



**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
CHILDREN AND FAMILIES BUREAU**

**Promoting Safe and Stable Families
REQUEST FOR PROPOSALS (RFP) 1182**

The Contra Costa County Employment and Human Services Department (EHSD) Children and Family Services (CFS) Bureau is pleased to announce Request for Proposals (RFP) 1182 to deliver services under the federal Promoting Safe and Stable Families (PSSF) Program in Contra Costa County.

PSSF is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including (1) family preservation services, (2) community-based family support services, (3) family reunification services, and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

Funds are available to qualified community-based bidders that provide services in support of the County's PSSF program. Total program funding is estimated at \$1,320,000 for the two-year period of July 1, 2022 through June 30, 2024 with \$660,000 allocated for July 1, 2022 through June 30, 2023 and \$660,000 allocated for July 1, 2023 through June 30, 2024. The County has the ability to award the successful Bidder(s) a 24-month contract with the possibility of a 12-month contract renewal through June 30, 2025 based upon satisfactory performance and available funding. Funding consists of federal funds that are passed through the California Department of Social Services (CDSS). We anticipate multiple agencies will be awarded contracts from this RFP.

Please read this entire packet carefully.

Final proposal submission will be due
by 5:00 pm on Friday, January 7, 2022

Call the Employment and Human Services Department, Contracts Unit
at (925) 608-4969 with any questions about the process for this RFP.

Thank you in advance for your effort in preparing your response.



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SECTION 1: LEGAL NOTICE

**REQUEST FOR PROPOSAL (RFP) 1182
CHILDREN AND FAMILY SERVICES BUREAU
PROMOTING SAFE AND STABLE FAMILIES (PSSF)**

The Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau, announces the issuance of Request for Proposals (RFP) 1182, making available up to \$1,320,000 for qualified community-based organizations to deliver services in support of the County's PSSF Program. These coordinated child and family services include (1) family preservation services, (2) community-based family support services, (3) family reunification services and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

Total program funding is estimated at \$1,320,000 for the two-year period of July 1, 2022 through June 30, 2024 with \$660,000 allocated for July 1, 2022 through June 30, 2023 and \$660,000 allocated for July 1, 2023 through June 30, 2024. The available funding will be divided equally among the four PSSF components: (1) family preservation services, (2) community-based family support services, (3) family reunification services and (4) adoption promotion and support services with each component funded an estimated \$165,000 per year. The County has the ability to award the successful Bidder(s) a 24-month contract with the possibility of a 12-month contract renewal through June 30, 2025 based upon satisfactory performance and available funding. Funding consists of federal funds that are passed through the California Department of Social Services (CDSS). We anticipate multiple agencies will be awarded contracts from this RFP.

Bidders' proposals are due by Friday, January 7, 2022, 5:00 pm without exception. For complete RFP details and submission requirements, a copy of the RFP is available on the EHSD website: <https://ehsd.org/overview/contracting-opportunities/> or by calling (925) 608-4969.



SECTION 2: RFP 1182 TIMELINE

<u>Event/Location</u>	<u>Date</u>
RFP Published & Announced	Wednesday, December 8, 2021
Questions about RFP due to EHSD (e-mail)	Wednesday, December 15, 2021
Responses about RFP from EHSD (published)	Wednesday, December 22, 2021
Deadline for RFP Submission to EHSD	Friday, January 7, 2022, 5 pm
Submission Compliance Review	January 10 - 11, 2022
Fiscal Review	January 11 – 20, 2022
Programmatic Evaluation / Review	January 24 – February 10, 2022
Award Letter Sent	Monday, February 14, 2022
Appeal Period (10 business days)	February 15 – March 1, 2022
Contract(s) Negotiations / Development	March – April 2022
Board of Supervisors' Authorization	May or June 2022
Contract Start Date	July 1, 2022

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 **

***Submit questions about this RFP to contractbid@ehsd.cccounty.us with "RFP 1182" in the subject line, by December 15, 2021. Responses to questions will be posted on EHSD website under "RFP 1182" by December 22, 2021.*



SECTION 3: REQUEST FOR PROPOSALS INTRODUCTION

3.1 Solicitation

The purpose of this Request for Proposals (RFP) is to identify and fund community-based organizations that have interest in providing PSSF Program services for children and families throughout Contra Costa County.

The mission of Contra Costa County EHSD, CFS is to promote the well-being and safety of children, youth, families, and communities. CFS believes that it is crucial to build an integrated system of community-based supports and services that build on, increase the strength and stability of families, and enhance family functioning to prevent child abuse and neglect.

The PSSF Program offers EHSD an opportunity to continue its commitment to the vision of secure and healthy communities in Contra Costa County. The purpose of the PSSF Program is to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare. PSSF services will be available to Contra Costa County residents through the efforts of existing community-based organizations that are capable of providing these important community services.

The successful respondents are expected to have demonstrated the ability to provide the PSSF program services and to offer programs that are culturally sensitive/responsive when working with families and youth from diverse populations.

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.

3.2 Qualified Bidders

Eligible Bidders are agencies that on their own, or in formalized partnership with other non-profit organizations, have adequate controls and personnel to provide comprehensive PSSF services as defined in Section 4. Qualified bidders must demonstrate:

- Adequate controls and personnel to provide the program services requested within this RFP.
- A capacity for collaboration and interagency coordination.
- Attest to their qualifications on Form #2, Statement of Qualifications (see Section 8. REQUIRED FORMS).



3.3 Estimated Funding

Total program funding for PSSF Services countywide is estimated at \$1,320,000 for the two-year period of July 1, 2022 through June 30, 2024 with \$660,000 allocated for July 1, 2022 through June 30, 2023 and \$660,000 allocated for July 1, 2023 through June 30, 2024. The PSSF program has four (4) components: (1) family preservation services, (2) community-based family support services, (3) family reunification, and (4) adoption promotion and support services. The available funding will be divided equally among the four components with each component being funded an estimated \$165,000 per year. We anticipate multiple agencies will be awarded contracts from this RFP.

Please be clear on Form #1, Proposal Cover Statement, as to which of the four program components you are bidding for and ensure that separate budgets are submitted for each component. Indicate your intent in the "Program Title and Service Category" box on the form.

The initial contract period is from July 1, 2022 through June 30, 2024. Contractors may receive the opportunity for renewal for one (1) subsequent twelve (12) month cycle through June 30, 2025. However, the subsequent effective date of the renewed contract and the funding amount is dependent upon the availability of funds at the time the agreement goes into effect and achievement of outcomes during the current contract period. Funding consists of federal funds that are passed through the California Department of Social Services (CDSS).

All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to the following:

- 45 CFR Part 97 - Consolidation of Grants to the Insular Areas*
- 45 CFR Part 1355 -General*
- 45 CFR Part 1357 -Requirements - Applicable to Title IV-B*
- 2 CFR Part 200 - Office of Management and Budget Guidance*
- 2 CFR Part 225- Cost Principles for State, Local and Indian Tribal Governments*
- 2 CFR Part 376- Nonprocurement Debarment and Suspension*
- 2 CFR Part 382- Requirements for Drug-Free Workplace (Financial Assistance)*
- 45 CFR Part 16 - Procedures of the Departmental Grant Appeals Board*
- 45 CFR Part 30 - Claims Collection*
- 45 CFR Part 80 - Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964*
- 45 CFR Part 81 - Practice and Procedure for Hearings Under Part 80 of this Title*
- 45 CFR Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance*
- 45 CFR Part 86 - Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance*
- 45 CFR Part 87- Equal Treatment for Faith-Based Organizations*



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45 CFR Part 91 - Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
45 CFR Part 92 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State, and Local, and Tribal Governments
45 CFR Part 93 - New Restrictions on Lobbying
45 CFR Part 95 - General Administration - Grant Programs
45 CFR Part 100 - Intergovernmental Review of Department of Health and Human Services Programs and Activities
2 CFR Part 230 - Non-Profit Organizations
48 CFR Part 31 - Commercial Vendors or Subcontractors

The federal funds are identified as follows:

Federal Award Identification Number (FAIN) is: 2101CAFPSS

Subaward Period of Performance: 7/1/2022 to 6/30/2024

Catalog of Federal Domestic Assistance Number (CFDA) is: 93.556

Program Title: Promoting Safe and Stable Families

Agency: Department of Health and Human Services

Office: Administration for Children and Families

Funding levels are dependent upon California State Legislation and the approval of the County's application for funds.

3.4 Questions about RFP

Potential Bidders may pose questions about the RFP process or content by submitting questions to EHSD. Questions must be submitted by Wednesday, December 15, 2021 via e-mail to contractbid@ehsd.cccounty.us with "RFP 1182" in the subject line. Responses to the questions will be posted on the EHSD website in the "Contracting Opportunities" page under "RFP 1182" by Wednesday, December 22, 2021.

3.5 Ex Parte Communication

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 Children and Family Services (CFS) Bureau to provide information regarding this RFP to any Bidder.

3.6 Right to Amend or Cancel

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



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is EHSD responsible for any costs incurred by Bidders in the preparation of responses to this RFP.

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.

3.7 Restriction 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 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.



SECTION 4: PROGRAM DESCRIPTION

4.1 General

According to the California Department of Social Services (CDSS), Office of Child Abuse Prevention (OCAP) website: https://www.cdss.ca.gov/Portals/9/OCAP/202004-PSSF_FactSheet-Final.pdf

Promoting Safe and Stable Families (PSSF) is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including (1) family preservation services, (2) community-based family support services, (3) family reunification services and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

The OCAP within CDSS has been designated by the Governor as the single state agency to administer and oversee the PSSF funds.

4.2 Purpose and Goals of The PSSF Program

The four PSSF program components: (1) family preservation, (2) community-based family support, (3) time-limited family reunification and (4) adoption promotion and support are intended to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare.

The objective, target population and allowable services and activities for each component are detailed at CDSS, OCAP website: https://www.cdss.ca.gov/Portals/9/OCAP/202004-PSSF_FactSheet-Final.pdf and are attached as Appendix 9.3 California Department of Social Services, Office of Child Abuse Prevention Promoting Safe and Stable Families Program, May 2019.

4.3 Service Priorities

CFS is seeking bidders and soliciting proposals to deliver specific coordinated child and family PSSF services for each category as follows:

- (1) Family Preservation
 - a. Basic Needs & Concrete Supports
 - b. Behavioral/Mental Health Services
 - c. Youth Programs
 - d. Father Involvement/Paternal Supports



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(2) Community-Based Family Support Services

- a. Basic Needs & Concrete Supports
- b. Behavioral/Mental Health Services
- c. Father Involvement/Paternal Supports

(3) Family Reunification

- a. Parent/Sibling Visitation
- b. Substance Abuse Treatment
- c. Behavior/Mental Health Services

(4) Adoption Promotion and Support Services

- a. Mentor/Support Group for Parents
- b. Therapeutic services that specialize in issues that arise with children adopted from child welfare and have experienced significant trauma.

The successful agencies will be expected to work closely with CFS Staff in order to deliver services identified under this RFP.

4.4 Program Requirements

OCAP within CDSS requires the following:

- Anyone who has or will be awarded funds will collect, measure, and provide a year-end program report using OCAP's Service Activity and Funding Stream Touchpoint Template Appendix 9.4 of this RFP, which includes, but is not limited to, outreach activities, unduplicated participant race/ethnicity, unduplicated participant service counts, and measurable outcomes achieved.
- No more than 10 percent of program expenditures may be used for administrative (i.e. indirect) costs.

4.5 Program Monitoring and Evaluation

EHSD will actively monitor implementation and delivery of services provided by agency(ies) awarded the contract through this RFP. At a minimum, for program monitoring and evaluation, the agency(ies) will be expected to:

- Perform all services without material deviation from an agreed-upon service plan.
- Maintain adequate records of service provision to document compliance with service plan and complete any forms supplied by EHSD.



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- Maintain documentation/record keeping:
 - Annual OCAP Reporting: Successful bidders who enter into PSSF 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 OCAP reporting template, sample attached hereto as Appendix 9.4. of this RFP. Data collected, measured, and provided includes, but is not limited to, outreach activities, unduplicated participant race/ethnicity, unduplicated participant service counts, and measurable outcomes achieved.
 - Gather statistical data for measuring progress on performance outcomes and goals and communicate to CFS.
 - Organize supporting program documentation and share information with EHSD when requested, using the EHSD approved method of information sharing.
 - Submit monthly demands to the county with monthly statistical reports validating services provided and population served.
- Complete and submit mid-year and year-end reports of services provided in accordance with County guidelines, case log reports, and other information as requested from EHSD.
- Cooperate with the collection of other fiscal/administrative/service data as requested by EHSD, which may require active collaboration and cooperation with other agencies providing similar services.
- Utilize a web-based database and data reporting tools (minimum Excel format), to input service activities and other program related tasks and deliverables.
- Adhere to program monitoring by agency and County will include a collaborative review of client eligibility and progress, as well as a review of documentation reflecting progress toward meeting services and outcome objectives.
- Adhere to fiscal monitoring may include review of agency budget, cost allocation plan and procedures, audited financial statements, fiscal policy manual, supporting documentation for selected invoices, and any other related fiscal data that County may request.
- Ensure all known instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code section 11165.7. This responsibility shall include:
 - A requirement that all employees, consultants or agents performing services under this contract who are required by the Penal Code Section 11165.7 to report child abuse or neglect, sign a statement that he or she knows of the reporting requirements and will comply with them.
 - Establishing procedures to ensure reporting even when employees, consultants or agents who are not required to report child abuse under Penal



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Code 11165.7 gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.

Upon contract award, EHSD will:

- Provide information to the Contractor concerning additional State or County requirements not provided herein; and
- Provide technical assistance to the Contractor, as requested, to help meet project goals.



SECTION 5: REQUIRED PROPOSAL FORMAT

The bidder requirements in this section are mandatory. The proposal must clearly demonstrate the Bidder's ability to provide the requested services. The RFP provides information regarding the format in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Bidder's responsibilities, and the documents that must be included. Failure to comply with the required proposal format may deem a proposal as nonresponsive. Contra Costa County reserves the right to waive any nonmaterial variation.

5.1 General Submittal Requirements

Electronic Submission – Bidders must send an email to Contractbid@ehsd.cccounty.us with the *Subject: RFP 1182 Bidder Request for Submission Instructions*. In the body of the email, indicate the bidder's agency name, address, phone number, and email address. You will receive an email response within 24 hours of receipt. **Be sure to allow enough time to receive the instructions and meet the submission deadline of Friday, January 7, 2022 at 5:00 pm.**

Any proposal received after the deadline will be rejected. Mail-in, hand-delivery, and faxed submissions are not acceptable.

Submit one (1) copy of the organization's most recent audited financial statements. If not available, a review or compilation of the financial statements prepared by a Certified Public Accountant (CPA) must be submitted in lieu of audited financial statements. A copy of the latest filed tax return must be submitted if a review or compilation of the financial statements prepared by a CPA is not available.

If the organization is subject to the Single Audit requirements set forth in the Code of Federal Regulations, Title 2, Part 200, Subpart F, a copy of the organization's most recent Single Audit must be submitted. If awarded a contract, bidders may be required to have audited financial statements during the period of performance.

Proposals and required attachments must be submitted as specified and must be signed by officials authorized to bind the bidder to the provisions of the RFP.

A bidder's authorized representative may withdraw a proposal in person prior to **12:00 p.m. on Friday, January 7, 2022**. If withdrawing a proposal, the bidder's authorized representative must provide appropriate identification (i.e. driver's license) and sign a receipt attesting to withdrawal of the proposal.



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Programmatic responses must be clear and in the order in which they appear on the Proposal Checklist. Proposals must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification.

Proposals received are considered the property of EHSD and will not be returned.

All costs of proposal preparation shall be borne by the bidder. EHSD shall not be liable for any pre-contractual expenses incurred by bidders in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget

5.2 Formatting Requirements

All narrative materials are to be single-spaced on 8 1/2" X 11" paper, single-sided print with no less than 1" margins on each side of paper, and using no less than 12-point font.

The total proposal **should not exceed 15 pages** excluding cover statement, table of contents, program budget, budget narrative, required fiscal attachments and addendums.

Proposals should be without expensive artwork, unusual printing, or other materials not requested or essential to the utility and clarity of the proposal. Information on evaluation criteria and weight factors are included in this RFP packet.

All pages should be numbered consecutively with each section identified by an appropriate number.

5.3 Required Documents

Required forms as reflected in Section 8 and included in this RFP, must be completed fully and incorporated into the submitted proposal package.

All information and forms included in the proposal package must be presented in the order outlined in the Proposal Submission Checklist (see Section 5.5) and numbered sequentially (excluding fiscal attachments). Electronic templates are posted on EHSD website under "RFP 1182" in "Contracting Opportunities".



5.4 Proposal Outline

Assemble and arrange each proposal in the order reflected on the Proposal Submission Checklist 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.

5.4.1 Proposal Cover Statement (Form #1)

This must be the first page of every proposal. The Proposal Cover Statement with original signatures of the bidder's Board of Directors' President and Executive Director must be attached to the original proposal and must precede the narrative.

Please be clear on Form #1, Proposal Cover Statement, as to which of the four program components you are bidding for and ensure that separate budgets are submitted for each component. Indicate your intent in the box labeled "Program Title and Service Category" on this form.

5.4.2 Table of Contents

The Proposal Checklist may serve as the Table of Contents with the addition of proposal page numbers. The Proposal Checklist is included as Section 5.5 of this RFP. The Proposal Checklist identifies all narratives and forms that must be submitted with the proposal. This sequence must be followed in assembling the completed proposal.

5.4.3 Program Narrative (maximum of 15 pages)

Maximum of **15 pages** excluding Proposal Cover Statement, Table of Contents, Attachments, and Budget and Financial Information.

5.4.3.1 Agency Overview & Experience. Describe briefly and concisely:

- State the agency's mission and its overall service and treatment philosophy.
- Describe briefly:
 1. The agency's primary program components and services, and years in operation.
 2. The agency's resources, experience, and capabilities as they relate to the scope of services described in this RFP.



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3. Target population(s) served: number of clients, demographic and geographic information, and types of services provided.
4. Community outreach efforts and networking relationships.
5. Staffing pattern (size, composition, education level).
6. Primary sources of financial support.

- Describe briefly and concisely:

Describe the agency's current or past experience in providing the proposed services identified within this RFP, including length of time the agency has been providing these services. Indicate staff experience with methodologies to be used. Note any other relevant aspects of the agency's service history that demonstrate capacity to provide the proposed services.

Attach Statement of Qualifications (Form #2) in the Attachments as indicated in the Checklist in section 5.5.

Attach agency brochure, if applicable, in Attachments as indicated in the Checklist in section 5.5

5.4.3.2 Program Proposal

Provide a description of the proposed program discussing the specific objectives of the service category for which you are bidding. The program description must demonstrate that the program is likely to attain the identified performance outcomes and be consistent with all PSSF requirements. Please address the following:

5.4.3.2.1 Program Services

Complete and Attach the Service Estimate Form (Form #6) in the attachments as indicated in the checklist in section 5.5 (This form will not be considered as part of the 15-page limit). 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.



5.4.3.2.2 Performance Objectives

Bidders will be required to develop specific performance objectives that measure the impact or results for each service component. Performance objectives are the measurable improvements in the condition or behavior of the identified population the program intends to achieve by the end of the contract period. A program's success is measured by how well it achieves its performance objectives. Performance objectives should be ambitious, but realistic.

Performance Objectives must:

- Address significant needs of the identified population;
- Identify improvements to the condition, status or behavior of the identified population;
- Be achievable with the resources available to the program; and
- Identify appropriate and realistic methods to obtain objectives.
- Complete and attach the Scope of Work form (**Form #5**) in the attachments as indicated in the checklist in section 5.5 to present the agency's key program objectives, tasks, and timelines (This form will not be considered part of the 15-page limit).

5.4.3.2.3 Program Evaluation

Program outcomes must be consistent with the desired RFP outcomes, and address identified problems or conditions, needs and behaviors of the identified population.

Evaluation: Describe in specific detail how you will determine the success of the program pursuant to this RFP.

- How will service delivery be monitored? *Example: A minimum of 90% of clients who attend parenting skills workshops will show improvement of parenting skills knowledge as evidenced by a pre-test/post-test.*

5.4.3.2.4 Collaboration and Coordination

If this proposal is a collaborative effort, describe the primary activities and responsibilities of each collaborator. Indicate how resources will be shared, how funds will be leveraged and blended, and how service duplication will be avoided.



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Indicate how this program will interface with other public and private agencies serving the same target populations or providing related services and how residents (families) will be involved with service design and/or delivery.

5.4.3.3 Program Implementation and Oversight

- A. Describe the timeline for implementation of the service plan. Describe the action-steps the agency or collaborative will take in order to implement the services identified under this RFP. If the proposal is a collaborative effort, describe each agency's specific responsibilities and timelines, and the respective primary roles of staff in each agency in completing the action-steps.

- B. Describe the indirect and direct staff that will operate and support the program (e.g., full time equivalencies, responsibilities, experience).

Include an organizational chart illustrating how the proposed project relates with other agency projects and programs. **Place organizational chart in the Attachments** as indicated in the Checklist, Section 5.5

Include job descriptions and/or resumes of the agency's Executive Director and key program staff. **Place job descriptions and/or resumes in the Attachments** as indicated in the Checklist, Section 5.5

- C. Describe the agency's use of local resources in the design, implementation, and evaluation of the proposed program.

5.4.3.4 Cultural Sensitivity

Indicate how proposed programs will address issues of cultural diversity. Describe strategies and processes you will use to assure that services are culturally sensitive and relevant to families of diverse backgrounds, including delivery of services in the family's primary language.

5.4.4 Fiscal Management Narrative (1 page, plus Form #3)

Provide a brief description of the lead agency's accounting system and internal controls. Include the following as appropriate:

1. Overall system (accrual, double entry, automated or manual)
2. Timekeeping system
3. Inventory system



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4. Payroll system
5. Cost allocation plan and methodology
6. Ledger system for receivables, payables, expenses, disbursements, petty cash

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.

Complete and attach **Form #3, Board of Directors**.

Describe fiscal procedures and policies or attach a manual of fiscal procedures and policies in the "**Fiscal Attachments**" section referenced in the Proposal Checklist.

5.4.5 Program Budget and Budget Narrative (unlimited pages)

Complete a line-item budget for programs under this RFP, showing all costs (**Form #4, Program Budget Template**).

Complete Program Budget Narrative. Each budget cost item must be detailed in the narrative section and should reflect the basis for the computations. Every item must be completed, if applicable. Minimal narrative requirements are described in the Instructions for Completing Budget attached to **Form #4, Program Budget**.

Describe how efforts will be made to expend funds during the contract period.

5.4.6 Attachments

See Proposal Checklist in Section 5.5 for complete list of Attachments.

5.4.7 Fiscal Attachments

See Proposal Checklist in Section 5.5 for complete list of Fiscal Attachments.



5.5 Proposal 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 Section 8.

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

- ☐ **1. Proposal Cover Statement** (Form #1).
- ☐ **2. Table of Contents**
- ☐ **3. Program Narrative**
 - ☐ Agency Overview & Experience
 - ☐ Program Proposal
 - Program Objectives
 - Performance Evaluation
 - Collaboration and Coordination
 - ☐ Program Implementation and Oversight
 - ☐ Cultural Sensitivity
- ☐ **4. Fiscal Management Narrative** (include Form #3, Board of Directors).
- ☐ **5. Program Budget and Budget Narrative** (include Form #4, Program Budget).
- ☐ **6. Attachments**
 - ☐ **Organizational Chart** (With proposed project included)
 - ☐ **Statement of Qualifications** (Form #2 with original signatures must accompany original proposal), completed and signed by Agency Executive Director and President of Agency Board of Directors.
 - ☐ **Job Descriptions and/or Resumes** of Executive Director and key program and fiscal staff.
 - ☐ **Agency Brochure** (as available)
 - ☐ **Scope of Work** (Form #5)
 - ☐ **Program Service Estimate** Form #6)
- ☐ **7. Fiscal Attachments**
 - ☐ **1 copy of bidder's IRS 501(c)(3) determination letter** attached to original proposal copy (if agency is a non-profit organization).



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- ☐ 1 copy of bidder's manual of fiscal procedures and policies, if available, attached to original proposal copy (reference Section 5.4).
- ☐ 1 copy of bidder's most recent audit including any applicable corrective action plans. 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.
- ☐ 1 copy of current Agency Budget with revenues and expenses indicated.

Additional Information for RFP Bid Proposal Responses

Bidder must ensure submitted proposals include the following information:

- Proposals must include a plan that addresses the service deliverables identified in this RFP.
- Proposals must include descriptions of the services to be provided along with the identified population and service location(s).
- Proposals must include an estimate of how many families and youth will be served by the agency.
- Proposals must define the specific outcomes that will be achieved.
- Proposals must address any barriers to service accessibility and a plan to remove those barriers.
- Bidder must demonstrate a capacity for collaboration and interagency coordination.
- Bidder must have a viable plan for ongoing financial support of the local support services programs that demonstrates decreased reliance on state funds.
- Bidder must describe how they will develop and/or maintain the necessary community supports.
- Bidder must outline outcome improvement goals for the program.



SECTION 6: EVALUATION PROCESS AND CONTRACT AWARD

6.1 Evaluation Process

All proposals complete three (3) stages of evaluation: Compliance Review, Fiscal Review, and Bureau Committee Review. Proposals will be stored in a designated secure location to insure confidentiality. No proposals will be opened until after the submission deadline identified in the RFP.

6.2 Compliance Review

Compliance Review is a **Pass/Fail** evaluation.

Contracts Unit staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. All proposals should adhere to the required format and, in order to be competitive, should include all of the requested information, all sections awarding points, completed forms, and attachments. Proposals that do not follow the Required Proposal Format found in Section 5 will be determined nonresponsive and will not be considered for contract award/funding.

Minor irregularities in submissions may be waived. All proposals deemed responsive will be referred to EHSD fiscal staff.

6.3 Fiscal Review

Proposals that pass the Compliance Review, as referenced in 6.2 above, will be submitted for review by EHSD Fiscal Staff. Proposals must receive a fiscal review evaluation score of at least **70%** of the total available 100 points, if not; it will be eliminated from further review.

Proposals that do not provide the required audit or financial statements as outlined in Section 5, Required Proposal Format, will be determined nonresponsive and will not be considered for funding.

Points will be awarded based on the agency's demonstration of:

- Agency solvency;
- Adequate agency accounting systems and internal controls;
- Ability to administer financial system(s); and
- Compliance with budget specifications.



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EHSD Fiscal will review the required audit or audited financial statement included with each proposal. The audit or audited financial statement must be the most recent and complete available. The proposal with financial statements will be forwarded to the EHSD Fiscal Department for review and evaluation.

EHSD reserves the right to reject any proposal submitted. EHSD will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for further evaluation.

6.4 Bureau Committee Review

RFP Proposals that successfully complete the Contracts Compliance Review (referenced in 6.2 above) and the Fiscal Review (referenced in 6.3 above) will be submitted for Bureau Committee Review. The RFP Bureau Review Committee will review all proposals then evaluate and score all service and budget elements per the Scoring Methodology/Rating Sheet and service delivery requirements included in this RFP.

EHSD and the RFP Bureau Review Committee may make on-site visits and use other information available before making final recommendations.

The Bureau Review Committee may be comprised of Employment and Human Services Department Staff, community-based organizations staff, private for-profit corporation staff and/or public sector representatives. Members of the Bureau Review Committee will be required to sign an impartiality statement.

6.5 Scoring Methodology

Program elements will be weighted as follows with a maximum score of 100 points using the following criteria guidelines. **Proposals that do not attain an average of 70 points from the Bureau Review Committee are unlikely to be eligible for further consideration for funding.**



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RFP Scoring Methodology/Rating Sheet	Available Points
Proposal Cover Statement/Statement of Need	5
Agency Description/Capability Including bidder's experience and demonstrated ability to deliver services to the targeted populations as specified	5
Program Description	40
Services Provided - Adherence to purpose and goals of PSSF	
Approach/Methodology	
Outreach and Accessibility	
Collaboration and coordination w/other organizations	
Action Plan/Implementation	
Cultural Sensitivity	
Staff, Consultant, Subcontractor Qualifications	10
Evaluation Methodology and Accountability Including adherence to PSSF program evaluation, outcomes and performance objectives	20
Fiscal Management Narrative, Program Budget, and Budget Narrative Including program budget detailing the cost for program administration, salaries, benefits and operation.	20
Total available points	100

6.6 Appeals Process

Each bidder submitting a proposal to this RFP 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.**

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 to **EHSD Director, 40 Douglas Drive, Martinez, CA 94553** or electronically to contract_clerk@ehsd.cccounty.us no later than 5:00 pm on the 10th business day (March 1st) after award notification. The appeal will be conducted in accordance with the EHSD process.

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.



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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.

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.

Letters of appeal must be addressed to the Employment and Human Services Department Director and received at 40 Douglas Drive, Martinez, CA 94553, or electronically to contract_clerk@ehsd.cccounty.us, no later than 5:00 p.m. on March 1, 2022. Notification of a final decision on an appeal shall be made in writing to the bidder.

Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors.

6.7 Contract Award and Negotiations

Successful bidders will be expected to promptly enter into contract negotiation with EHSD. This may result in mutually agreed upon changes in plans or activities identified in the proposal. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.

Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date of any contract.

Selected contractor(s) will be responsible for all services offered in their RFP proposal, whether or not contractor(s) perform them directly or through subcontractors in multiple agency collaboration.

EHSD will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.

Contracts from this RFP will be for a two-year period (July 1, 2022 through June 30, 2024) with satisfactory performance as a condition of any future contract renewal for up to one (1) additional year for a total of no more than three (3) years, depending upon funding availability.

The contracting person or agency must state that there is agreement to support implementation of the County's alcohol/drug abuse prevention/treatment policies related



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to the reporting of child abuse, and to comply with EHSD in monitoring and evaluation procedures.

6.8 Contract Terms and Litigation Warranty

EHSD will negotiate contract agreements with the successful Bidder(s). The contract term will be July 1, 2022 through June 30, 2024.

Bidders, by submitting a proposal, warrant that they are not currently involved in litigation or 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) based on facts surrounding such litigation or arbitration. These will be reviewed and decided upon at the discretion of EHSD.



SECTION 7: CONTRACTING REQUIREMENTS

7.1 County Contract Requirements

Upon acceptance of a proposal and award of a contract by the Board of Supervisors, the successful bidder will enter into a standard County contract that specifies:

Parties to the Contract

Effective Dates

Legal Type

Signatories to the Contract

Service Specifications and Provisions for Reporting, Monitoring, and Evaluation

Fiscal Provisions Method of payment to contractor. Either a fee-for-services contract or a cost reimbursement contract may be negotiated with the bidder at County's option.

Program budget segregated into personnel and operating costs, indirect costs and revenue (if any) to allow determination of reasonableness and feasibility of line item allocation.

Provisions for audit

General Conditions Contractors must comply with standard County Contract General Conditions included in this RFP in Appendix 9.1.

Special Conditions, as required. Contractors may have to satisfy additional insurance requirements prior to contract effective date. No contractor will be reimbursed for service until insurance requirements are met.

7.2 Additional Requirements

As applicable, Contractor must submit the required audit as specified in Appendix 9.1, General Conditions, Paragraph 27. Required Audit.

- If a consortium of agencies is submitting a proposal, a lead agency must be responsible for overseeing and monitoring its partners. The lead agency must act as the cognizant fiscal agent for the other partners. Partners must have similar budget requests for similar items. All other service providers requesting funding under the proposal will be required to subcontract with the lead agency.



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- All equipment requests will be evaluated for their necessity and reasonableness in carrying out the program. All equipment requests must explain in detail how the equipment will be used in the performance of services.
- Budgets submitted in response to the RFP will be negotiated on a line item basis. Line items will be examined for reasonableness and necessity in providing services.
- Cost reports shall be fully supported by accounting documentation. Salary and benefit costs allocated to this program shall be supported by detailed time sheets. Contractor must maintain adequate payroll documentation (detailed time sheets sometimes called "functional time sheets") to support compensation paid to bona fide employees. Reimbursement of salary and benefit costs must be based on actual time spent on the program.

7.3 Type of Contract

Contracts will be on a cost reimbursement basis with monthly billing required. Contractor is required to provide detailed line-item budgets on **Form #4, Program Budget**. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that EHSD is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this contract.

7.4 Discrimination and Confidentiality

Discrimination: A Contractor awarded funds under this RFP shall not discriminate against any employee or applicant for employment because of race, sex, gender, age, religion, creed, national origin, ancestry, color, ethnic group identification, gender identity, gender expression, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition (including pregnancy, childbirth, breastfeeding or related medical conditions), or genetic information. This includes, but is not limited to the following: employment, upgrading or promotion, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or form of compensation, and selection for training, including apprenticeship. The Contractor shall not, in connection with the employment, advancement, or discharge of employees, discriminate against them because of their age, except upon the basis of a bona fide occupational requirement or retirement plan, or statutory regulation.

Confidentiality: Contractor shall use any client information provided by EHSD or by the client, only for the purpose of administering the program. The improper use or disclosure of confidential case information for any other purpose is a misdemeanor under California Welfare & Institutions Code Section 10850. Contractor shall inform all of their employees of the requirements concerning Confidentiality in the handling of client information. EHSD



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may take further steps to ensure Contractors' awareness of the provisions of California Welfare and Institutions Code Section 10850, and may require that Contractor have employees sign acknowledgment of their understanding of said statute and its provisions.

Any Contractor awarded funds under this RFP must maintain all information gathered pertaining to program clients in a secure environment in order to ensure the client's right to confidentiality. The Contractor will not release such information to any third party who is not directly responsible for management of the client's services, without the prior written consent of the client.

7.5 Monitoring, Reporting and Record Keeping

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

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

Contractor will be required to provide the following reports:

- Fiscal Reports including monthly expenditure reports developed by EHSD, including a line item cost report based on actual expenditures.
- Monthly Status Reports (MSR) as developed in conjunction with EHSD are required. At a minimum, Contractor will be required to submit the following information:
 - Clients/Families referred and enrolled
 - Services provided to each Client/Family, including location, date, number of hours



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- Clients/Families who completed the program
 - Clients/Families who did not complete the program
- Bi-annual and Annual Narrative Summary.
- Financial and performance closeout reports at the end of the contract to reconcile statistical and financial information.
- Annual OCAP Reporting: Successful bidders who enter into PSSF 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, sample attached hereto as Appendix 9.4. Data collected, measured, and provided includes, but is not limited to, outreach activities, unduplicated participant race/ethnicity, unduplicated participant service counts, and measurable outcomes achieved.

Record Keeping: Contractor will be expected to maintain complete up-to-date and accurate records and management controls as well as complete any required State data collection forms as supplied by EHSD. Contractor is to maintain adequate records of service provision to document compliance with service plan and information on the performance outcomes stated in this RFP.

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



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SECTION 8: REQUIRED FORMS

All forms must be completed and attached to submitted proposals

	<u>Form #</u>	<u>Form Title</u>
8.1	#1	Proposal Cover Statement
8.2	#2	Statement of Qualifications
8.3	#3	Board of Directors
8.4	#4	Program Budget
8.5	#5	Scope of Work
8.6	#6	Program Service Estimates



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8.1 FORM #1: Proposal Cover Statement

8.1 FORM #1: Proposal Cover Statement

This form must accompany the proposal package when submitted. Only one copy with original signatures is required.

PROPOSAL COVER STATEMENT – RFP 1182	
BIDDER ORGANIZATION NAME	
ADDRESS	Bidder Phone
	Bidder Fax
	Web Address
CONTACT PERSON	Contact Phone
	Contact E-mail
	Contact Fax
ADDRESS OF PROGRAM (if different than above)	
PROGRAM TITLE and SERVICE CATEGORY	
COLLABORATIVE PARTNERS/SUBCONTRACTORS (If applicable)	
AMOUNT OF FUNDING REQUEST	
TOTAL AMOUNT REQUESTED \$ _____	
FEDERAL EMPLOYER NUMBER	501(C)(3) EXEMPTION

AGENCY PRIOR YEAR NET OPERATING BUDGET \$ _____	
AUTHORIZATION	
<i>We submit the attached response to the Notice of Request for Proposal No.1182 dated January 2022 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>	
AUTHORIZED REPRESENTATIVES: (two signatures required)	
Name: _____	Title: Executive Director
Signature: _____	Date: _____
Name: _____	Title: Board President
Signature: _____	Date: _____



8.2 FORM #2: Statement of Qualifications

1. List any licenses or certifications held by the agency, with expiration dates.
2. a) Who administers the agency's fiscal system?
Name: _____
Phone: _____
Title: _____
Work Schedule: _____
b) What CPA firm prepares the agency's annual audit?
Name: _____
Phone: _____
Address _____
3. Number of years' bidder operated under the present business name. List related prior business names, if any and timeframe for each.
4. Number of years' bidder has provided the services described in this proposal or related services.
5. Has bidder failed or refused to complete any contract? Yes _____ No _____
If yes, briefly explain.
6. Is there any past, present or pending litigation in connection with contracts for services involving the bidder or any principal officer of the agency? Yes _____ No _____
If yes, briefly explain.
7. Does bidder have a controlling interest in any other firm(s)? Yes _____ No _____
8. Does bidder have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP? Yes _____ No _____
If yes, specify below.
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.



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FORM #2, Continued

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's qualifications to perform proposed services.

Signature

Date

Printed Name and Title (Executive Director)

Signature

Date

Printed Name and Title (Board President)

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



8.3 FORM #3: Board of Directors

1. Number of Board members required by agency's bylaws: _____
2. Number of members on current Board: _____
3. When and how often does the Board meet?: _____
4. List current Board members below (or attach Board List in this format):

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

5. Describe key roles and responsibilities of the Board: _____



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8.4 FORM #4: Program Budget

General Instructions

General Instructions

Budget Detail Worksheet for **Cost Reimbursement** Budgets

Purpose: The Budget Detail Worksheet is provided for your use in preparation of the budget and budget narrative. All required information (including the brief budget narrative) must be provided. Any category not applicable to your budget may be left blank. Indicate any **IN KIND (match)** amount in the appropriate category, if applicable. Respondents are required to assign a monetary value to in-kind/cash match and indicate it in the appropriate in-kind/cash match section.

Record Retention: Contractors must retain all documents pertaining to this contract for **five years** from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal /state audits are **complete** and exceptions resolved for this Contract's funding period. Upon request, Contractors must make those records available to authorized representatives of the County, the State of California, and the United States Government.
source: (General Conditions, Contra Costa County Standard Form L-5)

For Informational Purposes Only



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Identifier

Please complete all fields that apply

Requested	Please Provide
Original Request for Proposal/ Request for Information Number (if available)	
Prior Year Contract Number (if applicable)	
Legal Entity Name	
Doing Business As (DBA)	
Contact Name	
Contact Phone Number	
Alternative Phone Number	
Contact Email Address	

Identifier

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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

Budget Summary (Cost Reimbursement)

This Worksheet is locked.

Information provided in tabs A through J will be summarized below.

Legal Entity Name:

Doing Business As (DBA):

Contact Name:

Contact Email:

Contact Phone Number:

Budget Category	Cost Reimbursement Amount	In-Kind Amounts	Total
A. Personnel			
B. Fringe Benefits			
C. Travel			
D. Furniture and Equipment			
E. Supplies			
F. Facilities/Infrastructure costs			
G. Consultants/Contracts			
H. Participant Costs			
I. Other			
TOTAL PROJECT COSTS:			



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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

A&B. Personnel & Fringe Benefit

A. Personnel - List each position by title of employee. Manually enter the annual salary, the percentage of time to be allocated to the project, and Cost. If you need to add lines, please do so in the middle of the table so that the formula will stay intact.

For example, an Executive Director making \$80,000 a year could allocate 60% (Percentage of time) of her/his annual salary (\$80,000), and budget \$48,000. (Use decimals as the percentage of time, for example, 60.00 percent should be shown as 0.60).

PERSONNEL

Position	Annual Salary (manual entry)	Percentage of Time (manual entry)	Cost (manual entry)
Example: Executive Director	80,000	0.60	\$ 48,000.00
Add Personnel			
TOTAL:			\$ -

B. Fringe Benefits - Fringe benefits RATE. This RATE is used for budgeting purposes only. Actual reimbursement must be based on actual costs incurred or an approved rate negotiated with the Federal Agency. Briefly explain what is included in the rate.

FRINGE BENEFITS

Base (from Total Personnel)	Rate (manual entry)	Total (system calculates)
\$ -		\$ -
TOTAL:		\$ -

PERSONNEL & FRINGE BENEFITS NARRATIVE

<div></div>



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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:
A&B. Personnel & Fringe Benefit

PERSONNEL (IN-KIND)

Position	Annual Salary (manual entry)	Percentage of Time (manual entry)	Cost (manual entry)
Add Personnel			
IN-KIND TOTAL:			\$ -

**FRINGE BENEFITS
(IN-KIND)**

Base (from Total Personnel)	Rate (manual entry)	Total (system calculates)
\$ -		\$ -
IN-KIND TOTAL:		\$ -

PERSONNEL & FRINGE BENEFITS NARRATIVE (IN-KIND)

--

TOTAL PERSONNEL:	\$ -
TOTAL FRINGE BENEFITS:	\$ -



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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

C. Travel

C. Travel – Itemize travel expenses of staff personnel by purpose (e.g., staff training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Include the destination and lodging in the narrative. If you need to edit lines, please do so in the margin of the table so that the formula will stay intact.

Local Travel (no lodging and no airfare)

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Local Travel TOTAL:			\$ -

Non-Local Travel

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Non-Local Travel TOTAL:			\$ -

TRAVEL NARRATIVE

TRAVEL (IN-KIND)

Local Travel (no lodging and no airfare)

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Local Travel TOTAL:			\$ -

Non-Local Travel

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Non-Local Travel TOTAL:			\$ -

TRAVEL NARRATIVE (IN-KIND)

TOTAL TRAVEL COSTS: \$ -

C. Travel

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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

D. Furniture and Equipment

D. Furniture and Equipment— List items that will be purchased for the organization. Purchase of equipment and furniture may be subject to additional approval. EHSD's acceptance of budgeted items does not indicate the approval of that purchase.

Explain how the equipment and furniture is necessary for the success of the project, and describe the procurement method to be used. . If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

FURNITURE AND EQUIPMENT Item	Computation		Total Cost
	Quantity	Cost per Item	
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$ -

FURNITURE AND EQUIPMENT NARRATIVE

--

FURNITURE AND EQUIPMENT (IN-KIND) Item	Computation		Total Cost
	Quantity	Cost per Item	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
IN-KIND TOTAL:			\$ -

FURNITURE AND EQUIPMENT NARRATIVE (IN-KIND)

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FURNITURE AND EQUIPMENT TOTAL: \$ -
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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

E. Supplies

E. Supplies – List items by type (office supplies, postage, training materials, copying paper, computer supplies and consumable items. Generally, supplies include any materials that are consumed during the course of the project. If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

SUPPLIES NARRATIVE Item	Computation		Total Cost
	Quantity	Cost per Item	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$ -

SUPPLIES NARRATIVE

--

SUPPLIES (IN-KIND) Item	Computation		Total Cost
	Quantity	Cost per Item	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
IN-KIND TOTAL:			\$ -

SUPPLIES NARRATIVE (IN-KIND)

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SUPPLIES TOTAL: \$ -

E. Supplies

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Contract:

F. Facilities Infrastructure

F. Facilities/Infrastructure Costs - General costs to run the program, including space rental, facilities maintenance, utilities, phones, general consumable materials and supplies, internet and other costs related to supporting and maintaining organizational infrastructure. Professional services purchased from vendors for facilities and infrastructure costs are included in this category.

Your narrative must include approximate space utilized for this program. Invoicing must be based on actual usage of the space.

If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

FACILITIES/INFRASTRUCTURE COSTS

Description	Monthly Cost	Number of Months	Total Cost
			\$ -
			\$ -
			\$ -
Add FACILITIES/INFRASTRUCTURE COSTS			\$ -
TOTAL:			\$ -

FACILITIES/INFRASTRUCTURE COSTS NARRATIVE

--

FACILITIES/INFRASTRUCTURE COSTS (IN-KIND)

Description	Monthly Cost	Number of Months	Total Cost
			\$ -
			\$ -
			\$ -
Add FACILITIES/INFRASTRUCTURE COSTS			\$ -
IN-KIND TOTAL:			\$ -

FACILITIES/INFRASTRUCTURE COSTS NARRATIVE (IN-KIND)

--

FACILITIES AND INFRASTRUCTURE TOTAL:	\$ -
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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

G. Consultants Contracts

G. Consultants/Contracts -

G1. Consultant Fees: For each consultant enter the position, service to be provided, basis (hourly or daily fee (8-hour day)), and estimated time on the project. If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

CONSULTANT FEES		Computation			Cos.
Position (Title)	Service Provided	Fee	Basis (text)	Quantity (cannot be blank)	
Example: Evaluator	Mental Health Evaluations	\$200.00	hour	500	\$ 100,000.00
					\$ -
					\$ -
					\$ -
Add CONSULTANT FEES					\$ -
TOTAL:					\$ -

CONSULTANT FEES NARRATIVE

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CONSULTANT FEES (IN-KIND)		Computation			Cost
Position (Title)	Service Provided	Fee	Basis	Quantity	
					\$ -
					\$ -
					\$ -
					\$ -
Add CONSULTANT FEES					\$ -
IN-KIND TOTAL:					\$ -

CONSULTANT FEES NARRATIVE (IN-KIND)

scroll

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TOTAL CONSULTANT FEES: \$ -



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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:
G. Consultants_Contracts

G2. Consultant Expenses - List all expenses to be paid to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners,

CONSULTANT EXPENSES

Local Travel (no lodging and no airfare)

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Local Travel TOTAL:			\$ -

Non-Local Travel

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Non-Local Travel TOTAL:			\$ -

CONSULTANT EXPENSES NARRATIVE

--

Local Travel (no lodging and no airfare) - IN-KIND

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Local Travel TOTAL:			\$ -

Non-Local Travel - IN KIND

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Non-Local Travel TOTAL:			\$ -

CONSULTANT EXPENSES (IN-KIND)

--

TOTAL TRAVEL EXPENSES FOR CONSULTANTS: \$0



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Contract:
G. Consultants_Contracts

G3. Contracts - Provide a description of the product or service to be procured by contract and an estimate of the cost.

CONTRACTS

Item	Cost
TOTAL: \$ -	

CONTRACTS NARRATIVE

--

CONTRACTS (IN KIND)

Item	Cost
IN-KIND TOTAL: \$ -	

CONTRACTS NARRATIVE (IN-KIND)

--

CONTRACTS TOTAL: \$ -

CONSULTANTS/CONTRACTS TOTAL: \$ -
IN-KIND CONSULTANTS/CONTRACTS TOTAL: \$ -



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Contract:

H. Participant Costs

H. Participant Costs and/or Direct Costs— Examples of costs directly related to the program are: subsidized wages, supportive services (i.e. bus passes, day care costs, enrollment fees), participant payments (i.e. stipends, incentives), participant supplies (i.e. items/equipment consumable by participants or which become their personal property), tools or clothing related to employment or training, and participant tuition and fees incurred to achieve program objectives.
If you need to add lines, please do so in the middle of the table so that the formula will stay intact.

PARTICIPANT COSTS

Item	Cost

TOTAL: \$ -

PARTICIPANT COSTS NARRATIVE

--

PARTICIPANT COSTS (IN-KIND)

Item	Cost

IN-KIND TOTAL: \$

PARTICIPANT COSTS NARRATIVE (IN-KIND)

--

PARTICIPANT COSTS TOTAL: \$ -

H. Participant Costs

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Contract:

I. Other

I. **Other Costs** - Costs that do not belong to the other listed categories should be included here. Indirect costs should be listed here. Only allowable costs under the subaward should be listed. If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

OTHER COSTS

Description	Cost
Add OTHER COSTS	
TOTAL:	\$ -

OTHER COSTS NARRATIVE

--

OTHER COSTS (IN-KIND)

Description	Cost
Add OTHER COSTS	
IN-KIND TOTAL:	\$ -

OTHER COSTS NARRATIVE (IN-KIND)

--

OTHER COSTS TOTAL:	\$ -
---------------------------	------

I. Other



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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:
Data Validation

Audit Check - This Table pulls numbers from the Budget Summary and Linked Tabs

	From Budget Summary	From Tabs	Difference
Personnel	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Furniture and Equipment	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Facilities and Infrastructure	0.00	0.00	0.00
Consultants/Contracts	0.00	0.00	0.00
Participant Costs	0.00	0.00	0.00
Other	0.00	0.00	0.00
	0.00	0.00	0.00

Should be zero



8.5 FORM #5: Scope of Work

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



8.6 FORM #6: Program Service Estimates

SERVICE ESTIMATES INSTRUCTIONS

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

EXAMPLE

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

EXAMPLE



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



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SECTION 9: APPENDICES

- 9.1 General Conditions**
- 9.2 Subrecipient Monitoring**
- 9.3 California Department of Social Services, Office of Child Abuse Prevention
Promoting Safe and Stable Families Program, May 2019**
- 9.4 OCAP Reporting Template Sample**



9.1 GENERAL CONDITIONS

1. **Compliance with Law.** Contractor shall be subject to and comply with all applicable federal, state and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment and purchasing practices; and wages, hours and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated there under, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the



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expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges there under.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents or written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.
5. **Termination and Cancellation.**
 - a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
 - b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance shall be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
 - c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.
6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.
7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited



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to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered a part of, this Contract.

8. Modifications and Amendments.

a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$200,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent of the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$200,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval. This Contract may be modified or amended by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.

b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

9. Disputes. Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.

10. Choice of Law and Personal Jurisdiction.

a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.



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- b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.
11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.
12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County be thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.
13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.
14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties, or between County and any Contractor employee, of agent, servant, employee, partnership, joint venture, or association. Neither Contractor, nor any of its employees, is a County employee. This Contract does not give Contractor, or any of its employees, any right to participate in any pension plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.
15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement



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of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with the County. Contractor covenants that Contractor, its employees and officials, are not now employed by the County and have not been so employed by the County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, or attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.

16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of



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the County or any other person; provided, however, that Contractor is not required to indemnify the County for the portion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.

19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:

a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.

b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.

c. **Certificate of Insurance.** The Contractor must provide the County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy (ies) or acquire either a new insurance policy (ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.

d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of



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a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract.

20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.
21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.
24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights and Rights in Data.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express



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written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and the Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.

26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.

27. **Required Audit.**

- a. If Contractor expends \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Code of Federal Regulations, Title 2, Part 200, Subpart F.
- b. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, but the grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements.



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- c. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year except as required by Code of Federal Regulations, Title 2, Part 200, Subpart F. Contractor shall make its records available for, and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office, the pass-through entity, and/or the County. If an audit is required, Contractor must provide County with the audit.
- d. With respect to the audits specified in sections (a), (b) and (c) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.
28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.



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9.2 SUBRECIPIENT MONITORING

If Contractor further passes through federal funds of this subaward, Contractor shall make case-by-case determinations whether each agreement it makes for the disbursement casts the party receiving the funds in the role of a subrecipient or a contractor.

1. Contractor must include information required by the Code of Federal Regulations (CFR), specifically, Title 2 CFR §200.331 (Requirements for pass through entities) in each subrecipient's contract.
2. Contractor must monitor its subrecipients consistent with the requirements outlined in the Federal rules and applicable sections of the CFR, including 2 CFR §200 (Uniform Guidance).
3. Contractor must evaluate each subrecipient's risk of noncompliance to determine the appropriate fiscal monitoring level, monitor the fiscal activities of subrecipient organizations to ensure that the subaward is in compliance with applicable Federal statutes and regulations and terms of the subaward, and verify that subrecipients are audited as required by Subpart F of 2 CFR §200.
4. Contractor must retain documentation to prove that determinations and monitoring were conducted during the contract term.

EHSD, as a pass-through entity, may request those documents during fiscal monitoring.



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**9.3 California Department of Social Services, Office of Child Abuse Prevention
Promoting Safe and Stable Families Program, May 2019**



**PROMOTING SAFE AND STABLE FAMILIES PROGRAM
(PSSF)**

**Office of Child Abuse Prevention 744 "P" Street, MS 8-11-82
Sacramento, CA 95814
916-651-6960**



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PROMOTING SAFE AND STABLE FAMILIES PROGRAM (PSSF)

I. What is PSSF?

Promoting Safe and Stable Families (PSSF) is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including community-based family support services, family preservation services, family reunification services and adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

II. Authority

Federal: The PSSF Program was first established as the Family Preservation and Support Services Program under the Omnibus Budget Reconciliation Act of 1993 (P.L. 103-66). In 1997, the program was reauthorized under the Adoption and Safe Families Act (P.L. 105-89) and was renamed the Promoting Safe and Stable Families Program (PSSF) with two additional service components put in place: time-limited reunification and adoption support services. The PSSF Amendment of 2001 (P.L. 107-133) extended the program through 2006 and the Child and Family Services Improvement Act (P.L. 109-288) reauthorized the program through FY 2011. The Child and Family Services Improvement and Innovation Act (P.L. 112-34) reauthorized the PSSF Program through FY 2016. More recently, the Bipartisan Budget Act of 2018 (Public Law 115-123) made changes to the family support and time-limited reunification components. In addition, time limited reunification was renamed family reunification.

State: Funding under the PSSF Program is distributed to states under a formula grant based on the number of children receiving Supplemental Nutrition Assistance Program benefits. States are permitted to use up to ten percent of the funding for administrative costs. To maintain eligibility, states must provide a twenty-five percent state match. Additionally, the California Department of Social Services (CDSS) must meet a \$13,200,000 Maintenance of Effort (MOE). The MOE was established when CDSS first began participation in the PSSF Program in FFY 1994. The CDSS has continued to meet both the twenty-five percent match and MOE requirements via State Family Preservation (SFP) Program expenditures.

The Office of Child Abuse Prevention (OCAP) within CDSS has been designated by the Governor as the single state agency to administer and oversee the funds. The OCAP provides training and technical assistance through its consultants, departmental resources and subcontractors.

Counties: Eighty-five percent of California's PSSF funds are allocated to counties. County allocations are based on the number of children zero to 17 years of age and the number of children in poverty residing in the county. In order to ensure an adequate level of funding for smaller counties, the minimum PSSF county allocation is \$10,000. The county child welfare agency must administer PSSF funds at the local level and is responsible for adhering to the PSSF assurances. Under Assembly Bill 118, SFP funds were realigned to local revenue funds. If every county that operated a SFP Program in FY 2011-12 continues to expend funds at the same level in ongoing FYs, California's match and MOE will continue to be met.



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PROMOTING SAFE AND STABLE FAMILIES PROGRAM (PSSF)

III. Purpose

The four PSSF Program components: (1) family preservation, (2) community-based family support, (3) family reunification and (4) adoption promotion and support, are intended to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare. The objective, target population and allowable services and activities for each component are described in the tables below.

Target Populations & Allowable Activities

1. Family Preservation	
Objective	
To prevent maltreatment among families through the provision of community-based, supportive family services designed to help families (including adoptive and extended families) at risk or in crisis.	
Target Population	
<ul style="list-style-type: none">• Vulnerable families with children that are at risk of abuse or neglect.• Families that have one or more risk factors.• Families that have already demonstrated the need for intervention and have an open child welfare case.• Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting.	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none">• Services designed to help children:<ul style="list-style-type: none">◦ Safely return to families from which they have been removed.◦ Be placed for adoption, or with a legal guardian.◦ Be placed in some other planned permanent living arrangement, if adoption or legal guardianship is not safe or appropriate.• Pre-placement preventive services programs:<ul style="list-style-type: none">◦ Intensive family preservation/maintenance programs, designed to help children at risk of foster care placement remain safely with their families.• Follow-up care to families to whom a child has been returned after a foster care placement.• Respite care (to children) for temporary relief for parents and other caregivers (including foster parents).• Services designed to improve parenting skills with respect to matters such as child development, family budgeting, coping with stress, health and nutrition.• Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to state law (i.e. Safely Surrendered Babies).	
Services* Frequently Supported by Family Preservation Funds (not an exhaustive list):	
Basic needs, concrete supports; Behavior health, mental health services; Case management Childcare (temporary); Differential Response; Domestic violence services; Early childhood services; Family Resource Center or other multi-service center; Financial literacy education	Health services Home visiting (for parents with children ages 0-5) Housing services Parenting education Peer Support Respite care Substance abuse services Team Decision Making Transportation Youth programs



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2. Community-Based Family Support Services¹	
Objective	
To assure children's safety within the home and to preserve intact families in which children have been maltreated.	
Target Population	
<ul style="list-style-type: none"> • Vulnerable families with children that are at risk of abuse or neglect. • Families that have one or more risk factors. • Families that have already demonstrated the need for intervention and have an open child welfare case. • Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> • Service that promote the safety and well-being of children and families. • Services that increase the strength and stability of families (including adoptive, foster, and extended families). • Services that increase parents' confidence and competence in their parenting abilities. • Services that afford children a safe, stable, and supportive family environment. • Services that strengthen parental relationships and promote healthy marriages. • Services that enhance child development, including through mentoring². • Services that support and retain resource families so they can provide quality family-based settings for children in foster care. 	
Services* Frequently Supported by Community-Based Family Support Funds (not an exhaustive list)	
Basic needs, concrete supports Behavior health, mental health services Case management Childcare (temporary) Differential Response Domestic violence services Early childhood services Family Resource Center or other multi-service center Financial literacy education Health services	Home visiting (for parents with children ages 0-5) Housing services Parenting education Parent/sibling visitation Peer Support Resource family support/training Respite care / crisis nursery Substance abuse services Team Decision Making Transportation Youth programs
3. Family Reunification	
Objective	
To address the problems of families whose children have been placed in foster care so that reunification may occur safely and timely. Also, to provide support to those families who have reunified to ensure the strength and stability of the reunification during the 15-month period that begins on the date the child returns home.	

¹ Community-based services refers to programs delivered in accessible settings in the community and responsive to the needs of the community and the individuals and families residing therein. These services may be provided under public or private nonprofit auspices (45 CFR 1357.10(c)).



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Target Population	
<ul style="list-style-type: none"> Children that are removed from their home and placed in a foster family home or a child care institution. Parents or primary caregiver of such a child, in order to facilitate the reunification of the child, safely, appropriately and in a timely fashion. Children that have reunified, but only during the 15-month period that begins on the date that the child returns home 	
Allowable Services and Activities	
<ul style="list-style-type: none"> Individual, group, and family counseling Inpatient, residential, or outpatient substance abuse treatment services Mental health services Assistance to address domestic violence Temporary child care and therapeutic services for families, including crisis nurseries. Peer-to-peer mentoring and support groups for parents and primary caregivers Services/activities that facilitate access to and visitation of children by parents and siblings. Transportation to or from any of the services and activities described above <p>Please note: Case management and/or linkages to services are not allowable under PSSF FR. These funds are for the provision of the direct services specified above only.</p>	
Family Reunification Services* are limited to the following:	
Behavior health, mental health services Childcare (temporary) Domestic violence services Parent/sibling visitation	Peer support Respite care Substance abuse treatment Transportation
4. Adoption Promotion and Support Services	
Objective	
<p>To support adoptive families by providing support services necessary for them to make a lifetime commitment to children.</p> <p>Services and activities are designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities designed to expedite the adoption process and support adoptive families.</p>	
Target Population	
<ul style="list-style-type: none"> Current foster care children with a case plan goal of adoption. Families exploring adoption of children from the foster care system. Former foster children whom have had a finalized adoption and their adoptive families. Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> Pre- and post-adoptive services designed to support adoptive families so that they can make a lifetime commitment to their children Activities designed to expedite the adoption process and support adoptive families 	

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Questions? Email: ocap-pnd@dss.ca.gov



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Services* Frequently Support by Adoptions, Promotion, and Support (not an exhaustive list)	
Adoptive parent recruitment Basic needs, concrete supports Behavior health, mental health services Case management Childcare Family Resource Center or other drop-in multi- service center Financial literacy education	Health services Livescan Fees Parenting Education Peer Support Respite care Team Decision Making Transportation Youth programs

IV. Use of Funds

A minimum of 20 percent of the county's total annual PSSF allocation must be spent under each of the four program components. Counties have flexibility in how the remaining 20 percent is expended.

No more than 10 percent may be used for administrative costs. Administrative (i.e. indirect) costs are defined as:

Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Depreciation, software, and office equipment are examples of administrative costs.

Allowable costs that would not have been incurred had it not been for the program are direct program costs not administrative (e.g. program staff, training, supplies, travel).

V. Program Requirements

The PSSF Program is not an entitlement program and counties must meet program requirements through the County Self-Assessment (CSA) and System Improvement Plan (SIP) components of the California Child and Family Services Review (C-CFSR) as well as submittal of the CAPIT/CBCAP/PSSF Annual Report Counties must:

- A. Establish a PSSF Collaborative (local planning body) to develop county plans as required by CDSS. The county Board of Supervisors (BOS) shall oversee the local planning process and approve each plan before it is transmitted to CDSS for approval. The planning process shall include:
 1. Broad involvement and consultation with a wide-range of appropriate public and private non-profit agencies and community-based organizations and parents, including families, parents, and youth who have been involved with or are currently receiving child welfare services;
 2. Coordination in the provision of services for children and families;
 3. Collection of information to help determine at-risk populations, target areas, assess service needs, identify gaps in services, select priorities for funding and services, formulate goals and objectives and develop opportunities for bringing more effective and accessible services for children and families;
 4. A description of services to be provided. For each service provide a description of:
 - a. The population to be served;

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- b. The geographic area where services will be provided;
- c. The number of individuals and families to be served.

- B. Utilize a quality assurance process that measures quantity, quality and effectiveness of funded activities.

Whether funds are used for in-house services or contracted with a provider, the county is required to report participation rates and outcomes achieved to the OCAP.

VI. References

[42 U.S.C. 629: Subpart 2, Promoting Safe and Stable Families](#)

[45 CFR 1357: Title IV-B Requirements](#)

[Assembly Bill 118 \(Chapter 40, Statutes of 2011\)](#)

[Child and Family Services Improvement Act of 2006 \(Public Law 109-288\)](#)

[Child and Family Services Improvement and Innovation Act \(Public Law 112-34\)](#)

[County Fiscal Letters](#)

[OCAP Service Categories Defined Omnibus Budget Reconciliation Act of 1993 \(Public Law 103-66\)](#)

[Promoting Safe and Stable Families Amendment of 2001 \(Public Law 107-133\)](#)

[Welfare and Institutions Code Section 16600-16605](#)

[Assembly Bill 1930 \(Chapter 910, Statutes of 2018\)](#)

[Bipartisan Budget Act of 2018 \(Public Law 115-123\)](#)

VII. Program Resources

- ☐ [Family Development Matrix](#)
- ☐ [Family Resource Centers](#)
- ☐ [Strengthening Families](#)
- ☐ [The California Evidence-Based Clearinghouse](#)



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9.4 OCAP ANNUAL REPORT TEMPLATE SAMPLE

**OCAP ANNUAL REPORT
Service Activity TouchPoint Template**

SAMPLE

ETO TouchPoint Name: Service Activity and Funding Stream

County: Contra Costa

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. Complete A New TouchPoint For Each Service Category)

- | | |
|--|--|
| <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)



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

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

- ☐ 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.](#)



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Languages and Service Counts Tab

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

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

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

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

- ☐ Individuals
- ☐ Families

If you count Individuals complete this table:

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



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Served				
Other Children Served				
Total Individuals Served				
TOTAL INDIVIDUAL SERVICE COUNT FOR THIS SERVICE ACTIVITY				

If you count Families complete this table:

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

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



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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 checked="" 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)

- ☐ 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.](#)



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How Was This Outcome Measured?

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

Did you experience any unexpected challenges with this activity?

- ☐ Yes ☐ No

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

[Click here to explain challenges.](#)

Did you experience any unexpected benefits with this activity?

- ☐ Yes ☐ No

Explain Unexpected Benefits (Limit 8,000 characters)

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

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

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

Additional comments (Limit 2,000 characters)

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

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



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Target Population Tab

Child Welfare Category

- ☐ Families with open CPS
- ☐ Non-CPS involved
- ☐ Both

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

Target Population

- | | |
|---|--|
| <input type="checkbox"/> Children | <input type="checkbox"/> Providers |
| <input type="checkbox"/> Families | <input type="checkbox"/> Community At-Large |
| <input type="checkbox"/> At-risk Children | <input type="checkbox"/> Special Populations |
| <input type="checkbox"/> At-risk Parents | <input type="checkbox"/> At-risk Families |
| <input type="checkbox"/> Other (Specify. Limit 10 words) Click here to enter other. | |

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



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Program Collaboration Tab

Program Collaboration



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Program Collaboration

Who does the county collaborate with, coordinate and/or involve to prevent child abuse and neglect for this program. Check ALL that apply.

- ☐ Afterschool and/or child care programs
- ☐ Alcohol and other drug programs
- ☐ Behavior health, and mental health
- ☐ Child Abuse Prevention Council
- ☐ Court system
- ☐ Disability-focused organizations (includes regional centers, public or private agencies)
- ☐ Domestic violence organization
- ☐ Early childhood programs (e.g. Early Head-Start, Head Start, Pre-K, etc.)
- ☐ Education (K-12, higher education)
- ☐ Faith-based community
- ☐ Family support organization
- ☐ First 5 Commission
- ☐ Healthcare sector (health systems, hospitals, clinics, private providers)
- ☐ Justice system, law enforcement
- ☐ Parents or kin (formal or informal groups)
- ☐ Private foundations
- ☐ Probation and/or parole (juvenile, adults)
- ☐ Public benefit agencies (e.g. CalFresh, CalWORKs, Section 8, General Assistance, etc.)
- ☐ Public health (includes Maternal Child Health, Child Health Disability Prevention, etc.)
- ☐ Tribal-focused public and/or private organizations
- ☐ Youth (formal or informal groups)
- ☐ Other

Other County Collaborations, please explain:

Show the nature of collaborations. Check ALL that apply. *

- ☐ Collaborative Meeting
- ☐ Coordinated Case Planning
- ☐ Data Sharing Agreements
- ☐ Joint Funding Project
- ☐ MOU
- ☐ Outreach
- ☐ Referral/Source
- ☐ Shared Funding
- ☐ Shared Resources
- ☐ Shared Responsibilities for Delivery of the Program
- ☐ Workgroups

Please explain in more detail *how* you collaborate based on your selection(s) above