

COUNTY OF FRESNO

REQUEST FOR PROPOSAL

NUMBER: 952-5266

CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT SERVICES (CAPIT, CBCAP, PSSF)

Issue Date: May 13, 2014

Closing Date: JUNE 16, 2014

Proposal will be considered LATE when the official Purchasing time clock reads 2:00 P.M.

Questions regarding this RFP should be directed to: Carolyn Flores,
phone (559) 600-7112, e-mail countypurchasing@co.fresno.ca.us, or fax (559) 600-7126.

Check County of Fresno Purchasing's Open Solicitations
website at <https://www2.co.fresno.ca.us/0440/Bids/BidsHome.aspx>
for RFP documents and changes.

Please submit all Proposals to:

County of Fresno - Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702-4599

BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED PROPOSAL
SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "COUNTY OF FRESNO PURCHASING STANDARD
INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR PROPOSALS (RFP'S)" ATTACHED.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

()

()

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNED BY

PRINT NAME

TITLE

COUNTY OF FRESNO PURCHASING
STANDARD INSTRUCTIONS AND CONDITIONS FOR
REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for one hundred eighty (180) days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing at least five (5) working days before bid opening. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- C) **ISSUING AGENT/AUTHORIZED CONTACT:** This RFP/RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP/RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary

point of contact for discussions or information pertaining to the RFP/RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP/RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP/RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.
- F) Public Contract Code Section 7028.15

Where the State of California requires a Contractor's license, it is a misdemeanor for any person to submit a bid unless specifically exempted.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) County of Fresno is subject to California sales and/or use tax (8.225%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- C) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

Proposal No. 952-5266

5. W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION & CALIFORNIA FORM 590 WITHHOLDING EXEMPTION CERTIFICATE:

Upon award of bid, the vendor shall submit to County Purchasing, a completed IRS Form W-9 - Request for Taxpayer Identification Number and Certification and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

6. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder; however, the Fresno County Local Vendor Preference and/or the Disabled Veteran Business Enterprise Preference shall take precedence when applicable. Said Preferences apply only to Request for Quotations for materials, equipment and/or supplies only (no services); the preference do not apply to Request for Proposals. RFQ evaluations will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.
- C) The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) Award Notices are tentative: Acceptance of an offer made in response to this RFP/RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.
- E) After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

7. TIE BIDS:

All other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

8. PATENT INDEMNITY:

The vendor shall hold the County, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

9. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within thirty (30) days of bid closing date) be returned at the bidder's expense. In the absence of such notification, County shall have the right to dispose of the samples in whatever manner it deems appropriate.

10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the

vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.

- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.
- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

11. DISCOUNTS:

Terms of less than fifteen (15) days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period will commence either the later of delivery or receipt of invoice by the County. Standard terms are Net forty-five (45) days.

12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

13. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act, California State Labor Code Sections 6360 through 6399.7.)

14. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

15. YEAR COMPLIANCE WARRANTY:

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to County's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Agreement with respect to defects other than year performance.

Proposal No. 952-5266

16. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

17. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

18. APPEALS:

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP/RFQ. Appeals should be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP/RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except if, notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

19. OBLIGATIONS OF CONTRACTOR:

A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract

that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

20. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

21. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

22. DATA SECURITY:

Individuals and/or agencies that enter into a contractual relationship with the COUNTY for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the COUNTY, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or disruption to COUNTY operations.

Individuals and/or agencies may not connect to or use COUNTY networks/systems via personally owned mobile, wireless or handheld devices unless authorized by COUNTY for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (COUNTY or Contractor device) or brought in for use into the COUNTY's system(s) without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

No storage of COUNTY's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless

Proposal No. 952-5266

encrypted according to advance encryption standards (AES of 128 bit or higher).

The COUNTY will immediately be notified of any violations, breaches or potential breaches of security related to COUNTY's confidential information, data and/or data processing equipment which stores or processes COUNTY data, internally or externally.

COUNTY shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to COUNTY's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by COUNTY in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

23. PURCHASING LOCATION & HOURS:

Fresno County Purchasing is located at 4525 E. Hamilton Avenue (**second floor**), Fresno, CA 93702. Non-holiday hours of operation are Monday through Friday, 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 5:00 P.M. PST; Purchasing is closed daily from 12:00 Noon to 1:00 P.M. The following holiday office closure schedule is observed:

January 1*	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington - Lincoln Day
March 31*	Cesar Chavez' Birthday
Last Monday in May	Memorial Day
July 4*	Independence Day
First Monday in September	Labor Day
November 11*	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	
December 25*	Christmas

* When this date falls on a Saturday, the holiday is observed the preceding Friday. If the date falls on a Sunday, the holiday is observed the following Monday.

24. FRESNO COUNTY BOARD OF SUPERVISORS ADMINISTRATIVE POLICIES:

The link below references the Fresno County Board of Supervisors Administrative policies that will apply to this Request for Proposal.

[Click here to view](#)

TABLE OF CONTENTS

	<u>PAGE</u>
OVERVIEW	3
KEY DATES	4
TRADE SECRET ACKNOWLEDGEMENT	5
DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS	7
REFERENCE LIST.....	10
PARTICIPATION.....	11
GENERAL REQUIREMENTS	12
SPECIFIC BIDDING INSTRUCTIONS AND REQUIREMENTS.....	19
SCOPE OF WORK.....	21
SCOPE OF WORK PROPOSAL REQUIREMENTS	31
COST PROPOSAL.....	33
PROPOSED BUDGET PERSONNEL DETAIL.....	36
PROPOSAL CONTENT REQUIREMENTS	39
AWARD CRITERIA	42
CHECK LIST	43
ATTACHMENTS A – D	44

OVERVIEW

The County of Fresno, on behalf of the Department of Social Services (DSS), is soliciting proposals from eligible, qualified, and experienced organizations to provide child abuse prevention, intervention, and treatment services to children and families in Fresno County with Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP) and Promoting Safe and Stable Families (PSSF) funds. Services solicited will strengthen family resilience and nurture the development of healthy behaviors, enhance the safety of children from child abuse and neglect, protect children from further abuse, and promote permanency and well-being. Services will be consistent with the County's 2010 System Improvement Plan (SIP). This plan can be accessed through the following link: www.co.fresno.ca.us/SelfEval.

The County intends to fund the following service categories:

- A. Services to Families – a continuum of primary and secondary prevention, intervention, and treatment services for families at risk of child abuse or neglect. This will include families referred to, or involved with DSS's Child Welfare Services (CWS) system. Services to families may include, but are not limited to:
 - a. Neighborhood-Based Services;
 - b. Time-Limited Family Reunification;
 - c. Domestic Violence Prevention;
 - d. Other Prevention, Intervention and Treatment Services.
- B. Proposals submitted under this category will be funded through PSSF/CAPIT/CBCAP. Bidders should ensure proposed project is consistent with PSSF/CAPIT/CBCAP funding requirements, as appropriate. It is the County's intent to fund **multiple service providers** under this category.
- C. Team Decision Making (TDM) Community Representatives – involves the recruitment, training, coordination, and support of TDM Community Representatives. Services will enhance the early engagement and linkage of families at risk of entering CWS to community resources. This support is critical to improved child safety, and reduced entry/re-entry into CWS. Services will require interface with community prevention providers, other neighborhood based services, and close collaboration with DSS.
- D. This program will be funded with PSSF funds. Total estimated annual funding amount is \$110,000. **One service provider** will be selected to provide services to a minimum of 500 unduplicated families annually.

Eligible recipients of funds must possess an Internal Revenue Code designation of 501(c)3. A bidder who does not have this designation can work under a fiscal agent who does.

KEY DATES

RFP Issue Date: **May 13, 2014**

Vendor Conference: **May 27, 2014 at 10:00 A.M.**

Vendors are to contact Carolyn Flores at (559) 600-7110 if planning to attend vendor conference.

County of Fresno Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702

Deadline for Written Requests for Interpretations or Corrections of RFP:

May 28, 2014 at 11:00 A.M.

Fax No. (559) 600-7126

E-Mail: CountyPurchasing@co.fresno.ca.us

RFP Closing Date:

June 16, 2014 at 2:00 P.M.

County of Fresno Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702

TRADE SECRET ACKNOWLEDGEMENT

All proposals received by the County shall be considered "Public Record" as defined by Section 6252 of the California Government Code. This definition reads as follows:

"...Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975."

Each proposal submitted is Public record and is therefore subject to inspection by the public per Section 6253 of the California Government Code. This section states that "every person has a right to inspect any public record".

The County will not exclude any proposal or portion of a proposal from treatment as a public record except in the instance that it is submitted as a trade secret as defined by the California Government Code. Information submitted as proprietary, confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

"Trade secrets" as defined by Section 6254.7 of the California Government Code are deemed not to be public record. This section defines trade secrets as:

"...Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data or compilation of information that is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

Information identified by bidder as "trade secret" will be reviewed by County of Fresno's legal counsel to determine conformance or non-conformance to this definition. Such material should be submitted in a separate binder marked "Trade Secret". Examples of material not considered to be trade secrets are pricing, cover letter, promotional materials, etc.

INFORMATION THAT IS PROPERLY IDENTIFIED AS TRADE SECRET AND CONFORMS TO THE ABOVE DEFINITION WILL NOT BECOME PUBLIC RECORD. COUNTY WILL SAFEGUARD THIS INFORMATION IN AN APPROPRIATE MANNER.

Information identified by bidder as trade secret and determined not to be in conformance with the California Government Code definition shall be excluded from the proposal. Such information will be returned to the bidder at bidder's expense upon written request.

Trade secrets must be submitted in a separate binder that is plainly marked "Trade Secrets."

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if they are not (1) submitted in a separate binder that is plainly marked "Trade Secret" on the outside; and (2) if disclosure is required or allowed under the provision of law or by order of Court.

Vendors are advised that the County does not wish to receive trade secrets and that vendors are not to supply trade secrets unless they are absolutely necessary.

TRADE SECRET ACKNOWLEDGEMENT

I have read and understand the above "Trade Secret Acknowledgement."

I understand that the County of Fresno has no responsibility for protecting information submitted as a trade secret if it is not delivered in a separate binder plainly marked "Trade Secret." I also understand that all information my company submits, except for that information submitted in a separate binder plainly marked "Trade Secret," are public records subject to inspection by the public. This is true no matter whether my company identified the information as proprietary, confidential or under any other such terms that might suggest restricted public access.

Enter company name on appropriate line:

	Has submitted information identified as Trade Secrets in a separate marked binder.**
(Company Name)	
	Has not submitted information identified as Trade Secrets. Information submitted as proprietary confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.
(Company Name)	

ACKNOWLEDGED BY:

	()	
Signature		Telephone
Print Name and Title		Date
Address		
City	State	Zip

**Bidders brief statement that clearly sets out the reasons for confidentiality in conforming with the California Government Code definition.

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property
- Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature:

Date:

(Printed Name & Title)

(Name of Agency or Company)

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar services. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

☐ Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐ No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

*** Note: This form/information is not rated or ranked in evaluating proposal.**

GENERAL REQUIREMENTS

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the proposal and is identified on the Proposal Identification Sheet.

RFP CLARIFICATION AND REVISIONS: Any revisions to the RFP will be issued and distributed as written addenda.

FIRM PROPOSAL: All proposals shall remain firm for at least one hundred eighty (180) days.

PROPOSAL PREPARATION: Proposals should be submitted in the formats shown under "PROPOSAL CONTENT REQUIREMENTS" section of this RFP.

County of Fresno will not be held liable or any cost incurred by bidders responding to RFP.

Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

SUPPORTIVE MATERIAL: Additional material may be submitted with the proposal as appendices. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).

Bidders are asked to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified in the Table of Contents. Pages must be numbered on the bottom of each page.

Any proposal attachments, documents, letters and materials submitted by the vendor shall be binding and included as a part of the final contract should your bid be selected.

TAXES: The quoted amount must include all applicable taxes. If taxes are not specifically identified in the proposal it will be assumed that they are included in the total quoted.

SALES TAX: Fresno County pays California State Sales Tax in the amount of 8.225% regardless of vendor's place of doing business.

RETENTION: County of Fresno reserves the right to retain all proposals, excluding proprietary documentation submitted per the instructions of this RFP, regardless of which response is selected.

ORAL PRESENTATIONS: Each finalist may be required to make an oral presentation in Fresno County and answer questions from County personnel.

AWARD/REJECTION: The award will be made to the vendor offering the overall proposal deemed to be to the best advantage of the County. The County shall be the sole judge in making such determination. The County reserves the right to reject any and all proposals. The lowest bidders are not arbitrarily the vendors whose proposals will be selected. Award Notices are tentative: Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

County Purchasing will chair or co-chair all award, evaluation and contract negotiation committees.

Award may require approval by the County of Fresno Board of Supervisors.

WAIVERS: The County reserves the right to waive any informalities or irregularities and any technical or clerical errors in any quote as the interest of the County may require.

TERMINATION: The County reserves the right to terminate any resulting contract upon written notice.

MINOR DEVIATIONS: The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

PROPOSAL REJECTION: Failure to respond to all questions or not to supply the requested information could result in rejection of your proposal.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

BIDDERS LIABILITIES: County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFP.

CONFIDENTIALITY: Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFP or the vendor's quotation without prior written approval from the County of Fresno.

BACKGROUND REVIEW: The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

ACQUISITIONS: The County reserves the right to obtain the whole system/services/goods as proposed or only a portion of the system/services/goods, or to make no acquisition at all.

OWNERSHIP: The successful vendor will be required to provide to the County of Fresno documented proof of ownership by the vendor, or its designated subcontractor, upon request of the proposed programs/services/goods.

EXCEPTIONS: Identify with explanation, any terms, conditions, or stipulations of the RFP with which you *CAN NOT* or *WILL NOT* comply with by proposal group.

ADDENDA: In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all agencies and organizations that receive the basic RFP.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables him to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED

No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

EVALUATION CRITERIA: Respondents will be evaluated on the basis of their responses to all questions and requirements in this RFP and product cost. The County shall be the sole judge in the ranking process and reserves the right to reject any or all bids. False, incomplete or unresponsive statements in connection with this proposal may be sufficient cause for its rejection.

SELECTION PROCESS: All proposals will be evaluated by a team consisting of representatives from appropriate County Department(s), and Purchasing. It will be their responsibility to make

the final recommendations. Purchasing will chair or co-chair the evaluation or evaluation process.

Organizations that submit a proposal may be required to make an oral presentation to the Selection Committee. These presentations provide an opportunity for the individual, agency, or organization to clarify its proposal to ensure thorough, mutual understanding.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that Contractor, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner, or associate of the County. Furthermore, County shall have no right to control, supervise, or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the COUNTY or to the Agreement.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

PRICE RESPONSIBILITY: The selected vendor will be required to assume full responsibility for all services and activities offered in the proposal, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the

contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the County.

ADDRESSES AND TELEPHONE NUMBERS: The vendor will provide the business address and mailing address, if different, as well as the telephone number of the individual signing the contract.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

INSURANCE:

Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

B. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

C. Professional Liability

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

This coverage shall be issued on a per claim basis. Contractor agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years following the termination of this Agreement, one or more policies of professional liability insurance with limits of coverage as specified herein.

D. Worker's Compensation

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

Contractor shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees shall be excess only and not contributing with insurance provided under Contractor's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to County.

Within thirty (30) days from the date Contractor executes this Agreement, Contractor shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the County of Fresno, Department of Social Services, 2135 Fresno Street, Fresno, CA 93721, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees, shall be excess only and not contributing with insurance provided under Contractor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to County.

In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, the County may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

AUDIT AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

DEFAULT: In case of default by the selected bidder, the County may procure materials and services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

BREACH OF CONTRACT: In the event of breach of contract by either party, the other party shall be relieved of its obligations under this agreement and may pursue any legal remedies.

CONFIDENTIALITY

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

APPEALS

Appeals must be submitted in writing within *seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue 2nd Floor, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within *seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except, if notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

*The seven (7) working day period shall commence and be computed by excluding the first day and including the last day upon the date that the notification is issued by the County.

RIGHTS OF OWNERSHIP

The County shall maintain all rights of ownership and use to all materials designed, created or constructed associated with this service/project/program.

SPECIFIC BIDDING INSTRUCTIONS AND REQUIREMENTS

ISSUING AGENT: This RFP has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP, its content, and all issues concerning it.

AUTHORIZED CONTACT: All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

VENDOR CONFERENCE: On May 27, 2014 at 10:00 A.M., a vendor's conference will be held in which the scope of the project and proposal requirements will be explained. The meeting will be held at the office of County of Fresno Purchasing, 4525 E. Hamilton (between Cedar and Maple), 2nd Floor, Fresno, California. Addendum will be prepared and distributed to all bidders only if necessary to clarify substantive items raised during the bidders' conference.

Bidders are to contact Carolyn Flores at County of Fresno Purchasing, (559) 600-7112, if they are planning to attend the conference.

NUMBER OF COPIES: Submit one (1) original, with two (2) *reproducible compact disc enclosed and eight (8) copies of your proposal no later than the proposal acceptance date and time as stated on the front of this document to County of Fresno Purchasing. The cover page of each document is to be appropriately marked "Original" or "Copy".

***Bidder shall submit two (2) reproducible compact disc (i.e.: PDF file) containing the complete proposal excluding trade secrets. Compact disc should accompany the original binder and should be either attached to the inside cover of the binder or inserted in an attached sleeve or envelope in the front of the binder to insure the disc is not misplaced.**

INTERPRETATION OF RFP: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFP and fully inform themselves as to the quality and character of services required. If any person planning to submit a proposal finds discrepancies in or omissions from the RFP or has any doubt as to the true meaning or interpretation, correction thereof may be requested at the scheduled Vendor Conference (see

above). Any change in the RFP will be made only by written addendum, duly issued by the County. The County will not be responsible for any other explanations or interpretations.

Questions may be submitted subsequent to the Vendor Conference, subject to the following conditions:

- a. Such questions are submitted in writing to the County Purchasing not later than May 28, 2014 at 11:00 a.m. Questions must be directed to the attention of Carolyn Flores, Buyer III.
- b. Such questions are submitted with the understanding that County can respond only to questions it considers material in nature.
- c. Questions shall be e-mailed to CountyPurchasing@co.fresno.ca.us.

NOTE: The bidder is encouraged to submit all questions at the Vendor Conference. Time limitations can prevent a response to questions submitted after the conference.

SELECTION COMMITTEE: All proposals will be evaluated by a team co-chaired by Purchasing. All proposals will be evaluated by a review committee that may consist of County of Fresno Purchasing, department staff, community representatives from advisory boards and other members as appropriate.

The proposals will be evaluated in a multi-stage selection process. Some bids may be eliminated or set aside after an initial review. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. It will be the selection committee's responsibility to make the final recommendation to the Department Head.

CONTRACT TERM: It is County's intent to contract with the successful bidder for a term of one (1) year with the option to renew for up to two (2) additional one (1) year periods based on mutual written consent. County will retain the right to terminate the Agreement upon giving thirty (30) days advance written notification to the Contractor.

PAYMENT: The County of Fresno, if appropriate, may use Procurement Card to place and make payment for orders under the ensuing contract.

AUDITED FINANCIAL STATEMENTS: Copies of the audited Financial Statements for the last three (3) years for the business, agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**

CONTRACT NEGOTIATION: The County will prepare and negotiate its own contract with the selected vendor, giving due consideration to standard contracts and associated legal documents submitted as a part of bidder's response to the RFP. The tentative award of the contract is based on successful negotiation pending formal recommendation of award. Bidder is to include in response the names and titles of officials authorized to conduct such negotiations.

NOTICES: All notices, payments, invoices, insurance and endorsement certificates, etc. need to be submitted as follows: referencing contract/purchase order number, department, position, title and address of administering official.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

SCOPE OF WORK

OVERVIEW

The delivery of effective child abuse prevention programs is integral to reducing the likelihood that a parent will harm his or her child. Prevention programs aim to mitigate risks, such as domestic violence, substance abuse, mental illness, or poverty, while increasing known protective factors, such as social connections, knowledge of effective parenting, and access to support in times of need. Prevention programs are generally categorized as:

- Primary prevention – aims to raise public awareness about child maltreatment among the general population;
- Secondary prevention – targets families with risk factors for abuse and neglect; and
- Tertiary prevention – programs that prevent continued child maltreatment after abuse or neglect has been reported.

Consistent with the above, the services solicited through this RFP are intended to provide a comprehensive, integrated continuum of strength-based, family-centered, and community-oriented services directed to vulnerable children and families. Services will target the general population, families, and children at risk of abuse and/or neglect, including those served by DSS Child Welfare Services (CWS). Through a combination of primary, secondary, and tertiary prevention services, the following objectives will be accomplished:

- Prevention of maltreatment before it occurs;
- Prevention of child abuse/neglect among families at risk through the provision of supportive family services;
- Increased child safety within the home and preservation of families where children have been maltreated (when the family's problem can be effectively addressed); and
- Increased timely reunification by addressing the problems of families whose children have been placed in foster care.

Proposed services should be consistent with the County's goal to improve child welfare outcomes for child safety, permanency, and family and child well-being and to the 2009 County Self-Assessment (CSA) and 2010 SIP (www.co.fresno.ca.us/selfeval)

Resource references and Glossary of Terms are included in **Attachment A**.

ELIGIBLE APPLICANTS

Eligible recipients of funds include community-based organizations that possess Internal Revenue Code designation 501(c)3 at the time of proposal submission. Eligible applicants may include a lead/fiscal agent.

Applicants must demonstrate:

- effectiveness in child abuse and neglect prevention or intervention;
- broad-based community support and that proposed services are not duplicated in the community, are based on needs of children at risk, and are supported by a local public agency;
- programs/projects are culturally and linguistically appropriate to the populations served;
- services to minority populations are reflected in the proposed project;

- projects are clearly related to the needs of children, especially those 14 years of age and under;
- program/project is aligned with local service need, consistent with the 2009 County Self-Assessment and 2010 System Improvement Plan;
- compliance with federal requirements that anyone who has or will be awarded funds has not been suspended or debarred from participation in an affected program. For specifics visit: <http://www.epls.gov/>; and
- the capacity to transmit data electronically.

FUNDING

Funds for the solicited services will come from CAPIT, PSSF, and CBCAP allocations. These funds are provided by the California Department of Social Services through its Office of Child Abuse Prevention (OCAP).

Estimated Available Funding

Funding Source	Type	Est. Funding Sept. 2014 - June 2015
CAPIT	State	\$ 331,526
CBCAP	Federal	\$ 48,458
PSSF	Federal	\$ 852,082
Total		\$1,232,066

The County intends on funding proposals for an initial term of nine (9) months beginning October 1, 2014 through June 30, 2015. The County may, but is not obligated to, extend awarded contract(s) for up to two additional 12-month periods contingent on the availability of funds and Contractor performance. The number of awards will be determined by the quality of the proposals received and funds available.

Applicants may apply for the provision of any one or more service categories or areas. It is the County's intent to fund a balanced range of coordinated prevention services.

The County expects to award contracts in the range of \$50,000 - \$150,000. Proposals over \$150,000 will be considered when:

- Proposed services include an integrated model in partnership with other entities/organizations and whose services complement each other; and/or
- Proposed services include more than one service component (integrated/complementary combination of services).

The maximum award for the provision of the TDM Community Representative Service is \$110,000 to provide services to 500 families annually.

CAPIT/CBCAP funding will be awarded in the following manner:

Funding Source	Prevention Level	Percent Allocation
CAPIT/CBCAP	Prevention/Intervention	60%
CAPIT/CBCAP	Intervention/Treatment	40%

DESCRIPTION OF SERVICES SOLICITED

Bidders shall ensure submitted proposals meet funding criteria and/or other requirements for CAPIT/CBCAP and PSSF. Current funding information is included in **Attachment B**.

I. Services to Families Category

Services funded through this category will provide a continuum of neighborhood-based prevention, intervention, and/or treatment services to children and/or their families at high risk of abuse and neglect. They will promote the welfare of all children by preventing and/or remedying problems that result in, or have resulted from, neglect or abuse and to prevent the unnecessary separation of children from their families.

Targeted service areas are specified in the subsequent descriptions. Although a primary funding source is indicated, a proposed project may be funded through a combination of CAPIT/CBCAP/PSSF, if appropriate.

A. Neighborhood-Based Services

Funding Source: PSSF – Family Preservation and Community-Based Family Support

Purpose: To improve family functioning, stability and support by ensuring an array of prevention/intervention services/resources for high risk populations in the general community. Services will also provide the opportunity for families and relatives brought to the attention of CWS to maintain children within the family, to resolve issues that brought them into the public system and to transition families to neighborhood supports to prevent re-entry.

Target Population: Fresno County children and families, including high-risk families referred by CWS. Services should target neighborhoods with the highest child welfare participation/removal areas and/or rural areas: 93706; 93722; 93702; 93727; 93705; 93726 (generally Southeast and Southwest neighborhoods).

Service Description: Neighborhood-based services and activities that are integrated, comprehensive, flexible, and responsive to identified community needs as outlined in the CSA. Emphasis is either on the provision of direct services and/or the facilitation of successful linkage of families to other community-based services, schools, health organizations, civic entities, religious institutions and/or treatment services. Consumers referred by DSS must have priority in accessing program services. Services should be offered in a community-based environment. Additional consideration may be given to bidders who can deliver culturally/ethnically appropriate services to African-American and/or Native American families. Services to families referred by DSS could be interventions to prevent a family from entering CWS or to provide additional services/resources to ensure family stability after successful reunification. Core services may include, but not be limited to, a combination of the following:

- Parenting skills training such as: classes; support groups; peer-to-peer child enrichment;
- Services/curricula tailored to the unique needs of fathers and/or grandparents living with adolescents;
- Services/curricula specialized on the recognition of behavioral indicators of child/parental system-induced trauma;
- Basic life skills and advocacy (e.g. adult/teenager stress/anger management, mediation and conflict resolution, and communication skills);
- Resource, information, and referral (links to community resources and services);
- In-home family support based on best practice models;
- Support and family preservation services to kin care providers tailored to keeping children from entering or re-entering CWS;
- Family health and wellness;
- Family economics and self-sufficiency;
- Participation in DSS Team Decision-Making Meetings and/or other Permanency Teaming meetings;
- Family mediation and conflict resolution services, including extended family;
- Child/youth development activities (e.g. mentoring, family literacy, and education support);
- Transportation services;
- Legal advocacy services; and
- Extended and/or weekend hours.

If services are proposed as a Neighborhood Resource Center (NRC) or Family Resource Center (FRC), the program should be guided by the following elements and requirements:

- The environment should increase protective factors, such as the development of community connections, improved access to resources, reduced social isolation, improved social skills, and family empowerment. Key principles include consumer involvement, public/private partnership, community building, and shared accountability.
- The NRC/FRC should collaborate with other community agencies to establish culturally competent and sensitive, user-friendly, and seamless family support services. It should maintain a community advisory forum consisting of parents, relative caretakers, community members, and other interested parties who receive and provide services at the NRC.
- The NRC/FRC facility must be adequate in size to meet the needs of clients and the community. Facilities should reflect a "home-like" atmosphere. Ideally, a facility should include therapeutic offices (if applicable), meeting rooms, a resource center, a child development area that is well-equipped and comfortable for infants, toddlers, and pre-schooled age children, recreational room and community kitchen.

- An NRC/FRC should offer extended and weekend hours. Services should also be offered on a "walk-in" basis. Input on program services must be obtained from a variety of individuals, including but not limited to, community residents, parents (consumers), relative caretakers, civic groups, and school personnel.

B. Time-Limited Family Reunification

Funding Source: PSSF-Time-Limited Family Reunification (TLFR)

Purpose: To address the problems of families whose children have been placed in foster care so that reunification may occur safely and timely.

Target Population: Children that are removed from their home and placed in a foster family home of a child care institution. Parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely, appropriately, and in a timely fashion, but only during the 15-month period that begins on the date the child is considered to have entered foster care.

Description: PSSF - TLFR targets children that have been removed and placed in a foster home or child care institution. The time limitation factor of TLFR is that services can be provided only during a 15-month period that begins on the date the child is considered to have entered foster care. For a list of allowable services and activities, refer to Attachment B, PSSF – Time Limited Family Reunification. **Please note that the County is not soliciting proposals to provide substance abuse and mental health services.**

C. Domestic Violence Prevention

Funding Source: CAPIT/PSSF

Purpose: To provide sexual assault, child molestation, child abuse, and domestic violence prevention education to children and families

Target Population: Children and families in Fresno County, with an emphasis on rural communities.

Description: Provision of prevention and intervention services through education presentations, crisis intervention support and response, counseling, and advocacy to children of all ages and their families.

D. Other Prevention, Intervention, and Treatment Services

Funding Source: PSSF/CAPIT/CBCAP

Purpose: To maintain family functioning and stability.

Target Population: Focus is on the general population and/or families and children who are high risk, including those that come to the attention of CWS due to allegations of abuse or neglect.

Description: Array of services that may not fall under other identified service components, designed to preserve/maintain families who are at-risk or in crisis to improve family functioning and improve safety of children. Services should be family-

focused and designed to ensure child safety and/or prevent the unnecessary separation of families.

E. TDM Community Representatives Category

Funding: PSSF – Family Preservation/Community Based Family Support (\$110,000)

Purpose: To provide support and enhanced engagement of families involved with CWS through participation at Team Decision-Making meetings.

Target Population: Families involved with CWS that have a child placed in protective custody, or cases that are considered at “imminent risk” for child removal.

Description: DSS seeks one provider for the recruitment, training, support, and coordination of TDM Community Representatives. Community Representatives attend TDMs and contribute to decisions made regarding child safety, entrance into CWS or preservation of the family. Currently, TDM representatives are paid a \$25 stipend per meeting. The successful bidder will work closely with community prevention providers, other neighborhood-based services and DSS.

TDMs are held at DSS facilities, and are convened at various junctures along the continuum of a child welfare case; however, they occur most when there is risk a child may be removed from their home, when a child is initially placed out of their home, prior to reunification, and when a placement decision is needed. A TDM is facilitated by specialized DSS agency staff, and actively involves birth families and community members, resource families, service providers, and other involved DSS staff. The interdisciplinary nature of a TDM ensures a network of support for a child/family brought to the attention of CWS. The duration of a typical TDM meeting is 2 hours. The TDM process follows the Annie E. Casey Foundation model.

Solicited services include the provision of ongoing training and support, oversight, and management/coordination of recruited Community Representatives to attend TDMs (as requested by DSS) on behalf of families referred to, and/or involved with, DSS. As appropriate to maintain capacity, the successful bidder will be responsible for ongoing recruitment of new Community Representatives.

Community Representatives will be the “community expert” for a family throughout the TDM meeting and ensures a family is made aware of community resources, as appropriate. The successful bidder shall have current general understanding and knowledge of CWS and of the role of a Community Representative.

During the TDM, the Community Representative assists in providing information on formal and/or informal resources available in the community and provides support to the family. On a case by case basis, a Community Representative's role may involve assisting a family after the TDM meeting to ensure linkage to services. However, in general, the role of the Community Representative is primarily to attend the TDM on behalf of the family.

TDM meetings almost exclusively occur Monday through Friday, 8AM to 5PM.

Core expectations will include:

- Recruitment - A specific number of Community Representatives is not explicitly indicated. The expectation is that the successful bidder will recruit and manage

Community Representatives consistent with DSS needs. DSS will allow a graduated process for recruitment during the first year. It is expected that the successful vendor will have sufficient capacity to fully meet DSS needs. Currently, DSS contracts for these services and 25 community representatives are available to participate in 350 TDMs per year.

- Community Representatives shall be recruited and coordinated to reflect the following attributes:
 - live in the “communities” that represent the family having a TDM. For example, a Community Representative living in the 93702 area shall be called when a Community Representative is requested for a family that lives in the same area;
 - be culturally/ethnically diverse, and be recruited from areas in the county consistent with the needs of primary TDM zip code areas (see chart below for zip code distribution); and/or
 - have a “specialized” area of expertise/knowledge should also be recruited. For example, a Community Representative may have extensive knowledge/experience in immigration issues.
- Orientation – A monthly orientation shall be held for interested new Community Representatives. DSS will refer any new inquiries to the agency; however, it is the responsibility of the agency to recruit new participants. DSS may monitor and co-facilitate orientations throughout the contract term, or until DSS otherwise determines.
- Community Representative Support – The successful bidder will provide supervisory/clinical support to Community Representatives through regular one-on-one and/or group meetings. The latter should be a forum to allow, for example, debriefing, case consultation, consistency with engagement, etc.
- Participation in DSS Committees – The successful bidder shall participate and/or allow Community Representatives the ability to participate in committees, as required by DSS.
- Training – The successful bidder will provide at minimum four (4) quarterly trainings to their TDM Community Representatives. Additional training should be provided, as needed. DSS will work with the vendor on the provision of specific CWS training, as appropriate. Bidders must describe their training and/or training plan and indicate time frame for readiness.
- Availability of Community Representative – In general, DSS will contact the successful bidder one day prior to a scheduled TDM. However, on occasion, a same day request may be made. The bidder should describe their ability to respond to a same day request. The DSS intent is to provide as much advance notification of a TDM as possible.
- Community Representatives shall agree to strict confidentiality and shall agree to sign any and all confidentiality statements as required.

The following table provides current geographical data on TDMs conducted.

Number of TDM families by zip code over a six month period (n=316)							
Zip Code	#	Zip Code	#	Zip Code	#	Zip Code	#
93210	2	93638	1	93702	29	93722	29
93602	2	93640	2	93703	17	93723	2
93607	2	93646	3	93704	14	93725	8
93610	1	93648	2	93705	19	93726	29
93611	7	93650	1	93706	24	93727	21
93612	9	93654	5	93710	11	93728	9
93622	2	93657	6	93711	7	93730	1
93630	5	93662	6	93718	1		
93631	1	93675	1	93720	7		
93636	2	93701	18	93721	10		

Additional information on the current DSS TDM Community Representative program is included in **Attachment C**.

PERFORMANCE OUTCOMES AND EVALUATION

DSS will assist the selected vendor in finalizing their proposed service outcomes during the contract negotiation process. Where appropriate, program outcomes will demonstrate a change in participant attitude, behavior, and/or knowledge. Bidders will include engagement, short-term, and intermediate outcomes.

Proposals should include a minimum of two (2) long-term goals. For each long-term goal bidders should develop one to two (of each) engagement, short-term, and intermediate outcomes for the proposed project that:

- Clearly articulates the problem or risk factor to be addressed;
- Defines the intervention or methodology for addressing the problem;
- States the desired outcome; and
- Identifies the evaluation tool(s) and/or indicators that will be tracked to demonstrate achievement of, or movement towards the desired outcome

The following are examples of goal statements and performance outcomes.

Long Term Goals

Long Term Goals reflect longer term changes, primarily in status and conditions (sometimes called impacts). Examples of long-term goals include:

- Decrease in the incidence of child abuse and neglect;
- Decrease in domestic violence;
- Improved timely reunification of families;

- Increased permanency;
- Improved Racial Equity in CWS entries and stays in foster care;
- Reduced likelihood of foster care re-entry after successful reunification.

Engagement Outcome Example

Problem Statement: High early dropout rate (within two weeks) of participants who initially accepted voluntary in-home visitation services.

Intervention: Program staff will focus on engaging participants in a courteous and professional manner that demonstrates respect for cultural practices and beliefs.

Desired Outcome: Participants will experience a welcoming environment, understand the benefits of in-home visitation services to their family, and continue with program services.

As measured by: A consumer satisfaction survey that will demonstrate:

- Specific number or percent of participants that report a positive experience;
- Specific number or percent of participants in a program that report feeling welcomed and treated professionally and courteously;
- Specific number or percent of participants in a program that understand the benefits of in-home visitation services to their family.

Short-term Outcome Example

Short term outcomes reflect changes in knowledge, attitudes, skills, and aspirations of participants within a relatively short period of time.

Problem Statement: Limited knowledge of appropriate parenting practices and child abuse issues contribute to abusive behaviors.

Intervention: Educational workshops that provide knowledge of child abuse topics and appropriate parenting practices.

Desired Outcome: Increased knowledge of appropriate parenting practices and the topic of child abuse

As measured by an evaluation survey that identifies:

- Specific number or percent of participants attending an educational workshop who demonstrate an increased knowledge related to the topic of child abuse;
- Specific number or percent of participants participating in the program who report an increased knowledge of appropriate parenting practices.

Intermediate Outcome Example

Intermediate Outcomes are primarily changes in applied skills and behavior.

Problem Statement: A parent's emotional and mental status, as a result of experiencing multiple stress factors, put him or her at risk of abusing their children.

Intervention: Twelve individual therapy sessions for parents identified to be at risk because of multiple stress factors.

Desired Outcome: Parents at risk of abusing children because of multiple stress factors show improvement in emotional and mental status after completion of 12 therapy sessions.

As measured by: Personal Orientation Inventory that identifies:

- Number or percent of consumers who demonstrate an improvement in emotional and mental status upon completion of therapy sessions.

Evaluation

Providers of service will be expected to evaluate their services using valid and reliable evaluation tools that demonstrate achievement of the desired outcomes. Bidders are required to describe their evaluation plans in their response.

SCOPE OF WORK PROPOSAL REQUIREMENTS

Proposals will include responses to the following:

1. Problem and Need Description

- Describe your understanding of the various problems facing Fresno County children and families, and the stressors linked to these problems (e.g. economic, parenting, domestic violence, etc.)
- Describe how the proposed program/project is aligned with local service need, consistent with the 2009 CSA and 2010 SIP.
- Describe how the proposed project is appropriate to address the problems indicated.
- Include whether the service model is based on evidence or research. Cite as necessary.
- As appropriate, include/cite supporting data.

2. Target Population

- Provide a description and characteristics of your target population including age, gender, household income, education, geographical location, and previous/current DSS involvement.
- Describe the number of unduplicated families/clients you propose to serve monthly and annually for this project only. "Unduplicated" refers to the number of distinct individuals to be served.
- Describe strategies and activities for outreach and information dissemination to the target population regarding the project.

3. Service Description and Tasks

- Provide a detailed description of the proposed project, program goals, and objectives.
- Describe how services, program activities, and materials will be developed and provided in a manner that is racially and culturally sensitive to the population being served;
- Identify how service days/hours will be consistent with community need;
- Describe the process, including individual tasks/activities to be performed, and timeframes for project implementation.
- Provide proposed service outcomes. Please refer to the "Performance Outcomes and Evaluation" section in the RFP Scope of Work.

4. Organizational Readiness

- Identify the administrative structure for the project, including reporting levels and lines of authority within the agency. Include organizational chart and job descriptions of key staff.
- Identify agency's ability to leverage funds; applicants should describe other (non-CAPIT/PSSF/CBCAP) funding sources, including other funds applied for, which may consist of fundraising for the project and other program/income development. Applicants are asked to describe in their budget proposal how funds will be leveraged within their agency.
- Indicate how your organization collaborates with other local agencies to enhance service provision.

- Describe the education and experience of the person in charge of the program's financial management. Include any pertinent certification (e.g., CPA, CMA, CIA) as it pertains to budgetary, financial, and accounting principles relevant to nonprofit financial management. If the position is vacant, a sample job description must be submitted. If position is filled, include resume.
- Describe ability to coordinate and align services with the Child Abuse Prevention Council's prevention efforts under Welfare and Institutions Code, Chapter 12.5;
- Demonstrate ability to identify and provide services to isolated families;
- Demonstrate familiarity to neighborhood/community resources and ability to connect families;
- Describe willingness and ability to work closely with the Department to eliminating racial disproportionality and disparity efforts, Family Advocates (Cultural Brokers) and Team Decision-Making meetings, as appropriate;
- Describe willingness to keep informed and integrate recommended changes that emanate from the Fresno County Pediatric Death Review Committee.

COST PROPOSAL

Use this section to detail all individual and aggregate expenses in support of your proposal. Bidders are expected to present their proposed expenses in a clear and concise manner that will allow the Review Committee to readily discern the full and true cost associated with each task, activity and/or deliverable. Include rates for all services, materials, equipment, etc., to be provided under the proposal for the proposed project year.

Cost proposals should include an itemized and detailed initial nine (9) month budget and a twelve (12) month budget. The annual costs offered must remain valid for the entire contract period, including all potential contract renewal periods. It is County's intent to contract with the successful bidder for a term of nine (9) months with the option to renew for up to two (2) additional one (1) year periods.

All amounts should be rounded to the appropriate whole number, e.g., \$10.15 should be shown as \$10, or \$10.80 should be shown as \$11.

To the extent permitted by State and Federal rules and regulations, a one-time advanced payment of up to twenty (20) percent of the total compensation may be requested for start-up cost. Approval of the advance payment is at the sole discretion of the County's Department Director or designee. To receive an advance, a request must be made in writing with a detailed explanation and indicating the exact dollar amount requested. The request can be made any time following the Board of Supervisors approval of the contract but prior to submitting the first invoice. The County's Business office will automatically deduct equal installments from claims submitted for the final six months of the contract.

All proposals must have the following:

A. Proposed Budget Summary - Provide a complete budget for the services that are proposed. Any additional budget categories should be added in the space provided, including start-up items and on-going materials or supplies.

B. Proposed Personnel Detail:

Salaries

Position: Show each staff position that will be providing services.

% Of Time: Indicate the percentage of time for which the individual will provide services under the term of the contract. Number of Months: State the number of months the individual will receive a salary or wages.

Monthly Salary/Hourly Wages: State the individual's total monthly salary, or if paid by the hour, indicate hourly wage multiplied by the number of hours per month. Salary wages funds requested: Total staff salaries/wages to be paid through this contract.

Note: **The administrative rate shall not exceed 15% of total program budget.** To determine the 15% maximum: add all administrative salaries and identified corporate overhead and divide that number by the total program budget.

If the project uses volunteer personnel in the ongoing delivery of services include the position title, number of hours provided by the volunteer and the job duties on a separate sheet of paper. Attach this information to the project proposal.

Payroll Taxes

This includes FICA, SUI, and SDI. List each cost separately and show computations.

Note: The FICA rate is currently 7.65%, which must be paid for all staff. The SUI rate varies for each agency and the cost is computed on the first \$7,000 of salary/wages paid each year.

Benefits

This includes Health Insurance, Life Insurance, Retirement, and other benefits which should be specified.

Note: **Benefits may not exceed 20% of the salaries paid to employees.** Workers' Compensation is an insurance expense and should be entered under Operational Expenses, not under this employee benefit section.

C. Proposed Budget Detail

Show detailed descriptions for Services and Supplies only. Account numbers for each category are listed on the Proposed Budget Summary page. All items to be funded must be shown in detail on this budget page and should be shown on a monthly basis whenever appropriate. Provide as much detail as possible for each category. If more than one item is included in the same category, show the total for the Subtotal Column again in the Total Column. (See example below)

Budget Line Item	Category/Description & Calculation	Subtotal	Total
0250	INSURANCE		
	General Liability	150	
	Fire and Theft	100	
	Worker's Compensation @ 2.3%	675	
			\$925
0400	EQUIPMENT		
	1 chair @ \$10/mo. x 12 mo.	120	
	1 desk @ \$20/mo. x 12 mo.	240	
	1 file cabinet @ \$10/mo. x 12 mo.	120	
			\$480

D. Proposed Budget Detail Narrative

The narrative should provide an explanation of the proposed budget amount that will be spent on each budget line item. There is no recommendation for page length. Include explanation of any line item expenditure, which may be unclear to a reviewer who is unfamiliar with your organization. If the provided budget template lacks sufficient space for this, include any additional forms to provide further explanation.

COST PROPOSAL

PROPOSED BUDGET SUMMARY

Use this template to submit a 9-month and a 12-Month proposal

VENDOR NAME: _____

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	100	\$
Payroll Taxes	150	\$
Benefits	200	\$
SUBTOTAL		\$
SERVICES & SUPPLIES		
Insurance	250	\$
Communications	300	\$
Office Expense	350	\$
Equipment	400	\$
Facilities	150	\$
Travel Costs	500	\$
Program Supplies	550	\$
Consultancy/Subcontracts	600	\$
Fiscal & Audits	650	\$
Indirect Costs	700	\$
SUBTOTAL		\$
TOTAL EXPENSES		\$

PROPOSED BUDGET PERSONNEL DETAIL

VENDOR NAME: _____

SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Funds Requested

Total Salaries/ Wages \$ _____

Total Salaries and Benefits \$ _____

PROPOSED BUDGET DETAIL (Services and Supplies)

VENDOR NAME: _____

[illegible]

PROPOSED BUDGET DETAIL NARRATIVE

VENDOR NAME: _____

Explain the amounts entered in the Proposed Budget Detail. A clear and concise narrative shall provide a detailed explanation of the proposed budget amount that will be spent on each budget line item. There is no recommendation for page length.

PROPOSAL CONTENT REQUIREMENTS

It is important that the vendor submit his/her proposal in accordance with the format and instructions provided under this section. Doing so will facilitate the evaluation of the proposal. It will limit the possibility of a poor rating due to the omission or mis-categorization of the requested information. Responding in the requested format will enhance the evaluation team's item by item comparison of each proposal item. The vendor's proposal may be placed at a disadvantage if submitted in a format other than that identified below.

Bidders are requested to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified. Each page should be numbered.

Each binder is to be clearly marked on the cover with the proposal name, number, closing date, "Original" or "Copy", and bidder's name.

Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested. Supportive material may be attached as appendices. All pages, including the appendices, must be numbered.

Vendors are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be submitted in a separate binder clearly marked "TRADE SECRETS", see Trade Secret Acknowledgement section.

The content and sequence of the proposals will be as follows:

- I. RFP FACE SHEET – This sheet is included in **Attachment D** and must be completed and submitted with each proposal.
- II. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- III. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- IV. TABLE OF CONTENTS
- V. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. In this section the bidder should address the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest. This section will be reviewed by County Counsel for

compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.

VI. TRADE SECRET:

A. Sign where required.

VII. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

VIII. REFERENCES

IX. PARTICIPATION

X. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:

- A. Exceptions to General Conditions.
- B. Exceptions to General Requirements.
- C. Exceptions to Specific Terms and Conditions.
- D. Exceptions to Scope of Work.
- E. Exceptions to Proposal Content Requirements.
- F. Exceptions to any other part of this RFP.

XI. VENDOR COMPANY DATA: (Three (3) pages maximum) This section should include:

- A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
- B. Descriptions of any similar or related contracts under which the bidder has provided services.
- C. Descriptions of the qualifications of the individual(s) providing the services.
- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
- E. A brief description of the bidder's current operations, and ability to provide the services.
- F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**
- G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency

- H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
- I. Describe any payment problems that you have had with the County within the past three (3) years:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.
- XII. SCOPE OF WORK: (Twenty (20) pages maximum)
 - A. Bidders are to use this section to describe the essence of their proposal.
 - B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work" items. Each description should begin with a restatement of the "Scope of Work" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
 - C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
 - D. A complete description of any alternative solutions or approaches to accomplishing the desired results.
- XIII. COST PROPOSAL: Quotations may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.
- XIV. REPORTS/EXHIBITS
 - A. A Detailed articulation of service goals and outcomes must be included in your scope of work. Please refer to the "Service Outcomes and Evaluation" section of this RFP for more details.
- XV. CHECK LIST

AWARD CRITERIA

COST

As submitted under the "COST PROPOSAL" section.

CAPABILITY AND QUALIFICATIONS

All proposals will be assessed based on their ability to address the problems the County faces, as outlined in the 2009 CSA and 2010 SIP, as well as their ability to present effective solutions within the confines of the funding sources. To be considered, all proposals must be in congruence with the requirements outlined under the "PROPOSAL CONTENT REQUIREMENTS" section.

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the RFP package in order to make the RFP compliant. Because this checklist is just a guideline, the bidder must read and comply with the RFP in its entirety.

Check off each of the following:

1. _____ The Request for Proposal (RFP) has been signed and completed.
2. _____ Addenda, if any, have been completed, signed and included in the bid package.
3. _____ One (1) original plus eight (8) copies of the RFP have been provided.
4. _____ The completed *Trade Secret Form* as provided with this RFP (Confidential/Trade Secret Information, if provided must be in a separate binder).
5. _____ The completed *Criminal History Disclosure Form* as provided with this RFP.
6. _____ The completed *Participation Form* as provided with this RFP.
7. _____ The completed *Reference List* as provided with this RFP.
8. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
9. _____ The complete RFP Face sheet as provided with this RFP.
10. _____ Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFP No.	952-5266
Closing Date:	June 16, 2014
Closing Time:	2:00 P.M.
Commodity or Service:	Child Abuse Prevention, Intervention and Treatment Services (CAPIT, CBCAP, PSSF)

Return Checklist with your RFP response.

ATTACHMENTS A – D

- A. Resources/Glossary**
- B. Funding Information**
- C. TDM Community Representative Information**
- D. RFP Face Sheet**

ATTACHMENT A – RESOURCES/GLOSSARY

ADDITIONAL RESOURCES

Child Welfare Information Gateway - Provides resources for the full continuum of child welfare from prevention through adoption including information on evidence-based practices, promising practice models, identifying objectives/outcomes, developing logic models, assessment, home visiting, evaluation, etc. for child welfare services.

<http://www.childwelfare.gov/index.cfm>

FRIENDS - Planning resources for assessment, evaluation, child welfare outcomes and indicators, Healthy Marriage, home visiting, fatherhood, etc.

www.friendsnrc.org

Fresno County Self Assessment and System Improvement Plan:

www.co.fresno.ca.us/SelfEval

Birth Cohort Study of Involvement with Child Protective Services before Age 5:

http://cssr.berkeley.edu/ucb_childwelfare/CDN_Files/files/CDN_10_Fresno%20County.pdf

GLOSSARY OF TERMS

Child Abuse and Neglect Prevention - W&I Code Section 18951 (e) defines “child abuse.” Therefore, we may define “child abuse and neglect prevention” as: The prevention of (1) serious physical injury inflicted upon a child by other than accidental means; (2) harm by reason of intentional neglect, malnutrition, or sexual abuse; (3) lack of basic physical care; (4) willful mental injury; and (5) any condition which results in the violation of the rights or physical, mental, or moral welfare of a child.

Child Abuse Prevention Coordinating Council - Child Abuse Prevention Coordinating Councils (CAPCs) of California are community councils appointed by the county Board of Supervisors whose primary purpose is to coordinate the community’s efforts to prevent and respond to child abuse. Their activities include: providing a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases, promoting public awareness of the abuse and neglect of children and the resources available for intervention and treatment, encouraging and facilitating training of professionals in the detection, treatment and prevention of child abuse and neglect, and recommending improvements in services to families and victims. In Fresno County, the Fresno Council on Child Abuse Prevention is the Board designated CAPC.

Children – An individual who is under 18 years old.

Child Welfare Services - Programs/services within the Department of Social Services designed to promote the safety, permanency, and well-being of children.

Child Well-Being - A primary outcome for CWS focused on how effectively the developmental, behavioral, cultural and physical needs of children are met.

Collaboration - A process that involves exchanging information, aligning activities, sharing resources and enhancing the capacity of one another to achieve mutual benefits and a common purpose by sharing responsibilities, resources, risks and rewards. Often collaborations form public and private partnerships, and include representation from the population to be served. They meet regularly, working together in small groups, often performing different tasks and roles to achieve a common objective.

Community-based - Formal and informal support and services in a child/families' own community, neighborhood and natural environment that may enable them to live, learn and grow safely, competently and productively.

County Self-Assessment - (CSA) A comprehensive needs assessment of the full scope of child welfare and probation services in the county. Completed triennially and serves to inform the development of the county's System Improvement Plan. The most recent Fresno County CSA was completed in 2009. It can be accessed through www.co.fresno.ca/SelfEval.

Culturally Sensitive - The acceptance and understanding of cultural mores and their possible influence on the client's problem and or behavior.

DSS - The Fresno County Department of Social Services (formerly two separate county departments: Department of Children and Family Services and Employment and Temporary Assistance).

Evidence-Based Programs and Practice - Evidence-based programs and practices (EBP) is an approach to social work practice that includes the process of combining research knowledge; professional/clinical expertise; and client and community values, preferences and circumstances. It is a dynamic process whereby practitioners continually seek, interpret, use, and evaluate the best available information in an effort to make the best practice decisions in social work.

Fresno Council on Child Abuse Prevention (FCCAP) - The organization in Fresno County that is responsible for raising and maintaining public awareness of child abuse and neglect. FCCAP conducts outreach and public education throughout the County, holds seminars and forums, arranges and provides professional, as well as many other activities to prevent child abuse. FCCAP will review applications for CAPIT/CBCAP funding and make recommendations to the Director of the Department of Social Services. See Child Abuse Coordinating Councils.

Neighborhood Resource Center (NRC) - School and/or non-based school centers which primarily provide prevention/non-crisis family support services to nearby resident families although their services are also available to the community-at-large. The facility should be conveniently located in the community where families or anyone in need, can access a variety of programs and services. Services provided should be comprehensive and integrated. It is also known as a Family Resource Center.

OCAP - Refers to the Office of Child Abuse Prevention, a division of the California State Department of Social Services (CDSS), which is responsible for awarding AB 1733 funds to participating counties to be used for implementation of local child abuse prevention, intervention, and treatment programs.

Outcomes - An indicator that measures the results of treatment and/or services provided to clients and/or families.

- **Engagement Outcomes** - Describes the client's level satisfaction or participation a particular service or event. Examples of engagement outcomes include developing trust in the staff, feeling welcome at the program or attending programs voluntarily.
- **Short-Term Outcomes** - Describes what client benefits are expected as a result of having received services. Examples include: increased knowledge of positive discipline techniques, increased motivation to succeed in school or increased job readiness skills.
- **Intermediate Outcomes** - Describes changes in applied skills and behavior. Examples include: increased uses of positive discipline skills, improvement in school grades or completion of a job-training course.
- **Long-Term Outcomes** - Describes the long-term effect the project hopes to accomplish as a result of having provided service. Examples include: establishment of safe and supportive family environments, a decrease in the incidence of child abuse and neglect, or a decrease in substance abuse.

Peer-Review Process - Required for CBCAP funded programs. Peer review is a process by which a set of peers of funded programs review and assess each others' practice. It is also considered a form of quality assurance that uses a process of internal self-assessment and external review to gather information about the program and participant outcomes. Grounded in the principles of family support and prevention, the overall goal of peer review is to use the findings for program planning and to improve practice.

Performance Indicators - Specific, measurable data points used in combination to gauge progress in relation to established outcomes.

Permanence - A primary outcome for CWS whereby all children and youth have stable and nurturing legal relationships with adult caregivers that create a shared sense of belonging and emotional security enduring over time.

Prevention - Community education that enhances the general well being of children and their families. These education services are designed to enrich the lives of families, to provide information and skills to improve family functioning, and to prevent the types of stress and problems that might lead to child abuse or neglect. It also includes providing the parents of children of all ages with information regarding child rearing and community resources.

Promoting Safe and Stable Families (PSSF) - A federal grant program that provides funding for prevention and support services in child welfare. In an effort to reduce child abuse and neglect, the PSSF program supports services to help strengthen and build healthy marriages, improve parenting skills and promote timely family reunification in situations where children must be separated from their parents for their own safety. The Adoptions and Safe Families Act specifies that PSSF funds be allocated at a minimum of 20 percent to each of the following service components: Family Preservation, Community-Based Family Support, Time-Limited Family Reunification, and Adoption Promotion and Support.

Resource Families - Relative caregivers, licensed foster parents, and adoptive parents who meet the needs of children who cannot safely remain at home. Resource families participate as members of the multidisciplinary team.

System Improvement Plan (SIP) - The AB 636 SIP is the operational agreement between the county and the state. Describes how a county will improve outcomes for children, youth and families. The SIP is developed quinquennially. The 2010 Fresno County SIP can be access through www.co.fresno.ca.us/SelfEval.

Team Decision Making (TDM) - A group process which involves not just foster parents and caseworkers, but also birth families and community members in all placement decisions to ensure a network of support for children and the adults who care for them.

ATTACHMENT **B** – FUNDING INFORMATION



Child Abuse Prevention Councils (CAPCs)

April 2009

Child Abuse Prevention Councils (CAPCs)

I. Purpose

The Child Abuse Prevention Councils (CAPCs) are community councils whose primary purpose is to coordinate the community's efforts to prevent and respond to child abuse and neglect.

Councils should be incorporated as nonprofit corporations, or established as independent organizations within county government, or comparably independent organizations as determined by the Office of Child Abuse Prevention.

The CAPCs were created in response to the Legislature's findings of the following:

- Child abuse is one of the most tragic social and criminal justice issues of our times.
- Victims of child abuse and their families face a complex intervention system involving many professionals and agencies.
- Coordination by child protection agencies and personnel improves the response to a victim and his or her family.
- The prevention of child abuse requires the involvement of the entire community.

II. Funding

Each county shall fund the CAPC from the county's children's trust fund. Councils are required to provide a local cash or in-kind match of 33 and 1/3 percent. Councils unable to raise the full match for the maximum allocation are provided a partial grant in the amount of three grant dollars to each match dollar. In addition, councils must develop a protocol for interagency coordination and provide yearly reports to the county Board of Supervisors.

A county may also utilize their Child Abuse Prevention, Intervention, and Treatment (CAPIT) program, Promoting Safe Stable Families, Family Support Services funds, Community-Based Child Abuse Prevention (CBCAP) program or Kids Plate funds to financially support their CAPCs.

III. CAPC Functions

Child Abuse Prevention Council functions include:

- provide a forum for interagency cooperation and coordination in the prevention, detection, treatment and legal processing of child abuse cases
- promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment
- encourage and facilitate training of professionals in the detection, treatment and prevention of child abuse and neglect
- recommend improvements in services to families and victims
- encourage and facilitate community support for child abuse and neglect programs

Additionally, Councils may form committees to carry out specific functions, such as committees for interagency coordination, multidisciplinary teams, professional training, public awareness, service improvement, advocacy and/or fundraising committees.

IV. Council Participants

Child Abuse Prevention Councils work in collaboration with representatives from various disciplines, including: public child welfare, the criminal justice system and the prevention and treatment services communities. Councils shall include representation from the county child welfare or children's services department, probation department, licensing agencies, law enforcement, district attorneys offices, courts, coroner and community service providers such as medical and mental health services, community-based social services, community volunteers, civic organizations, tribes and faith-based communities.

V. Resource

Welfare and Institutions (W&I) Code Sections 18963; 18980; 18981-18981.1; 18982-18982.4; 18983-18983.8



**CHILD ABUSE PREVENTION,
INTERVENTION AND TREATMENT PROGRAM
(CAPIT)**

**Office of Child Abuse Prevention
744 "P" Street, MS 8-11-82
Sacramento, CA 95814
916-651-6960**

www.childsworld.ca.gov/PG2289.htm

CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT) PROGRAM

I. What is CAPIT?

CAPIT is the Child Abuse Prevention, Intervention and Treatment Program designed to fund the prevention, intervention and treatment of child abuse in California.

II. Authorities

Assembly Bill (AB) 1733 (Chapter 1398, Statutes of 1982) provided the first major commitment of state General Fund dollars to the California Department of Social Services (CDSS) to fund child abuse and neglect prevention and intervention programs. The CAPIT Program requirements are now contained in Welfare and Institution Code (W&IC) Sections 18960 - 18964.

Effective July 1, 2011, AB 118 (Chapter 40, Statutes of 2011) realigned the funding for the CAPIT program from the state to the local governments and redirects specified tax revenues to fund this effort. Senate Bill (SB) 1020 (Chapter 40, Statutes of 2012) established the Support Services Account and Protective Services Subaccount within the Local Revenue Fund (LRF) 2011. CAPIT Program funds, as identified in W&IC Sections 18960-18964, are deposited monthly by the State Controller into the Protective Services Subaccount within each county's LRF 2011.

The realignment of state funds to counties, including CAPIT, allow for more flexibility. With the passage of SB 1013 (Chapter 35, Statutes of 2012) in June of 2012, counties now have the ability to use CAPIT funds in-house and are no longer required to go through a competitive bid process for the selection and funding of services. Funds may also be used to contract with public or private, non-profit agencies. (Also see the "Program Requirements" section in this document.)

Beginning in the Fiscal Year 2011-12 and for each fiscal year thereafter, funding and expenditures for programs and activities under this section shall be in accordance with the requirements provided in sections 30025 and 30026.5 of the Government Code.

The Office of Child Abuse Prevention (OCAP) within the California Department of Social Services (CDSS) has been designated as the single state agency to administer and oversee the funds. The OCAP provides oversight and consultation through the California Child and Family Services Review (C-CFSR) to ensure that each county:

- (1) Allocates revenues through the use of an accountable process that utilizes a multidisciplinary approach;
- (2) Explains how services funded are coordinated with the array of services available in the county; and
- (3) Ensures funded services are based on priority unmet need.

The OCAP shall review and approve these plans prior to authorizing county expenditure of funds.

CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT) PROGRAM

III. Purpose

CAPIT funds are used to fulfill Federal Community-Based Child Abuse Prevention (CBCAP) grant matching and leveraging requirements. As such, these funds cannot be used as a match for other federal funds. Funds shall be used for child abuse prevention, intervention and treatment services as described in statute and regulation.

All funds expended by a county for CAPIT activities shall be expended by the county in a manner that will maximize eligibility for federal financial participation, including reporting requirements.

IV. Target Population

Priority for services shall be given to:

- Children who are at high risk, including:
 - Children being served by county welfare departments for abuse and neglect.
 - Children referred for services by legal, medical, or social service agencies.
- Minority populations
- Projects and services related to the needs of children, especially children under 14 years of age.

Priority shall be given to prevention programs through:

- Nonprofit agencies, including where appropriate, programs that identify and provide services to:
 - Isolated families, particularly those with children five years of age or younger;
 - High quality home visiting programs based on research-based models of best practice;
 - Services to child victims of crime.

V. Use of Funds

Funding can be used to supplement, but not supplant, child welfare services.

Funding priority given to private, nonprofit agencies with programs that serve the needs of children at risk of abuse or neglect and that have demonstrated effectiveness in prevention or intervention. Each county shall monitor the projects that are funded by CAPIT. Services may include, but not be limited to:

- day care,
- respite services,
- transportation,
- mental health services,

CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT) PROGRAM

- services provided through home visiting programs,
- parent education and support programs,
- domestic violence services,
- disability services,
- early developmental screening and assessment, and
- counseling services.

No more than ten (10) percent of the funds may be used for administrative costs.

Administrative costs are defined as:

Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Depreciation, software, and office equipment are examples of administrative costs.

Allowable costs that would not have been incurred had it not been for the program are direct program costs not administrative (e.g. program personnel, training, supplies, travel).

VI. Program Requirements

Counties are required to demonstrate the following program requirements are met through the County Self-Assessment (CSA) and System Improvement Plan (SIP) components of the California Child and Family Services Review (C-CFSR) and the CAPIT/CBCAP/PSSF annual reporting process. Information collected by CDSS via the CAPIT/CBCAP/PSSF Annual Report is used to meet federal reporting requirements. The county child welfare agency shall provide to the OCAP, no later than October 1 of each year, an annual expenditure report to include funds expended, populations served, and other information deemed necessary.

In a county that has established a multidisciplinary council, the council shall be utilized to provide recommendation to the board of supervisors for the funding processes and priorities.

Services/activities:

- Are not duplicated in the community
- Are based on needs of children at risk
- Help the county make progress toward the outcome indicators
- Are culturally and linguistically appropriate to the population served.

CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT) PROGRAM

Applicant agencies must demonstrate the existence of a ten (10) percent cash or in-kind match (other than funding provided by the CDSS), which will support the goals of child abuse and neglect prevention and intervention.

VII. References

[Assembly Bill 118 \(Chapter 40, Statutes of 2011\)](#)

Assembly Bill 1733 (Chapter 1398, Statutes of 1982)

[County Fiscal Letters](#)

[Government Code Sections 30025 and 30026.5](#)

[Senate Bill 1013 \(Chapter 35, Statutes of 2012\)](#)

[Senate Bill 1020 \(Chapter 40, Statutes of 2012\)](#)

[Welfare and Institution Code Section 10601.2](#)

[Welfare and Institution Code Sections 18960-18964](#)

VIII. Program Resources

The California Evidence-Based Clearinghouse
www.cachildwelfareclearinghouse.org

Strengthening Families
<http://www.cssp.org/reform/strengthening-families>

Strategies
<http://www.familyresourcecenters.net/>

Family Development Matrix
<http://matrixoutcomesmodel.com/famdevmatrix.php>



PROMOTING SAFE AND STABLE FAMILIES PROGRAM (PSSF)

**Office of Child Abuse Prevention
744 "P" Street, MS 8-11-82
Sacramento, CA 95814
916-651-6960**

www.childsworld.ca.gov/PG2289.htm

PROMOTING SAFE AND STABLE FAMILIES (PSSF) PROGRAM

I. What is PSSF?

Promoting Safe and Stable Families (PSSF) is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including community-based family support services, family preservation services, time-limited family reunification services and adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

II. Authority

Federal: The PSSF Program was first established as the Family Preservation and Support Services Program under the Omnibus Budget Reconciliation Act of 1993 (P.L. 103-66). In 1997, the program was reauthorized under the Adoption and Safe Families Act (P.L. 105-89) and was renamed the Promoting Safe and Stable Families Program (PSSF) with two additional service components put in place: time-limited reunification and adoption support services. The PSSF Amendment of 2001 (P.L. 107-133) extended the program through 2006 and the Child and Family Services Improvement Act (P.L. 109-288) reauthorized the program through FY 2011. More recently, the Child and Family Services Improvement and Innovation Act (P.L. 112-34) reauthorized the PSSF Program through FY 2016.

State: Funding under the PSSF Program is distributed to states under a formula grant based on the number of children receiving Supplemental Nutrition Assistance Program benefits. States are permitted to use 10% of the funding for administrative costs. To maintain eligibility, states must provide a 25% state match. Additionally, the California Department of Social Services (CDSS) must meet a \$13,200,000 Maintenance of Effort (MOE). The MOE was established when CDSS first began participation in the PSSF Program in FFY 1994. The CDSS has continued to meet both the 25% match and MOE requirements via State Family Preservation (SFP) Program expenditures.

The Office of Child Abuse Prevention (OCAP) within the California Department of Social Services (CDSS) has been designated by the Governor as the single state agency to administer and oversee the funds. The OCAP provides training and technical assistance through its consultants, departmental resources and subcontractors.

Counties: Eighty-five percent of California's PSSF funds are allocated to counties. County allocations are based on the number of children zero to 17 years of age and the number of children in poverty residing in the county. In order to ensure an adequate level of funding for smaller counties, the minimum PSSF county allocation is \$10,000. The county child welfare agency must administer PSSF funds at the local level and is responsible for adhering to the PSSF assurances.

Under Assembly Bill 118, SFP funds were realigned to local revenue funds. If every county that operated a SFP Program in FY 2011-12 continues to expend funds at the same level in ongoing FYs, California's match and MOE will continue to be met.

III. Purpose

The four PSSF Program components: (1) family preservation, (2) community-based family support, (3) time-limited family reunification and (4) adoption promotion and support, are intended to provide coordinated services for children and families across the continuum from prevention to treatment

PROMOTING SAFE AND STABLE FAMILIES (PSSF) PROGRAM

through aftercare. The objective, target population and allowable services and activities for each component are described in the tables below.

IV. Target Populations & Allowable Activities

1. Family Preservation	
Objective	
To prevent maltreatment among at-risk families through the provision of community-based, supportive family services for children and families designed to help families (including adoptive and extended families) at risk or in crisis.	
Target Population	
<ul style="list-style-type: none"> • Vulnerable families with children that are at risk of abuse or neglect. • Families that have one or more risk factors. • Families that have already demonstrated the need for intervention and have an open child welfare case. • Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> • Services designed to help children, where safe and appropriate: <ul style="list-style-type: none"> ○ Return to families from which they have been removed. ○ Be placed for adoption with a legal guardian. ○ If adoption or legal guardianship is determined not to be safe, in some other planned permanent living arrangement. • Pre-placement preventive services programs: <ul style="list-style-type: none"> ○ Intensive family preservation/maintenance programs, designed to help children at risk of foster care placement remain safely with their families. • Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement. • Respite care to children to provide temporary relief for parents and other caregivers (including foster parents). • Services designed to improve parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as child development, family budgeting, coping with stress, health and nutrition. • Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to state law (i.e. Safely Surrendered Babies). 	
Services Frequently Supported by Family Preservation Funds (not an exhaustive list):	
Adult Education* Assessment/Screening* Case Management* Child Care (Temporary) Concrete Supports* Domestic Violence Services	Mental Health Services* MDT Services* Parent Education* & Parent Support Groups Peer Counseling/Peer Mentoring Respite*

PROMOTING SAFE AND STABLE FAMILIES (PSSF) PROGRAM

Drop-In Center (FRC/Other) Early Developmental Screening Health Services* Home Visiting Programs Infant Safe Haven Programs	Substance Abuse Treatment Services* Transportation Youth Programs* * = see Service Categories link under References
2. Community-Based Family Support Services¹	
Objective	
To assure children's safety within the home and to preserve intact families in which children have been maltreated.	
Target Population	
<ul style="list-style-type: none"> • Vulnerable families with children that are at risk of abuse or neglect. • Families that have one or more risk factors. • Families that have already demonstrated the need for intervention and have an open child welfare case. • Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> • Service that promote the safety and well-being of children and families. • Services that increase the strength and stability of families (including adoptive, foster, and extended families). • Services that increase parents' confidence and competence in their parenting abilities. • Services that afford children a safe, stable, and supportive family environment. • Services that strengthen parental relationships and promote healthy marriages. • Services that enhance child development, including through mentoring². 	
Services Frequently Supported by Community-Based Family Support Funds (not an exhaustive list)	
Adult Education Assessment/Screening* Case Management* Child Care (Temporary) Concrete Supports* Domestic Violence Services Drop-In Center (FRC/Other) Early Development Screening Health or Mental Health Services*	Home Visiting Programs Housing Services MDT Services* Parent Education* & Parent Support Groups Peer Counseling/Peer Mentoring Respite* Substance Abuse Treatment Services* Transportation Youth Programs*

¹ Community-based services refers to programs delivered in accessible settings in the community and responsive to the needs of the community and the individuals and families residing therein. These services may be provided under public or private nonprofit auspices (45 CFR 1357.10(c)).

² Mentoring, as defined in section 629i(b)(2), is a structured, managed program in which children are appropriately matched with screened and trained adult volunteers for one-on-one relationships, involving meetings and activities on a regular basis, intended to meet, in part, the child's need for involvement with a caring and supportive adult who provides a positive role model.

PROMOTING SAFE AND STABLE FAMILIES (PSSF) PROGRAM

3. Time-Limited Family Reunification

Objective

To address the problems of families whose children have been placed in foster care so that reunification may occur safely and timely.

Target Population

- Children that are removed from their home and placed in a foster family home or a child care institution.
- Parents or primary caregiver of such a child, in order to facilitate the reunification of the child, safely, appropriately and in a timely fashion, but only during the 15-month period that begins on the date the child is considered to have entered foster care.

Allowable Services and Activities

- Individual, group, and family counseling
- Inpatient, residential, or outpatient substance abuse treatment services
- Mental health services
- Assistance to address domestic violence
- Temporary child care and therapeutic services for families, including crisis nurseries.
- Peer-to-peer mentoring and support groups for parents and primary caregivers
- Services/activities that facilitate access to and visitation of children by parents and siblings.
- Transportation to or from any of the services and activities described above

Time-Limited Family Reunification Services are limited to the following:

Child Care (Temporary)
Domestic Violence Services
Mental Health Services*
Parent/Caregiver Support Groups
Parent/Sibling Visitation Activities*

Peer Counseling/Peer Mentoring
Respite*
Substance Abuse Treatment Services*
Transportation

4. Adoption Promotion and Support Services

Objective

To support adoptive families by providing support services necessary for them to make a lifetime commitment to children.

Services and activities are designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities designed to expedite the adoption process and support adoptive families.

PROMOTING SAFE AND STABLE FAMILIES (PSSF) PROGRAM

Target Population	
<ul style="list-style-type: none"> Current dependents in the foster care system with a case plan goal of adoption. Children whom have had a finalized adoption and their adoptive families and families exploring adoption. Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> Pre- and post-adoptive services designed to support adoptive families so that they can make a lifetime commitment to their children Activities designed to expedite the adoption process and support adoptive families 	
Services Frequently Support by Adoptions, Promotion, and Support (not an exhaustive list)	
Adoptive Parent Recruitment Adult Education* Assessment/Screening* Case Management Child Care Concrete Supports* Drop-in Center (FRC/Center) Health Services* Livescan Fees	Mental Health* MDT Services* Parent Support Group* Parenting Education* Peer Counseling/Peer Mentoring Respite* Transportation Youth Programs*

* = see Service Categories link under References

V. Use of Funds

A minimum of 20% of the total county annual PSSF allocation must be spent under each of the four program components. Counties have flexibility in how the remaining 20 percent is expended.

No more than ten percent of each county's allocation may be used for administrative costs. Administrative (i.e. indirect) costs are defined as:

Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Depreciation, software, and office equipment are examples of administrative costs.

Allowable costs that would not have been incurred had it not been for the program are direct program costs not administrative (e.g. program staff, training, supplies, travel).

VI. Program Requirements

The PSSF Program is not an entitlement program and counties must meet program requirements through the County Self-Assessment (CSA) and System Improvement Plan (SIP) components of the California Child and Family Services Review (C-CFSR) as well as submittal of the CAPIT/CBCAP/PSSF Annual Report. Counties must:

- A. Establish a local planning body and develop county plans as required by CDSS. The county Board of Supervisors (BOS) shall oversee the local planning process and approve each plan before it is transmitted to CDSS for approval. The planning process shall include:

PROMOTING SAFE AND STABLE FAMILIES (PSSF) PROGRAM

1. Broad involvement and consultation with a wide-range of appropriate public and private non-profit agencies and community-based organizations and parents, including parents who have been involved with or are currently receiving child welfare services;
 2. Coordination in the provision of services for children and families;
 3. Collection of information to help determine at-risk populations, target areas, assess service needs, identify gaps in services, select priorities for funding and services, formulate goals and objectives and develop opportunities for bringing more effective and accessible services for children and families;
 4. A description of services to be provided. For each service provide a description of:
 - a. The population to be served;
 - b. The geographic area where services will be provided;
 - c. The number of individuals and families to be served.
- B. Utilize a quality assurance process that:
1. Evaluates the adequacy and quality of services provided;
 2. Identifies the strengths and needs of the service delivery system evaluated;
 3. Provides reports on the quality of services evaluated and needs for improvement.

Whether funds are used for in-house services or contracted with a provider, the county is required to report on the progress achieved with these services, participation rates (services and ethnic groups), and the quality assurance methods during the CAPIT/CBCAP/PSSF Annual Report.

VII. References

42 U.S.C. 629: Subpart 2, Promoting Safe and Stable Families

45 CFR 1357: Title IV-B Requirements

[Omnibus Budget Reconciliation Act of 1993 \(Public Law 103-66\)](#)

[Promoting Safe and Stable Families Amendment of 2001 \(Public Law 107-133\)](#)

Welfare and Institutions Code Section 16600-16605

[Assembly Bill 118 \(Chapter 40, Statutes of 2011\)](#)

[Child and Family Services Improvement Act of 2006 \(Public Law 109-288\)](#)

[Child and Family Services Improvement and Innovation Act \(Public Law 112-34\)](#)

[County Fiscal Letters](#)

[Service Categories](#)

VIII. Program Resources

- The California Evidence-Based Clearinghouse
www.cachildwelfareclearinghouse.org
- Strengthening Families
<http://www.cssp.org/reform/strengthening-families>
- Strategies
<http://www.familyresourcecenters.net/>
- Family Development Matrix
<http://matrixoutcomesmodel.com/famdevmatrix.php>



COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)

**Office of Child Abuse Prevention
744 "P" Street, MS 8-11-82
Sacramento, CA 95814
916-651-6960**

www.childsworld.ca.gov/PG2289.htm

COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)

I. What is CBCAP?

CBCAP stands for Community-Based Child Abuse Prevention. It refers to specific types of child abuse prevention programs that exist in every state in the U.S.

II. Authorities

Federal: [Title II of the Child Abuse Prevention and Treatment Act \(CAPTA\) Amendments of 1996](#) which was originally enacted in 1974. This Act was most recently amended and reauthorized on December 10, 2010, by the CAPTA Reauthorization Act of 2010 (P.L. 111-320).

State: Through an annual application process, the California Department of Social Services (CDSS) is designated by the Governor as the single state agency to administer and oversee the CBCAP Program. The Office of Child Abuse Prevention (OCAP), an office within the CDSS, is responsible for the oversight of CBCAP funds.

In accordance with the allocation formula contained in California Welfare and Institutions Code (W&IC) Section 18966.1(a), CBCAP funds are allocated annually to counties who have applied for the funds. The allocation formula is published in the annual All County Information Notice along with the each county's allocation.

Counties: According to the statute, counties receiving less than twenty thousand dollars (\$20,000) per year in their county Children's Trust Fund (CCTF) from birth certificate fees must use the amount of CBCAP funds necessary to bring the trust fund balance up to twenty thousand dollars (\$20,000). CBCAP funds deposited into the CCTF must adhere to CBCAP requirements.

In accordance with California W&IC Section 18966.1(a)(3) (d), the allocation of CBCAP funds to counties shall be contingent upon assurances that the counties will provide the OCAP all information necessary to meet federal reporting mandates.

III. Purpose

- A. To support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect;
- B. To support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and
- C. To foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)

IV. Target Population

- Public awareness and education about preventing child abuse and neglect targeting the general public.
- Vulnerable families at risk of abuse or neglect, including but not limited to:
 - Parents (all, new, teens, etc.)
 - Parents and/or children with disabilities
 - Racial and ethnic minorities
 - Members of underserved or underrepresented groups
 - Fathers
 - Homeless families and those at risk of homelessness
 - Unaccompanied homeless youth
 - Adult former victims of child abuse and neglect or domestic violence

V. Use of Funds

CBCAP-funded activities are those designed to strengthen and support families to prevent child abuse and neglect. Allowable activities are described under Section 201(a)(1)(b) of the Act. These include but are not limited to:

- (1) Developing, operating, expanding, and enhancing community-based, and prevention focused programs and activities that:
 - a. Offer assistance to families;
 - b. Provide early, comprehensive support for parents;
 - c. Promote the development of parenting skills, especially in young parents and parents with very young children;
 - d. Increase family stability;
 - e. Improve access to other formal and informal resources available within communities, including access to such resources and opportunities for unaccompanied homeless youth;
 - f. Support the additional needs of families with children with disabilities through respite care and other services;

COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)

- g. Involve parents in the planning and program implementation of programs funded under this Title, including meaningful involvement of:
 - i. parents of children with disabilities,
 - ii. parents with disabilities,
 - iii. racial and ethnic minorities, and
 - iv. members of underrepresented and underserved groups;
 - h. Provide referrals to early health and developmental services;
 - i. Foster the development of a continuum of preventive services for children and families, including unaccompanied homeless youth, through State and community-based collaborations and partnerships, both public and private.
- (2) Start-up, maintenance, expansion, or redesign of specific family resource and support programs or community-based child abuse and neglect prevention program services such as, but not limited to:
 - a. respite care services,
 - b. disability services,
 - c. mental health services,
 - d. substance abuse treatment services,
 - e. domestic violence services,
 - f. housing services, transportation,
 - g. adult education,
 - h. home visiting, or
 - i. other similar services identified by the inventory and description of current services required under section 204(a)(3) as an unmet need, and integrated with the network of community-based family resource and support child abuse and neglect prevention program to the extent practicable given funding levels and community priorities;
- (3) Funding is maximized through leveraging of funds for the financing, planning, community mobilization, collaboration, assessment, information and referral, startup, training and technical assistance, information management and reporting, reporting and evaluation costs for establishing, operating, or expanding community-based and prevention-focused, programs and activities designed to strengthen and support families to prevent child abuse and neglect; and

COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)

- (4) Public information activities that focus on the healthy and positive development of parents and children and promotion of child abuse and neglect prevention activities;
- (5) Programs are accessible, effective, culturally appropriate, and build upon existing strengths;
- (6) Evidence informed and evidence-based programs are highly encouraged.
- (7) Evaluation of funded program.

In general, these **funds should be used to support primary prevention** (a.k.a., universal) programs and strategies which are available to all families, **as well as secondary (a.k.a., targeted) prevention efforts**, which target children and families at risk for abuse or neglect.

Tertiary prevention addresses families that have already demonstrated the need for intervention and have an open child welfare case. These families **are not eligible** for services under the CBCAP program.

No more than ten (10) percent of funds may be used for administrative costs. Administrative (i.e. indirect) costs are defined as:

Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Depreciation, software, and office equipment are examples of administrative costs.

Allowable costs that would not have been incurred had it not been for the program are direct program costs not administrative (e.g. program personnel, training, supplies, travel).

VI. Coordination and Collaboration with Related Prevention Efforts

The CBCAP program is specifically authorized to foster the development of a continuum of preventive services for children and families through State and community-based collaborations and public-private partnerships.

V. Program Requirements

Counties are not required to participate in the CBCAP Program. Counties who elect to participate in the CBCAP Program are **required** to meet the program requirements set forth in the CBCAP statute, California Child and Family Services Review (C-CFSR) system and the OCAP annual reporting process. Counties are required to apply for funds annually. The application process is released by the OCAP through an All County Letter.

COMMUNITY-BASED CHILD ABUSE PREVENTION PROGRAM (CBCAP)

VII. References

Regulations:

- Welfare and Institutions Code sections [18965](#); [18966](#); [18966.1](#); [18967](#); [18968](#)

County Fiscal Letters:

- <http://www.cdss.ca.gov/lettersnotices/PG959.htm>

VIII. Program Resources

- Strengthening Families www.cssp.org
- Title II—Community Based Grants for the Prevention of Child Abuse and Neglect at Friends National Resource Center: <http://www.friendsnrc.org/cbcap>
- California Evidence-Based Clearinghouse www.cachildwelfareclearinghouse.org
- Family Development Matrix
<http://matrixoutcomesmodel.com/famdevmatrix.php>
- Strategies
<http://www.familyresourcecenters.net/>

ATTACHMENT C – TDM COMMUNITY REPRESENTATIVE INFORMATION

DSS and TDM Values

- Every child deserves a family
- Every family needs the support of the community
- Public child welfare agencies need community partners

TDM Assumptions

- A group can be more effective in decision making than an individual
- Families are the experts on themselves
- When the families are respectfully included in the decision making process, they are capable of identifying and participating in addressing their needs
- Members of the family's own community add value to the process by serving as natural allies to the family and as experts on the community's resources

Essential Elements of Collaborative Decision-Making

- Teamwork
- Active Family Involvement
- Facilitators
- Safety Plans
- Strength-Based Assessments
- Needs-Driven Services
- Long-Term Support Networks

Who may be invited to a TDM meeting?

- Birth Parents
- Child (if age and developmentally appropriate)
- DSS Staff
 - Social Worker
 - Social Worker Supervisor
 - Mental Health Clinician
 - Independent Living Skills Program staff
 - SB163 Liaison
- FFA Social Worker / Other FFA Staff
- Care Providers (County, FFA, Group Home, Relative)
- Community Representative
- Family Advocate or Support Person
- School Representative
- CASA
- Community Service Providers
- Public Health Nurse or other health professionals
- Attorney (by invitation & as a support person only)
- Substance Abuse Specialist
- Domestic Violence Expert
- CVRC social worker

Structure of a Team Decision-Making Meeting

1. Introduction
 - a. Introductions of participants
 - b. Purpose and goal
 - c. Ground rules
2. Identify the Situation
 - a. Define the concern
3. Assess the Situation
 - a. Strengths
 - b. Safety Concerns
4. Develop Ideas
 - a. Brainstorm
5. Reach a Decision
 - a. Consensus goal/agency owned
 - b. Safety and protection in the least restrictive manner
 - c. Action plan
6. Recap/Evaluation/Closing. Is follow up needed?

Ground Rules

- This meeting is personal and private. Confidential information will be used only for purposes outlined in the consent form.
- All participants will treat each other with dignity and respect.
- Fresno County promotes a safe environment for all staff and clients. The meeting will be conducted in a manner safe for all participants.
- Everyone will have an opportunity to speak and ask questions.
- Only one participant will speak at a time.
- The goal of the meeting is to reach consensus. If consensus cannot be reached, the
- Department of Social Services will be responsible for making the final decision.
- Decisions will be fully supported by the agency staff.
- The Facilitator will have permission to redirect the conversation, if needed.

The Role of the Community Representative

- The TDM Community Representative is a person invited by the public child welfare agency, to ensure that every family has a natural ally at the TDM table.
- The TDM Community Representatives agree to attend TDM meetings, especially those involving the possible removal of a child from his/her birth family. They attend the TDM with the permission of the parents.
- Every community representative should represent the community in which they reside or work.

- The TDM Community Representative may assume one or more of the following roles at the meeting:
 - To serve as a natural ally, and potential advocate, for birth parents at a TDM
 - To represent the birth family's "community," whether because of a shared home neighborhood, or a shared community of faith, ethnicity or other natural connection –this supportive connection can continue throughout the family's involvement with the system and beyond.
 - To share an awareness of resources which might support the family, especially those available within the family's home community
 - To make the birth family feel more comfortable in whatever way they can
 - To help the agency's staff and its partners better understand the family's community of origin, especially its strengths.
 - To assist the family in understanding the agency's concerns in relation to safety and risk.
 - To fully participate in the meeting, and particularly to share ideas for ensuring the child(ren)'s safety while supporting the family.

The Role of the Facilitator

- The facilitator keeps the group focused on a common task, which is to reach a decision about a placement that protects and provides safety for the child(ren) in the least restrictive and least intrusive manner possible. The facilitator assures that the purpose of the TDM is understood and all participants have the opportunity to be heard.
- The facilitator protects ideas and individuals from being attacked or ignored, and provides a safe and supportive environment. The facilitator is sensitive and responsive to verbal cues, and manages conflict and emotions.
- The facilitator periodically summarizes, clarifies, renames, and identifies areas of agreement to assist the group.
- The facilitator assures that the situation is thoroughly examined, risks are stated, family strengths are recognized, goals are verbalized, ideas are brainstormed, good, safe decisions are made, and action plans are developed.
- The facilitator is a source of information for the group; is knowledgeable of laws, agency policies and procedures, services, and best practice; and monitors compliance with standards by staff.
- The facilitator moves the group through the decision-making process while maintaining reasonable timeframes.
- The facilitator manages the process and structure of the meeting, and recognizes that the family, case manager and other participants are the content experts. He/she is responsible for ensuring that a high quality decision results from the meeting, intervening only when necessary as an experienced, knowledgeable participant.
- The facilitator serves to develop consensus with all participants. The facilitator accurately records the decision, and provides a copy of the action plan to all the participants at the end of the meeting.

- The facilitator is committed to encouraging professional development of agency staff. He/she models supportive, non-threatening, and respectful behavior. When strengths and growth-areas are observed in agency participants, the facilitator shares his/her perception with the worker and the worker's supervisor.

ATTACHMENT **D** – RFP FACE SHEET

FRESNO COUNTY 2013-14 CAPIT/PSSF/CBCAP RFP FACE PAGE CHILD ABUSE PREVENTION, INTERVENTION, AND TREATMENT SERVICES

Complete and attach for each copy of proposal.

Applicant (Agency/Organization/Institution):		Current Non-Profit Organization:	
Program Name:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address:		City:	Zip Code: County:
Street Address: (Physical location required for official correspondence)		City:	Zip Code: County:
Primary Service Area		Secondary Service Area, if applicable	
Executive Director:		Telephone:	Email:
Type of Service Proposed:	<input type="checkbox"/> Prevention/Intervention <input type="checkbox"/> Intervention/Treatment <input type="checkbox"/> Other (specify)		
Will the proposed project/services involve primary prevention services?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Identify proposed Service Component: :	<input type="checkbox"/> Services to Families Subcategory: <input type="checkbox"/> Neighborhood-Based Services <input type="checkbox"/> Time Limited Family Reunification <input type="checkbox"/> Domestic Violence Prevention <input type="checkbox"/> Other Prevention, Intervention, and Treatment Services (specify):		<input type="checkbox"/> Team Decision Making Community Representatives

Total Funding Requested:	\$	Number of unduplicated families to be served annually	
PSSF	\$		
<input type="checkbox"/> Community Based Family Support <input type="checkbox"/> Family Preservation <input type="checkbox"/> Time Limited Reunification			
CAPIT / CBCAP	\$		

The undersigned confirms that the applicant meets the criteria described in the Request for Proposals; has provided accurate information regarding the program and services described in the application; and will meet the contractual requirements if awarded a contract with the County of Fresno.		
Signature	Title	Date