BoS for approval.

Committee to review and focus on the areas that are in yellow. Review at October/November meeting.

**6. October FACT Committee Schedule** – Discussed options for October meeting given the RFP review was not completed and given the membership concerns referenced earlier in the meeting. The next meeting can be maintained on 10/4, however, official membership capacity will be down (4-5 people), it will require all others attend. Dr. Mayo, Carol and Jenny and Jennifer would not count towards quorum and would not be able to vote and not be able to report out. Confirmed a member of the needs assessment subcommittee could provide report out if needed. Second option is to move the 10/4 meeting to 10/11, which would allow all membership issues to be resolved. Third option is to schedule an adhoc meeting on 9/27 Dave motioned to shift the 10/4 meeting to 10/11. Contingency: If we cannot confirm quorum for 10/11 meeting, schedule an adhoc meeting on 9/27 and cancel the 10/4 meeting; Karin seconded. **Yea: 8, Nay: 0 Approved unanimously**

**7. Discussion/Announcements/Public Comment** – N/A

**Adjourn – 11:18 am**

**ACTION ITEM ADDITIONS FROM THIS MEETING**

<b>Deliverable</b>	<b>Responsible Party</b>	<b>Assigned Date/Due Date</b>



## 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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**Costa County  
Employment and Human  
Services Department**

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

Exhibit 1

County Contract Specifications and General Conditions



**Costa County  
Employment and Human  
Services Department**

**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](http://www.ehsd.org/rfps) or by calling (925) 608-4969.



**SECTION 2: RFP #XXXX TIMELINE**

<b>Event/Location</b>	<b>Date</b>
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  
Employment and Human  
Services Department**

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

**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](http://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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FAMILY AND CHILDREN'S TRUST (FACT)

\*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](mailto:Contractbid@ehsd.cccounty.us) with the Subject: RFP XXXX Bidder Request for Submission Instructions. In the body of the

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**Costa County  
Employment and Human  
Services Department**

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

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

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

- 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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**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.

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- 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:

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

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

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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**

<b><u>Addendum#</u></b>	<b><u>Form Title</u></b>
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	
<b>BIDDER ORGANIZATION NAME:</b>	
<b>ADDRESS</b>	<b>Bidder Phone</b>
	<b>Bidder Fax</b>
	<b>Web Address</b>
<b>CONTACT PERSON</b>	<b>Contact Phone</b>
	<b>Contact E-mail</b>
	<b>Contact Fax</b>
<b>ADDRESS OF PROGRAM (if different than above)</b>	
<b>PROGRAM TITLE</b>	<b>PRIORITY FOCUS</b>
<b>COLLABORATIVE PARTNERS/SUBCONTRACTORS</b> (If applicable)	
<b>AMOUNT OF FUNDING REQUEST</b>	
TOTAL AMOUNT REQUESTED	\$ _____
<b>FEDERAL EMPLOYER NUMBER</b>	<b>501(C)(3) EXEMPTION EXPIRATION DATE</b>
_____	_____
<b>AGENCY PRIOR YEAR NET OPERATING BUDGET</b>	<b>\$ _____</b>
<b>AUTHORIZATION</b>	
<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>	
<b>AUTHORIZED REPRESENTATIVES: (two signatures required)</b>	
Name: _____	Title: Executive Director
Signature: _____	Date: _____
Name: _____	Title: Board President
Signature: _____	Date: _____



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**Addendum II**

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



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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**

<b>Service Unit Type</b>	<b>Number of Units of Service</b>	<b>Time for Service Unit</b>	<b>Number Unduplicated Clients</b>	<b>Monitoring Tool</b>
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 IV**

<b>DEMOGRAPHICS OF SERVICE POPULATION</b>			
<b>Clients by Age</b>			
(1) Indicate number of each category of client served by your organization <u>currently</u> , (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.	<b>(1) Number Currently Served by Organization</b>	<b>(2) Number To Be Served by Proposed Program</b>	<b>(3) % of Overall Number Served by Organization</b>
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)			
<b>Clients by Race and Ethnicity</b>			
(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.	<b>(1) Number Currently Served</b>	<b>(2) Number To Be Served by Proposed Program</b>	<b>(3) % Of Number To Be Served by Proposed Program</b>
African American			
Latino/ Hispanic			
Asian/ Pacific Islander			
Native American/ Alaskan Native			
Caucasian			
Multiracial or Biracial			
Other (describe)			
<b>Total</b>			
<b>Geographic Distribution</b>			
<b>County Areas</b>	<b>Areas</b>	<b>% of Overall Number To Be Served</b>	
	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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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)		
<b>Total Operating Costs</b>	<b>\$</b>	<b>\$</b>
<b>Total Personnel and Operating Costs</b>	<b>\$</b>	<b>\$</b>
<b>Total Indirect Costs</b> (Up to 10% of total personnel and operating costs requested of FACT)		<b>\$</b>
		<b>Subtotal \$</b>
		<b>10% Match \$</b>
<b>TOTAL FACT REQUEST (Total cost less 10% match)</b>		<b>\$</b>



**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.**

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**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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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







**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	\$ <a href="#">Click here to enter amount.</a>
<input type="checkbox"/> CBCAP	\$ <a href="#">Click here to enter amount.</a>
<input type="checkbox"/> PSSF - Family Preservation	\$ <a href="#">Click here to enter amount.</a>
<input type="checkbox"/> PSSF - Family Support	\$ <a href="#">Click here to enter amount.</a>



**Costa County  
Employment and Human  
Services Department**

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

<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 <a href="#">Click here to enter other.</a>	\$ 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



**Costa County  
Employment and Human  
Services Department**

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

**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) <a href="#">Click here to enter other language.</a> |  |

**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				
<b>Total Individuals Served</b>				



**Costa County  
Employment and Human  
Services Department**

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

<b>TOTAL INDIVIDUAL SERVICE COUNT FOR THIS SERVICE ACTIVITY</b>	
---	--

**If you count Families complete this table:**

<b>FAMILIES</b>	
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	
<b>TOTAL FAMILY SERVICE COUNT FOR THIS SERVICE ACTIVITY</b>	

**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)**



**Costa County  
Employment and Human  
Services Department**

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

- 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](mailto: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



**Costa County  
Employment and Human  
Services Department**

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

- 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.](#)

## Rules for Participating by Teleconference- Effective October 1, 2021

The Brown Act permits Advisory Body members to participate in the body's meetings by teleconference, but only when certain legal requirements are met. (Gov. Code, 53953 (b).) If these requirements are not met, then the member calling in cannot be counted as part of the quorum for the meeting, can only listen to the meeting, and cannot discuss any item or vote.

If an Advisory Body member wishes to be able to discuss items and vote by telephone or virtually, then, in addition to the usual agenda posting requirements, the following must occur in advance of the meeting:

1. Quorum Required. Staff to the body, or its chair, must ensure that during the teleconference meeting at least a quorum of the body will participate from locations (teleconference and live) in the body's geographic jurisdiction.
2. Agenda Requirement- all teleconference locations must be listed. Each teleconference location and the regular meeting location must be shown on the agenda for the meeting. In addition, the agenda must provide an opportunity for members of the public to give public comment from each teleconference location, as well as from the live meeting location. So, for example, if a member is participating in a meeting from his or her office, then the location for the meeting shown on the agenda would include both the live meeting address and the individual member's office address. Under these circumstances the member's office is considered a meeting location, and the public would be entitled to attend the meeting at that location.
3. Agenda Requirement - Posting. In addition to the usual agenda posting locations and County website, an agenda must be posted at each teleconference location 96 hours in advance of the meeting. The member participating from his or her office would have to post the agenda at that office 96 hours in advance of the Advisory Body meeting. Agendas must be visible to the public for the entire 96-hour period.
4. Public Participation at Remote Location. Each teleconference location must be open and accessible to members of the public. Thus, if a member's office is a teleconference location, it must be open to the public during the meeting. The member would need to have a speaker phone (or access to an easily visible computer screen if participating virtually) so that the public attending the meeting from the member's office would be able to hear the meeting and to address the Advisory Body directly from the member's office. The chair will need to remember to call for public comment from the regular meeting location and each teleconference location.
5. Roll Call Vote. All votes taken during a teleconference meeting must be by roll call.

# **28 Contra Costa County Board of Supervisors**



**Triennial Sunset Review of Appointed  
Boards, Committees, & Commissions**

**Phase II**

## INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our County. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

## SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most County advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

## INSTRUCTIONS

Phase II of the Triennial Review will cover the years 2018, 2019, and 2020. Please complete all three parts of the attached survey, including [Part I: Questions](#), [Part II: Materials](#), and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Wednesday, December 1, 2021**. You can submit your completed materials to Lauren Hull, Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

**E-mail:** [Lauren.Hull@cob.cccounty.us](mailto:Lauren.Hull@cob.cccounty.us)

**Mail:** Contra Costa County Clerk of the Board  
Attn: Lauren Hull, Management Analyst  
1025 Escobar Street, 1<sup>st</sup> Floor  
Martinez, CA 94553

*Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.*

**Contra Costa County Board of Supervisors  
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

**Part I: Questions**

**CONTACT INFORMATION**

**Name of Advisory or Independent Body (i.e. Committee, Commission, Council, or Board):**  
Family and Children’s Trust Committee (FACT)

**Name of Person Completing the Triennial Review Survey:**  
Laura Malone

**Chairperson Name:**  
TBD

**Staff Person Name:**  
Laura Malone

**Staff Agency/Department:**  
Employment Human Services Department (EHSD)

**Staff Telephone Number:**  
925-608-4943

**Staff Email:**  
malonl@ehsd.cccounty.us

**Website Address (write “N/A” if the body does not have a website):**  
<https://ehsd.org/children/family-and-childrens-trust-fund-fact/>

**MEMBERSHIP**

**1. How many authorized, voting seats are on the body?**  
15

**2. How many authorized, voting seats are currently filled?**  
14

**3. Does the body have a sufficient number of members to achieve its mission?**  
 Yes  
 No

**If “No”, do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?**  
N/A

**4. Does the body have a sufficient composition of members/types of seats to achieve its mission?**

Yes

No

**If “No”, please indicate which seats you would modify and why.**

No adjustments are recommended at this time.

**5. Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?**

Yes

No

**If “Yes”, please describe the membership challenges experienced.**

FACT experienced several membership challenges over the last 3 years including maintaining and recruiting membership in some District and discipline-specific seats, as well as turnover with membership due to resignation resulting from personal needs. That said, with a modification to the recruiting efforts via social media outlets, FACT has had success with recruitment and now maintains a waiting list for seats.

**6. Are there special qualifications, requirements, or prerequisites for members to serve on the body?**

Yes

No

**If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.**

Requirements and prerequisites are appropriate at this time.

## MEETINGS

**1. How many meetings were scheduled during the last 36 months?**

37

**2. During the last 36 months, how many meetings were held?**

28

**3. How many meetings were cancelled during the last 36 months?**

9

**4. How many meetings were cancelled during the last 36 months *specifically due to a lack of quorum*?**

Three (3) meetings were cancelled due to lack of quorum. Note - two (2) additional meetings were cancelled in 2020 due to COVID County Health Orders requiring shelter in place.

## COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

**1. How does the body engage stakeholders and the general public on issues and programs within the body's area of responsibility?**

FACT holds monthly public meetings, performs a tri-annual needs survey in absence of other needs analysis/surveys in the Count, and a flyer is sent with annual property tax bills to inform property owners of FACT and request donations.

**2. How are stakeholder and public input incorporated into the body's mission and objectives?**

Tri-annual needs surveys of parents/guardians and service providers are performed in absence of other needs analysis/surveys in the County. Committee performs annual site visits with funded Contractors and also seeks educational awareness presentations at Committee meetings from agencies, educators and related County departments and organizations.

**3. What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?**

*Click or tap here to enter text.*

**4. How far in advance of the meeting date does the body post its meeting notice?**

Meeting/Agenda notices are posted at least 72 hours prior to each meeting, however a yearly FACT schedule with the meeting dates is also posted on the FACT website.

**5. Where are meeting notices posted? Please note all locations, both physical and electronic.**

FACT meeting notices are posted in the following locations: <https://ehsd.org/children/family-and-childrens-trust-fund-fact/>; 40 Douglas Drive, Martinez, CA; and <https://www.contracosta.ca.gov/agendacenter>

**6. What information is regularly presented to the body's members to keep them informed of the body's performance?**

Monthly meeting minutes are distributed and posted online once approved. Financial summaries are presented by staff to the committee at meetings. Funded agency monitoring reports and site visit outcomes are shared and discussed with the committee.

## MISSION & PURPOSE

**1. What is the original purpose and responsibility of the body, as prescribed in its establishing documents?**

The Family and Children's Trust Committee (FACT), was established in 1985 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of specific funds for the prevention and treatment of child abuse and neglect and supportive services for families and children.

**2. Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?**

Yes

No

**If “Yes”, please describe these changes.**

N/A

- 3. Are the body’s bylaws reflective of the body’s current mission, purpose, and focus? (Alternatively, use this space to indicate if the body does not have bylaws.)**

Yes

No

N/A - body does not currently have bylaws

**If “No”, please describe how the body’s current mission, purpose, or focus differ from the existing bylaws.**

The FACT Committee updated the bylaws in September 2020, as such, existing bylaws are current.

- 4. Do you recommend changes to the body’s mission, purpose, or focus?**

Yes

No

**If “Yes”, please explain the changes you would suggest and why.**

N/A

- 5. What target population or priority communities are served by the body?**

At risk children and families are the target population.

- 6. List activities, services, programs, and/or special projects the body delivers to achieve its current mission.**

Every three years, FACT establishes a series of county priorities for the use of funding through review of existing data and reports and submits an RFP for community non-profit agencies to bid. Based on the responses, the FACT Committee evaluates the responses to select the agencies that demonstrate that they can best provide the needed services. In addition, every initial and second year of the contracting cycle, the FACT Committee performs site visits for each contracted agency to ensure the funded agencies are providing the quality and level of service expected under the contract to support continued funding.

## BUDGET

- 1. Does the body have an annual operating budget?**

Yes

No

- 2. Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?**

Yes

No

If “Yes”, please list the organization.

N/A

## CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

Yes

No

If “Yes”, please provide a description of the challenge or concern.

[Click or tap here to enter text.](#)

If “Yes”, please also list who is affected by this challenge or problem.

[Click or tap here to enter text.](#)

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

[Click or tap here to enter text.](#)

## ACCOMPLISHMENTS & IMPACT

1. Describe the specific impact of the work of the body and its work in achieving its mission.

FACT continues to support services to vulnerable populations in identified areas pursuant to the county needs assessment/findings. Committee receives extremely positive feedback from agencies on the role of Committee in providing supplemental funding to meet service objectives.

2. Describe any effects the body has had on the target population or community.

Based on data collected, FACT-funded agencies are working on and progressing towards their stated goals.

3. **Optional: Describe any additional comments on the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements.

The FACT Committee continues to achieve expected results in alignment with the FACT charter. In 2020, FACT performed: FACT Site Visits performed for 9 contracted community agencies. -FACT Site Visits reports generated with recommended action for FACT contract grant renewal. -FACT Bylaws evaluated to ensure current and relevant. Recommendations delivered to the Board of Supervisors and accepted in September 2020.- Membership for 4 expiring seats renewed. -Recruited 7 new FACT Committee members. -FACT Community Donor Appeal received over \$45,000 in community donation support. In addition, FACT Grant Renewal Contracts issued in the amount of \$528,655 to 7 community agencies to support Child Abuse Prevention. Including:- Care Parent Network (CC ARC); Family Empowerment Project- Child Abuse Prevention Council (CAPC); Nurturing Parenting Program- Contra Costa Interfaith Housing; Early Intervention, Parenting Education and Mental Health Support Services for those living within CCIH

affordable housing sites- C.O.P.E. (Counseling Options & Parent Education); Supporting Father Involvement Program (SFI)- Mt. Diablo Unified School District; Crossroads High School, supporting pregnant teens- STAND!; Breaking the Cycle Program- Ujima; Family Wellness Program

## Part II: Materials

**Please attach or provide links to the following materials.**

➤ Agendas from the last 12 meetings

Attached; *or*

Link to Agendas from last 12 meetings: <https://ehsd.org/children/family-and-childrens-trust-fund-fact/>

➤ Minutes (or records of action) from the last 12 meetings

Attached; *or*

Link to Minutes from last 12 meetings: <https://ehsd.org/children/family-and-childrens-trust-fund-fact/>

➤ Bylaws currently in effect

This body does not have bylaws; *or*

Attached; *or*

Link to current bylaws:

[http://64.166.146.245/docs/2020/BOS/20200922\\_1574/43063\\_FACT%20Policies%20and%20Procedures%20Final%20FHS%20Approved.pdf](http://64.166.146.245/docs/2020/BOS/20200922_1574/43063_FACT%20Policies%20and%20Procedures%20Final%20FHS%20Approved.pdf)

➤ Annual Reports for years 2018, 2019, and 2020 if available, as submitted to the Board of Supervisors

There are no annual reports for the years 2018-2020; *or*

Attached; *or*

Link to most recent Annual Report: 2020:

[http://64.166.146.245/docs/2020/BOS/20201208\\_1585/43673\\_FACT%20-%20Advisory%20Body%20Annual%20Report%202020%20FINAL.pdf](http://64.166.146.245/docs/2020/BOS/20201208_1585/43673_FACT%20-%20Advisory%20Body%20Annual%20Report%202020%20FINAL.pdf) 2019:

[http://64.166.146.245/docs/2020/BOS/20200211\\_1493/40729\\_FACT%20Annual%20Report%202019.pdf](http://64.166.146.245/docs/2020/BOS/20200211_1493/40729_FACT%20Annual%20Report%202019.pdf)

**Part III: Signatures & Certification**

**Please print, handwritten, and sign this section after reading the certification below:**

*I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase II survey are complete and accurate.*

**Name of Board, Committee, or Commission (body) Chairperson:** \_\_\_\_\_

**Signature of Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Board, Committee, or Commission (body) Staff Person:** \_\_\_\_\_

**Signature of Staff Person:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please direct completed surveys and any questions to:**

Lauren Hull, Management Analyst for the Clerk of the Board  
[Lauren.Hull@cob.cccounty.us](mailto:Lauren.Hull@cob.cccounty.us)  
(925) 655-2007

**Thank you for your time and cooperation!**

## FACT ROSTER September 2021

Committee Seats (5)	At-Large Members (5)	District Seats (5)
<p><b>1. First 5 Commission</b> Exp. 09/30/2022 <b>Lisa R. Johnson</b> 1485 Civic Court, Ste 1200 Concord, CA 94520 P: (925) 771-7314 <a href="mailto:lrjohnson@firstfivecoco.org">lrjohnson@firstfivecoco.org</a></p> <p><b>2. School Representative</b> Exp. 09/30/2022 <b>Karin Kauzer</b> <a href="mailto:karinkauzer@gmail.com">karinkauzer@gmail.com</a></p> <p><b>3. Child Development Early Childhood Education/ Local Planning Council</b> Exp. 09/30/2022 <b>Micaela Mota</b> <a href="mailto:micaelamota26@gmail.org">micaelamota26@gmail.org</a></p> <p><b>4. Child Abuse Prevention Council</b> Exp. 09/30/2021  <b>Pending Re-Appointment</b> <b>Carol Carrillo, MSW</b> 2120 Diamond Blvd., Ste. 120 Concord, CA 94520 O : (925) 798-0546  (707) 853-6024 F : (925) 798-0756 <a href="mailto:ccarrillo@capc-coco.org">ccarrillo@capc-coco.org</a></p> <p><b>5. Mental Health</b> Exp. 09/30/2021  <b>Pending Re-Appointment</b> <b>Dr. Allyson Mayo</b> <a href="mailto:alllymayo@hotmail.com">alllymayo@hotmail.com</a></p>	<p><b>1. Vacant - Pending Appointment - Carrion</b> Exp. 09/30/2022 Address City, CA Zip Phone: Email</p> <p><b>2. Katie Callahan Cisco</b> Exp. 09/30/2022 <a href="mailto:princesspekoe@gmail.com">princesspekoe@gmail.com</a></p> <p><b>2. Jenny Tsang</b> <b>Pending Extension</b> Exp. 09/30/2021 <a href="mailto:jennyctiu@gmail.com">jennyctiu@gmail.com</a></p> <p><b>4. Joseph DeLuca</b> <b>Pending Vacancy</b> Exp. 09/30/2021 <a href="mailto:jdeluca@itoptimizers.com">jdeluca@itoptimizers.com</a></p> <p><b>5. Jennifer Early</b> Exp. 09/30/2022 <a href="mailto:jennifer.early@ousd.org">jennifer.early@ousd.org</a></p>	<p><b>District I</b> Exp. 09/30/2023 Supervisor John Gioia <b>Richard Bell</b> <a href="mailto:bellr445@gmail.com">bellr445@gmail.com</a></p> <p><b>District II</b> Exp. 09/30/2023 Supervisor Candace Andersen <b>Mary Flott</b> 2 <a href="mailto:flottmary@gmail.com">flottmary@gmail.com</a></p> <p><b>District III</b> Exp. 09/30/2022 Supervisor Diane Burgis <b>Pa'tanisha Davis</b> <a href="mailto:pat@keycounselpc.com">pat@keycounselpc.com</a></p> <p><b>District IV</b> Exp. 09/30/2023 Supervisor Karen Mitchoff <b>David Leimsieder</b> Exp. 09/30/2021 <a href="mailto:daveleimsieder@berkeley.edu">daveleimsieder@berkeley.edu</a></p> <p><b>District V</b> Exp. 09/30/2023 Supervisor Federal Glover <b>Ani Pereira-Sekhon</b> <a href="mailto:bernadettepereira@gmail.com">bernadettepereira@gmail.com</a></p>
	<p><b>Staff to FACT (2)</b></p>	
	<p><b>Elaine Burre</b> 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4960 <a href="mailto:eburres@ehsd.cccounty.us">eburres@ehsd.cccounty.us</a></p> <p><b>Laura Malone (temp)</b> 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4943 <a href="mailto:malonl@ehsd.cccounty.us">malonl@ehsd.cccounty.us</a></p> <p style="color: red;"><b>Reception: (925) 608-5000</b></p>	

# YES, I would like to help!

(Please detach and mail with your contribution)

## First Installment Donation

Make your separate check for your contribution payable to:  
**THE FAMILY & CHILDREN'S TRUST FUND (FACT)**

Mail your contribution and this form to:  
**Family and Children's Trust Fund,**  
c/o Russell Watts, Treasurer-Tax Collector  
P.O. Box 631, Martinez, CA 94553

*Or mail your separate contribution check with your tax payment.*

Enclosed is my contribution for: (please circle)

\$150 \$100 \$50 \$25 \$ \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Email (optional) \_\_\_\_\_

## Second Installment Donation

Make your separate check for your contribution payable to:  
**THE FAMILY & CHILDREN'S TRUST FUND (FACT)**

Please mail your contribution and this form to:  
**Family and Children's Trust Fund,**  
c/o Russell Watts, Treasurer-Tax Collector  
P.O. Box 631, Martinez, CA 94553

*Or mail your separate contribution check with your tax payment.*

Enclosed is my contribution for: (please circle)

\$150 \$100 \$50 \$25 \$ \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

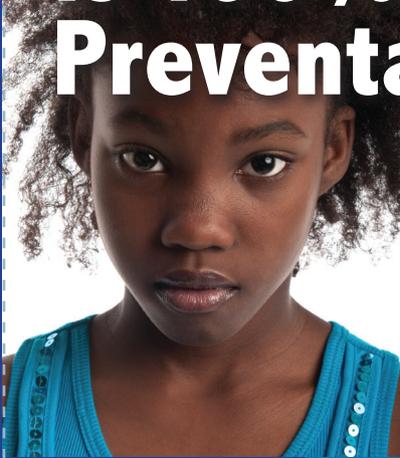
Zip \_\_\_\_\_

Email (optional) \_\_\_\_\_

**Thank you for helping to  
prevent child abuse in your community!**



**Child Abuse  
is 100%  
Preventable**



**You Can  
Help Today**

## Why Donate?

Consider these startling facts:

- Child abuse impacts the child, family, community and society.
- The physical, mental, and emotional effects of abuse persist long after child abuse occurs, and result in ongoing costs to our community

**Abused children are:**

- 59% more likely to be arrested as juveniles
  - 28% more likely to have an adult criminal record
  - 77% more likely to require special education
- The Contra Costa County financial impact for maltreated youth in 2020 was \$338 million dollars. This same amount could pay for more than 2,200 students to attend college.

**Each year there are approximately  
10,000 reports of child abuse  
that require intervention in  
Contra Costa County.**

Your FACT donation will help support community programs for at-risk children and their families:



- Parenting education and life skills for pregnant and parenting teens
- Services for children with special needs and their parents
- Treatment for child abuse victims
- Support services for substance abuse
- Multi-cultural parent education and resilience
- Assistance with acquiring community resources for at risk families

***This is one of the most important tax deductible contributions you'll make all year.***

**Every donation helps!**

## Who We Are

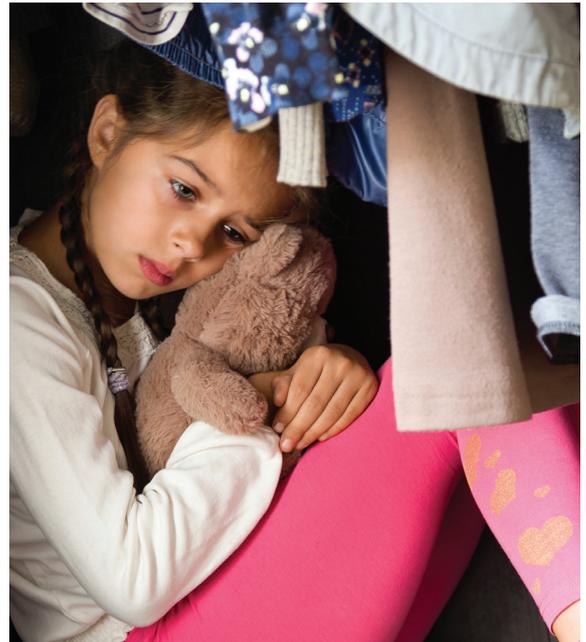
# Family & Children's Trust Fund (FACT)

Family and Children's Trust Fund of Contra Costa County (FACT) supports local programs that provide critical services for at-risk children and families. **Your contribution solely supports these services.**

As a committee of volunteer county citizens, appointed by the Contra Costa County Board of Supervisors, we make program funding recommendations based on a needs evaluation and provide program oversight.

## For More Information Call (925) 608-5000

Or visit our website: <http://ehsd.org/children/family-and-childrens-trust-fund-fact>



## Needs Analysis SBAR

By AM Rough Draft Only created on 9.12.2021

### Situation

FACT board members are being asked to arrive at a decision in next steps for the Needs Analysis.

### Background

1. FACT board agreed to update FACT Program goals by way of assessing current state of Program Goals and funding grantees requirements, vision/mission of FACT, identify any gaps in current state, assess available data, and propose/consider any updating/modifications/augmenting of existing FACT documents.

Current State FACT RFP is attached in a Word Document Format

2. Six member Sub Group (Patanisha Davis, Mary Flott, Ani Pereira Sekhon, Carol carrillo, Joseph DeLuca, and Allyson Mayo) have volunteered to participate in a Needs Analysis Sub Group and report synthesized findings back to FACT board.
3. Subgroup unanimously agreed to perform a secondary data research approach to inform their meaningful conversations and considerations regarding the FACT needs assessment reflecting current and desired state.
4. Subgroup's secondary data was gathered from (3) primary sources

[Chapin Hall Clare Anderson Economic-Supports-deck.pdf](#)

[EHSD - CFS Measure X PPT Final 6.9.2021 \(1\).pdf](#)

5. Subgroup met over Zoom 2 times each for 60 minutes.
6. Subgroup members arrived in agreement to submit proposed new program goals to be reviewed by FACT board. Program Goals are attached

### Assessment

Assessment is that the existing FACT program goals continue to have value and do appropriately reflect mission/vision with a mostly current and relative state. It has been determined by the subgroup that the existing program goals may be made more current by including areas around racial diversity, reporting, economic hardship/impact, Adverse Childhood Experiences Assessment/Data, behavioral health, home visits?, and some business acumen in the way of supporting innovation/technology. In particular, these areas have been increasingly critical as a result of the Covid 19 Pandemic and its associated consequences to our local and global situations.

### Recommendations

It is recommended that the FACT committee 1) Keep the existing Guiding Principles (as written on pages 7 and 8 of current document) with the following suggested additions and edits 2)

familiarize themselves with the deliverables provided by the subcommittee and secure time on the next meeting agenda to determine next steps in this needs analysis.

**The following are program goals/guidelines recommended for inclusion in Guiding Principles 1.2 on page 7 & 8:**

**1. Add racial equity:**

**Racial Equity:** Priority will be given to organizations providing a methodology to reduce the gap for children of color (including African American, Native American/indigenous, Latinx as well as specific groups of Asian and Pacific Isander) and families who come to the attention of child welfare systems to ensure race does not predict success and to improve access to tools in order to reduce child neglect and abuse. FACT Committee will evaluate the organization's experience and expertise with respect to racial equity. Provide information describing your approach to developing racial equity capacity (e.g., facilitation process, training, etc.), your understanding and experience regarding racial equity frameworks, your understanding of the intersection of racial equity, child welfare and early childhood development and historical data evidencing the organization's commitment to closing this gap.

**2. Add home visitation:**

**Home Visitation as an Intervention:** Home visitation models clearly provide a structure for introducing information, education and the opportunity to change attitudes and perceptions of parenting and should be a priority of FACT funding. By making home visitation a fundamental strategy for service delivery, a more personal, trusting relationship between families and intervention workers can be established. Due to conditions brought forth by the COVID-19 pandemic, interventions that include home visitation are considered a FACT priority, but are not a requirement.

**3. Add Adverse Childhood Experiences (ACE):**

**Adverse Childhood Experiences (ACE):** The ACE Study findings suggest that adverse childhood experiences are major risk factors for the leading causes of illness, disability and death as well as poor quality of life in the United States. Progress in preventing and recovering from the nation's worst health and social problems will benefit from the understanding that many of these problems arise as a consequence of adverse childhood experiences. Consideration shall be given to programs which include:

1. Trauma informed service approach
2. Demonstrate measurable returns on how their interventions reduce the consequences of ACE scores.

#### **4. Add language related to systemic generational trauma education to “Engaging and Empowering Parents” as follows:**

**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. Consideration will be given to programs which include:

1. Inclusion of education pertaining to systemic generational trauma as a means to halt the cycle of transgenerational emotional abuse/trauma.
2. Assessment of knowledge gained by the parent as a result of education provided.

#### **5. Add Partnerships and Collaboration:**

**Partnerships and collaboration:** Joint proposals from two or more agencies that promote collaboration and cooperation among providers serving the same clients are strongly encouraged. Wraparound programs leverage a strengths based, team approach to maximize resources for a greater return on investment, providing greater impact and stewardship of resources.

#### **6. Add Technology:**

**Technology:** The digital revolution brings significant opportunities for innovation in programs targeting to reduce child neglect and abuse. The COVID- 19 pandemic has greatly accelerated the digital/technological revolution. Programs adopting technology for improved access to services, scalability, efficiency in dissemination and reporting, use of a data driven approach will be considered along with their ability to demonstrate impact in the area of child neglect and abuse for children and families.