



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

**Request for Interest (RFI) 777**

**CSEC/Y Program Coordinator Services**

Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau, announces a **Request for Interest (RFI) #777** seeking a qualified individual for a fee based contract position with Contra Costa County to provide coordination and implementation of the Commercially Sexually Exploited Children/Youth (CSEC/Y) Program. CFS provides child welfare services to Contra Costa County residents through various offices countywide.

**I. STATEMENT OF PURPOSE**

The intent of this **Request for Interest (RFI) #777** is to invite qualified individuals with extensive experience to submit a Letter of Interest (Qualifications Statement) and supporting documentation that describes qualifications to provide:

- CSEC/Y Program management and implementation; identifying the most appropriate approach to provide services and support and coordinating community efforts.
- CSEC/Y case coordination, collaboration and support to at-risk or in-risk youth, families and staff.
- A culturally responsive, survivor informed, trauma informed and streamlined CSEC/Y Program for CFS.

One CSEC/Y Program Coordinator will be hired to be based in Central Contra Costa County with frequent travel to other parts of the County.

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

**II. FUNDING**

- A. EHSD will award one (1) county standard contract in an amount up to \$117,000 (inclusive of all expenses) to the selected individual. The anticipated contract duration is twelve (12) months for the period of July 1, 2025 through June 30, 2026. The possibility of a twenty-four (24) month renewal for the period of July 1, 2026 to June 30, 2028 will depend on contractor performance, availability of funds, and service need. Funding source is 50% State Capped CSEC funding and 50% Federal funding.
- B. Hourly rate of pay will be \$65 per hour. Minimum of thirty-six (36) hours per week with an exception for vacation and County holidays and up to a maximum of 40 hours per week required.

**III. SCOPE OF SERVICES**

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

Responsibilities will include but are not limited to the following:

- A. Serve as Point of Contact between Children & Family Services (CFS) and California Department of Social Services (CDSS) in consultation with CFS Management.
  - 1. Review All County Letters, legislation, and other state and federal guidelines related to CSEC/Y.
  - 2. Coordinate with assigned CFS Program Analyst to ensure compliance with any changes or new mandates.
  - 3. Participate in CDSS trainings, meetings, and webinars as required.
  - 4. Report to CFS Management regarding the status and progress of CSEC Program.
  
- B. Coordinate efforts of CFS CSEC Community
  - 1. Convene regular coordination meetings with contracted staff working with CFS CSEC/Y clients.
  - 2. Ensure overall program is meeting the needs of the CFS staff and the Contra Costa Human Trafficking Coalition goals.
  - 3. Convene and facilitate the CSEC/Y workgroup at regular intervals in collaboration with Program Analyst and other designated CSEC Program Staff.
  
- C. Serve as Liaison with the Contra Costa Human Trafficking Coalition and other Human Trafficking (HT) staff
  - 1. Chair the CSEC Interagency Steering Committee.
  - 2. Attend all related meetings pertaining to the CSEC/Y Steering Committee members' policies, protocols and procedures.
  - 3. Coordinate CFS CSEC efforts with greater countywide Human Trafficking Coalition Efforts.
  
- D. Monitor the CSEC Interagency Protocol
  - 1. Ensure the Protocol remains in compliance with state and federal requirements in conjunction with the CFS Program Analyst.
  - 2. Provide guidance to the Human Trafficking Interagency Steering Committee to update the Protocol.

**E. Data Management and Tracking**

In collaboration with CFS Management, ensure that all CSEC/Y data is documented as required by CDSS and other countywide data tracking efforts, including:

1. Children /Youth identified as CSEC/Y or at risk of exploitation.
  - a. Documented in CWS/CMS (Child Welfare Case Management System).
  - b. Active efforts to refer for services and other interventions documented.
2. Describing referrals screened due to CSEC concerns and specifying the risk for CSEC/Y screenings completed for all at-risk Children/Youth.
3. CSE-IT screenings completed.
4. CSEC cases brought to the County's multi-disciplinary team (MDT).
5. Compile this (and possibly additional data) for Countywide CSEC data collection efforts.
6. Interface with CDSS as needed.
7. Regularly inform CSEC/Y Community (if applicable) of children/youth who have been identified as exploited or at high risk of exploitation and with whom active efforts have not been made.

**F. Coordinate referrals to the CSEC/Y Program**

1. Serve as the centralized single point of referral for all CSEC/Y Program referrals from CFS social workers.
2. Track and manage referrals.
3. Provide outreach and awareness of CSEC/Y program, dynamics and objectives.

**G. Provide Quality Assurance**

1. Obtain reports from CWS/CMS, SafeMeasures, and any other platforms on a quarterly basis, to ensure that youth who are known to be exploited or at significant risk are tagged in CWS/CMS as required by the state.
2. Serve as the liaison between the Department and any contracted service providers to:
  - a. Ensure that the maximum number of families are receiving help and support.
  - b. Identify and remedy any obstacles to service delivery.

**H. Training**

1. Provide training at the New Worker Training Sessions.
2. Coordinate training to CFS staff, community services providers, and Steering Committee partners.

- I. Budget recommendations
  - 1. Advise County on best practices and make recommendations for use of CSEC budget, ensuring that the maximum amount of resources is going to directly support survivors and their families through services such as crisis intervention, case management, and basic necessities.
  - 2. Meet with EHSD Division Manager, Administrative Services Analyst, and Fiscal Analyst regularly to review budget and ensure spending is meeting state requirements.

**IV. MINIMUM QUALIFICATIONS**

- A. Possession of a Master's degree from an accredited college or university with a major in either a) social work, b) counseling or psychology or other closely related field.
- B. Work experience in a public child welfare agency in California.
- C. Knowledge of CSEC/Y and Human Trafficking.
- D. Knowledge and working experience of the dynamics of providing services and support to CSEC/Y and their families.
- E. Proven ability to serve as liaison in providing supportive services to child welfare staff and community partners.

**V. LICENSING AND CERTIFICATION REQUIRED**

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

**VI. EXPERIENCE AND SKILLS DESIRED**

- A. Psychology or Social Work experience, or closely related field.
- B. Experience managing data, quality assurance systems or similar skills.
- C. Experience with project management, implementation and/or coordination.
- D. Experience managing case managers/case consultants.
- E. Possess strong collaboration skills, able to collaborate with internal and external partners.

- F. Ability to facilitate small and large groups to create work products and come to consensus when needed.
- G. Comfortable with public speaking.
- H. Possess strong collaboration skills, able to collaborate with internal and external partners.
- I. Ability to manage projects and meet deadlines.
- J. Able to work independently, creatively and with self-initiative as well as within a team.
- K. Possess strong writing skills including ability to develop PowerPoints, organizational charts, tables, etc.
- L. Expertise in human trafficking, CSEC, and trauma informed practices.
- M. Knowledge of EHSD Children and Family Services Bureau.
- N. Capable of maintaining and providing high-quality documentation and records.
- O. Experience working with children with learning disabilities, emotional, behavioral or health challenges.

**VII. FISCAL REQUIREMENTS**

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

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

**VIII. INSURANCE REQUIREMENTS**

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

- A. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and

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

- B. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
- C. **Certificate of Insurance.** Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy (ies) or acquire either a new insurance policy (ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- D. **Additional Insurance Provisions.** No later than five (5) days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under the Contract.

**IX. REVIEW AND SELECTION CRITERIA**

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

Points	Item
5	Letter of Interest (Qualifications Statement) describing interest in the position and relevant experience and abilities.
20	Resume of experience including job descriptions and other factors relevant to the services described in this RFI.
40	Work plan proposal to deliver services described in this RFI.
10	Proposed Budget to deliver services described in this RFI.
15	Knowledge of CSEC/Y and Human Trafficking and experience in providing CSEC/Y Services.
10	Two (2) letters of verifiable business references.
<b>100</b>	<b>Total</b>

**X. SUBMISSION REQUIREMENT CHECKLIST**

- A. Interested parties **must** submit all of the following documentation to be considered for this RFI:
1. Letter of Interest (Qualifications Statement) describing interest in the position and relevant experience and abilities.
  2. Resume of experience, job description(s), and other factors relevant to the services described in this RFI. Include information addressing work similar to this project, any related completed projects, and training.
  3. Work plan proposal to deliver services described in this RFI.
  4. Proposed budget to deliver services described in this RFI.
  5. Documentation describing knowledge of CSEC/Y and Human Trafficking and providing services.
  6. Two (2) letters of reference.

**XI. SUBMISSION PROCESS AND DEADLINE**

- A. **Electronic Submission** – RFI Response Submissions are received by EHSD via upload of submission documents to **EHSD.org website only** at:  
<https://ehsd.org/overview/contracting-opportunities/>
- B. In order to be considered as a Respondent for this RFI, interested parties must submit the completed Letter of Interest including requested documentation above, not to exceed ten (10) pages (including attachments), along with the Respondent’s name, title, email address and contact phone number by the deadline of **no later than 5:00 p.m. Friday, March 7<sup>th</sup>, 2025** to the website address listed above. Attachments must be in MS Word, MS Excel, and/or PDF file format.
- C. Once the files have been uploaded, please select the “Submit Bid” button at the bottom of the RFI announcement page. Complete the required fields on each screen and upload required attachments when prompted to do so. Once you hit “Submit Bid”, a notification will be sent to you via email to inform you that your bid has been received. The email will be sent to the address provided during the submission process. DO NOT email files to contractbid@ehsd.org (prior procedure).
- D. Once you have submitted your request, you must call 925-957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your submission.
- E. Any RFI submitted to EHSD.org after the deadline will be rejected. Mail-in, hand-delivery, faxed, or email submissions are not acceptable.
- Contact (RFI Process only): Contra Costa County, EHSD Contracts Unit  
Telephone: (925) 608-4969 (for any questions related to submitting the Request for Interest)  
E-mail: [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us)  
Website: <https://ehsd.org/overview/contracting-opportunities/>
- F. **Responses must be received no later than 5:00 p.m. Friday, March 7<sup>th</sup>, 2025 without exception.** Please note that responses will not be returned and late deliveries will **NOT** be accepted.
- G. County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.
- H. The RFI process may be cancelled at any time without written notice.
- I. Appeals must be received within ten (10) business days from the date of the award/denial letter. Notification of a final decision on the appeal shall be made in writing to the respondent.



**XII. RESTRICTION AND DISCLOSURE**

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