



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

Request for Interest (RFI) 775

Adoption/Guardianship Educational Liaison Services

Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau, announces a Request for Interest (RFI) #775 seeking qualified applicants for a fee based contract to provide Adoption/Guardianship Educational Liaison Services to adoptive youth, youth in adoptive placement, youth under guardianship, and their caregivers in Contra Costa County.

I. STATEMENT OF PURPOSE

The intent of this Request for Interest (RFI) #775 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/Guardianship Educational Liaison services including facilitation, mediation, advocacy, referral and consultation for CFS pre- and post-adoptive youth, youth in adoptive placement, youth in guardianships, and their caregivers.

CFS provides child welfare services to Contra Costa County residents through various offices countywide. Adoption/Guardianship 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/Guardianship Unit staff to provide specialized educational liaison services that will help improve educational opportunities and accomplishments of youth adopted through EHSD and youth for whom legal guardianship has been established by Contra Costa County. One Adoption/Guardianship Educational Liaison will be contracted to be based in Central Contra Costa County with travel to other parts of the County and out of 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 **\$86,625** (inclusive of all expenses) to the selected individual. The anticipated contract duration is twelve (12) months for the period of January 1, 2025 through December 31, 2025. The possibility of a twenty-four (24) month renewal for the period of January 1, 2026 to December 31, 2027 with a contract limit of \$173,250 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 \$52.50 per service hour. Maximum service hours per year will be 1,610. Minimum of thirty-four (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, children in adoptive placements awaiting finalization of adoption, and children in legal guardianships.
- B. Work with parents and caregivers regarding educational needs of pre- and post- adoptive children/children in adoptive placement and children in legal guardianships, 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 and children in legal guardianships.
- D. Act as an advocate for adoptive parents or families with children who are in adoptive placements and legal guardianships to help obtain the most appropriate educational plan for the children.
- E. Act as a consultant to legal guardians, adoptive parents, and foster parents to children who are in adoptive placements, as well as to the staff of the County's Adoption and Guardianship Units, 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/Guardianship 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 and Guardianship Units 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 and legal guardians on the IEP process when requested by County staff.
- P. Manage a caseload that is referred by the CFS Adoptions Assistance Program staff, Adoptions Unit Social Workers. Occasionally manage consults referred by the supervisor/designee over guardianship unit
- Q. Attend job related training as approved in advance by EHSD.
- R. Work onsite in EHSD Central office a minimum of three (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.
- E. Satisfactory performance of any prior contractual obligations with Contra Costa County.

V. LICENSING AND CERTIFICATION REQUIRED

- A. Valid Class C California Drivers' License.
- B. 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, Adoptions Unit and familiarity in supporting legal guardians with educational needs.
- B. Expertise and experience including, but not limited to, the following:
 - Navigating the education system
 - Advocating for pre- and post- adoptive children

- Advocating and supporting children in legal guardianships
 - 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. INSURANCE REQUIREMENTS

Insurance – Provide evidence of insurance at the coverage levels required by the County. Following are the insurance requirements: Liability; Commercial General; Automobile; Workers Comp/Employer Liability; Professional Liability.

- 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.** Contractor must provide County with (a) certificate(s) of insurance evidencing professional 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 (5) days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of 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.

IX. 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 one hundred (100) points:

Points	Item
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/guardian and foster families, and special needs of adoptive families and youth in the area of education. Demonstrated success in providing adoption/guardianship educational liaison services as described in this RFI.
10	Two (2) letters of verifiable business references.
100	Total

X. 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, families under legal guardianships, 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.

XI. SUBMISSION PROCESS AND DEADLINE

- A. **Electronic Submission** – RFI Response Submissions are received by EHSD via upload of submission documents to **EHSD.org website only** at:
<https://ehsd/overview/contracting-opportunities/>
- B. In order to be considered as a Respondent for this RFI, interested parties must submit the completed Letter of Interest including requested documentation above, not to exceed ten (10) pages (including attachments), along with the Respondent’s name, title, email address and contact phone number by the deadline of **no later than 5:00 p.m. Monday, September 16th, 2024** to the website address listed above. Attachments must be in MS

Word, MS Excel, and/or PDF file format.

- C. Once the files have been uploaded, please select the “Submit Bid” button at the bottom of the RFI announcement page. Complete the required fields on each screen and upload required attachments when prompted to do so. Once you hit “Submit Bid”, a notification will be sent to you via email to inform you that your bid has been received. The email will be sent to the address provided during the submission process. DO NOT email files to contractbid@ehsd.org (prior procedure).
- D. 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.
- E. Any RFI submitted to EHSD.org after the deadline will be rejected. Mail-in, hand-delivery, faxed, or email submissions are not acceptable.

Contact (RFI Process only): Contra Costa County, EHSD Contracts Unit
Telephone: (925) 608-4969 (for any questions related to submitting the Request for Interest)
E-mail: contractbid@ehsd.cccounty.us
Website: <https://ehsd.org/overview/contracting-opportunities/>

- F. **Responses must be received no later than 5:00 p.m. Monday, September 16th, 2024 without exception.** Please note that responses will not be returned and late deliveries will **NOT** be accepted.
- G. 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.
- H. The RFI process may be cancelled at any time without written notice.
- I. 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.

XII. RESTRICTION AND DISCLOSURE

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT.

This RFI does not constitute a solicitation for contracting and should not be construed as a RFP or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFI shall become the property of Contra Costa County.

- 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.