



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

**Request for Interest (RFI) 774**

**Domestic Violence Liaison Services**

Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau, announces a Request for Interest (RFI) 774 seeking qualified applicants for a fee based contract position in Contra Costa County to provide domestic violence (DV) liaison services. CFS provides child welfare services to Contra Costa County residents through various offices countywide.

**STATEMENT OF PURPOSE**

The DV Liaison will provide case-specific consultation, guidance, and support to EHSD CFS staff to meet the service needs of the parent client involved with the Child Welfare System and at risk of abusing or neglecting their children as a direct or indirect result of violence in the home and/or adult relationship. The DV Liaison will also assist family members affected by violence with safety planning through consultations and assessments for families. In addition, the DV Liaison will collaborate with and coordinate services between CFS and agencies providing domestic violence services and interventions within Contra Costa and surrounding counties.

Two (2) candidates may be awarded contracts to provide the services outlined in this RFI. One (1) candidate's time will be allocated fifty percent (50%) to East County CFS Division and fifty percent (50%) to Central County CFS Division. One candidate's time will be allocated fifty percent (50%) to East County CFS Division and fifty percent (50%) to West County CFS Division. Candidates will be required to drive to their designated regional office in the course of their day to provide services, including attending meetings and providing client services.

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.

**FUNDING**

EHSD will award one (1) to two (2) county standard contract(s) with the total budget for both contracts being **\$141,750.00** (inclusive of all expenses).

1. One contract award may range from 20 to 24 hours per week with yearly funding up to **\$57,750**. This contract's time will be allocated fifty percent (50%) to East County CFS Division and fifty percent (50%) to Central County CFS Division.
2. A second contract award may range from 35 to 40 hours per week with yearly funding up to **\$85,000.00**. This contract's time will be allocated fifty percent

(50%) to East County CFS Division and fifty percent (50%) to West County CFS Division.

Please take into account the following examples of how the scope of work may be estimated:

- An average of 24 hours per week for 50 weeks sets forth the hourly rate to be \$48.13. The maximum hours per year is 1,200.
- An average of 36 hours per week for 50 weeks sets forth the hourly rate to be \$47.22. The maximum hours per year is 1,800.

In your response, please lay out your desired hourly wage and number of hours per week you estimate as necessary to complete the scope of services described within this RFI.

The anticipated contract duration for each contract is twelve (12) months from January 1, 2025 through December 31, 2025 with possibility of renewal based on contractor performance, availability of funds, and service need. Funding source is 70% State 2011 Realignment and 30% County General Funds. RFI respondents may be asked to participate in an interview.

### **SCOPE OF SERVICES**

Services to be performed include:

1. Conduct in-person domestic violence risk assessment of referred client and provide written documentation of levels of risk and recommendations for services to address interpersonal violence issues.
2. Assist family members in developing dynamic and ongoing safety plans when needed to ensure safety from potential or future violence.
3. Accompany social work staff on home visits to provide consultation and risk assessment of client(s) based on home visit interview conducted by social work staff.
4. Attend family team meetings at EHSD's request to serve as subject matter expert on domestic violence and provide preliminary risk assessment of client (parent or youth) based on observations during team meeting.
5. Attend internal case staffing meetings upon request to serve as subject matter expert on domestic violence and provide preliminary risk assessment based on observations during team meeting.

6. Refer clients to providers who can conduct in-depth domestic violence lethality assessments based on request from the juvenile court.
7. Enhance collaboration between CFS and community-based organization staff, law enforcement, probation, treatment professionals, and community groups addressing domestic violence issues and stay abreast of current services and trends within the domestic violence community, advocate for the needs of CFS clients, and disseminate pertinent and timely information to Social Work staff.
  - a. Identify culturally and linguistically specific services within the county and surrounding areas should those services not be available within the county.
  - b. Represent and liaison with violence prevention and domestic violence community based organizations within Contra Costa County which may include attending in-person multi-disciplinary team meetings, service provider meetings, and collaboration focused meetings.
8. Assist in building the capacity of CFS staff to effectively address domestic violence issues. Provide training to Social Work staff during New Worker Training and ongoing staff development training as requested.
9. The part-time East/Central County Liaison will serve as subject matter expert and lead advisor on DV issues.

### **CONTRACT MONITORING AND EVALUATION**

EHSD will actively monitor services provided. Contractor will be expected to:

1. Perform all services without material deviation from the service plan.
2. Maintain adequate records of service provision to document compliance with service plan and complete any forms supplied by EHSD.
3. Cooperate with the collection of other fiscal/administrative/service data as requested by EHSD.
4. Complete and submit monthly, mid-year, and year-end summary of services provided reports and other information as requested from EHSD.
5. Complete and submit monthly demands and supporting documentation having an adequate accounting system and/or application in place to properly account for expenses segregated by expense item.

6. Adhere to EHSD confidentiality policies as outlined in the awarded contract service plan.

Upon contract award, EHSD will:

1. Provide information to contractors concerning State or County requirements not provided herein.
2. Provide technical assistance to contractors, as requested, to help meet project goals.

### **MINIMUM QUALIFICATIONS**

Responses that do not demonstrate respondent's capacity to meet the minimum qualifications below will be considered non-responsive and will not move forward for contract consideration.

1. Minimum of a Bachelor of Arts or Science degree in Social Work, Psychology, Women's or Gender Studies, Counseling or closely related field, or sufficient training and experience to carry out the services identified in this RFI.
2. Minimum of 5 years working with families with domestic violence issues.
3. Training and/or certifications related to interpersonal violence and domestic violence issues including Domestic Violence Counselor Training as mandated by the state of California.
4. Proven ability to serve as liaison in providing supportive services to child welfare staff, community partners, and families.

### **LICENSING AND CERTIFICATION REQUIRED**

1. Valid Class C California Drivers' License.
2. General liability, automobile liability insurance, and professional liability insurance are required.
3. Must complete and pass a criminal background check and be cleared through the Department of Justice.
4. Completion of mandated reporter training.

**EXPERIENCE AND SKILLS DESIRED**

1. Knowledge of child abuse and neglect, the dynamics that domestic violence creates in the home and how it affects children and families.
2. Experience conducting evidence-based or evidence-informed domestic violence assessments that identify risk levels; familiarity with harm reduction methods and creating safety plans.
3. Possess strong oral and written communication skills.
4. Ability to produce clear, succinct and timely written and verbal assessments.
5. Ability to assess complex problems, develop plans, and coordinate services within a group.
6. Comfortable representing CFS in meetings and ability to build effective collaborations and partnerships.
7. Ability to provide training for staff and community as requested.

**REVIEW AND SELECTION CRITERIA**

1. The submission packages will be evaluated by EHSD staff to identify the most qualified respondent(s). If more than one respondent is deemed to be highly qualified, EHSD may require oral interviews and/or supplemental information from those respondents before making a final selection. Contract negotiations will begin upon identification and notification of the most qualified respondent(s).
2. 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).
3. Proposals 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 as follows:
  - Relevant experience and demonstrated success ..... 40
  - Knowledge of child abuse and neglect dynamics ..... 30
  - Oral and written skills ..... 10
  - Proposed work plan and budget to deliver services ..... 10  
*(Provide desired hourly wage and proposed hours at or above the minimum number of hours per week as described herein)*

- Professional/Business references (*Please provide three*)..... 5
- Cover letter..... 5

**SUBMISSION REQUIREMENTS**

Interested parties **must** submit all of the following documentation to be considered for this RFI:

1. Proposal cover letter.
2. Résumé of experience, job description(s), and other factors relevant to the services described in this RFI. Include e-mail and contact telephone number.
3. A proposed work plan to deliver services described in this RFI.
4. A proposed budget to deliver services described in this RFI including desired hourly rate.
5. References – Three (3) letters of professional/business reference. Reference letters must include contact name, physical address, email, and telephone number and be dated within the last two (2) years.

**SUBMISSION PROCESS AND DEADLINE**

1. **RFI response submissions must be received no later than 5:00 p.m. Thursday, September 5, 2024**, 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.
2. Submissions are sent **via email only** to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us)
  - File name, “**RFI774-Agency Name**”
3. 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.
4. Responses submitted after the deadline will be rejected. Mail-in, hand-delivery, and faxed submissions are not acceptable.
5. 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.
6. RFI process may be cancelled at any time without written notice.

**RESTRICTION AND DISCLOSURE**

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.

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).

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.

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. The RFI process may be cancelled at any time without written notice.

Only Respondents submitting a proposal in accordance with RFI 774 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.