

**COUNTY OF FRESNO**  
**REQUEST FOR PROPOSAL**  
**NUMBER: 952-5414**  
**ALCOHOL AND OTHER DRUG PREVENTION**  
**SERVICES FOR YOUTH**

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Issue Date: January 4, 2016

Closing Date: FEBRUARY 4, 2016

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 or e-mail [countypurchasing@co.fresno.ca.us](mailto:countypurchasing@co.fresno.ca.us).

Check County of Fresno Purchasing's website at  
<https://www2.co.fresno.ca.us/0440/Bids/BidsHome.aspx>  
for any future addenda.

Please submit all Proposals to:  
**County of Fresno - Purchasing**  
**4525 E. Hamilton Avenue, 2<sup>nd</sup> Floor**  
**Fresno, CA 93702-4599**

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BIDDER TO COMPLETE

Undersigned agrees to furnish the commodity or service stipulated in the attached response at the prices and terms stated, subject to the attached "County of Fresno Purchasing Standard Instructions And Conditions For Requests For Proposals (RFP's) And Requests For Quotations (RFQ's)".

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COMPANY

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ADDRESS

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CITY

STATE

ZIP CODE

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( )  
TELEPHONE NUMBER

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( )  
FACSIMILE NUMBER

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E-MAIL ADDRESS

---

SIGNATURE (IN BLUE INK)

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PRINT NAME

TITLE

PURCHASING USE: CF:ssj

ORG/Requisition: 56302080 / 5631601506

## **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 stated within this document. 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.

#### **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.

#### **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.

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### 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.

### 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.

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### 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 and in Word format to [gcornuelle@co.fresno.ca.us](mailto:gcornuelle@co.fresno.ca.us). Appeals should address only areas regarding RFP/RFQ 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 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,

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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:

#### ADMINISTRATIVE POLICY NUMBER 5

##### Contract Salary Limitation Fresno

County Administrative Policy No. 5 provides that in contracts with non-profit organizations that primarily serve Fresno County and professional service contracts where Fresno County is the sole client, the contractors must agree to the following contract language: "The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of the agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno." Any bidder that wishes an exemption from this contract requirements must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors can approve such exemption.

**Policy Statement:** Contractors shall be limited to a maximum 15% administrative cost as compared to the total program budget and employee benefits shall be limited to a maximum of 20% of salaries.

The following language will be included in each applicable contract:

"The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of this agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno."

The above provision shall be applied to renewal or multi-year contracts with non-profit organizations which primarily serve Fresno County and professional services contracts where

Fresno County is the sole client, such as:

- Community based organization service contracts related to social services, health services, or probation services.
- Cultural art program contracts.
- Professional services contracts.

This policy will not apply to contracts between the County and the Federal or State governments; or one-time contracts. The Board of Supervisors will consider exemptions to this policy only upon the recommendation of the County Administrative Office.

**Management Responsibility:** It shall be the responsibility of any County official authorized by the Board of Supervisors to execute contracts or enter into agreements on behalf of the County to review all applicable contracts to insure that this policy is fully enforced.

It shall be the responsibility of the County Administrative Officer to review requests for exemptions to this policy and to make recommendations to the Board of Supervisors on such requests for exemption.

#### ADMINISTRATIVE POLICY NUMBER 34

##### Competitive Bids and Requests for Proposals

Fresno County Administrative Policy No. 34 provides that no person, firm or subsidiary thereof who has been awarded a consulting services contract by the County, may submit a bid for, or be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract. Any bidder that wishes an exemption from this contract limitation must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors, on a four-fifths (4/5) vote finding that such waiver is in the best interests of the County, can waive this policy.

**Definitions:** Purchasing Authority and Responsibility – In accordance with the State of California Government Code Section 25500 et seq., and the Fresno County Ordinance Code Chapter 2.56, the Board of Supervisors has established a County Purchasing Agent. The Board has designated the County Administrative Officer as the Purchasing Agent. Unless otherwise restricted, all necessary authority and responsibility has been delegated to the Purchasing Agent to satisfy the acquisition requirements of the County. The Purchasing Agent may defer day-to-day acquisition management to the Purchasing Manager as appropriate.

**Policy Statement:** Competitive bids or requests for proposals shall be secured for all contracts for goods or services which are proposed to be acquired by the County except when in unusual or extraordinary circumstances, a department head, requests an exception to competitive bidding. All such requests must be documented by the department head including a detailed description of the facts justifying the exception. The request must receive concurrence of the procurement authority who will sign

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that particular contract i.e. the Board of Supervisors or Purchasing Agent/Purchasing Manager. The following circumstances are examples which constitute "Suspension of Competition":

- In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
- When the contract is with a federal, state, or local governmental agency.
- When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$1,000 whichever is more.
- When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
- When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
- When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.

Contracts for services should not usually cover a period of more than one year although a longer period may be approved in unusual circumstances. Multiple year contracts must include provisions for early termination and must be contingent on available funding. Unless exempted as provided for above, no contract for service shall extend, either by original contract or by extension, beyond three years unless competitive bids have been sought or a Request for Proposal has been processed.

During any competitive bidding procedure, all bids shall be opened publicly and the dollar amount of each bid shall be read aloud. Under no circumstance shall a bid which is received at the designated place of opening after the closing time be opened or considered.

Contracts for goods or services shall not be effective until approved by the Board of Supervisors or, if appropriate, the Purchasing Agent/Purchasing Manager. Contractors and vendors shall be advised by the responsible department head that performance under the contract may not commence prior to such approval.

### Medical Professional Contracts

The competitive recruitment process, annual performance evaluation, and periodic salary surveys are equivalent to competitive bids for independent physicians contracting with the County on a fee for service basis.

A salary survey for physician services shall be conducted every two years.

Contracts for physician services shall not extend, either by original contract or by extension, beyond five years unless competitive bids have been sought or unless exempted as provided above.

### Contracts for Legal Services

The competitive recruitment process, annual performance evaluation, and periodic salary surveys are equivalent to competitive bids for independent law firms and attorneys contracting with the County on a fee for service basis.

A salary survey for legal services shall be conducted every two years.

The selection of and contracting with firms to provide legal services shall be coordinated through the County Counsel's Office. The County Counsel shall assist in securing a law firm with the requisite legal expertise and price

structure that would provide the best service to the County. County Counsel shall be involved throughout the process of selecting a firm, developing a contract, and monitoring the billing and services provided throughout the contract period.

### Prohibited Bids Concerning End Product of Consulting Contracts

No person, firm, or subsidiary thereof who has been awarded a consulting services contract by the County, shall be awarded a contract for the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract. This policy may be waived by the Board of Supervisors on a four-fifths (4/5) vote finding that such waiver is in the best interests of the County.

**Management Responsibility:** The County Administrative Officer is responsible for preparing and issuing written procedures to assure compliance with this policy by all County officials and departments.

## ADMINISTRATIVE POLICY NUMBER 71

### Prohibiting the Use of Public Funds for Political Advocacy

Fresno County Administrative Policy No. 71 provides that no County assets, including money, shall be used for political campaigns of any type. Political campaigns are defined as political advocacy for or opposition to a matter or person that has qualified for the ballot. No contract entered into by the County shall provide for use of County monies for political campaigns.

**Policy Statement:** Government assets, including money, grant funds, paid staff time, equipment and supplies, facilities or any other government asset shall not be used for political campaigns of any type. Political campaigns are defined as political advocacy for or opposition to a matter or person that has qualified for the ballot.

**Management Responsibility:** Department Heads shall be held responsible for ensuring that government assets within their control are not used to advocate for or against any matter or person that has qualified for the ballot.

This section does not prohibit the expenditure of government assets to create and provide informational or educational materials regarding a matter that has qualified for the ballot. Such information or educational materials shall provide a fair, accurate and impartial presentation of relevant information relating to the matter that has qualified for the ballot. However, government assets shall not be expended to create and provide such informational or educational materials in the 90 days prior to the election unless specifically authorized by the Board of Supervisors or required by the Public Records Act or other law.

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## OVERVIEW

The County of Fresno, on behalf of the Department of Behavioral Health – Substance Use Disorder (SUD) Services, is seeking proposals from non-profit agencies or public entities that demonstrate the ability to implement evidence-based alcohol, marijuana and prescription drug misuse primary prevention programs for youth and young adults ages 10-25 in Fresno County. The County retains the flexibility to allocate funding to a single provider or to split the allocation between multiple providers, depending on DBH SUD Services needs.

The goal of Fresno County, DBH SUD Services and its partners is to prevent and reduce substance use and related problems and increase the public health and well-being of the people in the county. With funding and guidelines from the Substance Abuse and Mental Health Services Administration, the County used strategic planning to inform the selection of priority areas, and to guide allocations from the Substance Abuse Prevention and Treatment funding as well as other funding sources. The Strategic Prevention Planning Process and the Strategic Prevention Framework provided direction for the former Fresno County Five-Year Alcohol and Other Drug Strategic Prevention Plan (SPP) for Alcohol and Other Drugs for FY 2010-15 and for the current SPP for FY 2015-20.

The following sections identified below summarize the services being solicited through this RFP. Bidder(s) may elect to submit a proposal for one section, several sections or all sections. In an effort to evaluate and award proposals in accordance with the estimated timelines, bidder(s) are required to submit a separate binder for each section(s) the bidder(s) are submitting proposals for. **For each section(s) the bidder(s) respond to, it is required that an individual response and separate binder with all of the RFP requirements be submitted.** Each binder is to be clearly marked on the cover with the proposal name, number and Identification Sheet identifying which section is being responded to, the closing date, the bidder's name and provide index tabs separating each "Scope of Work" section.

Bidders' proposed services must align with each of the four identified priority areas, goals and objectives in the current FY 2015-20 SPP. They are as follows:

### Section I: Underage Drinking

#### **Goal 1: Decrease underage alcohol use.**

Objective 1: Decrease youth access to alcohol from adults by 5% in Fresno County.

Objective 2: Increase the average age of onset for alcohol use by 2 years.

Maximum Annual Award Amount: \$333,333

### Section II: Youth Marijuana (MJ) use

#### **Goal 1: Decrease youth marijuana use.**

Objective 1: Increase the average age of onset for marijuana use by 2 years.

Objective 2: Reduce marijuana use among youth by 5%.

Maximum Annual Award Amount: \$333,333

### Section III: Prescriptions (Rx) and Over the Counter Drugs

#### **Goal 1: Decrease youth Rx drug misuse.**

Objective 1: Reduce life-time use of Rx and over-the-counter drugs by 5%.

Maximum Annual Award Amount: \$333,333

**Total Approximate Funding Available for Sections I-III:** \$1,000,000 for each twelve (12) month term.



Section IV: California Friday Night Live (FNL)/Club Live (CL) Program Administration

Objective 1: Establish and maintain partnerships for positive and healthy youth development that engage high school age youth as active leaders and resources in their communities.

Objective 2: Establish and maintain partnerships for positive and healthy youth development that engage middle school age youth as active leaders and resources in their communities.

Maximum Annual Funding Available: \$30,000 (\$15,000/Friday Night Live and \$15,000/Club Live) for each twelve (12) month term.

Bidders will be evaluated and selected based on their proposed services, how well their proposal addresses each of the four priorities identified in the SPP, their knowledge and any relevant experience in each area, their exhibited sensitivity to the target populations within their response to this RFP, and their demonstrated knowledge of evidence-based strategies and data-driven programs within the substance use disorders field. Proposed services must align with the Goals and Objectives of the SPP for Fiscal Year 2015 - 2020; to view the SPP, please click here:

[http://www.co.fresno.ca.us/uploadedFiles/Departments/Behavioral\\_Health/PDF/StrategicPreventionPlan2015.pdf](http://www.co.fresno.ca.us/uploadedFiles/Departments/Behavioral_Health/PDF/StrategicPreventionPlan2015.pdf).

These services are funded through the Federal Substance Abuse and Mental Health Services Administration (SAMHSA), Substance Abuse Prevention and Treatment (SAPT) funds. In accordance with Federal rules and regulations, agencies applying and receiving Federal funding must currently be designated under Federal income tax law under Section 501(c)3 of the Internal Revenue Code.

It is the intention of DBH-SUD Services to contract for three (3) years with one (1) additional twelve (12) month terms, pending funding availability, outcomes and fiscal reviews. Annual renewals will also be contingent upon compliance with the requirements of the RFP and the Agreement, and achievement of the goals and objectives identified in the Scope of Work. The anticipated effective date for the Agreement is July 1, 2016.

## KEY DATES

**RFP Issue Date:** January 4, 2016

**Vendor Conference:** January 15, 2016 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, 2<sup>nd</sup> Floor  
Fresno, CA 93702

**Deadline for Written Requests for Interpretations or Corrections of RFP:**

**January 21, 2016 at 9:00 A.M.**

E-Mail: [CountyPurchasing@co.fresno.ca.us](mailto:CountyPurchasing@co.fresno.ca.us)

**RFP Closing Date:**

**February 4, 2016 at 2:00 P.M.**

County of Fresno Purchasing  
4525 E. Hamilton Avenue, 2<sup>nd</sup> 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 <b>not</b> 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 (In Blue Ink)		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.

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## 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:  
(in blue ink)

Date:

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(Printed Name & Title)

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(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. \* **Note: This form/information is not rated or ranked for evaluation purposes.**

☐

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.

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(Authorized Signature in Blue Ink)

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Title

## 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.

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

**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.

**PERFORMANCE BOND:** The successful bidders may be required to furnish a faithful performance bond. Bidders are to quote a separate price for a performance bond.

**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.

**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 Behavioral Health, 3133 N. Millbrook Avenue, Fresno, CA 93703, 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 2<sup>nd</sup> Floor, Fresno, California 93702-4599 **and** in Word format to [gcornuelle@co.fresno.ca.us](mailto:gcornuelle@co.fresno.ca.us). Appeals should address only areas regarding RFP contradictions, procurement errors, proposal 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.

## 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 January 15, 2016 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), 2<sup>nd</sup> 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) 600-7110, if they are planning to attend the conference.

**NUMBER OF COPIES:** Submit **one (1) original and five (5) copies** of your proposal no later than the proposal closing date and time as stated on the front of this document to County of Fresno Purchasing. Each copy to be identical to the original, include all supporting documentation (e.g. literature, brochures, reports, schedules etc.). The cover page of each quotation is to be appropriately marked "Original" or "Copy".

**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 January 21, 2016 at 9:00 a.m. Questions must be directed to the attention of Carolyn Flores, Purchasing Analyst.
- 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](mailto: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 three (3) years 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.

**EPAYMENT OPTION:** The County of Fresno provides an Epay Program which involves payment of invoices by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to the supplier's designated Accounts Receivable contact by e-mail remittance advice at time of payment. To learn more about the benefits of an Epay Program, how it works, and obtain answers to frequently asked questions, click or copy and paste the following URL into your browser: [www.bankofamerica.com/epayablesvendors](http://www.bankofamerica.com/epayablesvendors) or call Fresno County Accounts Payable, 559-600-3609.

## RFP IDENTIFICATION SHEET

Vendor Name: \_\_\_\_\_

Bidders are requested to select the designated section they are applying for in order to differentiate between the priority areas of this RFP. Keep in mind that each section requires a separate binder submission from the bidder.

- ☐ Section I: Underage Drinking
- ☐ Section II: Youth Marijuana (MJ) use
- ☐ Section III: Prescription (Rx) and Over the Counter Drugs
- ☐ Section IV: California Friday Night Live (FNL)/Club Live (CL) Program Administration

## SCOPE OF WORK

The County of Fresno, on behalf of the Department of Behavioral Health, Substance Use Disorder Services (DBH-SUD) Division is seeking proposals from non-profit agencies that demonstrate the ability to implement evidence-based primary alcohol and other drug prevention programs for youth and young adults in Fresno County. It is the intent of Fresno County DBH-SUD Services to develop and maintain a comprehensive prevention system to avert and reduce the harmful effects of alcohol and other drug-related issue.

For the purposes of this RFP, prevention is considered to be a strategy, or set of strategies, employing principles that have produced evidence of effectiveness in preventing community-level alcohol and other drug problems among those not in need of treatment. Bidder(s) will be required to demonstrate and/or describe sufficient knowledge in the provision of providing prevention services to the target populations identified in the sections below, especially youth. The successful bidder(s) agree to coordinate and cooperate with other providers of substance use disorder prevention services in Fresno County, community-based organizations and stakeholders.

These services are funded through the Federal Substance Abuse and Mental Health Services Administration (SAMHSA), Substance Abuse Prevention and Treatment (SAPT) funds. In accordance with Federal rules and regulations, agencies applying and receiving Federal funding must currently be designated under the Federal income tax law under Section 501(c)3 of the Internal Revenue Code.

### BACKGROUND

In Fall 2008, SUD (formerly SAS) Prevention staff began work on the development of its initial five-year County-wide Alcohol and Other Drug Strategic Prevention Plan (SPP) based on relevant local alcohol and other drug data trends and a comprehensive community process. The SPP guided prevention efforts from July 1, 2010 - December 31, 2015. The planning followed steps outlined by the SAMHSA's Strategic Prevention Framework (SPF) to maximize collaboration and improve substance abuse reduction outcomes in Fresno County.

In early 2014, DBH SUD Services began the planning process for the FY 2015/20 Strategic Prevention Plan (SPP) for Fresno County. In April the County contracted with LPC Consulting Associates, Inc. to provide support focusing on (1) conducting the needs assessment study; (2) facilitating the planning process with a multi-disciplinary Advisory Committee; and (3) generating a report on prevention priorities as identified through the Strategic Prevention Planning Process. For the FY 2015/20 planning process, DBH SUD Services staff identified a multi-disciplinary group of local stakeholders and community members to serve on the SPP Advisory Group. This group was the nexus of community input for the planning process as they reviewed data on the current state of substance use disorder issues in Fresno County, provided leads to data and expertise, and identified key problem issues and priorities for the FY 2015/20 plan.

### MISSION, VISION, AND GUIDING PRINCIPLES

The mission, vision and guiding principles of Fresno County SUD Services – Prevention were included in the FY 2011 - 2015 Strategic Prevention Plan, and remain relevant for the FY 2015 – 2020 plan.

The **MISSION** of SUD Services is to develop and maintain a comprehensive prevention system to avert and reduce the harmful effects of alcohol and other drug-related issues, and in the process to help individuals, families, and communities in Fresno County enjoy increased health, well-being, and economic independence.

The **VISION** of SUD Services Prevention is to provide substance use prevention services, raise awareness, foster collaboration, and enhance the efforts of existing community programs for the enrichment of youth, families, and every resident of Fresno County.

The **GUIDING PRINCIPLES** for SUD prevention services are to:

- Be evidence-based, data-driven, objective, and outcome-oriented with a focus on current trends and continuously updated data to promote environmental and systematic changes.
- Build partnerships that are sustainable beyond the life of specific programs while leveraging other prevention resources to provide a full service continuum of care.

- Promote client, family member(s) and community-wide input, planning, outcome evaluation and advocacy.
- Provide compassionate and respectful services that are culturally affirmative, sensitive to the needs, history, beliefs, and gender of at-risk and under-served populations.
- Connect community members with existing prevention resources to provide education and centralized resources for Fresno County's prevention community.

Based on careful analysis of substance use disorder data and local trends for Fresno County, the Advisory Group developed a list of Problem Statements below:

1. Current self-reported survey data on attitudes and behavior related to alcohol and drug use among youth and young adults is limited in scope and consistency across time.
2. Adults are contributing to youth alcohol and marijuana use.
3. Marijuana use continues to be a significant problem with Fresno County youth.
4. Underage youth have easy access to alcohol throughout Fresno County.
5. Prescription drug misuse is a growing problem nationally, and is gaining attention locally.
6. Focus public funding for prevention on activities that target youth and young adults from age 10-25.

An examination of the entire prevention services system in Fresno County resulted in the problem statements being condensed into three goals based on community capacity, local needs and resources and funding limitations. The Problem Statements above will continue as areas of concern and elevated priorities by Fresno County DBH-SUDS and may be included in the contracted services awarded through assimilation into other proposed services in this RFP. Bidders responses should also recognize the prevention work from the last five years and complement the existing platform and expanded age range of the target population (10-25).

## SECTIONS

The four sections for Fresno County's FY 2015- FY 2020 SPP are:

### Section I: Underage Drinking

#### **Goal 1: Decrease underage alcohol use.**

Objective 1: Decrease youth access to alcohol from adults by 5% in Fresno County.

Objective 2: Increase the average age of onset for alcohol use by 2 years.

Maximum Annual Award Amount: \$333,333

### Section II: Youth Marijuana (MJ) use

#### **Goal 1: Decrease youth marijuana use.**

Objective 1: Increase the average age of onset for marijuana use by 2 years.

Objective 2: Reduce marijuana use among youth by 5%.

Maximum Annual Award Amount: \$333,333

### Section III: Prescriptions (Rx) and Over the Counter Drugs

#### **Goal 1: Decrease youth Rx drug misuse.**

Objective 1: Reduce life-time use of Rx and over-the-counter drugs by 5%.

Maximum Annual Award Amount: \$333,333

**Total Approximate Funding Available for Sections I-III:** \$1,000,000 for each twelve (12) month term.

### Section IV: California Friday Night Live (FNL)/Club Live (CL) Program Administration

Objective 1: Establish and maintain partnerships for positive and healthy youth development that engage high school age youth as active leaders and resources in their communities.

Objective 2: Establish and maintain partnerships for positive and healthy youth development that engage middle school age youth as active leaders and resources in their communities.

Maximum Annual Funding Available: \$30,000 (\$15,000/Friday Night Live and \$15,000/Club Live) for each twelve (12) month term.

In addition, a one-time advance for startup costs for each section identified above is available **upon request** and should be included in the Cost Proposal with a detailed justification. The amount requested cannot exceed 1/12<sup>th</sup> of the total cost proposal for that section. In addition, the advance will be deducted from the bidder(s)' invoices in twelve (12) equal installments. Further details are included in the Cost Proposal section.

Funded agencies will be expected to be familiar with and work in accordance with the Fresno County AOD Strategic Prevention Plan (SPP). To access the Plan, please click here:

[http://www.co.fresno.ca.us/uploadedFiles/Departments/Behavioral\\_Health/PDF/StrategicPreventionPlan2015.pdf](http://www.co.fresno.ca.us/uploadedFiles/Departments/Behavioral_Health/PDF/StrategicPreventionPlan2015.pdf).

### **SPECIFIC REQUIREMENTS**

Bidder(s) may elect to submit a proposal for one section, several sections or all sections. In an effort to evaluate and award proposals in accordance with the estimated timelines, bidder(s) are required to submit a separate binder for each section(s) the bidder(s) are submitting a proposal. **For each section(s) the bidder(s) respond to, it is required that an individual response and separate binder with all of the RFP requirements be submitted.** Each binder is to be clearly marked on the cover with the proposal name, number identification of which section is being responded to, the closing date and the bidder's name. Each binder should utilize index tabs separating the required components.

In addition to responding to each section's scope of work, each response will also be required to include the following:

1. Bidder(s) should demonstrate detailed knowledge of the five-year Fresno County AOD SPP in each response. To access the SPP, please click here:  
[http://www.co.fresno.ca.us/uploadedFiles/Departments/Behavioral\\_Health/PDF/StrategicPreventionPlan2015.pdf](http://www.co.fresno.ca.us/uploadedFiles/Departments/Behavioral_Health/PDF/StrategicPreventionPlan2015.pdf)
2. Preference will be given to bidder(s) that display effective collaborative relationships with other providers, agencies, communities, families, youth and other interested individuals.
3. Required response components should, at a minimum, include:
  - **Description of program:**
    - Specific target population and geographic area to be served and how the proposed services will meet the unique needs of that population
    - Evidenced-based Program(s) to be utilized
    - Outcomes and how they will be achieved
    - Implementation plan
  - **Collaboration** - Because schools are a critical partner in any and all youth prevention work, the County and its providers will be expected to form and expand partnerships between community-based prevention providers, individual schools, school districts, and the Fresno County Office of Education.

The County's current prevention Agreements will expire June 30, 2015. The successful bidder(s) are expected to coordinate with current prevention service providers to ensure a smooth transition for those receiving prevention services. The objective is to develop an integrated network of complementary services that support development of our youth and young adults, and minimize duplication of services.

**Preference will be given to bidders that display existing effective collaborative relationships with other service providers, agencies, communities, families, youth, and interested**

**individuals and to those that propose one or more program sites or cooperative relationships with other agencies/organizations to provide sites in the rural service area.**

- **Sustainability** - Bidders must address the extent to which the proposed activities and services are sustainable, beyond the life of the contract. It is important to develop an effective network of prevention activities and services that will survive beyond the term of the contract. Annual evaluation findings will help inform the relative merits of funded prevention projects, and identify elements to continue or discontinue, based on a reassessment of needs.
- **Staffing** - Proposals must include staffing patterns with job descriptions for each position. This information should also be included in the Cost Proposal(s) budget(s) - Exhibit B. Descriptions must include education and experience standards. Resumes for current staff members proposed to be assigned to this program must be included in the response. The provider agency shall require all employees to have written evidence of their qualifications. The bidder(s) shall have written guidelines specifying the employment requirements of the bidder(s). Resumes, applications, reference checks and / or transcripts documenting work experience and education may be used to meet the requirements of this section.
- **Cultural Competency** - Fresno County requires contractors to address cultural and linguistic competence of both provider staff and services. This includes sensitivity to sexual orientation and gender, and capacity to serve the diversity of the County.

Bidder(s) shall demonstrate how their agency intends to incorporate cultural sensitivity into its program to meet the needs of Fresno County's diverse population, including addressing issues based upon culture, ethnicity, gender and sexual orientation. This should be reflected in the diversity of program participants as well as staff recruitment and trainings, program activities, and throughout program design and implementation. The successful bidder(s) will be able to demonstrate sensitivity, knowledge and awareness of the unique needs of the populations to be served, describing any relevant experience in providing substance abuse services to those populations.

## **ADMINISTRATION**

**Meetings:** One representative of the successful bidder(s) organization is required to attend the Fresno County SUD Subcommittee Meetings and monthly provider meeting. They are also required to attend quarterly Prevention Provider Meetings. Location(s)/time(s) may be obtained by contacting the DBH-SUD Services at (559) 600-6058. Additionally, program staff will be required to attend meetings and trainings on an as-needed basis, which may include but is not limited to fiscal trainings provided by the Department of Health Care Services, Substance Use Disorder Prevention, Treatment & Recovery Services Division Policy and Prevention Branch.

**Start of Services:** The anticipated effective date for the Agreement to begin is July 1, 2016. The program implementation plan must address timing for having management and direct services staff in place and the anticipated start date of program services.

**Data Gathering, Outcomes and Reports:** Bidder(s) will be required to collect and evaluate data annually to meet outcomes as further described in each section, as well as to submit an annual report. Bidder(s) will be required to work with the County Prevention Provider Program Evaluator, who will be tasked with collecting the data for their annual report.

Bidder(s) must track information on participants who receive services. In addition, bidder(s) must be able to input data in the CalOMS system, as required by the State. CalOMS data reporting includes tracking by the Center for Substance Abuse Prevention Strategies. The selected bidder(s) shall also submit reports as requested by DBH-SUD Services staff and the program evaluator. Specific outcome requirements are further described in each section included in the RFP, as appropriate. For additional information on CalOMS and system requirements, please refer to the General Contractual Requirements, Computer Systems section of the RFP. If a report is not submitted, incorrect or is otherwise not in proper form or substance, the DBH Director or designee shall have the right to withhold payment, after five (5) days prior written notice to CONTRACTOR (email is acceptable), until proper form is submitted and approved.

To the extent possible, bidder(s) should utilize available CHKS data at each of the proposed sites where services will be offered. **Fresno County will pay for CHKS to be administered** in school districts in which each provider will offer services. The cost of CHKS administration may be included in the bidders proposed budget. Provider's must draw up Memoranda of Understanding (MOU) with School Districts that opt to use CHKS if is the bidders intention to fund these costs in their proposal.

In the event that providers are unable to secure MOUs with School Districts (some school districts are not utilizing CHKS), providers will be required to work with the County-contracted prevention services evaluator to develop and use a standardized biennial survey across all school sites.

**Charitable Choice: Fresno County has a long history of partnerships with faith-based and community-based organizations. The County encourages faith-based and community-based organizations, including small and novice organizations, to respond to this RFP.**

Proposals are awarded competitively. Additionally, no funds are set aside specifically for faith-based providers, nor will separate funding be established.

### **Guidance and Policy Statement of Religious Nondiscrimination in Proposal Eligibility and Service Delivery**

The County does not discriminate against non-governmental organizations on the basis that such organizations have a religious character. Faith-based organizations are eligible to compete for proposal funds on the same basis as all other non-governmental organizations. Decisions about RFP's and awards will be made based solely on the competence, capacity, and actions of the provider, not whether it is a secular or faith-based provider.

To the extent permitted by law, County-contracted faith-based organizations may - just as secular non-governmental organizations - use their facilities to provide County-contracted services without removing or altering art, icons, literature, or other distinctive symbols from these facilities. In addition, faith-based organizations that apply for or participate in programs may retain their organizational identity including, but not limited to name, internal governance, and mission statements.

No bidder may discriminate in its delivery of a County-contracted program against a client or potential client on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. Any specifically religious activity or service made available to clients by the provider must be voluntary as well as separate in time and location from County funded activities and services.

**Please fill out *Exhibit B*, "Charitable Choice and Guidance and Policy Statement of Religious Nondiscrimination in Proposal Eligibility and Service Delivery" to acknowledge that the following two (2) sections have been read and accepted.**

**Admin Policy #5 – Compliance:** Contractors shall be limited to a maximum 15% administrative cost as compared to the total program budget and employee benefits shall be limited to a maximum of 20% of salaries. **Please complete *Exhibit C* in order for the County to make the necessary determination of your organization meets these requirements.** This policy applies to:

Renewals or multi-year contracts with non-profit organizations which primarily serve Fresno County and professional services contracts where Fresno County is the sole client, such as:

- Community based organization service contracts related to social services, health services, or probation services.
- Cultural art program contracts.
- Professional services contracts.

### **PROPOSAL EVALUATION**

Bidder(s) will be evaluated and selected based on their proposed services, how their proposal addresses the specific AOD problem areas, their knowledge and any relevant experience in those problem areas, the bidder's exhibited sensitivity to the target populations within their response to this RFP, and the demonstrated

knowledge of evidence-based strategies and data-driven programs within the substance use disorders field. **Particular evidence-based programs are not specified; bidder(s) must include the evidence-based program(s) they propose to utilize to meet the requirements of this RFP, with appropriate supporting information.**

The Evaluation Committee will submit their award recommendations to the DBH Director or designee and the recommendations will be taken into consideration; however, the DBH Director or designee will determine funding levels and the number of agencies receiving a tentative award recommendation pending final Board of Supervisors approval.



## SECTION I - UNDERAGE DRINKING

### **GOAL 1: DECREASE UNDERAGE ALCOHOL USE.**

OBJECTIVE 1: Decrease youth access to alcohol from adults.

OBJECTIVE 2: Increase the average age of onset for alcohol use by 2 years.

### **OVERVIEW**

For Goal 1, there are two (2) distinct objectives under the priority area of Underage Drinking. Each objective is considered to be a distinct problem area with associated strategies, as described in the Logic Model located after Section III of this RFP and in the SPP. Please note that additional activities may also be included in the bidder(s) proposal.

### **HISTORY / BACKGROUND**

According to the 2013 and 2014 data from the California Health Interview Survey (CHIS) for Fresno County, 30% of teens report using alcohol in their lifetime, as well as 19 percent of teen males aged 10-25 self reported binge drinking. According to the California Healthy Kids Survey, Student Well-being in California 2009-11 report, "California students in grades 9 to 12 reported the following:

- 52.3% had at least one drink of alcohol on one or more days during their life.
- 35.7% had their first drink of alcohol, other than a few sips, before age 13.
- 28.1% had at least one drink of alcohol on one or more occasions in the past 30 days.
- 17.7% had five or more drinks of alcohol in a row (binge drinking) in the past 30 days."

### **TARGET POPULATION**

Youth and young adults ages 10-20 in targeted high use areas for substance use.

### **SERVICE EXPECTATIONS**

Bidder(s) are required to demonstrate sensitivity to the target populations and knowledge of strategies and proven AOD prevention programs.

For **Objectives 1 and 2**, the bidder(s) will develop and implement age-appropriate and culturally-affirmative, effective and evidence-based messages and activities to address risks of alcohol use and binge drinking, with a particular focus on youth between the ages of 10-20. Bidder(s) will include detailed descriptions of activities and strategies that will be used to complete Objective 1 and required outcomes, further described below.

Fresno County Tobacco Prevention Program (TPP): The Fresno County Department of Public Health is currently in partnership with the California Department of Public Health to work toward one of its objectives. The objective reads, "By 6/30/2017, at least one city in Fresno County and/or the County of Fresno will adopt a policy that requires that no more than 15% of the total square footage of windows and clear (e.g., glass) doors of an alcohol/tobacco retailer may have advertising of any sort, including tobacco." (This criterion pertains to those that intend on to submit a proposal for Section I of this RFP). The successful bidder(s) will collaborate with the Fresno County TPP and incorporate this objective into their implementation plan.

Bidder(s) are expected to meet the outcomes outlined in the SPP, Logic Model and further detailed below. Each proposal should outline and exhibit how short-term, intermediate and long-term outcomes will be met, what evidence-based strategies will be utilized and how outcomes will be measured. The specific years that Fresno County utilized for the baseline data are detailed in the SPP and can be accessed by clicking this link to the SPP:

[http://www.co.fresno.ca.us/uploadedFiles/Departments/Behavioral\\_Health/PDF/StrategicPreventionPlan2015.pdf](http://www.co.fresno.ca.us/uploadedFiles/Departments/Behavioral_Health/PDF/StrategicPreventionPlan2015.pdf)

Proposals must include an implementation plan including outcomes and how they will be achieved.

**OUTCOMES**

**Short-Term Outcomes:** By 6/30/17, increase the number of youth receiving education services by 5% in Fresno County as measured by prevention education providers.

**Intermediate Outcomes:** By 6/30/19, the number of adults that have received educational services in Fresno County will increase by 10% as measured by prevention education providers.

**Long-Term Outcomes:** By 6/30/20, the access to alcohol provided by adults will have decreased by 5% in Fresno County as measured by specified indicators.

By 6/30/20, youth will have increased average age of onset of alcohol use by 2 years as measured by specified indicators.

## SECTION II – YOUTH MARIJUANA (MJ) USE

### **GOAL 1: DECREASE YOUTH MARIJUANA USE.**

OBJECTIVE 1: Increase the average age of onset for marijuana use by 2 years.

OBJECTIVE 2: Reduce marijuana use among youth by 5%.

### **OVERVIEW**

For Goal 1, there are two (2) separate objectives. Each objective is considered to be a distinct problem area with associated strategies, as described in the Logic Model located after Section III of this RFP and in the SPP. Please note that additional activities may also be included in the bidder(s) proposal.

### **HISTORY / BACKGROUND**

Although cannabis contains over 400 different chemicals, the main ingredient which affects the mind is THC. The amount of THC in the hemp plant determines the strength of the drug. The weather, soil and other factors determine the percentage of THC found in the plant. By using modern farming techniques, hemp growers have developed strains of cannabis which have much higher levels of THC than in the past. THC levels averaged 1% in 1974 and 4% in 1994. In 2008, levels reached 9.6%, the highest ever since analysis of the drug began in the 1970s. According to the 2007 National Survey on Drug Use and Health, “among 12-17 year olds, 6.7% were current marijuana users in 2007”. According to the US Drug Enforcement Administration, “of adults 26 or older who use marijuana before age 15, 62% went on to use cocaine at some point in their lives; 9% went on to use heroin at least once; and 54% made some nonmedical use of mind-altering prescription drugs. Substance Abuse and Mental Health Services Administration (SAMHSA) reported in 2013 that, “there were 2.4 million persons 12 or older who had used marijuana for the first time within the past 12 months; this averages to about 6,600 new users each day.” The same study showed that, “among persons aged 12 or older, an estimated 1.4 million first-time past year marijuana users initiated prior to age of 18.”

### **TARGET POPULATION**

Youth and young adults ages 10-25.

### **SERVICE EXPECTATIONS**

Bidder(s) are required to demonstrate sensitivity to the target populations, and knowledge of strategies and proven AOD prevention programs.

For **Objectives 1 and 2**, the bidder(s) will utilize effective and evidence-based messages and activities targeting middle, high school and college students and out-of-school youth to educate them about the effects of Marijuana. Activities will target youth and young adults ages 10-25. Bidder(s) will include detailed descriptions of activities and strategies that will be used to complete this objective and outcomes, further described below.

Bidder(s) are expected to meet the outcomes outlined in the SPP, Logic Model and further detailed below. Each proposal should outline and exhibit how short-term, intermediate and long-term outcomes will be met, what evidence-based strategies will be utilized and how outcomes will be measured. Proposals must include an implementation plan including outcomes and how they will be achieved.

### **OUTCOMES**

**Short-Term Outcomes:** By 6/30/17, increase the number of youth receiving educational services by 5% in Fresno County as measured by prevention education providers.

**Intermediate Outcomes:** By 6/30/19, the number of adults that have received educational services in Fresno County will increase by 10% as measured by prevention education providers.

**Long-Term Outcomes:** By 6/30/20, the average age of first time marijuana use will increase by 2 years as measured by specified indicators.

By 6/30/20, reduce youth marijuana use by 5% as measured by specified indicators.

## SECTION III

### PRESCRIPTIONS (RX) AND OVER THE COUNTER DRUGS

#### **GOAL 1: DECREASE YOUTH RX DRUG MISUSE.**

OBJECTIVE 1: Reduce life-time use of Rx and over-the-counter drugs by 5%.

#### **OVERVIEW**

For Goal 1, there is one (1) objective. The objective is considered to be a distinct problem area with associated strategies, as described in the Logic Model located after Section III of this RFP and in the SPP. Please note that additional activities may also be included in the bidder(s) proposal.

#### **HISTORY / BACKGROUND**

Painkiller use has been rising steadily in the United States since the 1980's. Statistically, teens are the most likely group to abuse prescription painkillers and other prescription drugs. Along with the rise in painkiller use is an increase in addiction and related deaths. Seven of the 11 most commonly abused drugs by high school students are prescription or over the counter drugs. About one in five teens get high by using painkillers. In 2008, of the 2.9 million persons 12 or older who used illicit drugs for the first time, 23% used prescription pain relievers. Women and teen girls are more likely to abuse prescription drugs, partly because painkiller abuse is more socially acceptable than street drug use. Most teens get these medicines from friends or relatives; a smaller percentage misuse or abuse pills that had been prescribed for them for a medical problem. Although teens did not misuse or abuse prescription stimulants at higher rates than in past years, there has been a decline in teens' perceptions of the risks of doing so.

#### **TARGET POPULATION**

Youth and young adults ages 10-25 in targeted high use areas for prescription painkiller abuse.

#### **SERVICE EXPECTATIONS**

Bidder(s) are required to demonstrate sensitivity to the target populations, and knowledge of strategies and proven AOD prevention programs.

For **Objective 1**, the bidder(s) will identify and implement effective and evidence-based tools in schools and communities that have been designated as target areas. Bidder(s) will include detailed descriptions of activities and strategies that will be used to complete Goal 3 and obtain outcomes, further described below.

Bidder(s) are expected to meet the outcomes outlined in the SPP, Logic Model and further detailed below. Each proposal should outline and exhibit how short-term, intermediate and long-term outcomes will be met, what evidence-based strategies will be utilized and how outcomes will be measured. Proposals must include an implementation plan including outcomes and how they will be achieved.

#### **OUTCOMES**

**Short-Term Outcome:** By 6/30/17, increase the participation in the campaigns to reduce youth access to Rx and over-the-counter drugs by 5% as measured by prevention program contractors.

**Intermediate Outcome:** By 6/30/18, 5% reduction in frequency of use of Rx and over-the-counter drugs by high school age youth as measured by the specified indicators.

**Long-Term Outcome:** By 6/30/20, youth will have decreased lifetime use of Rx drugs by 5% in Fresno County as measured by the specified indicators.

## SECTION IV

### CALIFORNIA FRIDAY NIGHT LIVE / CLUB LIVE PROGRAM ADMINISTRATION

Objective 1: Sustain and expand partnerships for positive and healthy youth development that engage high school age youth as active leaders and resources in their communities.

Objective 2: Sustain and expand partnerships for positive and healthy youth development that engage middle school age youth as active leaders and resources in their communities.

#### **OVERVIEW**

Fresno County requires a program administrator for the Friday Night Live / Club Live Programs (FNL/CL). There are fifteen thousand dollars (\$15,000.00) available for FNL and fifteen thousand dollars (\$15,000.00) available for CL. Bidders are required to address both FNL/CL programs when responding to this section.

#### **TARGET POPULATION**

The target populations are middle (CL) and high school (FNL)-age youth residing in Fresno County.

#### **HISTORY / BACKGROUND**

The mission of FNL is to build partnerships for positive and healthy youth development that engage youth as active leaders and resources in their communities. FNL is designed for high school-age youth. Youth involved in FNL have the opportunity to develop programming skills and plan activities in concert with their peers and adult advisors. FNL programs are youth-driven, therefore, providing meaningful roles for youth in the program. FNL builds community partnerships that support youth, helping to foster a sense of autonomy and power, and promote the belief in a young person's capacity to contribute. In supporting the holistic development of youth, FNL has gone above and beyond the message of prevention.

FNL chapters offer participants the opportunity to connect to their school and/or community through skill-building activities and caring relationships in environments free of alcohol, tobacco, other drugs and violence. FNL is motivated by youth-adult partnerships that create essential and powerful community activities that enhance and improve their environments. Some activities include educating policy-making officials, providing safe social outlets for youth, and hosting training and conferences on varying issues from leadership to social factors that contribute to substance abuse. Dances, haunted houses, community service and social action activities, movie nights, and participation in advocacy for safe and healthy environments such as sober grad, are just some of the activities that FNL youth both participate in and organize.

CL is an extension of the successful FNL program and is aimed at middle school-age youth. CL fosters resiliency and protective factors through the development of action-oriented chapters in which positive activities are planned and implemented by young people working together with adults. This program focuses on developing and expanding social skills. Activities are organized to engage youth socially, to expand their ability to express themselves in social environments, and to help youth help themselves actively engage with peers. CL activities may include but are not limited to Christmas decorating contests, raffles and/or bingo nights. The connection to the high school FNL program promotes exciting and secure activities for CL participants through continued involvement on the high school level. FNL members gain mentoring experience and build on the benefits they add to the community.

In March 1996, the California Department of Alcohol and Drug Programs began contracting out the statewide coordination of the FNL programs, which resulted in the formation of the California FNL Partnership (CFNLP). Services provided to County FNL/CL programs include:

- Program design and development assistance.
- Technical assistance and training to incorporate the youth development and FNL Mentor models.
- Development and distribution of research materials on innovative youth programs.
- Support for the involvement of youth in all phases of program planning and implementation.

- Conducting routine evaluations to assess progress, and to refine, improve and strengthen program effectiveness.
- Use of web technology to provide resources on prevention information, and function as a network for FNL county coordinators to access programmatic information.

### **SERVICE EXPECTATIONS**

Bidder(s) are required to demonstrate sensitivity to the target populations, and knowledge of strategies and proven AOD prevention programs.

The successful bidder(s) shall establish FNL/CL programs for middle and high school-age youth residing in Fresno County.

Key elements of FNL/CL programs include the following list. They will:

- Be youth driven and led
- Help young people develop skills and resilient traits (e.g., foster a sense of power and autonomy)
- Build community partnerships to support youth
- Provide meaningful and caring relationships among youth and with adults
- Promote belief in youths' capacity to contribute
- Provide safe, healthy, fun, and supportive places for youth to be
- Be culturally competent
- Have clearly defined and measurable goals, based on research and objective data
- Support and train adults to work effectively with youth
- Evaluate program periodically to assess progress and refine, improve, and strengthen the program's effectiveness

The following components characterize elements within all FNL programs and how they implement prevention programming that reflects youth development best practices. These components define how FNL groups are formed, what services are provided, and how the groups connect to the community.

### **Component 1: Chapters**

Chapters describe a group of committed young people and at least one adult ally working together. Chapters provide Skill Development, Opportunities, and Outreach through ongoing partnerships at local sites.

Chapter Sites: Chapters provide FNL programs with interactive opportunities to promote youth-led ideas and youth decision-making. Within a chapter, groups can take part in real community change that extends beyond the "chapter walls," beyond the school or site, and into the community at large. In a chapter, youth experience a sense of belonging to something larger than themselves and establish meaningful connections with their peers and adults. Local chapter sites can be housed at a variety of place, such as:

- |                     |                       |                       |
|---------------------|-----------------------|-----------------------|
| • Schools           | • Juvenile Facilities | • Mentoring Programs  |
| • Community Centers | • Recreation Centers  | • Youth Action Groups |
| • Churches          | • Youth Councils      | • Foster/Group Homes  |

### **Component 2: Outreach**

Outreach engages youth, adults, and systems in building the partnerships that create positive and healthy youth development.

Through outreach, FNL seeks to involve as many young people, from as many different backgrounds, communities and environments as possible. The Goal 1s to be intentional about engaging all young people - from non-traditional leaders to youth in recovery, from multiple ethnic and cultural communities and beyond. Outreach also extends to adults and community partners that can contribute to and participate in FNL

partnerships. Outreach is more than simply increasing membership numbers; it's about enhancing the quality of FNL partnerships by making efforts to be as inclusive and complete as possible.

#### Facets of Outreach

- Building Relationships: seeking ways to bring more and more people into FNL partnerships.
- Opening Doors: making FNL opportunities available to the widest range of youth and adults.
- Understanding Other Cultures: working to be inclusive and welcoming of all young people.
- Educating Partners and Systems: getting the word out about positive youth development.
- Articulating the FNL/CL Mission: learning to effectively communicate the ideas and purpose of all FNL programs.

### **Component 3: Skill Development**

Skill development occurs in purposeful activities and opportunities that promote or result in building skills, mastery, resiliency, and core competencies.

Skill development occurs while youth are preparing for a specific project, developing chapter goals, or participating in general activities. Skill building is a process and not an isolated event or training; skill building includes training as well as opportunities to apply, and training content and support from adult allies to use new skills.

#### Competency Categories\*\*

- Creative and Cognitive Skills:
  - Problem-solving and action planning
  - Creative expression; linking creativity to action
- Vocational and Job Skills:
  - Job and career options
  - Youth philanthropy and entrepreneurship
- Personal and Social Skills:
  - Conflict resolution, refusal skills, peer mediation, coping skills, facilitation skills, action planning, and navigational skills
- Civics and Citizenship:
  - Understanding national, racial, historical, socioeconomic, ethnic, and ethical issues
  - Being accountable to the larger society
  - Contributing to others
- Health and Physical Well-being:
  - Consequences of risky behavior
  - Information and knowledge about nutrition, exercise, hygiene

\*\* Source: Karen Pittman, Academy for Educational Development

### **Component 4: Opportunities**

Opportunities are any safe environment or avenue in which youth and adults accomplish a project or task in partnership, with shared power and ownership.

Opportunities are critical to FNL programs because through opportunities the other three components "pay off," or see the fruits of their labors translated into action. This is where things happen, in schools, communities, neighborhoods, and systems. When youth are provided with the right training and support, opportunities give them a place to shine while also having an impact on both individuals and the community at large.

**Examples of Opportunities:**

- **Community Service Learning and Social Action:** Young people, in partnership with adults, develop and implement community projects designed to bring about real change. Projects might focus on a particular cause, increase awareness of an issue, or bring about real, lasting change in a targeted area.
- **Leadership and Advocacy:** Youth serve on community boards and hold intern or staff positions within FNL programs or local community programs that understand and support the FNL approach. Service can be on boards of directors, advisory councils, commissions, or any decision- or policy-making body.
- **Youth-Led Projects and Activities:** Youth develop projects and activities designed to send a consistent positive message about youth culture. In addition to providing "safe and sober" activities, the chapter plans innovative, youth-led activities that celebrate young people's contributions, such as Poetry Slams, Health Olympics, Youth Forums, talent showcases, and teambuilding exercises.
- **Relationship Building:** Youth interact with their peers and with adults in structured and non-structured environments. The chapter can host group development activities such as retreats or team building days.

**OUTCOMES**

The core program activities must demonstrate a measurable change and must be supported with outcomes and evaluation. The focus of program activities should address and measure changes in participants' attitudes and behaviors. The bidder(s) are required to provide a four-year program scope of work, including measurable and time-limited objectives and outcomes, a cost proposal, a program implementation plan, and an evaluation plan.



**Table 1 – Logic Model for Priority 1: Underage Drinking**

Priority Area 1: Underage Drinking Problem Statement: Underage drinking in Fresno County is a problem due to the easy access, and youth are experimenting with alcohol at younger ages.							
Goals	Objectives	Risk Factors	Strategies	Short Term	Intermediate	Long-Term	Indicator
Decrease underage alcohol use.	By 6/30/20, decrease youth access to alcohol from adults by 5% in Fresno County.  By 6/30/20, increase the average age of onset for alcohol use by 2 years.	Relaxed social norms related to alcohol use by youth.  Adults contribute to alcohol access by providing or facilitating access.  Easy access extends to elementary school age youth.  Alcohol remains a gateway drug facilitated largely by adults.	Youth leadership and youth voice in community.  Expand youth focused education and awareness about the consequences of youth alcohol use (ages 10-20).  Community level education and awareness campaigns about the health, developmental, and safety consequences of alcohol use.	By 6/30/17, increase the number of youth receiving educational services by 5% in Fresno County as measured by prevention education providers.	By 6/30/19, the number of adults that have received educational services in Fresno County will increase by 10% as measured by prevention education providers.	By 6/30/20, the access to alcohol provided by adults will have decreased by 5% in Fresno County as measured by specified indicators.  By 6/30/20, youth will have increased average age of onset of alcohol use by 2 years as measured by specified indicators.	CHKS (where available)  Youth Risk Behavior Survey (YRBS) (where available)  National Survey on Drug Use (NSDUH)  Participant survey's  Educational program data tracking for reach  Focus group and interviews

**Table 2: Logic Model for Priority 2: Marijuana Use**

Priority Area 2: Youth Marijuana (MJ) Use Problem Statement: Youth MJ use in Fresno County is a problem due to the perception that marijuana is low risk since it became legal via medical marijuana legislation, and adults discount harm of use because they are unaware of the potency of today's marijuana.							
Goals	Objectives	Risk Factors	Strategies	Short Term	Intermediate	Long-Term	Indicator
Decrease youth marijuana use.	By 6/30/20, increase the average age of onset for marijuana use by 2 years.  By 6/30/20, reduce marijuana use among youth by 5%.	Relaxed social norms related to MJ use by youth.  Adults do not perceive harm from and consequences of use.  Adults contribute to MJ by making marijuana accessible at home.  Use rates are unchanged since the introduction of medical MJ as legally acceptable.	Youth leadership and youth voice in community.  Expand youth focused education and awareness about the consequences of marijuana use (ages 10-25).  School based and community and level education and awareness campaigns about the health, developmental, and safety consequences of marijuana use.	By 6/30/17, increase the number of youth receiving educational services by 5% in Fresno County as measured by prevention education providers.	By 6/30/19, the number of adults that have received educational services in Fresno County will increase by 10% as measured by prevention education providers.	By 6/30/20, the average age of first time marijuana use will increase by 2 years as measured by specified indicators.  By 6/30/20, reduce youth marijuana use by 5% as measured by specified indicators.	CHKS (where available)  Youth Risk Behavior Survey (YRBS) (where available)  National Survey on Drug Use (NSDUH)  Participant survey's  Educational program data tracking for reach  Focus group and interview

**Table 3: Logic Model for Priority 3: Prescription Drug Misuse**

Priority Area 3: Prescription (Rx) and Over-the-Counter Drugs							
Problem Statement: Rx and over-the-counter drug misuse is a growing problem among youth.							
Goals	Objectives	Risk Factors	Strategies	Short Term	Intermediate	Long-Term	Indicator
Decrease youth Rx drug misuse.	By 6/30/20, reduce life-time use of Rx and over-the-counter drugs by 5%.	Youth are accessing Rx drugs from home.  Adults are not safeguarding their Rx and over-the-counter drugs.  Youth and adults lack education about Rx misuse, and options to reduce access.	Public education and awareness campaigns related to Rx and over-the-counter drug misuse.  Rx safe disposal efforts.  Expand youth focused education and awareness about consequences of Rx misuse for ages 10-25.	By 6/30/17, increase the participation in the campaigns to reduce youth access to Rx and over-the-counter drugs by 5% as measured by prevention program contractors.	By 6/30/18, 5% reduction in frequency of use of Rx and over-the-counter drugs by high school age youth as measured by the specified indicators.	By 6/30/20, youth will have decreased lifetime use of Rx drugs by 5% in Fresno County as measured by the specified indicators.	CHKS (where available)  Youth Risk Behavior Survey (YRBS) (where available)  National Survey on Drug Use (NSDUH)  Participant survey's  Educational program data tracking for reach  Focus group and interviews  Volume of disposed drugs

## COST PROPOSAL

Cost proposals should be prepared in a manner to best demonstrate the merit of the proposal. A complete itemized and detailed description of all costs should be included, such as labor, taxes, supplies for services, materials and equipment. It is the intent of the DBH-SUD Services to have services begin July 1, 2016.

The maximum annual funding for the initial award year will be one hundred thousand dollars (\$1,000,000). Bids submitted will be evaluated on cost as well as other factors.

**YEAR END SETTLEMENT CHANGE:** At the conclusion of each fiscal year, contractors will complete a year end cost report to reflect actual costs and reimbursement for services provided. Regardless of the contract maximum, CONTRACTOR will be reimbursed only for the costs of approved units of service up to the negotiated unit of service rate approved in the Agreement.

There is an option for the awarded contractor to receive an annual increase of no more than 1.5% of the prior year's total funding amount for the purpose of recognizing increases in the cost of doing business. To take advantage of this option, contractor will be required to complete separate budget worksheets for each funding year under the agreement which include the annual increase and provide line item justifications. Please note: The annual increase is based on the bottom line total, not per budget line item. Contractor will be required to submit monthly invoices based on actual expenditures. Contractors interested in this option must include a statement to that fact in the Cost Proposal.

Contractors are to complete and submit a summary of proposed staff, detailed budget and detailed budget narrative/justification forms in the template provided, and by this reference incorporated. The narrative/justification must explain in detail and justify each line item included in the cost proposal. Budget narrative/justifications for years two (2) through five (5) must include justifications for each line item that is increased as a result of the annual adjustment described above. Please note that the line item descriptions identified in the budget template are examples only. They are not required and can be changed.

Budget forms are attached as **Exhibit A**.

1. Provide a detailed budget using the templates provided for the proposed services. Personnel entries should include salary rates and percentage of time commitment by position. Include necessary equipment (rental/lease/purchase) and the cost of a federal Single Audit Act audit. Contractors are to complete a detailed budget and budget justification narrative.
2. Additional program revenues will be considered separate and distinct from the County's payment to the selected contractor.
3. Administrative costs include all non-direct service personnel. This includes staff such as executive directors, clerical staff and fiscal staff. In addition, identified corporate overhead will be added to the non-direct service personnel costs. The administrative rate shall not exceed 15% of total program budget and employee benefits shall not exceed 20% of total salaries. The formula to determine the 15% maximum is: add all administrative salaries and identified corporate overhead and divide that number by the total program budget (note any exceptions and provide detailed justification and explanation).

Allowable administrative costs include services such as:

- Health care service agency
- Accounting and budgeting
- Auditing
- Data processing
- Employee retirement system administration
- Legal services
- Motor pool
- Personnel administration
- Procurement

- Maintenance and operation of central or home office
- Research and evaluation

Administrative costs claimed must be determined through an acceptable allocation method to fairly represent the services and benefits received by the facility.

Unallowable administrative costs include the following:

- General administrative costs of local government, such as public services (fire, sanitation)
- The salary and expenses of the local governmental lawmaking bodies, such as the county board of supervisors and the city council
- Tax anticipation warrants and property tax functions

Any administrative staff that provides direct services shall be identified in the budget narrative by identifying the percentage of time spent providing direct client care.

#### 4. Direct Service Costs

Direct service costs are those direct costs for therapeutic child care services that can be readily identified to a therapeutic child care facility. Allowable costs include all necessary and proper costs which are incurred in developing and maintaining the operation of the participant care services and facilities, including:

- Salaries and benefits of facility staff
- Operating expenses
- Staff travel
- Facility maintenance costs
- Building and equipment depreciation or lease cost
- Facility and service costs provided by contract

Unallowable direct service costs include:

- Capital improvements (unless amortized)
- Purchase or construction of buildings
- Compensation to members of a local advisory board
- Administrative costs

Service hours provided to the program by volunteers or non-paid interns will not be considered a direct service cost. County-funded staff time must be dedicated to direct services. Under no circumstances will county-funded staff time be used for fund-raising purposes.

#### 5. Benefit Costs

Benefits are limited to 20% of total salaries and are determined by adding the total Payroll Tax line and Total Benefits line and dividing that number by the Total Salary line. Costs to include in the calculation are: health insurance (medical, dental, vision), retirement, life insurance, Worker's Compensation Insurance, payroll taxes and other optional benefits.

#### 6. Budget Narrative

Include a budget narrative explaining each budget section assuming the reviewer has no knowledge of your agency or your organization. Your budget narrative should also identify and explain any cost savings that would be realized through the operation of multiple County contracts, if applicable.

The narrative should also be clear relative to depreciation expense, insurance expense, and consultant service expenses. **Please note: Fresno County will not pay for consultant's time spent responding to this RFP.**

## 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 PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. 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.
- III. TABLE OF CONTENTS
- IV. 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. **The Contractor must provide a statement addressing 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.
- V. TRADE SECRET:
  - A. Sign where required.
- VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS
- VII. REFERENCES
- VIII. PARTICIPATION

- IX. 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.
- X. VENDOR COMPANY DATA: 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.
- XI. SCOPE OF WORK:
- 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.
- XII. 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.
- XIII. CHECK LIST



## AWARD CRITERIA

### **COST**

- A. As submitted under the "COST PROPOSAL" section.

### **CAPABILITY AND QUALIFICATIONS**

- A. Do the service descriptions address all the areas identified in the RFP? Will the proposed services satisfy County's needs and to what degree?
- B. Does the bidder demonstrate knowledge or awareness of the problems associated with providing the services proposed and knowledge of laws, regulations, statutes and effective operating principles required to provide this service?
- C. The amount of demonstrated experience in providing the services desired in a California County.
- D. Bidder(s) will be evaluated and selected based on their proposed services, how well their proposal addresses the specific AOD problem areas further detailed in the Scope of Work, their knowledge and any relevant experience in those problem areas, the bidder(s) exhibited sensitivity to the target populations within their response to this RFP, and the demonstrated knowledge of evidence-based strategies and data-driven programs within the substance abuse field.
- E. Preference will be given to bidder(s) that propose one or more program sites or cooperative relationships with other agencies / organizations to provide sites in the rural service area.
- F. Preference will be given to bidders that display existing effective collaborative relationships with other services providers, agencies, communities, families, youth, and interested individuals.

### **MANAGEMENT PLAN**

- A. Is the organizational plan and management structure adequate and appropriate for overseeing the proposed services?

## 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. \_\_\_\_\_ All signatures must be in **blue ink**.
2. \_\_\_\_\_ The Request for Proposal (RFP) has been signed and completed.
3. \_\_\_\_\_ Addenda, if any, have been completed, signed and included in the bid package.
4. \_\_\_\_\_ **One (1) original plus five (5) copies** of the RFP have been provided.
5. \_\_\_\_\_ Provide a Conflict of Interest Statement.
6. \_\_\_\_\_ The completed *Trade Secret Form* as provided with this RFP (Confidential/Trade Secret Information, if provided must be in a separate binder).
7. \_\_\_\_\_ The completed *Criminal History Disclosure Form* as provided with this RFP.
8. \_\_\_\_\_ The completed *Reference List* as provided with this RFP.
9. \_\_\_\_\_ The completed *Participation Form* as provided with this RFP.
10. \_\_\_\_\_ The completed *RFP Identification Sheet* as provided with this RFP.
11. \_\_\_\_\_ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
12. \_\_\_\_\_ Completed *Exhibit A – Budget Narratives*
13. \_\_\_\_\_ Completed *Exhibit B - Religious Non-Discrimination Policy*
14. \_\_\_\_\_ Completed *Exhibit C - Admin Policy 5 - Compliance*
15. \_\_\_\_\_ 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. <u>952-5414</u>
Closing Date: <u>February 4, 2016</u>
Closing Time: <u>2:00 P.M.</u>
Commodity or Service: <u>Alcohol and Other Drug Prevention Services for Youth</u>

**Return Checklist with your RFP response.**

## **EXHIBITS**

- A. Budget Narrative**
- B. Religious Non-Discrimination Policy**
- C. Admin Policy 5 - Compliance**

FRESNO COUNTY  
FY 2016-2017 BUDGET  
BUDGET JUSTIFICATION NARRATIVE

PERSONNEL/ SALARIES	Annual Salary and FTE equivalence as in budget.		
	Budget Categories-Line Item Description	Annual (12 Month) Salary for this	% of FTE dedicated to this program
	Executive Director Program Manager Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist		
Position descriptions submitted with proposal.			
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: • 0251 - Workers Compensation Insurance - • 0252 - Liability Insurance- • 0253 - Insurance Other -		
COMMUNICATIONS	• 0301 - Telecommunications/data lines - • 0302 - Answering Service -		
OFFICE EXPENSE	• 0351-Office Supplies: Includes Items necessary to carry out the daily activities to accomplish the program goals and objectives including paper, filing supplies, pens, pencils, scissors, and other supplies. • 0352 - Social/Rec, Workbooks.- • 0353-Printing/Reproduction includes items such as the printing of business cards, program pamphlets, position vacancy advertising and other materials related to the program. • 0354 - Publications - • 0355 - Legal Notices/Advertising -		
EQUIPMENT	List the following equipment categories and provide a brief description for each • 0401 - Purchase of Equipment - • 0402 - Equipment Rent/Lease- • 0403-Equipment Maintenance: minor equipment repair for copier and		
FACILITIES	List the following facilities categories and provide a brief description for each • 0451 - Rent/Lease Building - • 0452 - Facilities Maintenance - • 0453 - Utilities -		

FRESNO COUNTY  
FY 2016-2017 BUDGET  
BUDGET JUSTIFICATION NARRATIVE

TRAVEL	<p>List the following travel categories and provide a brief description for each</p> <ul style="list-style-type: none"> <li>• 0501 - Staff Mileage -</li> <li>• 0502 - Staff Travel (Out of County) -</li> <li>• 0503 - Staff Training/Registration -</li> <li>• 0504 - Transportation -</li> </ul>
PROGRAM SUPPLIES	<p>List the following program supplies categories and provide a brief description for</p> <ul style="list-style-type: none"> <li>• 0551 - Program Supplies - Client Incentives</li> <li>• 0552 - Program Supplies - Curriculum</li> <li>• 0553 - Program Supplies - Food</li> </ul>
CONSULTANCY	<p>List the following consulting categories and provide a brief description for each</p> <ul style="list-style-type: none"> <li>• 0601 - Consultant Services -</li> <li>• 0602 - Contracted Services -</li> </ul>
FISCAL AND AUDITS	<p>List the following fiscal and audits categories and provide a brief description for</p> <ul style="list-style-type: none"> <li>• 0651 - Accounting/Bookkeeping -</li> <li>• 0652 - External Audit -</li> </ul>
OTHER COSTS	<p>List the following categories and provide a brief description for each category:</p> <ul style="list-style-type: none"> <li>• 0701 - Indirect Costs -</li> <li>• 0702 - Licenses/Taxes -</li> <li>• 0703 - County Administration Fee -</li> <li>• 0749-Other Costs - Other business services such as applicant TB tests, drug screens, and other program-related items that don't necessarily fit into another line item.</li> </ul>
REVENUE/MATCH	<p>Please identify all anticipated funding sources and distinguish whether the</p> <ul style="list-style-type: none"> <li>• 3120 - Drug Medi-Cal - Mental Health Medi-Cal -</li> <li>• 3130 - State Grant -</li> <li>• 3140 - Private Donations -</li> <li>• 3150 - Client Fees -</li> </ul>
ONE TIME ADVANCE	<p>Used for startup costs and is available upon request with a detailed justification. The amount cannot exceed 1/12th of the total cost proposal for this section.</p>

Submitted by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Budget Categories- Line Item Description (Must be Itemized)	Annual (12-Month) Salary	% of FTE dedicated to this program	% Time dedicated to services Admin.      Direct	Proposed Program Budget									
				SAPT Funding		Other Funding		Other Funding		Total Proposed Budget			
				Admin.	Direct	Admin.	Direct	Admin.	Direct	Admin.	Direct		
<b>PERSONNEL/SALARIES</b>													
0101    Executive Director										\$	-	\$	-
0102    Program Manager										\$	-	\$	-
0103    Outreach Specialist										\$	-	\$	-
0104    Outreach Specialist										\$	-	\$	-
0105    Outreach Specialist										\$	-	\$	-
0106    Outreach Specialist										\$	-	\$	-
0107    Outreach Specialist										\$	-	\$	-
0108    Outreach Specialist										\$	-	\$	-
0109										\$	-	\$	-
0110										\$	-	\$	-
0111										\$	-	\$	-
0112										\$	-	\$	-
0113										\$	-	\$	-
0114										\$	-	\$	-
0115										\$	-	\$	-
0116										\$	-	\$	-
0117										\$	-	\$	-
0118										\$	-	\$	-
0119										\$	-	\$	-
0120										\$	-	\$	-
0121										\$	-	\$	-
0122										\$	-	\$	-
0123										\$	-	\$	-
0124										\$	-	\$	-
0125										\$	-	\$	-
0126										\$	-	\$	-
0127										\$	-	\$	-
0128										\$	-	\$	-
0129										\$	-	\$	-
0130										\$	-	\$	-
<b>SALARIES TOTAL</b>										\$	-	\$	-
<b>PAYROLL TAXES</b>													
0151    State Unemployment Insurance										\$	-	\$	-
0152    F.I.C.A./O.A.S.D.I.										\$	-	\$	-
0153    State Disability Insurance										\$	-	\$	-
0154    Workers' Compensation Insurance										\$	-	\$	-
<b>PAYROLL TAXES TOTAL</b>										\$	-	\$	-
<b>EMPLOYEE BENEFITS</b>													
0201    Health Insurance										\$	-	\$	-
0202    Life Insurance										\$	-	\$	-
0203    Retirement										\$	-	\$	-
0204    Benefits Other - Specify										\$	-	\$	-
<b>EMPLOYEE BENEFITS TOTAL</b>										\$	-	\$	-
<b>TAXES &amp; BENEFITS TOTAL</b>										\$	-	\$	-
<b>TOTAL PERCENT OF BENEFITS TO SALARIES</b>										#DIV/0!		#DIV/0!	

Provider Name: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Budget Categories-Line Item Description (Must Be Itemized)	SAPT Funding Budget	Other Funding Budget	Other Funding Budget	Proposed Program Budget
<b>SALARY, PAYROLL TAX, AND EMPLOYEE BENEFITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INSURANCE</b>				
0251 Worker's Compensation Insurance				\$0
0252 Liability Insurance				\$0
0253 Insurance Other-Specify				\$0
<b>INSURANCE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMUNICATIONS</b>				
0301 Telecommunications/data lines				\$0
0302 Answering Service				\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OFFICE EXPENSE</b>				
0351 Office Supplies				\$0
0352 Soc Rec., Workbooks				\$0
0353 Printing/Reproduction				\$0
0354 Publications				\$0
0355 Legal Notices/Advertising				\$0
<b>OFFICE EXPENSE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EQUIPMENT</b>				
0401 Purchase of Equipment				\$0
0402 Equipment Rent/Lease				\$0
0403 Equipment Maintenance				\$0
<b>EQUIPMENT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FACILITIES</b>				
0451 Rent/Lease Building				\$0
0452 Facilities Maintenance				\$0
0453 Utilities				\$0
<b>FACILITIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRAVEL COSTS</b>				
0501 Staff Mileage				\$0
0502 Staff Travel (Out of County)				\$0
0503 Staff Training/Registration				\$0
0504 Transportation				\$0
<b>TRAVEL COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROGRAM SUPPLIES</b>				
0551 Program Supplies-Client Incentives				\$0
0552 Program Supplies-Curriculum				\$0
0553 Program Supplies-Food				\$0
<b>PROGRAM SUPPLIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONSULTANCY</b>				
0601 Consultant Services				\$0
0602 Contracted Services				\$0
<b>CONSULTANCY TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FISCAL AND AUDITS</b>				
0651 Accounting/Bookkeeping				\$0
0652 External Audit				\$0
<b>FISCAL AND AUDITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER COSTS</b>				
0701 Indirect Costs				\$0
0702 Licenses/Taxes				\$0
0703 County Administration Fee				\$0
0749 Other Business Services				\$0
<b>OTHER COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE/MATCH</b>				
3120 Medi-Cal				\$0
3130 State Grant				\$0
3140 Private Donations				\$0
3150 Client Fees				\$0
<b>REVENUE/MATCH TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ONE TIME ADVANCE</b>	<b>\$0</b>			
<b>NET PROGRAM BUDGET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

FRESNO COUNTY  
FY 2017-2018 BUDGET  
BUDGET JUSTIFICATION NARRATIVE

PERSONNEL/ SALARIES	Annual Salary and FTE equivalence as in budget.		
	Budget Categories-Line Item Description	Annual (12 Month) Salary for this	% of FTE dedicated to this program
	Executive Director Program Manager Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist		
	Position descriptions submitted with proposal.		
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: <ul style="list-style-type: none"> <li>• 0251 - Workers Compensation Insurance -</li> <li>• 0252 - Liability Insurance-</li> <li>• 0253 - Insurance Other -</li> </ul>		
COMMUNICATIONS	<ul style="list-style-type: none"> <li>• 0301 - Telecommunications/data lines -</li> <li>• 0302 - Answering Service -</li> </ul>		
OFFICE EXPENSE	<ul style="list-style-type: none"> <li>• 0351-Office Supplies: Includes Items necessary to carry out the daily activities to accomplish the program goals and objectives including paper, filing supplies, pens, pencils, scissors, and other supplies.</li> <li>• 0352 - Social/Rec, Workbooks.-</li> <li>• 0353-Printing/Reproduction includes items such as the printing of business cards, program pamphlets, position vacancy advertising and other materials related to the program.</li> <li>• 0354 - Publications -</li> <li>• 0355 - Legal Notices/Advertising -</li> </ul>		
EQUIPMENT	List the following equipment categories and provide a brief description for each category: <ul style="list-style-type: none"> <li>• 0401 - Purchase of Equipment -</li> <li>• 0402 - Equipment Rent/Lease-</li> <li>• 0403-Equipment Maintenance: minor equipment repair for copier and vehicle maintenance.</li> </ul>		



FRESNO COUNTY  
FY 2017-2018 BUDGET  
BUDGET JUSTIFICATION NARRATIVE

FACILITIES	<p>List the following facilities categories and provide a brief description for each category:</p> <ul style="list-style-type: none"> <li>• 0451 - Rent/Lease Building -</li> <li>• 0452 - Facilities Maintenance -</li> <li>• 0453 - Utilities -</li> </ul>
TRAVEL	<p>List the following travel categories and provide a brief description for each</p> <ul style="list-style-type: none"> <li>• 0501 - Staff Mileage -</li> <li>• 0502 - Staff Travel (Out of County) -</li> <li>• 0503 - Staff Training/Registration -</li> <li>• 0504 - Transportation -</li> </ul>
PROGRAM SUPPLIES	<p>List the following program supplies categories and provide a brief description for</p> <ul style="list-style-type: none"> <li>• 0551 - Program Supplies - Client Incentives</li> <li>• 0552 - Program Supplies - Curriculum</li> <li>• 0553 - Program Supplies - Food</li> </ul>
CONSULTANCY	<p>List the following consulting categories and provide a brief description for each</p> <ul style="list-style-type: none"> <li>• 0601 - Consultant Services -</li> <li>• 0602 - Contracted Services -</li> </ul>
FISCAL AND AUDITS	<p>List the following fiscal and audits categories and provide a brief description for</p> <ul style="list-style-type: none"> <li>• 0651 - Accounting/Bookkeeping -</li> <li>• 0652 - External Audit -</li> </ul>
OTHER COSTS	<p>List the following categories and provide a brief description for each category:</p> <ul style="list-style-type: none"> <li>• 0701 - Indirect Costs -</li> <li>• 0702 - Licenses/Taxes -</li> <li>• 0703 - County Administration Fee -</li> <li>• 0749-Other Costs - Other business services such as applicant TB tests, drug screens, and other program-related items that don't necessarily fit into another line item.</li> </ul>
REVENUE/MATCH	<p>Please identify all anticipated funding sources and distinguish whether the</p> <ul style="list-style-type: none"> <li>• 3120 - Drug Medi-Cal - Mental Health Medi-Cal -</li> <li>• 3130 - State Grant -</li> <li>• 3140 - Private Donations -</li> <li>• 3150 - Client Fees -</li> </ul>

Submitted by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Budget Categories- Line Item Description (Must be Itemized)	Annual (12-Month) Salary	% of FTE dedicated to this program	% Time dedicated to services Admin.     Direct	Proposed Program Budget									
				SAPT Funding		Other Funding		Other Funding		Total Proposed Budget			
				Admin.	Direct	Admin.	Direct	Admin.	Direct	Admin.	Direct		
<b>PERSONNEL/SALARIES</b>													
0101     Executive Director										\$	-	\$	-
0102     Program Manager										\$	-	\$	-
0103     Outreach Specialist										\$	-	\$	-
0104     Outreach Specialist										\$	-	\$	-
0105     Outreach Specialist										\$	-	\$	-
0106     Outreach Specialist										\$	-	\$	-
0107     Outreach Specialist										\$	-	\$	-
0108     Outreach Specialist										\$	-	\$	-
0109										\$	-	\$	-
0110										\$	-	\$	-
0111										\$	-	\$	-
0112										\$	-	\$	-
0113										\$	-	\$	-
0114										\$	-	\$	-
0115										\$	-	\$	-
0116										\$	-	\$	-
0117										\$	-	\$	-
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0119										\$	-	\$	-
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0121										\$	-	\$	-
0122										\$	-	\$	-
0123										\$	-	\$	-
0124										\$	-	\$	-
0125										\$	-	\$	-
0126										\$	-	\$	-
0127										\$	-	\$	-
0128										\$	-	\$	-
0129										\$	-	\$	-
0130										\$	-	\$	-
<b>SALARIES TOTAL</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>PAYROLL TAXES</b>													
0151     State Unemployment Insurance										\$	-	\$	-
0152     F.I.C.A./O.A.S.D.I.										\$	-	\$	-
0153     State Disability Insurance										\$	-	\$	-
0154     Workers' Compensation Insurance										\$	-	\$	-
<b>PAYROLL TAXES TOTAL</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>EMPLOYEE BENEFITS</b>													
0201     Health Insurance										\$	-	\$	-
0202     Life Insurance										\$	-	\$	-
0203     Retirement										\$	-	\$	-
0204     Benefits Other - Specify										\$	-	\$	-
<b>EMPLOYEE BENEFITS TOTAL</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>TAXES &amp; BENEFITS TOTAL</b>										<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>TOTAL PERCENT OF BENEFITS TO SALARIES</b>										<b>#DIV/0!</b>		<b>#DIV/0!</b>	

Provider Name: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Budget Categories-Line Item Description (Must Be Itemized)	SAPT Funding Budget	Other Funding Budget	Other Funding Budget	Proposed Program Budget
<b>SALARY, PAYROLL TAX, AND EMPLOYEE BENEFITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INSURANCE</b>				
0251 Worker's Compensation Insurance				\$0
0252 Liability Insurance				\$0
0253 Insurance Other-Specify				\$0
<b>INSURANCE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMUNICATIONS</b>				
0301 Telecommunications/data lines				\$0
0302 Answering Service				\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OFFICE EXPENSE</b>				
0351 Office Supplies				\$0
0352 Soc Rec., Workbooks				\$0
0353 Printing/Reproduction				\$0
0354 Publications				\$0
0355 Legal Notices/Advertising				\$0
<b>OFFICE EXPENSE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EQUIPMENT</b>				
0401 Purchase of Equipment				\$0
0402 Equipment Rent/Lease				\$0
0403 Equipment Maintenance				\$0
<b>EQUIPMENT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FACILITIES</b>				
0451 Rent/Lease Building				\$0
0452 Facilities Maintenance				\$0
0453 Utilities				\$0
<b>FACILITIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRAVEL COSTS</b>				
0501 Staff Mileage				\$0
0502 Staff Travel (Out of County)				\$0
0503 Staff Training/Registration				\$0
0504 Transportation				\$0
<b>TRAVEL COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROGRAM SUPPLIES</b>				
0551 Program Supplies-Client Incentives				\$0
0552 Program Supplies-Curriculum				\$0
0553 Program Supplies-Food				\$0
<b>PROGRAM SUPPLIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONSULTANCY</b>				
0601 Consultant Services				\$0
0602 Contracted Services				\$0
<b>CONSULTANCY TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FISCAL AND AUDITS</b>				
0651 Accounting/Bookkeeping				\$0
0652 External Audit				\$0
<b>FISCAL AND AUDITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER COSTS</b>				
0701 Indirect Costs				\$0
0702 Licenses/Taxes				\$0
0703 County Administration Fee				\$0
0749 Other Business Services				\$0
<b>OTHER COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE/MATCH</b>				
3120 Medi-Cal				\$0
3130 State Grant				\$0
3140 Private Donations				\$0
3150 Client Fees				\$0
<b>REVENUE/MATCH TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET PROGRAM BUDGET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

FRESNO COUNTY  
FY 2018-2019 BUDGET  
BUDGET JUSTIFICATION NARRATIVE

PERSONNEL/ SALARIES	Annual Salary and FTE equivalence as in budget.		
	Budget Categories-Line Item Description	Annual (12 Month) Salary for this	% of FTE dedicated to this program
	Executive Director Program Manager Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist  Position descriptions submitted with proposal.		
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: <ul style="list-style-type: none"> <li>• 0251 - Workers Compensation Insurance -</li> <li>• 0252 - Liability Insurance-</li> <li>• 0253 - Insurance Other -</li> </ul>		
COMMUNICATIONS	<ul style="list-style-type: none"> <li>• 0301 - Telecommunications/data lines -</li> <li>• 0302 - Answering Service -</li> </ul>		
OFFICE EXPENSE	<ul style="list-style-type: none"> <li>• 0351-Office Supplies: Includes Items necessary to carry out the daily activities to accomplish the program goals and objectives including paper, filing supplies, pens, pencils, scissors, and other supplies.</li> <li>• 0352 - Social/Rec, Workbooks.-</li> <li>• 0353-Printing/Reproduction includes items such as the printing of business cards, program pamphlets, position vacancy advertising and other materials related to the program.</li> <li>• 0354 - Publications -</li> <li>• 0355 - Legal Notices/Advertising -</li> </ul>		
EQUIPMENT	List the following equipment categories and provide a brief description for each category: <ul style="list-style-type: none"> <li>• 0401 - Purchase of Equipment -</li> <li>• 0402 - Equipment Rent/Lease-</li> <li>• 0403-Equipment Maintenance: minor equipment repair for copier and vehicle maintenance.</li> </ul>		
FACILITIES	List the following facilities categories and provide a brief description for each category: <ul style="list-style-type: none"> <li>• 0451 - Rent/Lease Building -</li> <li>• 0452 - Facilities Maintenance -</li> <li>• 0453 - Utilities -</li> </ul>		
TRAVEL	List the following travel categories and provide a brief description for each <ul style="list-style-type: none"> <li>• 0501 - Staff Mileage -</li> <li>• 0502 - Staff Travel (Out of County) -</li> <li>• 0503 - Staff Training/Registration -</li> <li>• 0504 - Transportation -</li> </ul>		

FRESNO COUNTY  
FY 2018-2019 BUDGET  
BUDGET JUSTIFICATION NARRATIVE

PROGRAM SUPPLIES	List the following program supplies categories and provide a brief description for <ul style="list-style-type: none"> <li>• 0551 - Program Supplies - Client Incentives</li> <li>• 0552 - Program Supplies - Curriculum</li> <li>• 0553 - Program Supplies - Food</li> </ul>
CONSULTANCY	List the following consulting categories and provide a brief description for each <ul style="list-style-type: none"> <li>• 0601 - Consultant Services -</li> <li>• 0602 - Contracted Services -</li> </ul>
FISCAL AND AUDITS	List the following fiscal and audits categories and provide a brief description for <ul style="list-style-type: none"> <li>• 0651 - Accounting/Bookkeeping -</li> <li>• 0652 - External Audit -</li> </ul>
OTHER COSTS	List the following categories and provide a brief description for each category: <ul style="list-style-type: none"> <li>• 0701 - Indirect Costs -</li> <li>• 0702 - Licenses/Taxes -</li> <li>• 0703 - County Administration Fee -</li> <li>• 0749-Other Costs - Other business services such as applicant TB tests, drug screens, and other program-related items that don't necessarily fit into another line item.</li> </ul>
REVENUE/MATCH	Please identify all anticipated funding sources and distinguish whether the <ul style="list-style-type: none"> <li>• 3120 - Drug Medi-Cal - Mental Health Medi-Cal -</li> <li>• 3130 - State Grant -</li> <li>• 3140 - Private Donations -</li> <li>• 3150 - Client Fees -</li> </ul>

Submitted by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

No. of Budgeted FTE Administration: Direct Service:

Budget Categories- Line Item Description (Must be Itemized)	Annual (12-Month) Salary	% of FTE dedicated to this program	% Time dedicated to services		Proposed Program Budget								
					SAPT Funding		Other Funding		Other Funding		Total Proposed Budget		
					Admin.	Direct	Admin.	Direct	Admin.	Direct	Admin.	Direct	
PERSONNEL/SALARIES													
0101 Executive Director												\$ -	\$ -
0102 Program Manager												\$ -	\$ -
0103 Outreach Specialist												\$ -	\$ -
0104 Outreach Specialist												\$ -	\$ -
0105 Outreach Specialist												\$ -	\$ -
0106 Outreach Specialist												\$ -	\$ -
0107 Outreach Specialist												\$ -	\$ -
0108 Outreach Specialist												\$ -	\$ -
0109												\$ -	\$ -
0110												\$ -	\$ -
0111												\$ -	\$ -
0112												\$ -	\$ -
0113												\$ -	\$ -
0114												\$ -	\$ -
0115												\$ -	\$ -
0116												\$ -	\$ -
0117												\$ -	\$ -
0118												\$ -	\$ -
0119												\$ -	\$ -
0120												\$ -	\$ -
0121												\$ -	\$ -
0122												\$ -	\$ -
0123												\$ -	\$ -
0124												\$ -	\$ -
0125												\$ -	\$ -
0126												\$ -	\$ -
0127												\$ -	\$ -
0128												\$ -	\$ -
0129												\$ -	\$ -
0130												\$ -	\$ -
SALARIES TOTAL					\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$ -	
PAYROLL TAXES													
0151 State Unemployment Insurance												\$ -	\$ -
0152 F.I.C.A./O.A.S.D.I.												\$ -	\$ -
0153 State Disability Insurance												\$ -	\$ -
0154 Workers' Compensation Insurance												\$ -	\$ -
PAYROLL TAXES TOTAL					\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$ -	
EMPLOYEE BENEFITS													
0201 Health Insurance												\$ -	\$ -
0202 Life Insurance												\$ -	\$ -
0203 Retirement												\$ -	\$ -
0204 Benefits Other - Specify												\$ -	\$ -
EMPLOYEE BENEFITS TOTAL					\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$ -	
TAXES & BENEFITS TOTAL												\$ -	\$ -
TOTAL PERCENT OF BENEFITS TO SALARIES												#DIV/0!	#DIV/0!

Provider Name: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Budget Categories-Line Item Description (Must Be Itemized)	SAPT Funding Budget	Other Funding Budget	Other Funding Budget	Proposed Program Budget
<b>SALARY, PAYROLL TAX, AND EMPLOYEE BENEFITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INSURANCE</b>				
0251 Worker's Compensation Insurance				\$0
0252 Liability Insurance				\$0
0253 Insurance Other-Specify				\$0
<b>INSURANCE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMUNICATIONS</b>				
0301 Telecommunications/data lines				\$0
0302 Answering Service				\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OFFICE EXPENSE</b>				
0351 Office Supplies				\$0
0352 Soc Rec., Workbooks				\$0
0353 Printing/Reproduction				\$0
0354 Publications				\$0
0355 Legal Notices/Advertising				\$0
<b>OFFICE EXPENSE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EQUIPMENT</b>				
0401 Purchase of Equipment				\$0
0402 Equipment Rent/Lease				\$0
0403 Equipment Maintenance				\$0
<b>EQUIPMENT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FACILITIES</b>				
0451 Rent/Lease Building				\$0
0452 Facilities Maintenance				\$0
0453 Utilities				\$0
<b>FACILITIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRAVEL COSTS</b>				
0501 Staff Mileage				\$0
0502 Staff Travel (Out of County)				\$0
0503 Staff Training/Registration				\$0
0504 Transportation				\$0
<b>TRAVEL COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROGRAM SUPPLIES</b>				
0551 Program Supplies-Client Incentives				\$0
0552 Program Supplies-Curriculum				\$0
0553 Program Supplies-Food				\$0
<b>PROGRAM SUPPLIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONSULTANCY</b>				
0601 Consultant Services				\$0
0602 Contracted Services				\$0
<b>CONSULTANCY TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FISCAL AND AUDITS</b>				
0651 Accounting/Bookkeeping				\$0
0652 External Audit				\$0
<b>FISCAL AND AUDITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER COSTS</b>				
0701 Indirect Costs				\$0
0702 Licenses/Taxes				\$0
0703 County Administration Fee				\$0
0749 Other Business Services				\$0
<b>OTHER COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE/MATCH</b>				
3120 Medi-Cal				\$0
3130 State Grant				\$0
3140 Private Donations				\$0
3150 Client Fees				\$0
<b>REVENUE/MATCH TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET PROGRAM BUDGET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

FRESNO COUNTY  
FY 2019-2020 BUDGET  
BUDGET JUSTIFICATION NARRATIVE

PERSONNEL/ SALARIES	Annual Salary and FTE equivalence as in budget.		
	Budget Categories-Line Item Description	Annual (12 Month) Salary for this	% of FTE dedicated to this program
	Executive Director Program Manager Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist Outreach Specialist		
	Position descriptions submitted with proposal.		
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: <ul style="list-style-type: none"> <li>• 0251 - Workers Compensation Insurance -</li> <li>• 0252 - Liability Insurance-</li> <li>• 0253 - Insurance Other -</li> </ul>		
COMMUNICATIONS	<ul style="list-style-type: none"> <li>• 0301 - Telecommunications/data lines -</li> <li>• 0302 - Answering Service -</li> </ul>		
OFFICE EXPENSE	<ul style="list-style-type: none"> <li>• 0351-Office Supplies: Includes Items necessary to carry out the daily activities to accomplish the program goals and objectives including paper, filing supplies, pens, pencils, scissors, and other supplies.</li> <li>• 0352 - Social/Rec, Workbooks.-</li> <li>• 0353-Printing/Reproduction includes items such as the printing of business cards, program pamphlets, position vacancy advertising and other materials related to the program.</li> <li>• 0354 - Publications -</li> <li>• 0355 - Legal Notices/Advertising -</li> </ul>		
EQUIPMENT	List the following equipment categories and provide a brief description for each category: <ul style="list-style-type: none"> <li>• 0401 - Purchase of Equipment -</li> <li>• 0402 - Equipment Rent/Lease-</li> <li>• 0403-Equipment Maintenance: minor equipment repair for copier and vehicle maintenance.</li> </ul>		
FACILITIES	List the following facilities categories and provide a brief description for each category:		



FRESNO COUNTY  
FY 2019-2020 BUDGET  
BUDGET JUSTIFICATION NARRATIVE

	<ul style="list-style-type: none"> <li>• 0451 - Rent/Lease Building -</li> <li>• 0452 - Facilities Maintenance -</li> <li>• 0453 - Utilities -</li> </ul>
TRAVEL	List the following travel categories and provide a brief description for each <ul style="list-style-type: none"> <li>• 0501 - Staff Mileage -</li> <li>• 0502 - Staff Travel (Out of County) -</li> <li>• 0503 - Staff Training/Registration -</li> <li>• 0504 - Transportation -</li> </ul>
PROGRAM SUPPLIES	List the following program supplies categories and provide a brief description for <ul style="list-style-type: none"> <li>• 0551 - Program Supplies - Client Incentives</li> <li>• 0552 - Program Supplies - Curriculum</li> <li>• 0553 - Program Supplies - Food</li> </ul>
CONSULTANCY	List the following consulting categories and provide a brief description for each <ul style="list-style-type: none"> <li>• 0601 - Consultant Services -</li> <li>• 0602 - Contracted Services -</li> </ul>
FISCAL AND AUDITS	List the following fiscal and audits categories and provide a brief description for <ul style="list-style-type: none"> <li>• 0651 - Accounting/Bookkeeping -</li> <li>• 0652 - External Audit -</li> </ul>
OTHER COSTS	List the following categories and provide a brief description for each category: <ul style="list-style-type: none"> <li>• 0701 - Indirect Costs -</li> <li>• 0702 - Licenses/Taxes -</li> <li>• 0703 - County Administration Fee -</li> <li>• 0749-Other Costs - Other business services such as applicant TB tests, drug screens, and other program-related items that don't necessarily fit into another line item.</li> </ul>
REVENUE/MATCH	Please identify all anticipated funding sources and distinguish whether the <ul style="list-style-type: none"> <li>• 3120 - Drug Medi-Cal - Mental Health Medi-Cal -</li> <li>• 3130 - State Grant -</li> <li>• 3140 - Private Donations -</li> <li>• 3150 - Client Fees -</li> </ul>

Submitted by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

Budget Categories- Line Item Description (Must be Itemized)		Annual (12-Month) Salary	% of FTE dedicated to this program	% Time dedicated to services Admin. Direct		Proposed Program Budget							
						SAPT Funding		Other Funding		Other Funding		Total Proposed Budget	
						Admin.	Direct	Admin.	Direct	Admin.	Direct	Admin.	Direct
<b>PERSONNEL/SALARIES</b>													
0101	Executive Director											\$ -	\$ -
0102	Program Manager											\$ -	\$ -
0103	Outreach Specialist											\$ -	\$ -
0104	Outreach Specialist											\$ -	\$ -
0105	Outreach Specialist											\$ -	\$ -
0106	Outreach Specialist											\$ -	\$ -
0107	Outreach Specialist											\$ -	\$ -
0108	Outreach Specialist											\$ -	\$ -
0109												\$ -	\$ -
0110												\$ -	\$ -
0111												\$ -	\$ -
0112												\$ -	\$ -
0113												\$ -	\$ -
0114												\$ -	\$ -
0115												\$ -	\$ -
0116												\$ -	\$ -
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0119												\$ -	\$ -
0120												\$ -	\$ -
0121												\$ -	\$ -
0122												\$ -	\$ -
0123												\$ -	\$ -
0124												\$ -	\$ -
0125												\$ -	\$ -
0126												\$ -	\$ -
0127												\$ -	\$ -
0128												\$ -	\$ -
0129												\$ -	\$ -
0130												\$ -	\$ -
<b>SALARIES TOTAL</b>						\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$ -
<b>PAYROLL TAXES</b>													
0151	State Unemployment Insurance											\$ -	\$ -
0152	F.I.C.A./O.A.S.D.I.											\$ -	\$ -
0153	State Disability Insurance											\$ -	\$ -
0154	Workers' Compensation Insurance											\$ -	\$ -
<b>PAYROLL TAXES TOTAL</b>						\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$ -
<b>EMPLOYEE BENEFITS</b>													
0201	Health Insurance											\$ -	\$ -
0202	Life Insurance											\$ -	\$ -
0203	Retirement											\$ -	\$ -
0204	Benefits Other - Specify											\$ -	\$ -
<b>EMPLOYEE BENEFITS TOTAL</b>						\$0	\$0	\$0	\$0	\$0	\$0	\$ -	\$ -
<b>TAXES &amp; BENEFITS TOTAL</b>												\$ -	\$ -
<b>TOTAL PERCENT OF BENEFITS TO SALARIES</b>												#DIV/0!	#DIV/0!

Provider Name: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Budget Categories-Line Item Description (Must Be Itemized)	SAPT Funding Budget	Other Funding Budget	Other Funding Budget	Proposed Program Budget
<b>SALARY, PAYROLL TAX, AND EMPLOYEE BENEFITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INSURANCE</b>				
0251 Worker's Compensation Insurance				\$0
0252 Liability Insurance				\$0
0253 Insurance Other-Specify				\$0
<b>INSURANCE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMUNICATIONS</b>				
0301 Telecommunications/data lines				\$0
0302 Answering Service				\$0
<b>COMMUNICATIONS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OFFICE EXPENSE</b>				
0351 Office Supplies				\$0
0352 Soc Rec., Workbooks				\$0
0353 Printing/Reproduction				\$0
0354 Publications				\$0
0355 Legal Notices/Advertising				\$0
<b>OFFICE EXPENSE TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EQUIPMENT</b>				
0401 Purchase of Equipment				\$0
0402 Equipment Rent/Lease				\$0
0403 Equipment Maintenance				\$0
<b>EQUIPMENT TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FACILITIES</b>				
0451 Rent/Lease Building				\$0
0452 Facilities Maintenance				\$0
0453 Utilities				\$0
<b>FACILITIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRAVEL COSTS</b>				
0501 Staff Mileage				\$0
0502 Staff Travel (Out of County)				\$0
0503 Staff Training/Registration				\$0
0504 Transportation				\$0
<b>TRAVEL COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROGRAM SUPPLIES</b>				
0551 Program Supplies-Client Incentives				\$0
0552 Program Supplies-Curriculum				\$0
0553 Program Supplies-Food				\$0
<b>PROGRAM SUPPLIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONSULTANCY</b>				
0601 Consultant Services				\$0
0602 Contracted Services				\$0
<b>CONSULTANCY TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FISCAL AND AUDITS</b>				
0651 Accounting/Bookkeeping				\$0
0652 External Audit				\$0
<b>FISCAL AND AUDITS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER COSTS</b>				
0701 Indirect Costs				\$0
0702 Licenses/Taxes				\$0
0703 County Administration Fee				\$0
0749 Other Business Services				\$0
<b>OTHER COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE/MATCH</b>				
3120 Medi-Cal				\$0
3130 State Grant				\$0
3140 Private Donations				\$0
3150 Client Fees				\$0
<b>REVENUE/MATCH TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET PROGRAM BUDGET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Charitable Choice and Guidance and Policy Statement of Religious Nondiscrimination in  
Proposal Eligibility and Service Delivery

**Charitable Choice**

Fresno County has a long history of partnerships with faith-based and community-based organizations. The County encourages faith-based and community-based organizations, including small and novice organizations, to respond to this RFP.

- Proposals are awarded competitively
- No funds are set aside specifically for faith-based providers, nor will separate funding be established

**Guidance and Policy Statement of Religious Nondiscrimination in Proposal Eligibility and Service Delivery**

The County does not discriminate against non-governmental organizations on the basis that such organizations have a religious character. Faith-based organizations are eligible to compete for proposal funds on the same basis as all other non-governmental organizations. Decisions about RFP's and awards will be made based solely on the competence, capacity, and actions of the provider, not whether it is a secular or faith-based provider.

To the extent permitted by law, County-contracted faith-based organizations may - just as secular non-governmental organizations - use their facilities to provide County-contracted services without removing or altering art, icons, literature, or other distinctive symbols from these facilities. In addition, faith-based organizations that apply for or participate in programs may retain their organizational identity including, but not limited to name, internal governance, and mission statements.

No bidder may discriminate in its delivery of a County-contracted program against a client or potential client on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. Any specifically religious activity or service made available to clients by the provider must be voluntary as well as separate in time and location from County funded activities and services.

I have read and understand the above "Charitable Choice and Guidance and Policy Statement of Religious Nondiscrimination in Proposal Eligibility and Service Delivery."

Enter company name: \_\_\_\_\_

**ACKNOWLEDGED BY:**

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

## Fresno County Department of Behavioral Health Administrative Policy No. 5 Compliance

Fresno County Administrative Policy No. 5 requires that nonprofit organizations which primarily serve Fresno County and professional services contracts where Fresno County is the sole client limit administrative costs to a maximum of 15% of the total program budget and limit employee benefits costs to a maximum of 20% of total salaries.

**INSTRUCTIONS:** To determine whether Administrative Policy No. 5 applies to your agency, please (1) enter an "x" in the appropriate response to each question and (2) provide required information in the budget section, then (3) print and sign completed form(s). **If you are unable to complete this form electronically contact the DBH Analyst assigned to your contract.**

### Section I: Agency Classification

1. This agency is a (check one)?

Nonprofit Organization	For Profit Organization	
Yes	No	N/A

2. If nonprofit, is more than 50% of the agency's total annual budget currently funded through Fresno County contracts or, if awarded, would more than 50% of the total annual budget be funded through Fresno County contracts?

Yes	No	N/A

3. If for profit, is Fresno County the sole client of the organization?

### Section II: Agency Exemption Status

Based on the information provided above, your organization is determined to be:

**Nonprofit organization:**

**For profit organization:**

#### EXEMPTION STATUS


### Section III: Agency Budget Information

Please provide the following information:

A. Agency's total annual budget:

\$ -

B. Other non-Fresno County funding (additional space available on Budget Pg 2-4, if needed):

1.		\$		-
2.		\$		-
3.		\$		-
4.		\$		-

C. Total non-Fresno County funds (including additional pages):

\$ -

D. Percent of non-County funds to total budget (C/A):

\_\_\_\_\_

### Section IV: Agency Certification

I certify that the information provided above is true and correct to the best of my knowledge.

Agency Name: \_\_\_\_\_

Primary Business Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Authorized Signer: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authority

\_\_\_\_\_  
Date

Agency Name: \_\_\_\_\_

**Section III(B) Continued:**

## B. Other non-Fresno County funding:

5.		\$	-
6.		\$	-
7.		\$	-
8.		\$	-
9.		\$	-
10.		\$	-
11.		\$	-
12.		\$	-
13.		\$	-
14.		\$	-
15.		\$	-
16.		\$	-
17.		\$	-
18.		\$	-
19.		\$	-
20.		\$	-
21.		\$	-
22.		\$	-
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30.		\$	-
31.		\$	-
32.		\$	-
33.		\$	-
34.		\$	-
35.		\$	-
36.		\$	-
37.		\$	-
38.		\$	-
39.		\$	-
40.		\$	-
41.		\$	-
42.		\$	-
43.		\$	-

**Total Page 2:**

\$ -

Agency Name: \_\_\_\_\_

**Section III(B) Continued:**

## B. Other non-Fresno County funding:

44.		\$	-
45.		\$	-
46.		\$	-
47.		\$	-
48.		\$	-
49.		\$	-
50.		\$	-
51.		\$	-
52.		\$	-
53.		\$	-
54.		\$	-
55.		\$	-
56.		\$	-
57.		\$	-
58.		\$	-
59.		\$	-
60.		\$	-
61.		\$	-
62.		\$	-
63.		\$	-
64.		\$	-
65.		\$	-
66.		\$	-
67.		\$	-
68.		\$	-
68.		\$	-
70.		\$	-
71.		\$	-
72.		\$	-
73.		\$	-
74.		\$	-
75.		\$	-
76.		\$	-
77.		\$	-
78.		\$	-
79.		\$	-
80.		\$	-
81.		\$	-
82.		\$	-
Total Page 3:		\$	-

Agency Name: \_\_\_\_\_

**Section III(B) Continued:**

## B. Other non-Fresno County funding:

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