



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

**Request for Interest (RFI) 754**

***Amended and Extended to April 10, 2023***

**Adoption Educational Liaison Services**

Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau, announces a Request for Interest (RFI) #754 seeking qualified applicants for a fee based contract to provide Adoption Educational Liaison Services to adoptive youth, youth in adoptive placement, and their caregivers.

**I. STATEMENT OF PURPOSE**

The intent of this Request for Interest (RFI) #754 is to invite qualified individuals with extensive experience to submit a letter of interest (Qualifications Statement) and supporting documentation that describes qualifications to provide Adoption Educational Liaison services including facilitation, mediation, advocacy, referral and consultation for CFS pre- and post- adoptive youth, youth in adoptive placement, and their caregivers.

CFS provides child welfare services to Contra Costa County residents through various offices countywide. Adoption Educational Liaison Services address the special needs of adoptive families and children, especially in the area of education. The selected contractor will work closely with the EHSD Adoption Unit staff to provide specialized educational liaison services that will help improve educational opportunities and accomplishments of youth adopted through EHSD. One Adoption Educational Liaison will be contracted to be based in Central Contra Costa County with travel to other parts of the County as needed to support families.

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

**II. FUNDING**

- A. EHSD will award one (1) county standard contract in an amount up to \$82,500 (inclusive of all expenses) to the selected individual. The anticipated contract duration is twelve (12) months for the period of July 1, 2023 through June 30, 2024. The possibility of a twenty-four (24) month renewal for the period of July 1, 2024 to June 30, 2026 with a contract limit of \$165,000 will depend on contractor performance, availability of funds, and service need. Funding source is 50% Federal 50% 2011 Realignment.
- B. Hourly rate of pay will be \$50 per service hour. Maximum service hours per year will be 1610. Minimum of 34 services hours per week with an exception for vacation and County holidays.

**III. SCOPE OF SERVICES**

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

Responsibilities will include but are not limited to the following:

- A. Facilitate educational services and resources for pre- and post- adopted children and children in adoptive placements awaiting finalization of adoption.
- B. Work with parents and caregivers regarding educational needs of pre- and post- adoptive children/children in adoptive placement including tutoring referrals, Individual Education Plan (IEP) advocacy, and needs assessments.
- C. Mediate case specific issues between caregivers and schools in order to meet the educational needs of pre- and post- adopted children/children who are in adoptive placements.
- D. Act as an advocate for adoptive parents or families with children who are in adoptive placements to help obtain the most appropriate educational plan for the children.
- E. Act as a consultant to adoptive parents and foster parents to children who are in adoptive placements, as well as to the staff of the County's Adoption Unit, regarding educational issues of adoptive and foster children including common obstacles and solutions, as well as family specific curriculum that can impact the emotional well-being of adoptive and foster children at certain grade levels.
- F. Establish positive working relationships with Contra Costa County school districts staff and other parties associated with the educational system and the client.
- G. Participate in case conferences and Children and Family Team Meetings (CFTs) with County Adoption staff as requested.
- H. Attend IEP meetings for youth on caseload at school districts Countywide, as requested by caregivers or County.
- I. Meet with parents and teachers to support the child's educational plan as requested by caregivers or County.
- J. Attend school advisory committee meetings as requested by caregivers or County.
- K. Attend quarterly meetings with the Adoption Unit and Adoptions Support Contractor staff for coordination of services.
- L. Maintain detailed documentation and record keeping including at a minimum name of client, name of other parties in attendance, date of service, and services provided.
- M. Conduct any County business in a professional and courteous manner.
- N. Maintain confidentiality of all client and EHSD records and information as required by law.
- O. Provide in-service training to adoptive parents on the IEP process when requested by County staff.
- P. Manage a caseload that is referred by the CFS Adoptions Assistance Program staff and Adoptions Unit Social Workers.

- Q. Attend job related training as approved in advance by EHSD.
- R. Work onsite in EHSD Central office a minimum of 3 days a week.
- S. Provide monthly written reports regarding child's progress to EHSD Division Manager for Adoptions, or designee.
- T. Provide ad hoc and monthly written reports as required by EHSD Division Manager for Adoptions, or designee.

**IV. MINIMUM QUALIFICATIONS**

- A. Knowledge and work experience with Contra Costa County's educational system and familiarity with school districts staff and associated educational system professionals.
- B. Knowledge and working experience of the dynamics of adoptive and foster families.
- C. Proven ability to serve as liaison between educational systems and families.
- D. Master's degree in Social Work, Education, or a related field.

**V. LICENSING AND CERTIFICATION REQUIRED**

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

**VI. EXPERIENCE AND SKILLS DESIRED**

- A. Knowledge of EHSD Children and Family Services Bureau and the Central Adoptions Unit.
- B. Expertise and experience including, but not limited to, the following:
  - Navigating the education system
  - Advocating for pre- and post- adoptive children
  - Working with 504 plans and Individual Education Plans (IEPs)
  - Knowledge of foster care regulations and laws
  - Collaborating, educating and engaging with parents and care givers about their rights regarding their children's education
- C. Capable of maintaining and providing high-quality documentation and records.
- D. Experience working with children with learning disabilities, emotional, behavioral or health challenges.

- E. Fluency in a second language (at minimum, English and Spanish required).
- F. Possess strong collaboration skills, able to collaborate with internal and external partners.

**VII. FISCAL REQUIREMENTS**

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

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

**VIII. REVIEW AND SELECTION CRITERIA**

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

<b>Points</b>	<b>Item</b>
5	Letter of Interest (Qualifications Statement) describing interest in providing the services and relevant experience and abilities described in this RFI.
20	Resume of experience including job descriptions and other factors relevant to the services described in this RFI.
30	Work plan proposal to deliver services described in this RFI.
10	Proposed Budget to deliver services described in this RFI.
25	Knowledge of Contra Costa County’s educational system, adoptive and foster families, and special needs of adoptive families and youth in the area of education. Demonstrated success in providing adoption educational liaison services as described in this RFI.
10	Two (2) letters of verifiable business references.
<b>100</b>	<b>Total</b>

**IX. SUBMISSION REQUIREMENTS**

- A. Interested parties **must** submit all of the following documentation to be considered for this RFI:
1. Letter of Interest (Qualifications Statement) describing interest in providing the services and relevant experience and abilities.
  2. Resume of experience, job description(s), and other factors relevant to the services described in this RFI. Include information addressing work similar to this project, any related completed projects, and training.
  3. Work plan proposal to deliver services described in this RFI.
  4. Proposed budget to deliver services described in this RFI, including hourly salary requested.
  5. Documentation describing knowledge of Contra Costa County's educational system, adoptive and foster families, and special needs of adoptive families and youth in the area of education and documentation describing demonstrated success in providing adoption educational liaison services.
  6. Two (2) letters of reference.

**X. RESTRICTION AND DISCLOSURE**

- A. Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.
- B. Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Bidders should be aware that EHSD is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).
- C. EHSD will not notify Respondents of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by Respondents as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify Respondent of such request to allow Respondent to challenge such request consistent with applicable law.

**XI. SUBMISSION PROCESS AND DEADLINE**

- A. **RFI response submissions must be received no later than 5:00 p.m. Monday, April 10, 2023** without exception. For complete RFI details and submission requirements, a copy of the RFI is available on the EHSD website: <https://ehsd.org/overview/contracting-opportunities/> or by calling (925) 608-4969.
- B. Submissions are sent **via email only** to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us)
- File name, “**RFI 754-Agency Name**”
- C. RFI response submissions must include all documentation indicated above including the responding agency’s contact person, email address and contact phone number and must be in MS Word, MS Excel, and/or pdf file format.
- Once you have submitted your request, you must call (925) 957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your submission.
- D. Responses submitted after the deadline will be rejected. Mail-in, hand-delivery, and faxed submissions are not acceptable.
- E. County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.
- F. RFI process may be cancelled at any time without written notice.
- G. Only respondents submitting a proposal in accordance with RFI #754 may appeal the RFI process. Appeals must be submitted in writing. The appeal request must clearly state the area(s) of contention, how the individual/organization was damaged, and actions sought.

Appeals addressed to:

Contra Costa County  
Employment and Human Services Department  
Attention: EHSD Director  
40 Douglas Drive, Martinez, CA 94553

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