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# REQUEST FOR PROPOSAL

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DELIVER MEASURE X-FUNDED YOUTH CENTER SERVICES FOR YOUTH AGES 12-18

***UPDATED RFP WEBINAR LINK ON PAGES 2, 5, 6 and 10 on 1-16-25***

**RFP 1215**

ISSUE DATE: Thursday January 9, 2025

**PROPOSAL DUE DATE: Tuesday, February 18, 2025 By 5:00PM PST**

**CONTRA COSTA COUNTY  
EMPLOYMENT & HUMAN SERVICES DEPARTMENT  
WORKFORCE DEVELOPMENT BOARD (WDB) BUREAU  
40 DOUGLAS DRIVE  
MARTINEZ, CALIFORNIA 94553**



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

The Contra Costa County Employment and Human Services Department (EHSD) is pleased to announce the availability of approximately \$3.2 million annually in Measure X Youth Center funding for organizations to deliver programs and services to youth ages 12-18 in supervisorial districts 3, 4 and 5.

The Contra Costa County Employee and Human Services Department, Workforce Development Board (WDB) Bureau announces the issuance of **Request for Proposal (RFP) 1215** seeking applicants to deliver programs and services in Supervisorial Districts 3, 4 and 5 to youth ages 12 – 18. Contracts for services are anticipated to be for the period of July 1, 2025 to June 30, 2027, with an option to extend for up to three (3) additional years. Services to be funded include academic support, mental health and substance abuse services, mentoring, music/arts/cultural programs, sports and fitness programs, youth employment and job readiness services, and youth leadership development.

This RFP is the process by which the County will solicit proposals for the purpose of entering into contracts with selected applicants. Thank you in advance for your efforts in preparing a response.

**Please read this entire packet carefully.**

**Interested parties are invited to attend the mandatory Applicants' Conference  
Scheduled for**

**Date: Thursday, January 23, 2025**

**Time: 10:00 AM – 12:00 Noon**

Attendance at the virtual Applicants' Conference is required for a proposal to be considered.

Agencies interested in attending the virtual Applicants' Conference must register at the following website address:

<https://attendee.gotowebinar.com/register/5535559904447107416>

After registering, you will receive a confirmation email containing information about joining the webinar.

Questions about RFP 1215 or the County's procurement process may be submitted in writing to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us). Questions will be accepted through Thursday January 23, 2025, 12:00 PM PST. All comments and inquiries received along with responses will be posted publicly on January 30, 2025 at:

<https://ehsd.org/overview/contracting-opportunities/>.

Call (925) 608-4969 with any questions about the process for this RFP.

Thank you in advance for your effort in preparing your response



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**TABLE OF CONTENTS**

---

SECTION 1: LEGAL NOTICE.....	5
SECTION 2: RFP TIMELINE .....	6
SECTION 3: REQUEST FOR PROPOSALS INTRODUCTION .....	8
3.1 SOLICITATION.....	8
3.2 QUALIFIED APPLICANTS .....	8
3.3 SERVICE TYPES AND SERVICE LOCATIONS .....	9
3.4 ESTIMATED FUNDING.....	9
3.5 APPLICANTS' CONFERENCE.....	10
3.6 QUESTIONS AND COMMENTS .....	11
3.7 EX PARTE COMMUNICATION .....	11
3.8 RIGHT TO AMEND OR CANCEL .....	11
3.9 RESTRICTION AND DISCLOSURE.....	12
SECTION 4: BACKGROUND .....	13
4.1 MEASURE X OVERVIEW .....	13
4.2 USE OF BEST PRACTICES .....	14
4.3 SERVICE LOCATION AND HOURS OF SERVICE .....	14
4.4 PROGRAM FEES.....	15
4.5 SPECIAL REQUIREMENTS FOR APPLICANTS TO DELIVER SERVICES IN DISTRICT 4 .....	16
4.6 LINGUISTIC AND CULTURAL RESPONSIVENESS.....	16
4.7 SERVICE SPECIFICATIONS: ACADEMIC SUPPORT .....	16
4.8 SERVICE SPECIFICATIONS: MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES.....	18
4.9 SERVICE SPECIFICATIONS: MENTORING.....	20
4.10 SERVICE SPECIFICATIONS: MUSIC/ART/CULTURAL PROGRAMS.....	21
4.11 SERVICE SPECIFICATIONS: SPORTS AND FITNESS .....	22
4.12 SERVICE SPECIFICATIONS: YOUTH EMPLOYMENT AND JOB READINESS .....	23
4.13 SERVICE SPECIFICATIONS: YOUTH LEADERSHIP DEVELOPMENT.....	25
SECTION 5: CONTRACT ADMINISTRATION .....	27
5.1 CONTRACT REPORTING, MONITORING AND EVALUATION.....	27
5.2 PAYMENT PROVISIONS .....	27
SECTION 6: REQUIRED PROPOSAL FORMAT .....	28
6.1 GENERAL SUBMITTAL REQUIREMENTS .....	28
6.2 FORMATTING REQUIREMENTS.....	30
6.3 REQUIRED DOCUMENTS.....	30
6.4 PROPOSAL PACKAGE OUTLINE AND CONTENT.....	30
6.5 BUDGET & BUDGET NARRATIVE .....	34
SECTION 7: SCORING PROCESS AND CONTRACT AWARD .....	36
7.1 SCORING PROCESS.....	36
7.2 COMPLIANCE REVIEW .....	36
7.3 FISCAL REVIEW .....	36
7.4 BUREAU REVIEW.....	38
7.5 SCORING METHODOLOGY.....	38
7.6 APPEALS PROCESS.....	42
7.7 CONTRACT AWARD AND NEGOTIATIONS .....	43
7.8 CONTRACT TERMS AND LITIGATION WARRANTY.....	44
SECTION 8: CONTRACTING REQUIREMENTS.....	45



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

8.1 COUNTY CONTRACT REQUIREMENTS .....	45
8.2 ADDITIONAL REQUIREMENTS.....	45
8.3 TYPE OF CONTRACT.....	45
8.4 DISCRIMINATION AND CONFIDENTIALITY .....	45
8.5 MONITORING, REPORTING AND RECORD KEEPING.....	46
SECTION 9: PROPOSAL CHECKLIST .....	47
SECTION 10: REQUIRED FORMS .....	49
10.1 FORM #1: PROPOSAL COVER STATEMENT .....	50
10.2 FORM #2: STATEMENT OF QUALIFICATIONS .....	51
10.3 FORM #3: GOVERNANCE AND OVERSIGHT STRUCTURE .....	53
10.4 FORM #4: PROGRAM BUDGET - BUDGET AND BUDGET NARRATIVE TEMPLATE.....	54
10.5 FORM # 5: PROPOSAL SUMMARY .....	55
SECTION 12: GENERAL CONDITIONS .....	56



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 1: LEGAL NOTICE**

**REQUEST FOR PROPOSAL #1215**

**WORKFORCE DEVELOPMENT BOARD**

**Measure X-Funded Youth Center Services for Youth Ages 12-18  
in Supervisorial Districts 3, 4 and 5**

The Contra Costa County's Employment and Human Services Department (EHSD) announces the issuance of **Request for Proposals (RFP) 1215** to deliver programs and services in Supervisorial Districts 3, 4 and 5 to youth ages 12-18. Approximately \$3.2 million in Measure X Youth Center funding is available through this RFP. Contracts for services are anticipated to be for the period of July 1, 2025 to June 30, 2027, with an option to extend for up to three (3) additional years. Services to be funded include: academic support, mental health and substance abuse services, mentoring, music/arts/cultural programs, sports and fitness programs, youth employment and job readiness services, and youth leadership development.

There will be **one mandatory Virtual Applicants' Conference** for this RFP on Thursday, January 23, 2025. To attend this Webinar please use the following link:

<https://attendee.gotowebinar.com/register/5535559904447107416>

If you plan to attend, please RSVP by email to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us).

Submission of proposals in response to RFP 1215 is due on Tuesday, February 18, 2025 by 5:00 p.m. PDT, without exception.

For complete RFP details, submission requirements, and a copy of the RFP, visit the Employment & Human Services Department website at:

<https://ehsd.org/overview/contracting-opportunities/> or by calling (925) 608-4969.

All potential applicants will have equal access to the information associated with this RFP. Submit questions about this RFP to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us) with "RFP 1215" in the subject line. Questions must be submitted by Monday, January 13, 2025. All comments and inquiries received will be posted publicly along with the response on January 30, 2025 at: <https://ehsd.org/overview/contracting-opportunities/>.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 2: RFP TIMELINE**

<u>Event/Location</u>	<u>Date*</u>
Legal Notice Released and RFP Posted on Website	January 9, 2025
Question Submittal Period Submit questions to: <a href="mailto:contractbid@ehsd.cccounty.us">contractbid@ehsd.cccounty.us</a>	January 13, 2025 through close of Applicant's Conference
Virtual Applicant's Conference (Mandatory) held via Webinar	Thursday, January 23, 2025 10:00 am - Noon
Responses to RFP Questions Published by EHSD	January 30, 2025
<b>RFP Proposal Response Submission Due Date</b>	<b>Tuesday, February 18, 2025</b>
EHSD Compliance Review and Evaluation	Completed by February 25, 2025
EHSD Fiscal Review and Evaluation	Completed by March 7, 2025
WDB Program Review and Evaluation	Completed by April 18, 2025
Award Letter Notification	April 21, 2025
Appeal Period (10 business days after Award Letter issuance)	May 5, 2025
Contract Negotiation and Processing	May 2025
Anticipated Contract Start Date	July 1, 2025

\*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 Email: [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us)  
 Virtual Applicants Conference Thursday, January 23, 2025  
 10:00 am – 12:00 pm

The mandatory virtual Applicant's Conference requires pre-registration. Please register for it at:  
<https://attendee.gotowebinar.com/register/5535559904447107416>.

After registering, you will receive a confirmation email containing information about joining the



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

webinar.

*Submit questions about this RFP to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us) with "RFP 1215" in the subject line. Questions must be submitted by the RFP Questions due to EHSD date referenced in the schedule above. Once you have submitted your Questions, you must call 925-957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your questions. Responses to questions will be posted on the EHSD website at <https://ehsd.org/overview/contracting-opportunities/> under this RFP by the Responses to RFP Questions date referenced in the schedule above.*



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 3: REQUEST FOR PROPOSALS INTRODUCTION**

**3.1 Solicitation**

The purpose of this Request for Proposals (RFP) is to identify and fund organizations to deliver programs and services in Supervisorial Districts 3, 4 and 5 to youth ages 12-18 through Measure X youth center funding. The Workforce Development Board of Contra Costa County (WDBCCC) intends to procure qualified service providers for Contracts for services are anticipated to be for the period of July 1, 2025 to June 30, 2027, with an option to extend for up to three additional years.

Services to be funded include: academic support, mental health and substance abuse services, mentoring, music/arts/cultural programs, sports and fitness programs, youth employment and job readiness services, and youth leadership development.

This RFP provides Respondents with the requirements necessary to submit a responsive proposal inclusive of background information, a description of desired services, proposal guidelines and format, and the contractor selection process. Proposals that do not follow RFP specifications will be determined non-responsive and will not be considered for funding.

Contracts awarded as a result of this RFP will be for an initial term of two years. At its sole discretion, the County may choose to extend contracts for up to three additional years. In no case shall the total contract term extend beyond five years. While plans are subject to change, the EHSD currently intends to re-bid MX-funded youth services in District 3 and in District 5 at the point at which the newly constructed youth centers in those districts are complete and ready to be occupied (see Background section for additional context).

All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other agencies that together, will deliver the full scope of services required by this RFP.

**3.2 Qualified Applicants**

Eligible Respondents are organizations that on their own, or in formalized partnership with other organizations, have adequate administrative controls and personnel to provide the solicited youth services. This includes:

- Public organizations,
- Corporations,
- Non-profit organizations,
- For-profit organizations,
- and/or a collaboration of these organizations.





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

Respondents who do not currently operate in the East Bay region must demonstrate the knowledge and capacity to respond to the needs of Contra Costa County’s youth/young adults.

Should a consortium or collaboration of organizations respond to this RFP, the proposal must clearly demonstrate that all contractual responsibility (i.e. administration, coordination, implementation and performance) rests solely with one legal entity and that the proposed arrangement would enable the Respondent to provide timely, efficient, and quality services.

**3.3 Service Types and Service Locations**

The services to be funded through this RFP (“Service Types”) are listed in the table below. A description of specifications for each service type can be found in the Background section of this RFP. There is some variation in the services to be funded in each district, as indicated.

Service Type	Service Locations		
	District 3	District 4	District 5
Academic Support	X	X	X
Mental Health and Substance Abuse Services	X	X	X
Mentoring		X	
Music/Art/Cultural Programs	X		X
Sports and Fitness Programs	X	X	
Youth Employment and Job Readiness Services	X	X	X
Youth Leadership Development			X

Applicants may propose which Service Type(s) they would like to deliver in which districts (“Service Locations”). As further described in Section 6, Applicants must submit a separate proposal for each Service Type. Applicants may propose to deliver services directly and/or through subcontracts with Collaborative Partners. The EHSD will only enter into one direct contract with the Lead Applicant in a collaborative application.

**3.4 Estimated Funding**

The funding source for this RFP is from Contra Costa County’s MX local sales tax revenue. The table below summarizes how much funding is anticipated to be available for each Service Type and for each Service Location. These amounts are for planning purposes. They are not a guarantee of the actual amount that will be awarded. The County retains the right to determine how many Applicants and how much to award after reviewing proposals. Applicants’ proposed budgets should not exceed the amounts shown.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

Service Type	Service Location			Total
	District 3	District 4	District 5	
Academic Support	\$217,433	\$207,433	\$217,433	\$642,299
Mental Health and Substance Abuse Services	\$217,433	\$207,433	\$217,433	\$642,299
Mentoring		\$207,433		\$207,433
Music/Art/Cultural Programs	\$217,433		\$217,433	\$434,866
Sports and Fitness	\$217,433	\$207,433		\$424,866
Youth Employment and Job Readiness	\$217,433	\$207,433	\$217,433	\$642,299
Youth Leadership Development			\$217,433	\$217,433
<b>Total*</b>	<b>\$1,087,165</b>	<b>\$1,037,165</b>	<b>\$1,087,165</b>	<b>\$3,211,495</b>

*\* All three districts have an allocation of \$1,087,165 in MX funds for services, but in Districts 4 a portion is being held aside to cover annual operating costs for the Site Operator.*

**3.5 Applicants' Conference**

A mandatory, virtual Applicants' Conference webinar is scheduled for **Thursday, January 23, 2025 from 10:00 am – 12:00 pm PST**. Participation in the Applicants' Conference webinar is required for a proposal to be considered.

To attend the mandatory Applicants' Conference webinar, please register at: <https://attendee.gotowebinar.com/register/5535559904447107416>.

After registering, you will receive a confirmation email containing information about joining the webinar. All attendees will be in listen mode only.

You can register at any time. Upon registration approval, you can test our system in advance. You will need a sound-enabled PC to hear the discussion. All questions will be entered via the keyboard.

If you have problems logging in, please contact the support page at [www.gotowebinar.com](http://www.gotowebinar.com) If you have not used a GoToMeeting or GoToWebinar before, access a 4 ½ minute YouTube video that can help guide you. [www.youtube.com/watch?v=IQ3Xwwgbd8Y&t=5s](http://www.youtube.com/watch?v=IQ3Xwwgbd8Y&t=5s)

Remember to use your computer audio for access during the webinar.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

Questions formulated prior to the Applicants' Conference can be submitted to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us) and will be answered at the Applicants' Conference. All questions and answers submitted prior to and at the Applicants' Conference will be posted on the ehds.org website by Thursday, January 30, 2025. **No programmatic questions will be responded to after the close of the Applicants' Conference.**

A mandatory Applicants' Conference for prospective applicants will be held on **Thursday, January 23, 2025** from 10:00 am to 12:00 pm via the EHSD RFP 1215 Workforce Development Board Youth Program Services Webinar.

The purpose of the Applicants' Conference is to clarify the contents of this RFP and the RFP process. Such clarifications may aid potential applicants in deciding whether to submit proposals. It is not intended to provide technical assistance to individual applicants on how to prepare their proposal responses. Interested applicants are requested to RSVP via email to [Contractbid@ehsd.cccounty.us](mailto:Contractbid@ehsd.cccounty.us).

### **3.6 Questions and Comments**

Potential Applicants may pose questions about the RFP process or content by submitting questions to EHSD.

Questions about RFP content must be submitted via email to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us) by the "RFP Questions due to EHSD" date referenced in Section 2, RFP Timeline. Once you have submitted your Questions, you must call 925-957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your questions. All questions submitted in accordance with the schedule will be answered with responses posted on the EHSD website under this RFP at <https://ehsd.org/overview/contracting-opportunities/>. Upon conclusion of the "RFP Questions due to EHSD" date referenced in Section 2, RFP Timeline, only RFP process related questions will be accepted and can be sent via email to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us). All emails should include "RFP 1215" in the subject line.

### **3.7 Ex Parte Communication**

EHSD will enforce the prohibition on *ex-parte* communication during this RFP process. The *ex-parte* communication restricts RFP applicants from contacting members of the EHSD Staff directly to provide information regarding this RFP to any Applicant.

### **3.8 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 is



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

EHSD responsible for any costs incurred by Applicants 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 interest of EHSD and the Workforce Development Board.

**3.9 Restriction and Disclosure**

Any information deemed confidential or proprietary by the Applicant must be clearly marked and identified by the Applicant 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. Applicants 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 Applicant of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by Applicant as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify Applicant of such request to allow Applicant to challenge such request consistent with applicable law.



## SECTION 4: BACKGROUND

Section 4 provides background information that is meant to help Applicants craft proposals that are responsive to the County's vision for services funded through this RFP.

### 4.1 Measure X Overview

Measure X is a countywide 20-year, ½ cent sales tax approved by Contra Costa County voters on November 3, 2020. The text of the ballot measure stated that the intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers; emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.”

The Board of Supervisors (BOS) established a 27-member Measure X Community Advisory Board (MXCAB) to advise the BOS on the use of Measure X funds. The MXCAB organized its original funding recommendations into five goal areas derived from the original language of Measure X. Following months of information gathering, testimony, public comment and discussion, the MXCAB submitted its recommendations to the BOS in a report dated October 6, 2021, which included a recommendation to invest in youth centers as one strategy under Goal #4: Intergenerational Thriving (“We strive to be a community that intentionally strengthens and provides support for all residents and for family members of all generations, including children, youth, and older adults”). The BOS ultimately approved three youth centers, one in supervisorial District 3, one in District 4 and one in District 5. The BOS also designated the Employment and Human Services Department (EHSD) as the County agency to administer the MX funds for youth centers.

At its August 6, 2024, meeting, the BOS accepted the EHSD's [Implementation Plan for Measure X-Funded Youth Centers](#) (*Implementation Plan*). The *Implementation Plan* is posted on the EHSD Workforce Development Board's website. The plan was informed by findings of an extensive community engagement process, analysis of Countywide and district-specific data on youth in Contra Costa County, key informant interviews with public sector partners, review of existing needs assessments and plans related to serving youth in Contra Costa County, and a literature review on best practices in serving youth.

The *Implementation Plan* includes plans specific to each of the three districts. In brief:

- The District 3 plan calls for construction of a new youth center. At its November 5, 2024 meeting, the Board of Supervisors approved the acquisition of a parcel on Windy Springs Lane in Brentwood for this purpose. Measure X funds made available through this RFP will be used to support youth programs and services delivered within District 3 boundaries by one or more providers selected through the competitive process for an interim period of time while the new center is being constructed. The interim service delivery period is anticipated to be at least three years. While plans are subject to change, the EHSD currently intends to re-RFP funding for District 3 MX youth services when the new center is ready to open.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- The District 4 plan entails partnering with the Community Youth Center (CYC) in Concord to renovate its facility and enhance program offerings at the site. At its August 6, 2024, meeting, the BOS authorized an allocation of \$5 million in one-time MX funds to be used for capital improvements at the CYC facility, located at 1381 Galaxy Way. Through this RFP, the EHSD will allocate funding for youth programs and services to be delivered at the CYC facility by one or more providers selected through the competitive process.
- The District 5 plan calls for construction of a new youth center on an undeveloped parcel of County-owned land at the Los Medanos complex on Loveridge Road in Pittsburg, which is also home to the Pittsburg Health Center. Measure X funds made available through this RFP will be used to support youth programs and services delivered within District 5 boundaries by one or more providers selected through the competitive process for an interim period of time while the new center is being constructed. The interim service delivery period is anticipated to be at least two years. While plans are subject to change, the EHSD currently intends to re-RFP funding for District 5 MX youth services when the new center is ready to open.

All respondents to this RFP are strongly encouraged to review the [Implementation Plan](https://www.wdbccc.com/measure-x-youth-centers/) at <https://www.wdbccc.com/measure-x-youth-centers/>.

**4.2 Use of Best Practices**

The [Implementation Plan for Measure X-Funded Youth Centers](#) also contains a brief summary of the research on best practices in serving youth and a list of the documents cited as a point of reference for those who wish to learn more. At minimum, all Applicants must demonstrate that they understand and incorporate the use of positive youth development principles into their service delivery.

**4.3 Service Location and Hours of Service**

Services awarded under this RFP are to be delivered in multiple locations, as specified below.

Service Location	Site or geography where services are to be delivered
District 3	All services are to be offered in space secured by the Applicant. Space must be located within the boundaries of District 3, which includes Brentwood, Oakley, parts of Antioch, and the unincorporated areas of Bethel Island, Byron, Discovery Bay and Knightsen.
District 4	All services are to be provided at the Community Youth Center, located at 1381 Galaxy Way in Concord, CA. Space will be made available to providers awarded under this RFP at no charge.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

District 5	All services are to be offered in space secured by the Applicant. Space must be located within the boundaries of District 5, in the central and eastern portions of the district, which include Pittsburg, portions of Antioch, and the unincorporated area of Bay Point.
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The County website allows users to search for a specific street address to determine which supervisorial district it is in. Please see: <https://www.contracosta.ca.gov/5715/Supervisor-Who-Represents-Me>.

The service site is pre-determined for District 4.

In Districts 3 and 5, the facilities utilized by awarded Applicants to deliver services must be safe, youth-friendly, appropriate to the type of service being offered and fully equipped to meet the needs of program participants and staff. Facilities must be fully accessible to persons with disabilities. The service site must also be in a centrally located area that is served by public transportation or by other transportation solutions arranged by the Applicant. Applicants that propose to offer mobile service delivery, particularly in areas not well served by public transit, are also eligible for funding.

Facility hours for purposes of delivering services awarded through this RFP must be during out-of-school hours. In general, out-of-school hours include:

- Monday through Friday starting in the mid-afternoon and running into the evening during the school year.
- Weekends, with an emphasis on afternoon and evening hours.
- Seven days a week during the summer months and school breaks.

Applicants should propose and justify hours of operation that fall within the parameters outlined above. Actual service hours will be negotiated between the County and awarded Applicants during the contract negotiations phase.

#### **4.4 Program Fees**

Programs and services funded through this RFP must be offered at no charge to participants unless the awarded organization receives a waiver from the EHSD. Each waiver request will be considered individually upon submission to the County, but at minimum, where fees are charged a financial aid program must be in place to ensure access for low-income youth.





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**4.5 Special Requirements for Applicants to Deliver Services in District 4**

Applicants awarded funding to deliver services in District 4 may be required to enter into a Collaborative Partnership Agreement (CPA) with the Community Youth Center (CYC), which is the Site Operator of the District 4 youth center in Concord. The role of the Site Operator is to manage the physical facility and to take the lead on coordinating with EHSD-funded service delivery partners to ensure that all services and programs offered onsite at the CYC program site are aligned and operated as a cohesive set of youth programming.

**4.6 Linguistic and Cultural Responsiveness**

All funded organizations must provide culturally responsive services and ensure that all services are accessible to limited and non-English speaking participants. After English, Spanish is the most commonly spoken language by youth in Contra Costa County, and youth from households where Spanish is spoken at home represent a significant share of the Target Population in District 3 (16%), District 4 (23%) and District 5 (28%). Applicants awarded to deliver services must provide culturally and linguistically appropriate services for the Hispanic/Latino population and must have staff who are bilingual in Spanish. Funded organizations shall provide written and verbal translation in additional languages as needed and/or as requested by program participants. Outreach materials to advertise the availability of services must be in multiple languages. Cultural responsiveness also encompasses hiring staff with lived experience that qualifies them to serve the Target Population. The Target Population prioritizes low-income and systems-involved youth, who are disproportionately BIPOC.

**4.7 Service Specifications: Academic Support**

***Description of Services***

Community members across Districts 3, 4, and 5 identified academic support as a high priority service area for Measure X youth center funds. Academic success is critical to a young person's future life trajectory. Additionally, youth in the age group targeted by this RFP must navigate critical transitions from middle school to high school and from high school to either post-secondary education or employment.

Examples of academic support services to be funded include, but are not limited to:

- Tutoring and other supports designed to help youth with lagging academic performance catch up to grade-level standards in core subjects.
- Educational and learning retention support during the summer months.
- Supporting youth to develop skills and characteristics that support academic success, such as time management, note taking, study skills, test taking and growth mindset.
- Programs that support youth who dropped out of high school to attain their diploma or a GED.





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- College and career exploration services, including supporting youth to envision their options, set educational and employment goals and take practical steps towards achieving them.
- College application assistance and test preparation.
- Literacy support targeted to specific in-need populations, including but not limited to, youth with learning disabilities, youth who are below grade level in reading and writing, and English Language Learners.
- Digital literacy training, including basic computer skills, how to be a savvy consumer of online information and Internet safety.

The County particularly desires to fund organizations that:

- Employ instructors who possess relevant certifications and/or training to deliver academic support services.
- Have demonstrated experience delivering academic support services.
- Use a formal curriculum designed to help youth develop specific skills and mastery of academic content.
- Work with youth to set individualized learning plans with goals tailored to the specific needs of the young person and measurable steps to achieve those goals.
- Utilize evidence-based practices and evidence-based assessment tools.
- Use a motivational interviewing technique with program participants.

***Performance Measures***

Performance measures must be proposed by respondents to this RFP and will be finalized by the EHSD in consultation with its funded providers during the contract negotiation phase. Measures of interest to the County include, but are not limited to:

- Number of youth outreached to, enrolled in and completing the program, by age, race/ethnicity and gender.
- Number of youth who demonstrate improvement in academic performance.
- Number of youth who make progress on individualized learning plans.
- Number of disconnected youth reengaged in education.
- Percent of high school seniors served who go on to post-secondary education.
- Number of youth with completed referrals to career exploration or vocational services.



#### **4.8 Service Specifications: Mental Health and Substance Abuse Services**

##### ***Description of Services***

The community engagement process that was used to inform this RFP consistently elevated mental and behavioral health supports as being among the most critical needs among youth in Contra Costa County and a high priority service area for MX youth center funds. Funding available within this service area is intended for providers who will offer youth ages 12-18 both:

- primary and secondary mental health prevention services; and
- primary and secondary substance abuse prevention services.

Primary prevention services are designed to prevent mental health and substance use disorders before they occur. Secondary prevention services encompass early detection and intervention strategies that are designed to reduce the prevalence of identified mental health and substance use disorders.

Examples of the types of mental health services to be funded include, but are not limited to:

- Short-term counseling support.
- Peer-led education about mental health and support services.
- Support groups or group therapy.
- Harm reduction services.
- Mental health screening.
- Non-traditional approaches to mental health support, such as expressive arts and drama therapy, yoga, and animal assisted therapy.
- Referrals and warm handoffs to more intensive services as needed.
- Care coordination.
- Assistance enrolling in Medi-Cal as a pathway to eligibility-based services.

Examples of the types of substance abuse services to be funded include, but are not limited to:

- Screening and brief intervention services (SBI). SBI is a public health prevention approach that uses screening to identify people at risk of developing substance abuse disorders and provides them with early intervention and appropriate service referrals.
- Substance use education and information tailored to youth, delivered through in-person or online training platforms.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- Peer-led education and support services.
- Harm reduction services.
- Use of contingency management interventions and participant incentives to reduce substance use and encourage healthy behaviors.

The County particularly desires to fund organizations that:

- Employ staff who are certified, licensed, or have substantive training in the relevant service domain. Organizations that use a peer-to-peer model where youth and young adult peers are well trained and supported are also encouraged to apply.
- Have demonstrated experience delivering mental health and substance abuse services.
- Have demonstrated experience working with the California Department of Health Care Services and/or Contra Costa Health.
- Demonstrate an understanding of and ability to effectively provide culturally-specific service delivery and healing modalities. Culturally-specific service delivery encompasses designing services with the shared experiences, values, behaviors, and worldview of a particular community in mind, particularly communities that have been traditionally marginalized or underserved, as well as hiring staff who have lived experience that qualifies them to serve the Target Population.
- Utilize a trauma-informed approach to service delivery.
- Utilize evidence-based practices and evidence-based assessment tools.
- Use motivational interviewing techniques with program participants.

Non-traditional, alternative and innovative approaches to service delivery that are tailored to effectively engaging and serving youth are encouraged. Organizations that intentionally integrate mental and behavioral health services into other types of service delivery (e.g., arts programming, holistic health services, youth leadership development) as a strategy for youth engagement will also be considered for funding through this Service Type.

***Performance Measures***

Performance measures must be proposed by respondents to this RFP and will be finalized by the EHSD in consultation with its funded providers during the contract negotiation phase. Measures of interest to the County include, but are not limited to:

- Number of youth outreached to, enrolled in and completing the service, by age, race/ethnicity and gender.
- Decrease in the incidence of risk behaviors.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- Positive behavioral changes resulting from the funded intervention.
- Self-reported improvement in mental health status.
- Demonstrated increase in knowledge on topics covered by educational interventions.
- Demonstrated improvement in coping skills and resilience.
- Completed referrals to treatment or other mental and behavioral health services.
- Number of youth assisted to enroll in Medi-Cal.

**4.9 Service Specifications: Mentoring**

***Description of Services***

Supportive relationships with caring adults are critical to positive youth development. Formal mentoring programs facilitate a structured and lasting relationship between a young person and a caring adult or older peer. The goals of mentoring are to provide youth with positive role models who can offer constructive advice, guidance, personal support, acceptance, and help navigating life's challenges. Mentors can provide general support but may also provide specialized or targeted support to youth who are, for example: parenting, reentering the community following incarceration, transitioning from foster care to independent living, or reconnecting to school or work after a period of being disconnected.

This Service Type is intended to provide one-on-one mentoring for the young people who are most in need of support, including youth who are: involved in the child welfare/foster care or juvenile justice systems, homeless, LGBTQ+ or gender fluid, undocumented, parenting, victims of crime/violence, and children of incarcerated parents.

The County particularly desires to fund organizations that:

- Recruit "credible messengers" to serve as mentors who share life experiences with the youth they are matched to.
- Integrate curriculum-based life skills training for mentees into their programs. While mentoring services should be one-on-one, life skills training may be offered in a group setting.
- Utilize evidence-based practices and evidence-based assessment tools.
- Use motivational interviewing techniques with program participants.

***Performance Measures***

Performance measures must be proposed by respondents to this RFP and will be finalized by the EHSD in consultation with its funded providers during the contract negotiation phase. Measures of interest to the County include, but are not limited to:



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- Number of youth outreached to and enrolled in the program, by age, race/ethnicity and gender.
- Number of youth who receive mentoring for at least twelve (12) months, by age, race/ethnicity and gender.
- Number of youth who report a positive connection to their mentor.
- Number of youth who report improved feelings of well-being as a result of the mentoring program.
- Number of youth who demonstrate competency in life skills training domains.

**4.10 Service Specifications: Music/Art/Cultural Programs**

***Description of Services***

Participation in the arts and cultural programming provides youth with an outlet for creative expression, creates opportunities to explore personal identity, fosters the ability to see things from another's perspective, bolsters academic performance in core subjects, opens doors to potential career pathways, and supports social-emotional development and positive mental health. Despite the many documented benefits of exposure to the arts, budget constraints have forced many schools to scale back art, music and cultural programming, thereby limiting access to these activities to youth from families without the financial resources to make such opportunities available.

Programs funded through this RFP will allow youth to have positive interactions with caring adults and their peers while gaining exposure to arts, music and other cultural programming. Examples of activities to be funded within this service type include, but are not limited to:

- Group classes or workshops in a variety of artistic mediums, including but not limited to, visual arts, theatre, dance, music, graphic design, fashion design, photography, filmmaking, podcasting and literary arts.
- Field trips and other educational activities that expose youth to music, art and cultural programming.
- Exploration of career pathways within the arts industry and opportunities to gain relevant experience through internships or similar engagements.
- Service learning programs that engage youth in artistic projects that give back to the community, such as the creation of art in public spaces (e.g., outdoor murals, gallery walls in nursing homes or hospitals) or production of arts and cultural programming to raise funds for a charitable purpose.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

The County particularly desires to fund organizations that:

- Employ instructors who have mastered the medium they are teaching and adapt to current trends in order to stay relevant to today's youth.
- Use a formal curriculum to offer structured learning activities.
- Provide opportunities for youth to share their creative output with a broader audience.
- Incorporate social-emotional learning into their arts and cultural programming.
- Utilize evidence-based practices and evidence-based assessment tools.
- Use motivational interviewing techniques with program participants.

***Performance Measures***

Performance measures must be proposed by respondents to this RFP and will be finalized by the EHSD in consultation with its funded providers during the contract negotiation phase. Measures of interest to the County include, but are not limited to:

- Number of youth outreached to, enrolled in and completing the program, by age, race/ethnicity and gender.
- Number of youth who report positive experiences interacting with adults and peers through the program.
- Number of youth who report that their skill level and self-confidence in the relevant medium has increased as a result of program participation.
- Number of youth who gain experience with public presentation of their artistic output.

**4.11 Service Specifications: Sports and Fitness**

***Description of Services***

According to the Centers for Disease Control and Prevention, approximately one in five children in the United States is considered obese, a condition that disproportionately impacts adolescents, Hispanic and Black children, and children in lower-income families. Childhood obesity can lead to serious and chronic health conditions.

Funding available within this service area is intended to provide opportunities for youth to engage in competitive and noncompetitive sports and other activities that promote physical fitness and the development of skills and competencies such as physical coordination, teamwork, growth mindset, leadership, self-awareness and positive self-esteem. Additionally, funded programs will provide opportunities for youth to interact with caring adults and their peers in recreational settings that support mental health and encourage the development of social and emotional bonds.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

Programs funded within this service type may include indoor and outdoor sports and group fitness activities of any type, including, but not limited to, soccer, basketball, volleyball, swimming, dance, yoga, skateboarding, and/or martial arts.

The County particularly desires to fund organizations that:

- Offer structured recreational activities designed to build specific skills over time.
- Incorporate social-emotional learning into their sports and fitness programming.
- Integrate health and wellness education with their sports and fitness offerings.
- Utilize evidence-based practices and evidence-based assessment tools.
- Use a motivational interviewing technique with program participants.

***Performance Measures***

Performance measures must be proposed by respondents to this RFP and will be finalized by the EHSD in consultation with its funded providers during the contract negotiation phase. Measures of interest to the County include, but are not limited to:

- Number of youth outreached to, enrolled in and completing the program, by age, race/ethnicity and gender.
- Youth get the federally-recommended sixty (60) minutes of moderate to vigorous physical activity per day.
- Number of youth who demonstrate increased skill level following program completion.
- Number of youth who report positive experiences interacting with adults and peers through the program.
- Number of youth who report an increase in self-confidence following program completion.

**4.12 Service Specifications: Youth Employment and Job Readiness**

***Description of Services***

The [Implementation Plan](#) reports that 94% of youth ages 16-18 in Contra Costa County are in school and approximately one in five are working. Middle school and high school are excellent times to prepare youth for the future by helping them to build foundational knowledge and develop skills and by exposing them to career exploration. All services funded through this RFP must be age and developmentally appropriate for youth between the ages of 12 and 18 (or a subset of the targeted age range).



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

Examples of the types of programming to be funded within this Service Type include, but are not limited to:

- Job readiness and soft skills training designed to prepare young people for entry into the workplace. Examples of training topics include: appropriate workplace attire, appropriate workplace communication skills, time management and punctuality, resume writing, interview skills and conflict resolution.
- Basic computer skills and training in software platforms commonly used in workplace settings (e.g., word processing, spreadsheets, virtual meeting platforms, email, presentation design).
- Career exploration programs that expose youth to a variety of employment pathways.
- Vocational skills training in in-demand industry sectors.
- Paid, stipended or unpaid internships, volunteer assignments and/or work experience. All funded providers must comply with all applicable labor laws related to the employment of minors.
- Programs designed to help special populations of youth overcome their specific barriers to employment. Examples of special populations to be served may include justice-involved youth, LGBTQ+ and gender fluid youth, youth with disabilities, disconnected youth and undocumented youth.

The County particularly desires to fund organizations that:

- Integrate financial literacy training and related practical assistance into their services. Examples of financial literacy topics may include how to open a bank account, how to set up direct deposit, understanding employment taxes, saving for college and retirement and financial planning and goal setting.
- Help youth to connect the dots between how their educational choices and academic performance impact future work opportunities.
- Have success engaging and have strategies tailored to populations with unique barriers to employment, including but not limited to, justice-involved youth, LGBTQ+ and gender fluid youth, youth with disabilities, disconnected youth and undocumented youth.
- Demonstrate some form of partnership with American Job Centers of California (AJCC) and/or Access Points and successfully connect youth program participants to the broader workforce development system within Contra Costa County.
- Utilize evidence-based practices and evidence-based assessment tools.
- Use motivational interviewing techniques with program participants.





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

***Performance Measures***

Performance measures must be proposed by respondents to this RFP and will be finalized by the EHSD in consultation with its funded providers during the contract negotiation phase. Measures of interest to the County include, but are not limited to:

- Number of youth outreached to, enrolled in and completing services, by age, race/ethnicity and gender.
- Number of disconnected youth reengaged in employment services or paid employment through program participation.
- Number of youth who have an individualized plan outlining educational, training or employment goals and steps to achieving them.
- Number of youth who demonstrate acquisition of financial literacy skills.
- Number of youth who demonstrate application of work-related soft skills.
- Number of youth who complete a computer/technology training curriculum.
- Number of youth who gain paid or stipended work experience through program participation.
- Number of youth lacking “right to work” documents who gain stipended work experience through program participation.

**4.13 Service Specifications: Youth Leadership Development**

***Description of Services***

Youth leadership programs give young people the opportunity to learn more about issues impacting society, help them to develop the skills necessary to become effective change-makers in their community, and create opportunities for social-emotional learning, self-reflection and progressive assumption of leadership responsibilities.

Examples of the types of programming to be funded within this service type include, but are not limited to:

- Programs, clubs, or associations with an explicit and intentional youth leadership development component.
- Programs that engage youth in service learning, volunteerism and other activities that give back to the community.
- Programs that coach and give youth opportunities to practice specific leadership skills, such as self-motivation, goal setting and achievement, community organizing, collaboration and consensus-building, advocacy and public speaking.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- Civic education programs that teach youth about democratic processes and the rights and responsibilities of citizens.
- Age-appropriate educational trainings or workshops that explore topics related to how individuals can help drive social change, e.g., personal leadership styles, ethics, power dynamics, social change movements, or principles of community organizing.

The County particularly desires to fund organizations that:

- Have demonstrated experience delivering youth leadership development programs.
- Utilize well-trained and supported youth peers or near peers.
- Incorporate social-emotional learning into their youth leadership programming.
- Utilize evidence-based practices and evidence-based assessment tools.
- Use motivational interviewing techniques with program participants.

***Performance Measures***

Performance measures must be proposed by respondents to this RFP and will be finalized by the EHSD in consultation with its funded providers during the contract negotiation phase. Measures of interest to the County include, but are not limited to:

- Number of youth outreached to, enrolled in and completing the program, by age, race/ethnicity and gender.
- Number of youth who demonstrate mastery of specific leadership skills.
- Number of youth who complete an activity that can be listed on a school or job application.
- Number of youth who report increased feelings of self-confidence and self-efficacy.
- Number of youth or adult caregivers who report the participant is more actively engaged in school or the community after program completion.
- Number of youth who report positive experiences interacting with adults and peers through the program.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 5: CONTRACT ADMINISTRATION**

**5.1 Contract Reporting, Monitoring and Evaluation**

On behalf of the County, EHSD will actively monitor all programs and services provided through the contracts that result from this RFP process. This monitoring will determine if the funded entity is performing as intended or if good cause exists to terminate the contract prior to the end of the contract term.

At a minimum, organizations awarded through this RFP will be expected to:

- Enter into a Standard County Contract for the services described.
- Perform all services without material deviation from an agreed-upon Service Plan.
- Track data on service delivery and provide regular performance reports to EHSD, in a format and on a cadence established by the Department.
- Maintain adequate records of service provision to document compliance with Service Plan and complete any forms provided by the County.
- Cooperate with the collection and reporting of other fiscal/administrative/service data as requested by the County.

The County will:

- Negotiate a service contract that identifies specific performance outputs and/or outcomes to be achieved during the contract term.
- Monitor service contracts that result from funds allocated through this RFP. Contracts will be monitored at least once annually to ensure compliance with output/outcome requirements, document any noncompliance, and establish a Corrective Action Plan as needed.
- Provide information to funded organizations concerning additional State or County data requirements not described here or in the resulting contract.

**5.2 Payment Provisions**

Organizations awarded through this RFP will be paid on a cost reimbursement basis. This means they will be reimbursed monthly for expenses actually incurred in the prior month during the term of the contract, as reflected in the approved contract budget.

REQUEST FOR PROPOSALS (RFP) 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18

**SECTION 6: REQUIRED PROPOSAL FORMAT**

The Applicant requirements in this section are mandatory. The proposal must clearly demonstrate the Applicant'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 Applicant'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.

**Applicants must submit a separate proposal for each Service Type for which they are bidding. With each proposal, Applicants may propose to deliver that Service Type in District 3, 4, and/or 5. Please see the list of Service Types below:**

- **Academic Support**
- **Mental Health and Substance Abuse Services**
- **Mentoring**
- **Music/Art/Cultural Programs**
- **Sports and Fitness**
- **Youth Employment and Job Readiness**
- **Youth Leadership Development**

**6.1 General Submittal Requirements**

**Electronic Submission** – RFP Proposal Submissions to apply are accepted via **EHSD.org website only** at <https://ehsd/overview/contracting-opportunities/>

Submissions **must consist of (2) files** – file #1 consists of the submitting agency's proposal and file #2 consists of the submitting agency's financial documents.

- **File #1:** Save as "RFP 1215 -Agency Name-Proposal". This file must contain agency proposal and all required attachments as specified in the RFP and must be signed by officials authorized to bind the applicant to the provisions of the RFP.
- **File #2:** Save as "RFP 1215 -Agency Name-Financials". This file must contain all required financial documents as specified in the RFP.

Once the files have been uploaded, please select the "Submit Bid" button at the bottom of the proposal announcement page. Complete the required fields on each screen and upload the two (2) files when prompted to do so. Once you hit "Submit Bid", a notification will be emailed to you confirming that your bid has been received. The email will be sent to the address provided during the submission process. **DO NOT** email files to EHSD.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

To ensure EHSD has received proper notification of your RFP submission, you must call (925) 957-5645 and follow the instructions provided after you submit your proposal.

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

As a component of the Financial Proposal package, Applicant must submit one (1) copy of the organization's most recent audited financial statements.

If the organization is subject to the Single Audit requirements set forth in the Code of Federal Regulations, Title 2, Part 200, Subpart F, and 45 CFR 75, a copy the organization's most recent Single Audit must be submitted. If awarded a contract, applicants will 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 applicant to the provisions of the RFP.

A Proposal may be withdrawn in person by an applicant's authorized representative prior to **12:00 p.m. on Tuesday, February 18, 2025**. If withdrawing a Proposal, the applicant's authorized representative must provide appropriate identification (i.e. driver's license) and sign a receipt attesting to withdrawal of the proposal.

Programmatic responses must be clear and in the order in which they appear on the Proposal Checklist (See Section 9). 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 applicant. EHSD shall not be liable for any pre-contractual expenses incurred by applicants in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

**The submissions deadline is Tuesday, February 18, 2025 at 5:00 pm PST, with no exceptions.**

The 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 Applicant.

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



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

## **6.2 Formatting Requirements**

Submissions in response to this RFP must be in the form of a proposal package containing the complete proposal and all required supporting information and documents. EHSD requires electronic submission of proposals as referenced in Section 6.1.

All narrative materials are to be single-spaced, 8 1/2" X 11" page size, with no less than 1" margins on each side of the page. Applicants must use an easily readable typeface no less than size 12-point font for their proposals.

**The Program Narrative should not exceed twenty (20) pages.** The total proposal – including cover statement, table of contents, program fee/budget schedule, budget narrative, required fiscal attachments and addendums – may be longer than 20 pages.

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.

## **6.3 Required Documents**

Required forms as reflected in Section 10 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 Checklist (see Section 9) and numbered sequentially. Electronic templates are posted on EHSD website under "RFP 1215" in "Contracting Opportunities" at <https://ehsd.org/overview/contracting-opportunities/>.

## **6.4 Proposal Package Outline and Content**

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

### **1. Proposal Cover Statement (Form #1)**



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

This must be the first page of the proposal. The Proposal Cover Statement with original signatures of the applicant's Board of Directors' President and Executive Director must be attached to the proposal and must precede the narrative. Do not place anything in front of this page.

**2. Table of Contents**

The Proposal Checklist may serve as the Table of Contents with the addition of proposal page numbers.

**3. Proposal Narrative (maximum of twenty (20) pages)**

The total Proposal Narrative should not exceed a maximum of **twenty (20) pages** excluding the Proposal Cover Statement, Proposal Checklist/Table of Contents, resumes, required fiscal attachments and addendums, and Budget and Financial Information.

The Program Narrative must respond to all of the following prompts:

1. Applicant Overview

Describe the Lead Applicant's:

- a. Mission and objectives.
- b. Years of operation.
- c. Geographic service area.
- d. Major programmatic and service offerings.

2. Experience Serving the Target Population (10 points)

Describe:

- a. The Lead Applicant's and each Collaborative Partner's (if applicable) years of experience and strategies for effectively serving the Target Populations for this RFP, as described in the Section 4. These include:
  - middle school and high school aged youth (all Applicants)
  - low-income youth (all Applicants)
  - system-involved youth (all Applicants)
  - diverse populations of youth who vary along lines such as race, ethnicity, physical or mental ability, sexual orientation or gender identity and community of residence. (all Applicants)
  - Spanish speaking youth and other non-native English speakers (all Applicants)
  - Neuro-divergent youth and youth with disabilities (District 4 Applicants)
  - Youth in single parent homes (District 5 Applicants)



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- b. The approach that the Lead Applicant and its Collaborative Partners (if applicable) will use for youth outreach, recruitment and retention. Also describe the main challenge(s) the organization(s) have had with youth engagement and how they have been addressed.

3. Knowledge of the Service Location(s) (5 points)

- a. *If proposing to deliver services in District 3:* Describe your knowledge of District 3, including district-specific needs/considerations. Please also state the total number of combined years that the Lead Applicant and its Collaborative Partners (if applicable) have delivered services within the boundaries of District 3.

***and/or***

- b. *If proposing to deliver services in District 4:* Describe your knowledge of District 4, including district-specific needs/considerations. Please also state the total number of combined years that the Lead Applicant and its Collaborative Partners (if applicable) have delivered services within the boundaries of District 4.

***and/or***

- c. *If proposing to deliver services in District 5:* Describe your knowledge of District 5, including district-specific needs/considerations. Please also state the total number of combined years that the Lead Applicant and its Collaborative Partners (if applicable) have delivered services within the boundaries of District 5.

4. Qualifications and Experience Providing the Proposed Service Type (20 points)

Service Types solicited through this RFP are more fully described in the Background section of this document. For the Service Type that the Applicant is bidding on, please describe:

- a. Whether the solicited services will be delivered directly by the Lead Applicant and/or through a subcontract with one or more Collaborative Partners. Please respond to the prompt for 4b and 4c as relates to whichever organization(s) will deliver the service.
- b. The organization's experience delivering services that are substantially similar to the Service Type solicited through this RFP, including the number of years for which the organization has delivered this type of service.
- c. Describe any relevant credentials or licensing the organization holds, as well as any past experience partnering with state or local public agencies to deliver the solicited services.

5. Applicant's Proposed Program Design and Service Delivery Approach (30 points)

Please review Section 4 of this RFP, then describe each of the following:





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- a. The proposed program design and service delivery approach, including specific services and program activities and the number of youth to be served annually. Where there will be variation in any aspect of the program design or service approach by district, please describe.
  - b. The proposed hours and location of service delivery. Please justify the proposed hours of operation. Applicants to deliver services in District 3 and/or District 5 should describe the physical service site and its proximity to public transportation or other transportation solutions.
  - c. The staffing plan for this Service Type, including the number and type of service delivery staff, the languages they speak, their professional/educational/training qualifications, years of experience and lived experience that qualifies them to serve the Target Population. Applicants may attach the resumes of key staff who will be involved in direct service delivery (optional).
  - d. The formal curriculum (or a program framework that identifies specific goals for program participants) to be utilized. Applicants are encouraged to attach copies of or online links to curriculum (optional).
  - e. The best practices incorporated into service delivery, including but not limited to those described on page 14 of the [Implementation Plan for Measure X-Funded Youth Centers](#).
  - f. How the Applicant proposes to assess participants and what metrics will be used to measure outcomes for this Service Type.
6. Applicant's Organizational Management Capacity (20 points)
- Describe:
- a. The Lead Applicant's organizational structure, including the composition and qualifications of the leadership team (e.g., tenure of the leadership team, years of relevant professional/educational/personal experience, etc.)
  - b. How the Lead Applicant currently incorporates the use of quantitative and/or qualitative data into program planning, refinement and evaluation.
  - c. The extent to which the Lead Applicant has active outreach, referral and/or service delivery partnerships with other organizations that can be leveraged in delivering the solicited services.
7. Applicant's Budget Proposal and Fiscal Management Capacity (15 points)



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- a. Using **Form #4**, submit a detailed program budget and a budget narrative that describes all of the anticipated costs of providing the proposed Service Type, broken out by Service Location (i.e., district). Please follow the instructions attached to Form #4. Note that Form #4 was created specifically for this RFP. Do not download or use the standard budget templates from the EHSD website.
- b. Describe the Lead Applicant's experience managing governmental grants and the associated reporting and compliance requirements.

**Attach Statement of Qualifications (Form #2) in the Attachments** as indicated in the Checklist in Section 9.

**Attach Governance and Oversight Structure (Form #3) in Attachments** as included in the Proposal Checklist in Section 9.

**Attach the Proposal Summary sheet (Form #5) in the Attachments** as included in the Proposal Checklist Section 9.

**Attach agency brochure, if applicable, in Attachments** as indicated in the Checklist in Section 9.

**Attach Letters of Support from Collaborative Partners**, if submitting a collaborative proposal, as indicated in the Checklist in Section 9.

**Attach Fiscal Attachments** as indicated in the Checklist in Section 9.

### **6.5 Budget & Budget Narrative**

- Complete a line-item budget under this RFP, showing all costs (**Form #4, Program Budget and Budget Narrative Template**) – An electronic template including instructions to complete it is posted on EHSD website under “RFP 1215” in Contracting Opportunities as **FORM 4 – Cost Reimbursement Budget Template MX Youth Center Services**. Please be aware that each service category is represented by a tab, along with the district number. *EXAMPLE: Tab named: MH&SA – D3, represents Mental Health Services and Substance Abuse Services for District 3.*
- Complete Program Budget Narrative. Each budget cost item must be detailed in the narrative section of Form 4 and should reflect the basis for the computations. Every item must be completed, if applicable.
- Describe the Lead Applicant's experience managing governmental grants and the associated reporting and compliance requirements.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

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



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 7: SCORING PROCESS AND CONTRACT AWARD**

**7.1 Scoring Process**

Each proposal is subject to a three (3) stage scoring process to determine responsiveness to the RFP requirements: Compliance Review, Fiscal Review, and Bureau Review and Selection. 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.

**7.2 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 6 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.

**7.3 Fiscal Review**

Proposals that pass the Compliance Review, as referenced above, will be submitted for review by EHSD Fiscal Staff. Proposals must receive a fiscal review evaluation score of at least **seventy percent (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 6, Required Proposal Format, will be determined non-responsive and will not be considered for funding.

Fiscal Review points will be awarded based on the organization's demonstration of:

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

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



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

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.

<b>Fiscal Review Scoring Methodology/Rating Sheet</b>	<b>Available Points</b>
Company Solvency	25
Adequate Company Accounting Systems and Internal Controls	25
Ability to Administer Financial System(s)	25
Compliance with Budget Specifications	25
<b>Total available points</b>	<b>100</b>

- **Fiscal Review Scoring Criteria**

**(1) Company Solvency – Max. 25 points**

- Assesses financial position of the organization and results of operations including the source of cash flow from operations, financing, and investments. Provides evidence to ensure there is sufficient cash to operate business for 45 days and the availability of the Line of credit. Illustrates the Ratio of Short-Term Assets to Short-Term Liability: Current Assets/Current Liabilities. Illustrates the Debt to Total Assets Ratio.
- Identifies if there is any contingent liability noted in the financial statements and if there is an “emphasis of matter” opinion. Identifies if the agency is subject to the Single Audit requirement, and whether the organization has federal compliance findings.

**(2) Adequate Company Accounting Systems and Internal Controls – Max. 25 points**

Identifies if the organization submitted a description of its fiscal system including responsibilities of the Board of Directors, Executive Director and staff in fiscal management, and fiscal procedures and policies as required by the RFP.

**(3) Ability to Administer Financial System(s) - Max. 25 Points**

Provides evidence of the financial management system that incorporates financial management standards and helps achieve alignment with statutory and regulatory requirements. Illustrates applicant’s use of financial management systems to initiate, record, process, and report financial transactions to support applicant’s mission in making business decisions and to provide data transparency. It allows applicant to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**(4) Compliance with Budget Specifications – Max 25 Points**

Budget is complete and mathematically accurate. Budget narrative addresses all subsections of the budget template. All cost categories, including indirect costs, are allocated by line item.

**7.4 Bureau Review**

RFP Proposals that successfully complete the Contracts Compliance Review and the Fiscal Review (referenced above) will be submitted for a two-step Bureau Review.

Bureau Review Step 1 Scoring: The RFP Bureau Review Committee will review all proposals then evaluate and score all service and budget elements using the Scoring Methodology described below.

The RFP Bureau Review Committee may be comprised of Employment and Human Services Department Staff, other County department staff, representatives of public boards or advisory bodies, community-based organization staff, private for-profit corporation staff, public sector representatives, technical/subject-matter experts, and/or community members not applying for the funding. Within these categories of panelists, the EHSD will also seek to recruit individuals who are knowledgeable about Districts 3, 4 and 5. Members of the Bureau Review Committee will be required to sign an impartiality statement.

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

Bureau Review Step 2 Scoring: The two highest scored proposals for each Service Type in each district from the Step 1 Scoring by the RFP Bureau Review Committee will be referred for Step 2 Scoring to a Youth Review Panel. The EHSD will assemble three Youth Review Panels, each comprised of two or more Contra Costa County youth ages 16-24. Each Youth Panel will be assigned to one of the three supervisorial districts (3, 4 and 5) and will conduct a brief interview with the top Applicants for each Service Type in that district, as referred by the RFP Bureau Review Committee.

**7.5 Scoring Methodology**

Step 1 Evaluation Components, Maximum Score and Scoring Criteria

At Step 1, the applicant's written Program Proposal will be scored, with a maximum possible score of 100 points. **Proposals that do not attain an average of 70 points from the RFP Bureau Review Committee at Step 1 are unlikely to be eligible for further consideration for funding.**



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

The total possible maximum score for a written Program Proposal is **100 points**. Points will be allocated across the six (6) Evaluation Components as follows:

1. Experience Serving the Target Population (10 points);
2. Knowledge of the Service Delivery Area (5 points);
3. Qualifications and Experience Providing the Proposed Service Type (20 points);
4. Proposed Program Design and Service Delivery Approach (30 points);
5. Organizational Management Capacity (20 points); and
6. Budget Proposal and Fiscal Management Capacity (15 points).

The scoring criteria for each Evaluation Component are detailed below. These scoring criteria correspond to the prompts in Section 6.4.

**1. Experience Serving the Target Population (10 points)**

- a. Demonstrates at least three (3) years of past experience serving middle school and high school age youth.
- b. Demonstrates at least three (3) years of past experience serving low-income and systems-involved youth.
- c. Clearly describes experience and strategies to effectively serve a diverse youth population, including youth who speak Spanish and other non-English languages, youth with disabilities, youth of color, and LGBTQ+ and gender-nonconforming youth. Demonstrates understanding of and past experience providing culturally and linguistically appropriate services.
  - District 4 Applicants also speak to serving neurodivergent youth and youth with disabilities.
  - District 5 Applicants also speak to serving youth from single-parent households.
- d. Describes specific and compelling strategies for outreaching to, recruiting and retaining youth in the program. Identifies specific youth engagement challenges and steps taken to address them.

**2. Knowledge of the Service Delivery Area (5 points)**



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

Lead Applicants and/or its Collaborative Partners:

- a. Have at least two (2) years of combined experience delivering youth services in the district(s) for which they are applying and/or to youth who reside in the district(s) for which they are applying.
- b. Demonstrate knowledge of the district(s) they are proposing to serve, as supported by data and identification of specific district needs/considerations in the Program Narrative.
- c. Respondents who do not currently operate in the East Bay region must demonstrate the knowledge and capacity to respond to the needs of Contra Costa County's youth.

*Note:* Applicants will describe their Knowledge of the Service Location for each district in which they are proposing to deliver services. When scoring the Program Proposals, each proposal can receive up to 95 points based on Evaluation Components 1, 3, 4, 5 and 6. Each proposal will then be assigned a final Step 1 score by district, which is arrived at by adding the district-specific score for Evaluation Component 2 (up to 5 points) to the aggregate score for Evaluation Components 1, 3, 4, 5 and 6.

**3. Qualifications and Experience Providing the Proposed Service Type (20 points)**

- a. Organization that will deliver the solicited Service Type is identified and has at least three (3) years of experience providing substantially similar services.
- b. The Narrative demonstrates that the organization has solid experience delivering services that are substantially similar to the Service Type.
- c. Organization has relevant credentials or licensing, and/or past experience partnering with State or County public agencies to deliver the solicited services.
- d. For Collaborative Applicants, the proposal packet includes Letters of Support from Collaborative Partners.

**4. Proposed Program Design and Service Delivery Approach (30 points)**

- a. The proposed services and program activities, service hours and service location are clearly described and consistent with the requirements of this RFP.
- b. The service plan and the number of youth to be served annually appear realistic and the proposed service hours are justified.





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- c. The organization demonstrates one (1) or more of the “County-desired” characteristics bulleted in the Service Specifications for the relevant Service Type as described in Section 4 of the RFP.
- d. The number and type of staff appears reasonable and sufficient. Staff have relevant professional/educational/training qualifications, prior years of experience delivering similar services and lived experience that qualifies them to serve the Target Population as described in Section 4 of the RFP. The organization has staff who are bilingual in at least Spanish.
- e. The organization identifies and describes a formal curriculum that it utilizes or can articulate a clear program framework that identifies specific goals for program participants.
- f. Narrative specifically describes how the organization incorporates the use of best practices, including but not limited to those described on page 14 of the [Implementation Plan for Measure X-Funded Youth Centers](#). Proposal demonstrates that the Applicant and Collaborative Partners embrace a positive youth development approach.
- g. Applicant proposes specific methods and metrics for assessing participant progress and program outcomes. Applicant's proposed metrics are similar to or expand upon the county-desired metrics for the relevant Service Type as described in Section 4.

**5. Organizational Management Capacity (20 points)**

- a. Proposal demonstrates that the Lead Applicant has the overall organizational capacity and experience to serve as the lead organization for services solicited through this RFP. The organizational structure is clearly described. Members of the leadership team have appropriate qualifications, as demonstrated by collective years of leadership team tenure and applicable professional/educational/personal experience. Form #3 reflects an adequate governance/oversight structure.
- b. Demonstrates how the Lead Applicant’s organization currently incorporates the use of quantitative and/or qualitative data into program planning, refinement and evaluation. References incorporation of youth feedback into planning and evaluation.
- c. Demonstrates the existence of active outreach, referral and/or service delivery partnerships with other organizations that will be leveraged in delivering services solicited through this RFP.

**6. Budget Proposal and Fiscal Management Capacity (15 points)**

- a. The line item program budget submitted with the proposal (Form #4) balances and



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

reflects the services described in the proposal.

- b. The direct program costs and administrative indirect costs are justified by the budget narrative, are reasonable and are within the RFP's available funding limits.
- c. The cost per participant seems reasonable and comparable to other applicants for the same Service Type.
- d. The organization demonstrates leveraged revenue from other sources to extend the reach of MX funds.

Step 2 Evaluation Components, Maximum Possible Score and Scoring Criteria

The Youth Panel evaluation will consist of a brief interview conducted by youth ages 16-24. Interview questions will be developed in collaboration with Youth Panel members and provided to referred Applicants in advance of the interview. Interview questions will be designed to allow panelists to assess the Applicant's ability to effectively serve the target population and the appeal of the proposed program design and service delivery approach to youth. Each Youth Panel will score the Applicants' interview responses, assigning 0-10 points per Applicant. The total possible maximum score the Step 2 Evaluation is 10 points.

**7.6 Appeals Process**

Each applicant 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 applicants will receive an emailed notice from EHSD informing them of the funding decisions. If an applicant wishes to appeal the selection or award decision, the applicant must submit a written appeal request to **EHSD Director, 40 Douglas Drive, Martinez, CA 94553** or electronically to [contract\\_clerk@ehsd.cccounty.us](mailto:contract_clerk@ehsd.cccounty.us) no later than 5:00 pm on the 10<sup>th</sup> business day 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.

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



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- 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 sent to:

**ATTN: RFP APPEALS**

Employment and Human Services Department Director  
40 Douglas Drive  
Martinez, CA 94553

Or via email to [contract\\_clerk@ehsd.cccounty.us](mailto:contract_clerk@ehsd.cccounty.us), no later than 5:00 p.m. on the 10<sup>th</sup> business day after date of award notification.

Notification of a final decision on an appeal shall be made in writing to the applicant.

The County's appeal decision is final. Notification of a final decision on an appeal shall be made in writing to the appellant.

### **7.7 Contract Award and Negotiations**

Successful applicant(s) 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.

The contracting agencies receiving funding awarded under this RFP will be responsible for adhering to the then current and applicable County health orders and associated policies.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**7.8 Contract Terms and Litigation Warranty**

EHSD will negotiate contract agreements with the successful Applicants. Satisfactory performance and delivery of services are conditions of contract renewal. The initial anticipated contract period is a thirty-six (36) month period.

The contracts resulting from this RFP may potentially be renewable for two (2) consecutive years contingent on availability of funds and satisfactory performance for each renewal. Specifically, each Contractor's performance will be assessed upon the conclusion of the third year and, if deemed satisfactory and funds permitting, their contract(s) will be renewed for two (2) years. Funding will not roll over from year to year. Any unused funds will be returned to the County.

By submitting a proposal, Applicants 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 Applicant based on 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 Applicant; 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.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 8: CONTRACTING REQUIREMENTS**

**8.1 County Contract Requirements**

Upon acceptance of a proposal, the successful Applicant(s) will enter 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. For general conditions, contractors must comply with standard County Contract General Conditions included in this RFP in Appendix 10.1 and special conditions, as required.

**8.2 Additional Requirements**

As applicable, Contractor must submit the required audit as specified in Appendix 11.1, 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.

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.

**8.3 Type of Contract**

Contracts will be on a reimbursement basis with monthly billing required. Contractor is required to provide detailed fee for service budgets. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation.

**8.4 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



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

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.

**8.5 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 additional reports as agreed-upon in the resulting contract

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.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 9: 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.

Electronic templates are listed in Section 10 of this RFP and posted on the EHSD website under RFP 1215 at <https://ehsd.org/overview/contracting-opportunities/>.

**Proposal File** [File #1: Save as "RFP1215"-Agency Name-Proposal"]

- Proposal Cover Statement (Form #1)**
- Table of Contents**
- Project Proposal Narrative**
  - Agency Overview, Qualifications, and Organizational Capacity (3-page max)
  - Project Design, Implementation, and Oversight (15-page max)
  - Project Administration (2-page max)
- Attachments**
  - Organizational Chart** (Include with Proposal)
  - 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.
  - Governance and Oversight Structure Form (FORM #3)**
- Letters of Commitment from Collaborative Partners/Subcontractors –**  
Required for Collaborative Applications only.
  - Job Descriptions and/or Resumes** of Executive Director and key Program and Fiscal Staff
  - Organization Brochure** (as available)
  - References**
  - Proposal Summary (FORM #5)**



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**Fiscal File** [File #2: Save as "RFP1215-Agency Name-Financials"]

- Fiscal Management Narrative**
- Project Budget and Budget Narrative (*FORM #4*)**
  
- Fiscal Attachments**
  - Copy of applicant's IRS 501(c)(3) determination letter attached to original proposal copy (if agency is a non-profit organization).
  - Copy of applicant's manual of fiscal procedures and policies, *if available*.
  - Copy of applicant'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. Applicants 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 applicant be awarded the contract.
  - Copy of current Agency Budget with revenues and expenses indicated.





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 10: REQUIRED FORMS**

*All forms must be completed and attached to submitted proposals.  
Electronic templates are posted on EHSD website under "RFP 1215" in "Contracting Opportunities".*

<b><u>Form #</u></b>	<b><u>Form Title</u></b>
<b>10.1 #1</b>	<b>Proposal Cover Statement</b>
<b>10.2 #2</b>	<b>Statement of Qualifications</b>
<b>10.3 #3</b>	<b>Governance and Oversight Structure</b>
<b>10.4 #4</b>	<b>Budget and Budget Narrative Template</b>
<b>10.5 #5</b>	<b>Proposal Summary</b>



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**10.1 FORM #1: Proposal Cover Statement**

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

<b>PROPOSAL COVER STATEMENT – RFP 1215</b>	
<b>APPLICANT ORGANIZATION NAME</b>	
<b>ADDRESS</b>	<b>Applicant Phone</b>
	<b>Web Address</b>
<b>CONTACT PERSON</b>	<b>Contact Phone</b>
	<b>Contact E-mail</b>
<b>ADDRESS OF PROGRAM (if different than above)</b>	
<b>PROGRAM TITLE</b> Establishing a Food Security Service Funding Collaborative	
<b>COLLABORATIVE PARTNERS/SUBCONTRACTORS (If applicable)</b>	
<b>AMOUNT OF FUNDING REQUEST</b>	
TOTAL AMOUNT REQUESTED	\$ _____
<b>FEDERAL EMPLOYER NUMBER</b>	<b>501(C)(3) EXEMPTION</b> _____
<b>AGENCY PRIOR YEAR NET OPERATING BUDGET</b>	\$ _____
<b>AUTHORIZATION</b> <i>We submit the attached response to the Notice of Request for Proposal No.1215 dated <u>November 2025</u> 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 applicant/contractor unless stipulated within the proposal and accepted by the County.</i>	
<b>AUTHORIZED REPRESENTATIVES: (two signatures required)</b>	
Name: _____	Title: Executive Director
Signature: _____	Date: _____
Name: _____	Title: Board President
Signature: _____	Date: _____



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**10.2 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' applicant operated under the present business name. List related prior business names, if any and timeframe for each.
4. Number of years' applicant has provided the services described in this proposal or related services.
5. Has applicant 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 applicant or any principal officer of the agency? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, briefly explain.
7. Does applicant have a controlling interest in any other firm(s)? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Does applicant 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.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**FORM #2, Continued**

Applicant attests, under penalty of perjury, that all information provided herein is complete and accurate. Applicant agrees to provide to County other information the County may request as necessary for an accurate determination of applicant'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.**



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**10.3 FORM #3: Governance and Oversight Structure**

**Nonprofit Lead Applicants only:**

1. Number of Board members required by Lead Applicant's bylaws: \_\_\_\_\_
2. Number of members on current Board: \_\_\_\_\_
3. How often does the Board meet: \_\_\_\_\_
4. Please mark an X next to the areas of expertise that current Board members possess.

- Fiscal Management
- Fundraising
- Organizational Development
- Nonprofit Management
- Government/Public Administration Expertise
- Youth Development/Youth Leadership Expertise
- Academic Support/Education Expertise
- Employment/Workforce Development Expertise
- Mental Health/Substance Abuse Expertise
- Mentoring Experience/Expertise
- Sports/Recreation/Fitness Expertise
- Other: (please describe)

**Public Sector Lead Applicants only:**

Please list all departments, agencies, commissions, elected bodies or other entities that provide oversight to the Lead Applicant's organization.

**For-profit Lead Applicants only:**

Please describe any governance or oversight structure that exists for the Lead Applicant's organization, if applicable.





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**10.5 FORM # 5: PROPOSAL SUMMARY**

**Form 5 Instructions:** Please summarize your response to this RFP by placing an “X” in the appropriate box(es) to indicate which Service Type the Applicant is proposing to deliver through this proposal, in which Service Location(s). Each proposal must address a single Service Type, but may include multiple Service Locations. If a box is greyed out, it indicates that a particular Service Type is not being solicited in that Service Location. Do not place an “X” in a greyed out box.

Lead Applicant’s Organization: \_\_\_\_\_

Service Location	Service Type						
	Academic Support	Mental Health and Substance Abuse Services	Mentoring	Music, Art and Cultural Programs	Sports and Fitness	Youth Employment and Job Readiness	Youth Leadership Development
District 3: Applicant-secured site							
District 4: Community Youth Center in Concord							
District 5: Applicant-secured site							

*Additionally, indicate whether the proposed Service Type will be provided by the Lead Applicant or a Collaborative Partner. If the latter, please list the organization’s name.*

Service Type	Who Provides	Organization Name
Academic Support		
Mental Health and Substance Abuse Services		
Mentoring		
Music, Art and Cultural Programs		
Sports and Fitness		
Youth Employment and Job Readiness		



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

**SECTION 12: 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 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.





**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

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 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



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

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.
  - 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



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

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 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,



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

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 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.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- 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 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.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215  
Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

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 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.



**Contra Costa County  
Workforce Development Board**

**REQUEST FOR PROPOSALS (RFP) # 1215**

**Deliver Measure X-Funded Youth Center Services for Youth Ages 12-18**

- 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.
  - 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.