

COUNTY OF FRESNO
REQUEST FOR PROPOSAL
NUMBER: 952-5422
SUBSTANCE ABUSE PREVENTION PROGRAM
EVALUATOR

Issue Date: January 14, 2016

Closing Date: FEBRUARY 18, 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: Gary E. Cornuelle,
phone (559) 600-7114 or e-mail gcornuelle@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, 2nd Floor
Fresno, CA 93702-4599

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)".

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

()

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNATURE (IN BLUE INK)

PRINT NAME

TITLE

PURCHASING USE: GEC:ssj

ORG/Requisition: 56302080 / 5631601514

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

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Certification and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

6. AWARDS:

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

7. TIE BIDS:

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

8. PATENT INDEMNITY:

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

9. SAMPLES:

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

10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.
- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in

default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.

- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

11. DISCOUNTS:

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

12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

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

13. SPECIAL REQUIREMENT:

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

14. RECYCLED PRODUCTS/MATERIALS:

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

15. YEAR COMPLIANCE WARRANTY:

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

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

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. 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

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request must receive concurrence of the procurement authority who will sign 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, Contracts Division - Substance Use Disorder Services (DBH-SUD) is seeking proposals for a substance abuse prevention program evaluator that demonstrates the ability to assess evidence-based primary alcohol and other drug (AOD) 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 issues and in the process help individuals, families and communities in Fresno County enjoy increased health, well-being and economic independence.

Bidders will be evaluated and selected based on their proposed services, their knowledge and any relevant experience in the field of program evaluation, demonstrated knowledge of evidence-based strategies and data-driven programs within the substance abuse field, and how aligned their proposed approaches are with the Five-Year Fresno County Alcohol and Other Drug Strategic Prevention Plan, Logic Models (**Appendix A**), and the prevention providers' Implementation Plans.

The bidder must demonstrate a strong background in analysis of substance abuse prevention service programs and must be able to provide samples of past projects (databases, tools, etc.), letters of recommendation from agencies/individuals, and any documentation of educational achievement which demonstrate that they have the expertise and ability to assist in the following: program and evaluation planning; program implementation; and ongoing AOD prevention program assessment and evaluation. Proposals will be evaluated based on the bidder's experience with prevention program evaluation in addition to knowledge, skills and ability to effectively analyze substance abuse prevention services.

BACKGROUND/HISTORY

In April 2014, DBH-SUD Services Prevention staff began work on the development of a new five-year County-wide Alcohol and Other Drug (AOD) Strategic Prevention Plan (SPP) based on relevant local alcohol and other drug data trends and a comprehensive community process. This new Plan will guide DBH-SUD Services prevention efforts from July 1, 2015 - June 30, 2020. The planning followed steps outlined by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Strategic Prevention Framework (SPF) to maximize collaboration and improve substance abuse reduction outcomes in Fresno County. The three priority areas identified through the planning process will be the focus of prevention activities during the five year term of the SPP.

Key representatives from a cross-section of community sectors served as members of the *SPP Work Group*, the core planning committee for the SPP. This group was charged with collection and analysis of local data, identification of the most significant substance abuse problems and current conditions that contribute to the problems, reviewing community assets and gaps in services, and finding evidence-based interventions that can lead to effective and sustainable solutions to the priority AOD problems. Youth, who have an essential role in the development and implementation of successful youth prevention programs, were recruited from various neighborhoods and subgroups to serve in a *Youth Advisory Group*. They reported back to the SPP Work Group the most significant AOD problems facing youth and possible solutions based on their culture, perspective and experiences.

In order to build community capacity, a *Strategic Prevention Plan Advisory Group* was formed to help build consensus and provide support for prevention programs and policies. Cultural affirmation, sustainability and evaluation measures were incorporated in each step of the planning process. Particular attention was paid to assuring representation from rural geographic areas, which are often underserved, and youth. The SPP is focused on eliminating disparities in services offered to people of diverse racial, ethnic and linguistic backgrounds, gender and sexual orientation, and people with disabilities. The resulting SPP outlines goals and objectives for AOD prevention services based on findings made during the process. Each contracted substance abuse prevention provider will be responsible for working with the AOD Prevention Program Evaluator to collect information to help evaluate program outcomes and effectiveness at least on an annual basis, using the Logic Models and the provider's Implementation Plan outcomes as a foundation along with other appropriate measures as determined. The results of these annual evaluations will be shared with the DBH-SUD Services for additional review and with the California Department of Health Care Services (DHCS) through the California Outcomes Measurement Service (CalOMS) prevention data collection system.

Since the SPP is an ongoing, iterative process, the evaluations, progress reports on outcomes and any additional relevant updated data provided by the chosen bidder will be used to inform SPP adaptations and/or course corrections as we proceed with implementation over the next five years. Furthermore, the comprehensive evaluation at the end of the five-year SPP period will summarize all of the above data and will inform future prevention efforts and be utilized for continuous improvement processes, as well as development of Fresno County's subsequent AOD prevention plans.

Fresno County DBH-SUD Services is requesting proposals from qualified vendors who have the knowledge and expertise to plan and evaluate AOD prevention programs and services. **Funds can be awarded to for profit or non-profit entities.**

It is anticipated that new Prevention agreements will be effective as of July 1, 2016 and the successful evaluation services bidder is expected to evaluate all prevention service providers in accordance with the SPP Logic Models (**Appendix A**) and the providers' Implementation Plans. DBH-SUD Services intends to contract for three (3) years with two (2) 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. The anticipated effective date for the Agreement is July 1, 2016.

KEY DATES

RFP Issue Date:	January 14, 2016
Vendor Conference: <i>Vendors are to contact Gary E. Cornuelle at (559) 600-7114 if planning to attend vendor conference.</i>	January 22, 2016 at 10:00 A.M. County of Fresno Purchasing 4525 E. Hamilton Avenue, 2 nd Floor Fresno, CA 93702
Deadline for Written Requests for Interpretations or Corrections of RFP:	January 29, 2016 at 10:00 A.M. E-Mail: gcornuelle@co.fresno.ca.us
RFP Closing Date:	February 18, 2016 at 2:00 P.M. County of Fresno Purchasing 4525 E. Hamilton Avenue, 2 nd Floor Fresno, CA 93702

TRADE SECRET ACKNOWLEDGEMENT

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

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

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

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

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

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

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

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

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

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

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

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

TRADE SECRET ACKNOWLEDGEMENT

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

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

Enter company name on appropriate line:

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

ACKNOWLEDGED BY:

	()	
Signature (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.

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:

(Printed Name & Title)

(Name of Agency or Company)

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

REFERENCE LIST

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

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

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

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

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

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

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

PARTICIPATION

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

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

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

(Authorized Signature in Blue Ink)

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 – Substance Abuse Services, Attn: Jose Conchas, 515 S. Cedar Avenue, Fresno, CA 93702, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees, shall be excess only and not contributing with insurance provided under Contractor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to County.

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

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

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

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

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

CONFIDENTIALITY

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

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

Vendor may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate

HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

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

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

APPEALS

Appeals must be submitted in writing within *seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue 2nd Floor, Fresno, California 93702-4599 **and** in Word format to 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 22, 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), 2nd Floor, Fresno, California. Addendum will be prepared and distributed to all bidders only if necessary to clarify substantive items raised during the bidders' conference.

Bidders are to contact Gary E. Cornuelle at County of Fresno Purchasing, (559) 600-7114, if they are planning to attend the conference.

NUMBER OF COPIES: Submit **one (1) original and Six (6) 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 29, 2016 at 10:00 a.m. Questions must be directed to the attention of Gary E. Cornuelle, Purchasing Manager.
- 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 gcornuelle@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 or call Fresno County Accounts Payable, 559-600-3609.

SCOPE OF WORK

Bidder(s) will be evaluated and selected based on their proposal services, how well their proposal addresses the requirements of this RFP, their knowledge and any relevant experience in program evaluation, and any demonstrated knowledge of the substance abuse field.

The Evaluation Committee will submit their award recommendation to the Department of Behavioral Health – Substance Use Disorder (DBH-SUD) Services Director or designee and the recommendation will be taken into consideration; however, the DBH-SUD Services Director or designee will make the final determination, pending the final County Board of Supervisors' approval.

SPECIFIC REQUIREMENTS

In addition to the Scope of Work (requirements to follow), each response will also be required to include the following:

Bidders should demonstrate detailed knowledge of the 2015-2020 Fresno County Alcohol and Other Drug (AOD) Strategic Prevention Plan (SPP) in each response. To access the SPP, please click here: <http://www.co.fresno.ca.us/DepartmentPage.aspx?id=3796>

Start of Services: The anticipated effective date of the agreement is July 1, 2016. Proposals must address timing for having management and staff in place and the anticipated start date of services.

Cultural Competency: Bidders shall demonstrate how their agency intends to incorporate cultural sensitivity into its evaluation program to meet the needs of Fresno County's diverse population, including addressing issues based upon culture, ethnicity, gender and sexual orientation. The successful bidder 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 evaluation services with regards to the needs of diverse populations.

Charitable Choice (Appendix B): 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 RFPs 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 organizations 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 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.

SCOPE OF WORK OVERVIEW

The Evaluator shall provide program evaluation services and technical assistance to County AOD Prevention Service Providers to assess and measure community conditions that contribute to AOD problems, measure

change over time and evaluate the impact of prevention activities. Specifically, the Evaluator will be involved in providing the following services through a contractual agreement with Fresno County:

Year One

- **Evaluation Plan:** Develop an Evaluation Plan within three months of contract award that will establish and/or utilize baseline community-level data, and provide a framework for tracking and reporting all strategic outcomes (see SPP, link above, and attached Logic Models (**Appendix A**)).
- **Data Collection.** Identify key data points and develop a system of appropriate data collection methodologies and tool(s) based on the goals and objectives of the SPP. The tool(s) shall address the data needs of the SPP and AOD prevention services providers.
- **Data Analysis & Reporting:** Semi-Annual updates with community-level data on progress made to establish reliable and measureable baseline data along with any appropriate modifications in study design. A “semi-annual update” is a mid-year update, which shall be provided in addition to an Annual Report. In addition, a formal annual report will be provided to DBH-SUD Services that integrates the Evaluator’s internal findings with the most recent and relevant data from independence sources (i.e., Fresno County CalOMS database, UCLA Center for Health Policy Research’s California Health Interview Survey, various publications by the California State Department of Justice, Criminal Justice Statistics Center, etc.) to form a professional opinion of the effectiveness of each AOD prevention provider’s program in meeting strategic outcomes as well as recommendations for any modifications to improve outcomes.
- **Training and Technical Assistance:** Provision of training and assistance to AOD prevention providers in utilizing assessment tools and data collection as determined by the evaluator.

Years Two – Three

- **Data Analysis & Reporting:** Semi-annual updates and an annual report due to DBH-SUD Services, along with appropriate recommendations to improve outcomes and for future program development.
- **Training/Technical Assistance:** Ongoing support and assistance to AOD prevention providers in utilizing assessment tools as determined by the Evaluator.

Year Four

- **Final Analysis:** An annual update and final comprehensive report will be submitted to DBH-SUD Services to include outcome achievement for each AOD prevention provider and progress on goals for the cumulative five-year period of the SPP. Evaluator shall present their findings on emerging and significant local AOD issues based on reliable and measurable community-level and other relevant data as well as recommendations for future prevention programming and assistance with development of subsequent AOD strategic prevention plans.

SPECIFIC REQUIREMENTS FOR SCOPE OF WORK

Evaluation Plan: Contractor shall collaborate with County AOD prevention contractors to develop individualized program evaluation plans that are consistent with the SPP within ninety (90) days of contract execution. This shall include:

- Development of annual work plans for each contracted prevention provider, measurable activities and timelines that are consistent with the SPP.
- Evaluator shall assist AOD prevention service providers in determining emerging prevention issues and refining strategic outcomes as warranted.
- If prevention service provider(s) identify an emerging prevention issue, Evaluator shall assist the provider to develop a process to track the emerging issue and inform DBH-SUD Services staff of any corresponding recommendations for SPP adaptations and course corrections.
- Assistance in the development of the California Healthy Kids Survey (CHKS) or a similar standardized biennial survey to be administered by prevention providers at individual school sites.

Annual Reports: Evaluator shall review, present, and discuss key findings with each provider on the

progress and effectiveness of their work plans, including indicator tracking and outcome achievement, at least annually, and provide an annual report to County DBH-SUD Services with this information for each prevention provider.

Data Collection Methodology: Evaluator shall develop a system of appropriate data collection methodologies and tools based on the goals and objectives of the SPP to identify progress, emerging substance abuse problems and measure that change over the term of the contract. The tool(s) shall address the data needs of the SPP and AOD prevention services providers.

Training and Technical Assistance: Evaluator shall develop a training and technical assistance plan to ensure all prevention services providers understand data collection expectations.

- Evaluator shall provide appropriate training and technical assistance to contracted providers on the proper use of the evaluation tool(s) to conduct the prevention evaluation.
- Evaluator shall provide technical assistance to prevention providers as requested. Evaluator may assist other County AOD contractor evaluation efforts with Fresno County approval.
- Evaluator shall identify available data sources to measure outcome and achievement and provide training as necessary to ensure data is used and interpreted appropriately.
- If needed data source to measure community-level outcomes is unavailable, the Evaluator, in collaboration with prevention providers, shall develop community survey tools to be utilized countywide that includes a survey protocol and training plan.

Data Collection Protocols: Evaluator shall establish data collection protocols for the collection of community-level survey information that will be used to evaluate prevention activities that includes protocols and training plans on how to administer the survey tool(s). Survey tools shall be field tested as needed and utilized consistently across the county in targeted AOD prevention service areas.

Evaluation Meetings: Contractor shall meet as necessary with County AOD prevention providers, the purpose of which is to review evaluation matters including data collection and problem identification.

Service Provider Meetings: Evaluator shall attend regularly scheduled meetings as determined by DBH-SUD Services, including, but not limited to, monthly provider meetings and quarterly AOD prevention provider meetings.

Federal and State Prevention Services Requirements: If, over the term of this service agreement substantial changes are made in Federal and State of California AOD prevention service requirements, Evaluator shall, for all service categories, participate with County as necessary to incorporate required changes into prevention program services, assessment tools and general evaluations.

Reports: Evaluator, through their work with County AOD prevention programs/providers, shall submit a report to DBH-SUD Services after the first 3 months and then semi-annual reports thereafter which describe Evaluator's progress on evaluation activities, along with an Annual Report. These reports shall identify Evaluator's specific year-to-date accomplishments for each AOD prevention provider's work plan. A final comprehensive report will be submitted to DBH-SUD Services following the SPP 5-year term with an assessment of progress towards achievement of AOD prevention goals and objectives as outlined for Fresno County in the SPP.

California Outcomes Measures – Prevention Data System (CalOMS-PV): Reporting is required by all SAPT-funded services, including evaluation services. Evaluator will only be responsible for entering data weekly regarding their own activities: the evaluator is not responsible for entering CalOMS Prevention data for any other contracted providers. Evaluator shall electronically submit data describing prevention activities to the CalOMS Prevention website, as required by the State of California Department of Health Care Services. Training will be provided.

Bidders responses should identify how they will address each of the following:

1. Start of Services – Address timing for having management and staff in place and the anticipated start date of services.

2. Cultural Competency – Demonstrate how agency intends to incorporate cultural sensitivity into its evaluation program. Describe any relevant experience in providing evaluation services to diverse populations.
3. Evaluation Plan – Describe how individualized evaluation plans will be developed in order to ensure the goals identified in the SPP are met. Bidder's should describe their experience providing similar services. Bidders should describe their experience in the administration/development of standardized surveys.
4. Data Collection Methodologies – Bidders should describe their experience in developing a system of appropriate data collection methodologies and tools based on the goals and objectives of the SPP to identify process, emerging substance abuse problems and measure that change over the term of the contract.
5. Training/Technical Assistance – Describe experience in working with providers and in the development of training/technical assistance, as appropriate.
6. Reports – Describe experience in compiling data/analysis of data and developing reports which identify provider's progress towards achieving stated outcomes and goals in addition to key findings.

***Please provide examples of past work sufficient to demonstrate relevant experience.

SELECTION PROCESS OVERVIEW

The County of Fresno, on behalf of DBH-SUD Services, is seeking proposals that demonstrate the ability to evaluate evidence-based primary AOD prevention programs for youth and 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 issues, and in the process to help individuals, families and communities in Fresno County enjoy increased health, well-being, and financial independence.

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. Bidders will be required to demonstrate and/or describe sufficient knowledge and experience in the provision of evaluation services for substance abuse prevention programs. Bidders will be required to submit an Evaluation Plan to monitor and review prevention providers' contract deliverables and other measures as determined by Evaluator and as reflected in the SPP, Logic Models (Appendix A) and providers' Implementation Plans.

At the end of the fifth year of the SPP Implementation, the chosen bidder will prepare a comprehensive evaluation which will include a review of the available California Health Interview Survey data, CalOMS Treatment and CalOMS Prevention data, obtainable criminal justice data, along with other measures as determined by the Prevention Program Evaluator in conjunction with contracted prevention providers, to measure program effectiveness and changes over the four-year period.

To ensure that an independent evaluation is conducted, any agency/individual selected for funding under this RFP will not be eligible to receive any direct service-related funding under the SPP for the period of July 1, 2016 through December 31, 2020.

The chosen bidder will be expected to work with the staff of Fresno County DBH-SUD Services, who will monitor the start-up, implementation, and reporting of activities and progress of this contract once awarded

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 January 1, 2016.

The maximum annual funding will be as follows:

July 1, 2016 - June 30, 2017:	\$90,000.00
July 1, 2017 – June 30, 2018:	\$80,000.00
July 1, 2018 – June 30, 2019:	\$80,000.00
July 1, 2019 – June 30, 2020:	\$80,000.00
July 1, 2020 – December 31, 2020:	\$40,000.00

At the conclusion of each fiscal year, contractor will complete a year end cost report to reflect actual costs and reimbursement for services provided. Contractor will be required to submit monthly invoices based on actual expenditures, including supporting documentation, and will be reimbursed for actual costs incurred up to the contract maximum.

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.

AOD prevention agreements are anticipated to be effective starting on July 1, 2016. The successful bidder is expected to evaluate all AOD prevention service providers in accordance with the provider's Implementation Plans. 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. The anticipated effective date of the Agreement is July 1, 2016.

Bidders are to complete and submit a summary of proposed staff, detailed budget and detailed budget narrative/justification in the Cost Proposal template provided, (**Appendix C**). The narrative/justification must explain in detail and justify each line item included in the cost proposal. **Please note: Line item descriptions identified in the budget forms are examples only. They are not required and can be changed.**

1. Provide a detailed budget using the template provided, (**Appendix C**), for the proposed services. Personnel entries should include salary rates and percentage of time commitments by position. Include necessary equipment, including costs for rental, lease and/or purchase and the cost of a Federal Single Audit Act audit if County contract total exceeds Federal audit threshold. Bidders 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 vendor.
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).

Administrative costs included in the cost proposal will be explained and justified through an acceptable allocation method to fairly represent the services proposed.

Allowable administrative costs include services such as:

- 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

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

4. Direct Service Costs

Direct service costs are those costs directly related to the activities outlined in the Scope of Services. Allowable costs include all necessary and proper costs which are incurred by conducting evaluation activities, including:

- Salaries and benefits of staff
- Operating expenses
- Staff travel
- Facility maintenance costs
- Building and equipment depreciation or lease costs
- 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

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 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 spend responding to this RFP.**

7. 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 Appendix D 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.

In addition to identifying staff in the cost proposal, include a summary of each proposed staff position, full-time equivalent (FTE) dedicated to this service, summary of qualifications, function and proposed monthly salary. Hourly wages, monthly salary and total annual salary should be clearly identified.

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.

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 six (6) 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 *Participation Form* as provided with this RFP.
9. _____ The completed *Reference List* as provided with this RFP.
10. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
11. _____ Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFP No. 952-5422
Closing Date: February 18, 2016
Closing Time: 2:00 P.M.
Commodity or Service: Substance Abuse Prevention Program Evaluator

Return Checklist with your RFP response.

APPENDICES

- A. Logic Models**
- B. Religious Non-discrimination Policy**
- C. Budget Narrative**
- D. Admin Policy #5 – Compliance**

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

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
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		
	Position descriptions submitted with proposal.		
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: <ul style="list-style-type: none"> • 0251 - Workers Compensation Insurance - • 0252 - Liability Insurance- • 0253 - Insurance Other - 		
COMMUNICATIONS	<ul style="list-style-type: none"> • 0301 - Telecommunications/data lines - • 0302 - Answering Service - 		
OFFICE EXPENSE	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 0401 - Purchase of Equipment - • 0402 - Equipment Rent/Lease- • 0403-Equipment Maintenance: minor equipment repair for copier and 		

FRESNO COUNTY
FY 2016-2017 BUDGET
BUDGET JUSTIFICATION NARRATIVE

FACILITIES	List the following facilities categories and provide a brief description for each <ul style="list-style-type: none"> • 0451 - Rent/Lease Building - • 0452 - Facilities Maintenance - • 0453 - Utilities -
TRAVEL	List the following travel categories and provide a brief description for each <ul style="list-style-type: none"> • 0501 - Staff Mileage - • 0502 - Staff Travel (Out of County) - • 0503 - Staff Training/Registration - • 0504 - Transportation -
PROGRAM SUPPLIES	List the following program supplies categories and provide a brief description for <ul style="list-style-type: none"> • 0551 - Program Supplies - Client Incentives • 0552 - Program Supplies - Curriculum • 0553 - Program Supplies - Food
CONSULTANCY	List the following consulting categories and provide a brief description for each <ul style="list-style-type: none"> • 0601 - Consultant Services - • 0602 - Contracted Services -
FISCAL AND AUDITS	List the following fiscal and audits categories and provide a brief description for <ul style="list-style-type: none"> • 0651 - Accounting/Bookkeeping - • 0652 - External Audit -
OTHER COSTS	List the following categories and provide a brief description for each category: <ul style="list-style-type: none"> • 0701 - Indirect Costs - • 0702 - Licenses/Taxes - • 0703 - County Administration Fee - • 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.
REVENUE/MATCH	Please identify all anticipated funding sources and distinguish whether the <ul style="list-style-type: none"> • 3120 - Drug Medi-Cal - Mental Health Medi-Cal - • 3130 - State Grant - • 3140 - Private Donations - • 3150 - Client Fees -

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
PERSONNEL/SALARIES											
0101 Executive Director										\$ -	\$ -
0102										\$ -	\$ -
0103										\$ -	\$ -
0104										\$ -	\$ -
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0130										\$ -	\$ -
SALARIES TOTAL										\$ -	\$ -
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										\$ -	\$ -
EMPLOYEE BENEFITS											
0201 Health Insurance										\$ -	\$ -
0202 Life Insurance										\$ -	\$ -
0203 Retirement										\$ -	\$ -
0204 Benefits Other - Specify										\$ -	\$ -
EMPLOYEE BENEFITS TOTAL										\$ -	\$ -
TAXES & BENEFITS TOTAL										\$ -	\$ -
TOTAL PERCENT OF BENEFITS TO SALARIES										#DIV/0!	#DIV/0!

**FRESNO COUNTY
FY 2016-2017 BUDGET**

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

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		
	Position descriptions submitted with proposal.		
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: <ul style="list-style-type: none"> • 0251 - Workers Compensation Insurance - • 0252 - Liability Insurance- • 0253 - Insurance Other - 		
COMMUNICATIONS	<ul style="list-style-type: none"> • 0301 - Telecommunications/data lines - • 0302 - Answering Service - 		
OFFICE EXPENSE	<ul style="list-style-type: none"> • 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 category: <ul style="list-style-type: none"> • 0401 - Purchase of Equipment - • 0402 - Equipment Rent/Lease- • 0403-Equipment Maintenance: minor equipment repair for copier and vehicle maintenance. 		

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"> • 0451 - Rent/Lease Building - • 0452 - Facilities Maintenance - • 0453 - Utilities -
TRAVEL	<p>List the following travel categories and provide a brief description for each</p> <ul style="list-style-type: none"> • 0501 - Staff Mileage - • 0502 - Staff Travel (Out of County) - • 0503 - Staff Training/Registration - • 0504 - Transportation -
PROGRAM SUPPLIES	<p>List the following program supplies categories and provide a brief description for</p> <ul style="list-style-type: none"> • 0551 - Program Supplies - Client Incentives • 0552 - Program Supplies - Curriculum • 0553 - Program Supplies - Food
CONSULTANCY	<p>List the following consulting categories and provide a brief description for each</p> <ul style="list-style-type: none"> • 0601 - Consultant Services - • 0602 - Contracted Services -
FISCAL AND AUDITS	<p>List the following fiscal and audits categories and provide a brief description for</p> <ul style="list-style-type: none"> • 0651 - Accounting/Bookkeeping - • 0652 - External Audit -
OTHER COSTS	<p>List the following categories and provide a brief description for each category:</p> <ul style="list-style-type: none"> • 0701 - Indirect Costs - • 0702 - Licenses/Taxes - • 0703 - County Administration Fee - • 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.
REVENUE/MATCH	<p>Please identify all anticipated funding sources and distinguish whether the</p> <ul style="list-style-type: none"> • 3120 - Drug Medi-Cal - Mental Health Medi-Cal - • 3130 - State Grant - • 3140 - Private Donations - • 3150 - Client Fees -

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
PERSONNEL/SALARIES											
0101 Executive Director										\$ -	\$ -
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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!

**FRESNO COUNTY
FY 2017-2018 BUDGET**

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

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		
	Position descriptions submitted with proposal.		
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: <ul style="list-style-type: none"> • 0251 - Workers Compensation Insurance - • 0252 - Liability Insurance- • 0253 - Insurance Other - 		
COMMUNICATIONS	<ul style="list-style-type: none"> • 0301 - Telecommunications/data lines - • 0302 - Answering Service - 		
OFFICE EXPENSE	<ul style="list-style-type: none"> • 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 category: <ul style="list-style-type: none"> • 0401 - Purchase of Equipment - • 0402 - Equipment Rent/Lease- • 0403-Equipment Maintenance: minor equipment repair for copier and vehicle maintenance. 		
FACILITIES	List the following facilities categories and provide a brief description for each category: <ul style="list-style-type: none"> • 0451 - Rent/Lease Building - • 0452 - Facilities Maintenance - • 0453 - Utilities - 		

FRESNO COUNTY
FY 2018-2019 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"> • 0501 - Staff Mileage - • 0502 - Staff Travel (Out of County) - • 0503 - Staff Training/Registration - • 0504 - Transportation -
PROGRAM SUPPLIES	<p>List the following program supplies categories and provide a brief description for</p> <ul style="list-style-type: none"> • 0551 - Program Supplies - Client Incentives • 0552 - Program Supplies - Curriculum • 0553 - Program Supplies - Food
CONSULTANCY	<p>List the following consulting categories and provide a brief description for each</p> <ul style="list-style-type: none"> • 0601 - Consultant Services - • 0602 - Contracted Services -
FISCAL AND AUDITS	<p>List the following fiscal and audits categories and provide a brief description for</p> <ul style="list-style-type: none"> • 0651 - Accounting/Bookkeeping - • 0652 - External Audit -
OTHER COSTS	<p>List the following categories and provide a brief description for each category:</p> <ul style="list-style-type: none"> • 0701 - Indirect Costs - • 0702 - Licenses/Taxes - • 0703 - County Administration Fee - • 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.
REVENUE/MATCH	<p>Please identify all anticipated funding sources and distinguish whether the</p> <ul style="list-style-type: none"> • 3120 - Drug Medi-Cal - Mental Health Medi-Cal - • 3130 - State Grant - • 3140 - Private Donations - • 3150 - Client Fees -

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

Budget Categories- (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
PERSONNEL/SALARIES											
0101 Executive Director										\$ -	\$ -
0102										\$ -	\$ -
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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!

**FRESNO COUNTY
FY 2018-2019 BUDGET**

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

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		
	Position descriptions submitted with proposal.		
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: <ul style="list-style-type: none"> • 0251 - Workers Compensation Insurance - • 0252 - Liability Insurance- • 0253 - Insurance Other - 		
COMMUNICATIONS	<ul style="list-style-type: none"> • 0301 - Telecommunications/data lines - • 0302 - Answering Service - 		
OFFICE EXPENSE	<ul style="list-style-type: none"> • 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 category: <ul style="list-style-type: none"> • 0401 - Purchase of Equipment - • 0402 - Equipment Rent/Lease- • 0403-Equipment Maintenance: minor equipment repair for copier and vehicle maintenance. 		

FRESNO COUNTY
FY 2019-2020 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"> • 0451 - Rent/Lease Building - • 0452 - Facilities Maintenance - • 0453 - Utilities -
TRAVEL	<p>List the following travel categories and provide a brief description for each</p> <ul style="list-style-type: none"> • 0501 - Staff Mileage - • 0502 - Staff Travel (Out of County) - • 0503 - Staff Training/Registration - • 0504 - Transportation -
PROGRAM SUPPLIES	<p>List the following program supplies categories and provide a brief description for</p> <ul style="list-style-type: none"> • 0551 - Program Supplies - Client Incentives • 0552 - Program Supplies - Curriculum • 0553 - Program Supplies - Food
CONSULTANCY	<p>List the following consulting categories and provide a brief description for each</p> <ul style="list-style-type: none"> • 0601 - Consultant Services - • 0602 - Contracted Services -
FISCAL AND AUDITS	<p>List the following fiscal and audits categories and provide a brief description for</p> <ul style="list-style-type: none"> • 0651 - Accounting/Bookkeeping - • 0652 - External Audit -
OTHER COSTS	<p>List the following categories and provide a brief description for each category:</p> <ul style="list-style-type: none"> • 0701 - Indirect Costs - • 0702 - Licenses/Taxes - • 0703 - County Administration Fee - • 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.
REVENUE/MATCH	<p>Please identify all anticipated funding sources and distinguish whether the</p> <ul style="list-style-type: none"> • 3120 - Drug Medi-Cal - Mental Health Medi-Cal - • 3130 - State Grant - • 3140 - Private Donations - • 3150 - Client Fees -

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	
PERSONNEL/SALARIES												
0101 Executive Director											\$ -	\$ -
0102											\$ -	\$ -
0103											\$ -	\$ -
0104											\$ -	\$ -
0105											\$ -	\$ -
0106											\$ -	\$ -
0107											\$ -	\$ -
0108											\$ -	\$ -
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!	

**FRESNO COUNTY
FY 2019-2020 BUDGET**

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

FRESNO COUNTY
FY 2020-2021 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		
	Position descriptions submitted with proposal.		
PAYROLL TAXES TOTAL			
EMPLOYEE BENEFITS TOTAL			
INSURANCE	List the following insurance categories: <ul style="list-style-type: none"> • 0251 - Workers Compensation Insurance - • 0252 - Liability Insurance- • 0253 - Insurance Other - 		
COMMUNICATIONS	<ul style="list-style-type: none"> • 0301 - Telecommunications/data lines - • 0302 - Answering Service - 		
OFFICE EXPENSE	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 0401 - Purchase of Equipment - • 0402 - Equipment Rent/Lease- • 0403-Equipment Maintenance: minor equipment repair for copier and 		

FRESNO COUNTY
FY 2020-2021 BUDGET
BUDGET JUSTIFICATION NARRATIVE

FACILITIES	List the following facilities categories and provide a brief description for each <ul style="list-style-type: none"> • 0451 - Rent/Lease Building - • 0452 - Facilities Maintenance - • 0453 - Utilities -
TRAVEL	List the following travel categories and provide a brief description for each <ul style="list-style-type: none"> • 0501 - Staff Mileage - • 0502 - Staff Travel (Out of County) - • 0503 - Staff Training/Registration - • 0504 - Transportation -
PROGRAM SUPPLIES	List the following program supplies categories and provide a brief description <ul style="list-style-type: none"> • 0551 - Program Supplies - Client Incentives • 0552 - Program Supplies - Curriculum • 0553 - Program Supplies - Food
CONSULTANCY	List the following consulting categories and provide a brief description for each <ul style="list-style-type: none"> • 0601 - Consultant Services - • 0602 - Contracted Services -
FISCAL AND AUDITS	List the following fiscal and audits categories and provide a brief description for <ul style="list-style-type: none"> • 0651 - Accounting/Bookkeeping - • 0652 - External Audit -
OTHER COSTS	List the following categories and provide a brief description for each category: <ul style="list-style-type: none"> • 0701 - Indirect Costs - • 0702 - Licenses/Taxes - • 0703 - County Administration Fee - • 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.
REVENUE/MATCH	Please identify all anticipated funding sources and distinguish whether the <ul style="list-style-type: none"> • 3120 - Drug Medi-Cal - Mental Health Medi-Cal - • 3130 - State Grant - • 3140 - Private Donations - • 3150 - Client Fees -

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											\$	-	\$	-
0103											\$	-	\$	-
0104											\$	-	\$	-
0105											\$	-	\$	-
0106											\$	-	\$	-
0107											\$	-	\$	-
0108											\$	-	\$	-
0109											\$	-	\$	-
0110											\$	-	\$	-
0111											\$	-	\$	-
0112											\$	-	\$	-
0113											\$	-	\$	-
0114											\$	-	\$	-
0115											\$	-	\$	-
0116											\$	-	\$	-
0117											\$	-	\$	-
0118											\$	-	\$	-
0119											\$	-	\$	-
0120											\$	-	\$	-
0121											\$	-	\$	-
0122											\$	-	\$	-
0123											\$	-	\$	-
0124											\$	-	\$	-
0125											\$	-	\$	-
0126											\$	-	\$	-
0127											\$	-	\$	-
0128											\$	-	\$	-
0129											\$	-	\$	-
0130											\$	-	\$	-
SALARIES TOTAL											\$	-	\$	-
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											\$	-	\$	-
EMPLOYEE BENEFITS														
0201 Health Insurance											\$	-	\$	-
0202 Life Insurance											\$	-	\$	-
0203 Retirement											\$	-	\$	-
0204 Benefits Other - Specify											\$	-	\$	-
EMPLOYEE BENEFITS TOTAL											\$	-	\$	-
TAXES & BENEFITS TOTAL											\$	-	\$	-
TOTAL PERCENT OF BENEFITS TO SALARIES											#DIV/0!		#DIV/0!	

**FRESNO COUNTY
FY 2020-2021 BUDGET**

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

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.		\$	-
23.		\$	-
24.		\$	-
25.		\$	-
26.		\$	-
27.		\$	-
28.		\$	-
29.		\$	-
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:

83.		\$	-
84.		\$	-
85.		\$	-
86.		\$	-
87.		\$	-
88.		\$	-
89.		\$	-
90.		\$	-
91.		\$	-
92.		\$	-
93.		\$	-
94.		\$	-
95.		\$	-
96.		\$	-
97.		\$	-
98.		\$	-
99.		\$	-
100.		\$	-
101.		\$	-
102.		\$	-
103.		\$	-
104.		\$	-
105.		\$	-
106.		\$	-
107.		\$	-
108.		\$	-
109.		\$	-
110.		\$	-
111.		\$	-
112.		\$	-
113.		\$	-
114.		\$	-
115.		\$	-
116.		\$	-
117.		\$	-
118.		\$	-
119.		\$	-
120.		\$	-
121.		\$	-
122.		\$	-
Total Page 4:		\$	-