REQUEST FOR PROPOSAL

Children’s Services Coordinating Commission

- Parent Education Program
- Respite and Short-Term Quality Child Care Services
- Family Intervention Services Program

ALL PROPOSALS – WITH ONE (1) SIGNED ORIGINAL AND FIVE (5) COPIES – MUST BE RECEIVED BY 12:00 NOON ON THURSDAY, MAY 12, 2011

Mail or hand deliver proposal by 12:00 Noon on May 12, 2011 to:

Jamie Baiocchi, Director, Early Childhood Education
San Joaquin County Office of Education
Early Childhood Education
P.O. Box 213030
2707 Transworld Drive
Stockton, CA 95213-9030

When delivering proposals, please enter at the Main Lobby of the Wentworth Education Center located at 2707 Transworld Drive. Early Childhood Education personnel will be receiving proposals in the Early Childhood Education Department and each proposal must be signed-in.
Request for Proposal (RFP)

- Parenting Education Program
- Respite and Short-Term Quality Child Care Services
- Family Intervention Services Program

San Joaquin County Office of Education
(on behalf of the)
Children’s Services Coordinating Commission

San Joaquin County Office of Education
Early Childhood Education
P. O. Box 213030
Stockton, CA 95213-9030

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<th>Issuance Date</th>
<th>April 7, 2011</th>
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NOTE TO PROPOSED CONTRACTORS: Organizations that have received this Request for Proposal (RFP) from sources other than the San Joaquin County Office of Education should contact Jamie Baiocchi (209-468-9062) of the San Joaquin County Office of Education immediately in order to register as a potential contractor and receive any amendments or other communications regarding this proposal. Proposed contractors who fail to notify the San Joaquin County Office of Education assume complete responsibility in the event that they fail to comply with the above statement.
## Timeline

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<td>Issuance of RFP</td>
<td>April 7, 2011</td>
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<td>Deadline for submitting written or faxed questions for clarification</td>
<td>Thursday, April 18, 2011 by 12:00 noon</td>
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<td>Mandatory Proposer’s Conference</td>
<td>Thursday, April 21, 2011</td>
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<td>Last Day to Submit Proposal (by 12:00 p.m. – noon)</td>
<td>Thursday, May 12, 2011</td>
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<td>Notification of Intent to Award</td>
<td>Thursday, June 2, 2011</td>
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<td>Award Recommendation to San Joaquin County Superintendent of Schools</td>
<td>Friday, June 3, 2011</td>
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**All dates are subject to change**
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I. Purpose of the Request For Proposal

San Joaquin County Office of Education is soliciting proposals for the Child Abuse Prevention Intervention and Treatment (CAPIT), the Community Based Child Abuse Prevention (CBCAP), and Kids’ Plate program. Specifically, San Joaquin County Office of Education (SJCOE) is soliciting proposals that:

1. Reduce the recurrence of child abuse and/or neglect.
2. Increase access to crisis response, referral, and quality emergency respite care.
3. Reduce exposure of children to abuse in the family setting.

II. Guidelines Governing the Use of CAPIT/CBCAP/Kids’ Plate Funds

On June 25, 2003, President George W. Bush signed the bill to reauthorize the Child Abuse Prevention and Treatment Act (CAPTA), through the Keeping Children and Families Safe Acts of 2003 (Pub. L. 109-36). This legislation, among other things, amended Title II of CAPTA and reauthorized and re-named the program previously known as the Community Based Family Resource and Support (CBFRS) Grants program. The program is now known as the Community Based Grants for the Prevention of Child Abuse and Neglect or, for administrative purpose, the CBCAP program.

Effective with State Fiscal Year (SFY) 1999-2000, counties were required to administratively combine the CAPIT and CBCAP programs for the purposes of planning, implementation, and evaluation.

In addition, the California Department of Motor Vehicles generates revenue through the Kids’ Plate vehicle license plate program, the intent of which is to strengthen health and safety protections for children and to help fund programs to reduce child injury and child abuse. Pursuant to Welfare and Institutions Code Section 18285 and Vehicle Code Section 5072, Kids’ Plate revenue is deposited into the Child Health and Safety Fund with a percentage dedicated to the County’s Children’s Trust Funds.

Furthermore, the California Department of Social Services has instructed all counties to submit for the SFY 2011-2014 funding cycle (July 1, 2011 through June 30, 2014) a System Improvement Plan (as developed based on outcomes from the County Self-Assessment) for funding of Child Abuse Prevention, Intervention, and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF). The “San Joaquin County Self-Assessment” was recommended and approved by the San Joaquin County Board of Supervisors on January 25, 2011.

The San Joaquin County Office of Education, in support of the San Joaquin County Children’s Services Coordinating Commission (CSCC), serves as the administrator for CAPIT, CBCAP, and the County Children’s Trust Fund. The CSCC serves as an
Advisory Committee for PSSF, which is administered by Human Services Agency (HSA).

III. Summary of Programs and Funding

San Joaquin County Office of Education will entertain proposals from any eligible organization or collaborative that supports the CAPIT/CBCAP/Kids’ Plate program as described in the “San Joaquin County CAPIT/CBCAP/PSSF System Improvement Plan 2011-2014”.

The CAPIT/CBCAP/Kids’ Plate program will fund governmental and non-profit agencies, including city and county agencies, school districts, local service organizations, neighborhood and community based agencies, faith based and civic organizations, and collaboratives.

An estimated total of $253,658 will be awarded through this RFP for the term July 1, 2011 through June 30, 2012, with a potential for renewal of funding for the periods of July 1, 2012 through June 30, 2013 and July 1, 2013 through June 30, 2014 as determined by the Children’s Services Coordinating Commission.

All payments each fiscal year are contingent upon the availability of funding. Total funding for programs each fiscal year shall not exceed the allocation to the County for the purposes of the services contained in this RFP.

Funding for these services may not be used to replace funds received by the applicant from other sources.

For implementation of the Child Abuse Prevention, Intervention, and Treatment, Community Based Child Abuse Prevention, and Kids’ Plate program, the following definitions shall apply:

- **Primary Prevention**: Any activities that prevent abuse or neglect from occurring at all.

- **Child Abuse and Neglect Prevention**: The prevention of (1) Serious physical injury inflicted upon a child by other than accidental means; (2) Harm by reason of intentional neglect, malnutrition, or sexual abuse; (3) Lack of basic physical care; (4) Willful mental injury; and (5) Any condition which results in the violation of the rights or physical, mental, or morale welfare of a child.

- **Community Based and Prevention-Focused Programs and Activities to Prevent Child Abuse and Neglect**: The term “Community Based and prevention-focused programs and activities to strengthen and support families to prevent child abuse and neglect” includes organizations such as family resource programs, family support programs, voluntary home
support programs, and other community programs or networks of such programs that provide activities that are designed to prevent or respond to child abuse and neglect. (42 U.S.C. 5116h)

- **Crisis Assistance**: The evaluation, coordination and arranging of immediate services or treatment needed in those situations that appear to be emergent in nature, or which require immediate attention or resolution in order to avoid, eliminate or reduce a crisis situation for a client.

- **Evidence-Based Practice**: A skill, technique, and strategy that can be used by a practitioner. Evidence-based practice does not include general strategies such as “therapy” or “parenting classes” but does include the implementation of a specific technique or curriculum (or components of a curriculum) with positive evidence to support evidence. (Please note: The California Clearinghouse on Evidence-Based Practice is one resource available to identify evidence-based programs and strategies. Information is available at http://www.cachildwelfareclearinghouse.org/)

- **Referral**: Activity to inform another service agency that a person desires or requires that agency’s service and to assist the person to avail him/herself of such services.

- **Respite Care**: Short term care services provided in the temporary absence of the regular caregiver (parent, other relative, foster parent, adoptive parent, or guardian) to children who:
  - Are in danger of abuse or neglect
  - Have experienced abuse or neglect
  - Have disabilities, chronic, or terminal illnesses

- **Short-Term Child Care**: Short-term care services provided in the temporary absence of the regular caregiver (parent, other relative, foster parent, adoptive parent, or the guardian for a period of time less than 6 months.

- **Kinship Care Provider**: An adult caregiver who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is proceeded by the words “great,” “great-great,” or “grand,” or the spouse of any of these persons, even if the marriage was terminated by death or dissolution.
Proposals will be considered as follows:

A. Parenting Education and Resources for Children and Adults at Risk of Abuse or Neglect

Focus: Prevention

One (1) award in this category estimated at $50,000 for a one year period from July 1, 2011 through June 30, 2012 with the potential for annual continued funding through June 30, 2014. All applicants shall include as part of the proposal the targeted number of unduplicated parents to be served on an annual basis for each period of the anticipated three year agreement.

The recipient of this award will offer parenting and life skills classes utilizing evidence-based practice as well as provide other resources for families to equip them with the knowledge and skills they need before it becomes necessary for the child welfare system to intervene.

A special focus of this service will be on the prevention of child abuse and intimate partner violence. Children and adults will be provided with education about how to prevent abuse, with the goal of reducing the exposure of children to abuse in the family setting.

Curriculum for this program shall include the following components:

- Handling stress and anger.
- Building self-esteem, including, but not limited to, parents' building a positive parental identity and building the self-esteem of their children.
- The growth and development of children, including, but not limited to, safety, nutrition, and health.
- Developing and increasing communication skills in order that a parent may learn to listen to and speak with his or her child or children.
- Learning to use positive disciplinary mechanisms as alternatives to the physical punishment of a child, including, but not limited to, what constitutes abuse and neglect.
- Learning the boundaries of permissible sexual conduct by adults with regard to children.
- Respect for, and sensitivity to, cultural differences in child rearing practices in addressing all the topics.

This service will be culturally and linguistically appropriate to the population being served and implemented (to the best extent possible) in San Joaquin County zip code areas that have high incidences of child abuse reports.
Priority for enrollment shall be given to non-system (i.e. Child Protective Service) families as follows:
- Adolescent or young parents
- Parents with young children age 0-8 years
- Kin caregivers and non-relative caregivers acting as kin care providers
- Single parents (with specific outreach to single fathers)
- Homeless families
- Parents of children with learning issues and/or disabilities

B. Respite and Short-Term Quality Child Care Services

Focus: Prevention and Intervention

One (1) award for up to $82,464 for a one year period from July 1, 2011 to June 30, 2012 with the potential for annual continued funding through June 30, 2014.

The purpose of this award is to provide access to respite and short-term quality child care to families experiencing high levels of stress and/or who are in need of life enhancing services. Life enhancing services may include but are not limited to substance abuse treatment, violence counseling, mental health counseling, parent education, and/or extended medical care.

The goals of the program shall be as follows:
- Increased access to and capacity for respite and/or short-term quality child care for children who are receiving child protective services or at risk of abuse, neglect, or exploitation.
- Reduce the number of children exposed to violence and aggression.
- Reduce the number of foster care placements within San Joaquin County.
- Increase the number of children reunified with their families.
- Increase resources and the number of referrals for families in need of life enhancing services.

The required components of the program are:
- Offer immediate respite or short-term quality child care in a licensed facility (per California Code of Regulations, Title 22, Section 1011.56) to families referred for life enhancing services such as, but not limited to substance abuse treatment, violence counseling, mental health counseling, parent education, and/or extended medical care.
- Conduct business at accessible location(s) in San Joaquin County with flexible hours of operation in a manner that is welcoming in terms of the cultural and linguistic needs of the families.
- Establish networks of communication with appropriate community agencies as well as Child Protective Services to ensure services are known and made available to the intended population.
- Identify the needs of the child for health and/or social services and offer resources and make referrals as necessary.
- Offer enrolled families resources and make referrals for other services as appropriate to their unique circumstances.
The projected number of children to be served on an annual basis for respite and immediate short-term child care shall be included within the proposal and priority for enrollment for respite and short-term child care shall be in order as follows:

- Children ages 0-5 who are at high risk, including those who are being served by the county welfare department for being abused and neglected.
- Children ages 0-5 who are referred for services by legal, medical, or social services agencies.
- Children ages 6-12 who are at high risk, including those who are being served by the county welfare department for being abused and neglected.
- Children ages 6-12 who are referred for services by legal, medical, or social services agencies.

C. **Family Intervention Services Program**  
**Focus: Prevention, Intervention and Treatment**

One (1) award for up to $121,194 for a one year period from July 1, 2011 through June 30, 2012 with the potential for annual continued funding through June 30, 2014. All applicants shall include as part of their proposal the number of unduplicated families to be provided family intervention services on an annual basis for each year of the agreement period utilizing the differential response model.

Differential Response is an approach to ensuring child safety by expanding the ability of community agencies to respond to families considered to be at low risk for issues related to child abuse and neglect. Its focus includes a broader set of responses for working with families when the first signs of trouble are evident. These responses include collaboration through innovative partnerships with community based organizations for the purpose of helping the families in need before further problems develop. The differential response model also involves the utilization of case managers who will work with families to engage them in the process of finding solutions and who will provide focused services to ensure an overall improvement in sustainable family functioning.

The Family Intervention Program, unlike the typical Differential Response Program will not receive referrals from Child Protective Services, but will reach out to a broad range of community and public agencies to ensure services are made available to families at low risk. The program is not meant to serve clients that meet the legal definition of child abuse and neglect and it is expected that those cases will be reported as mandated.
The required service components of the Family Intervention Program are:

- Outreach to community partners and public agencies as appropriate to promote and raise awareness about the Family Intervention Program.
- Conduct an initial home visit with potential clients within five (5) business days of contact and complete the family assessment (as provided by SJCOE) with client’s agreement.
- Provide case management services to a targeted number of eligible families utilizing staff experienced in all aspects of case management (including the administration of family assessments) and delivered as follows:
  - Weekly face-to-face contact with clients (exception only when client fails to keep an appointment or loss of contact occurs)
  - Maintenance of confidential client files for every enrolled family which will include case plan, family assessment (as appropriate) and other service related documentation
  - Joint (i.e. case manager with client) development of family case plan describing specific services to be provided as identified through the family assessment process
  - Case plan issues to be addressed may include but not be limited to family violence, substance abuse, housing, employment, education, food, clothing, social and/or emotional issues, transportation, child care, and overall basic support
  - Copy of case plan inclusive of a formal entrance date and exit plan as appropriate shall be provided to client with original to be placed in confidential client file
- Enter all information into the Differential Response Software program as follows:
  - Within two (2) business days of acceptance of service case shall be opened in the system
  - Within five (5) business days of contact with clients, other agencies, and other parties information shall be recorded in detail
  - Within seven (7) business days of development all assessments shall be entered
  - Within seven (7) business days of development all case plans shall be entered
- Provide adequate supervision and programmatic oversight as noted:
  - Cases will be assigned by a qualified supervisor
  - Weekly meetings shall be conducted between supervisor and case manager(s) for monitoring/review of weekly visits and case plans, individual case consultation, and assurance that all information is being entered into the DR Software Program accurately and timely
  - Supervisor will review all cases proposed for closure to ensure every effort was made to engage the client, that case management services were provided, and that closure of the case is appropriate
  - Assurance that reporting requirements are met as defined in the contractual arrangement
IV. Proposer's Information

Proposals may be submitted by any public or private, profit or non-profit organization. All private organizations must be incorporated.

Organizations interested in providing service for more than one program must submit a separate proposal for each program as identified in the RFP. It should also be noted that all agencies funded to provide services through CAPIT/CBCAP/Kid's Plate/PSSF should make every attempt to collaborate to maximize services to families and to avoid duplicative efforts.

Responses to this RFP must be prepared according to the format, content and sequence set forth in this RFP and must be signed by an authorized representative of the proposer. Proposals without an original authorized signature will be rejected.

This RFP does not commit SJCOE to award a contract. SJCOE reserves the right to accept any proposal or reject any or all proposals if SJCOE determines it is in the best interest of SJCOE and the CSCC to do so. SJCOE reserves the right to modify or cancel in whole or in part this RFP.

SJCOE reserves the right to request clarification or additional information regarding any aspect of the proposal from any proposer at any time. Such a request does not commit or obligate SJCOE in any manner as regards the final selection of Contractor(s). SJCOE reserves the right to negotiate with selected Contractor(s) the scope of services and/or the costs.

This RFP does not commit SJCOE to pay any costs incurred in the preparation of a proposal in response to this request. Proposers agree that all costs incurred in developing this proposal are the proposer's responsibility.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer shall immediately notify the Contact Person of such error in writing and request clarification or modification of the document.

If a proposer fails to notify the designated Contact Person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the proposer shall submit a proposal at their own risk; and if the proposer is awarded the contract, they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.

SJCOE and the CSCC reserve the right to make use of any information or ideas in the proposal and will not be obligated to pay or reimburse any proposer for such use. Any proposal may be rejected if it is conditional, incomplete, or deviates from specifications in this RFP.
If awarded a contract, the proposer agrees to meet all requirements of the RFP, the attached sample contract template as well as amendments that may be required as a result of new legislation passed during the term of the contract.

A. Questions

In the development of this RFP, SJCOE has attempted to provide all relevant information with regard to the services desired. It is the responsibility of each respondent to review, evaluate, and where necessary, request any clarification of information.

If you have questions, please notify the San Joaquin County Office of Education in writing and request clarification prior to 12:00 noon Monday, April 18, 2011. The San Joaquin County Office of Education will accept written questions submitted by fax at the number listed below.

No queries or requests for assistance will be accepted after the above date.

Please submit written questions to:

Jamie Baiocchi, Director, Early Childhood Education
San Joaquin County Office of Education
PO Box 213030
Stockton, CA 95213-9030
Fax Number: (209) 468-4931

A summary of questions and answers will be provided to all recipients of this RFP at the mandatory Proposer’s Conference on Thursday, April 21, 2011.

Please note that telephone inquiries/requests for technical assistance on proposal development will not be accepted from proposers responding to this RFP.

B. Proposer’s Conference

A mandatory proposer’s conference will be held on Thursday, April 21, 2011 at 9:00 a.m. The proposer’s conference will be held to review the purpose of the RFP and to answer questions regarding the completion of proposals, the time frames, and the RFP process. The mandatory proposer’s conference will take place at:

San Joaquin County Human Services Agency
102 S. San Joaquin Street, Conference Room 5C
Stockton, CA 95201
V. Proposal Content

A. Cover Sheet

The cover sheet requires an original signature of the Chairman of the Board of Directors or the authorized agency representative. Please use Appendix A, B, or C to submit a proposal for the various programs.

B. Program Summary

1. As required text, please provide no more than two (2) pages, double spaced, a brief summary of the program you propose, including:
   (a) population to be served;
   (b) location of program;
   (c) type of program to be provided;
   (d) outcomes to be achieved including evaluation process;
   (e) total program budget;
   (f) dollars requested from San Joaquin County Office of Education;
   (g) how your organization will share information with the San Joaquin County Office of Education regarding its efforts/outcomes.

C. Program Narrative

As required text, please provide a program narrative – a maximum of 20 (twenty) pages, double spaced in length – addressing each of the following issues:

1. Background Information on the Lead Agency and Partners

   Provide information on the lead agency and any partners. Describe the structure of the organization(s), their mission, history, and financial status. Explain the experience the organization has in providing services to the targeted population and their success in carrying out programs such as the one proposed. Describe the rationale for including each partner in the delivery of services.

2. Population to be Served

   Please describe the participants that your organization intends to serve. Include the number of participants and/or other relevant characteristics where applicable. Please describe your understanding of the need that exists for the targeted population.
3. **Geographic Location for Program Delivery**

   Please describe the target area(s) in which program services will be delivered. Describe the location where services will be provided. Describe why the location is appropriate for the services to be provided to the targeted population.

4. **Type of Program/Service to be Provided**

   Describe the specific program(s)/service(s) to be provided. Include information on your understanding of the types of activities to be provided and by whom. Proposals should include a detailed discussion of the services being proposed and should address areas such as, but not limited to, the following:
   - What method of service delivery and techniques will be used?
   - What are the anticipated outcomes?
   - A composite summary of goals and time frames must be included.
   - Provide a start up plan with a time frame for services to begin.

5. **Outcomes to be Achieved**

   Describe how you will evaluate the program strategies to determine whether or not you have been able to achieve the outcomes proposed. Make sure to link each outcome with a tool for measuring the outcome.

6. **Staffing**

   Describe the staffing configuration for the project. What staff qualifications will be required? Include job descriptions and resumes as an appendix to your proposal.

7. **Program Management**

   Describe how the project will be managed. *Include an organizational chart in the Appendix showing the relationship of the lead agency to the program and, if applicable, the lead agency to its partners.* Clearly describe who will be responsible for what portions of the program – explain what the reporting relationships will be between line staff and supervisors. Describe how decision making will take place. If applicable, describe how communication among the partners will take place – clearly describe what the relationship will be among the various agencies involved.
D. Program Budget

The program budget is designed to project the line-item costs of the total program in relationship to requested funds. Use the attached budget form, Appendix D. The first budget period for the first twelve month period of 7/1/11 through 6/30/12, followed by two twelve-month budget periods, 7/1/12 through 6/30/13 and 7/1/13 through 6/30/14.

E. Budget Narrative

Attach a budget justification of no more than five (5) double spaced pages for each budget period of funding that explains the basis for the various expenditures and adheres to the SJCOE guidelines as based on California Constitution Article 16, Section 6 pertaining to “gift of public funds” when offering incentives to potential and/or enrolled clients.

F. Supporting Documentation, Certifications, and Assurances

In the appendix, please include the following documents:

1. Articles of Incorporation, Partnership Agreement or other proof of legal entity.
2. Bylaws, if applicable.
3. Name, addresses & phone numbers of members of Advisory Board and/or Board of Directors.
4. Proof of 501 (c) (3) status (where applicable).
5. Board of Directors’ meeting minutes approving submission of proposal.
6. Proof of Insurance (General Liability Coverage) – San Joaquin County Office of Education requires a minimum $1 million liability coverage. Please see the “Sample Contract”, which is an attachment to this RFP, for all insurance requirements.
7. Latest agency audit (CPA audit).
8. MOUs or letters of support from all partnering agencies describing the role of each partner in the program.
9. Agency organizational chart. If partnership, organizational chart showing relationship across agencies.
10. Certifications and Assurances. Please use Appendix E.
VI. Proposal Submission

An original proposal with original signatures and five (5) copies (total of six documents) must be received on/or before 12:00 Noon on Thursday, May 12, 2011.

Proposals must be mailed to:
Jamie Baiocchi, Director of Early Childhood Education
San Joaquin County Office of Education
P.O. Box 213030
Stockton, CA 95213-9030

Or hand-delivered to:
Jamie Baiocchi, Director of Early Childhood Education
San Joaquin County Office of Education
Wentworth Education Center
2707 Transworld Drive
Stockton, CA 95206

Note: No proposal will be accepted after 12:00 Noon on Thursday May 12, 2011.

VII. Proposal Evaluation

A. Evaluation Criteria

Proposals will be evaluated and selected through a competitive process. Priority will be given to organizations that have demonstrated effectiveness, skill, and experience related to the program requirements identified in this RFP.

Each proposal will be evaluated based upon conformance to the evaluation criteria identified below. Each proposal will receive an average score computed from the individual scores assigned by the proposal evaluation committee members.

Priority shall be given to:

- Agencies experienced in providing services to the targeted population.
- Agencies that have the structure and capability for effective and efficient program/fiscal administration.
The evaluation categories, information to be reviewed and maximum number of points to be assigned are as follows:

1. **Qualifications and Experience** 25 points

   The extent to which the proposer and partners, if any, demonstrate a successful history of providing services to the targeted population.

2. **Program Design** 20 points

   The extent to which the program design and implementation strategies adequately and effectively address the characteristics of the targeted population and the goals for program delivery identified in this RFP.

3. **Outcomes** 20 points

   The extent to which the applicant demonstrates the ability to implement strategies that have measurable outcomes and can be evaluated for reporting to SJCOE.

4. **Staffing** 10 points

   The extent to which the staff qualifications are adequate and appropriate for effective service delivery.

5. **Project Management** 15 points

   The extent to which the proposal provides for adequate management, supervision, and infrastructure resources to insure effective service delivery, sound fiscal policy, and accurate/timely reporting.

6. **Cost Effectiveness** 10 points

   The extent to which the proposed budget is demonstrably cost effective, relative to the number and characteristics of the client population to be serviced.

**B. Evaluation Committee**

A proposal evaluation committee will be established whose members shall have no conflict of interest with any proposer. Individual committee members will review and evaluate the proposals and qualifications of all proposers. The committee may be comprised of representatives of the San Joaquin County Office of Education, the Human Services Agency, other county agencies/departments and/or community service organizations.
C. Proposal Scoring

Each member of the proposal evaluation committee will individually evaluate and assign ratings, with a maximum of 100 points signifying excellence. Each evaluator's scores will then be compiled for an average score.

D. Site Review

If deemed necessary, for those proposers accepted for consideration after the review of proposals, proposers may be interviewed by the evaluation committee or San Joaquin County Office of Education staff, and/or an on-site review may be conducted. The proposal evaluation committee may consider findings obtained in the interview or on-site review.

Participation in an interview by a proposer in no way commits the San Joaquin County Office of Education to award a contract.

VIII. Contract Process

A. Selection of Contractor

Following a complete evaluation of proposals, the San Joaquin County Office of Education will select a proposal for consideration of contract award. The San Joaquin County Office of Education reserves the right to negotiate the costs and programmatic goals, including specific services to be provided, with the selected proposer(s) prior to entering into a cost-reimbursement contract.

All aspects of the proposal and/or subsequent negotiations with the successful proposer will become contractual obligations.

Written notification of the SJCOE’s intent to award will be made to all proposers who submit a proposal.

B. Final Selection

Recommendations for contract award(s) and the final contract are contingent upon approval by the San Joaquin County Superintendent of Schools.
C. Confidentiality

All materials submitted in response to this RFP become the property of the San Joaquin County Office of Education. Any and all proposals received by the Agency shall be subject to public disclosure and inspection after the Evaluation Committee has completed its deliberation process and either the proposers have been informed of the status of their proposal in writing, or the matter has been set for consideration by the San Joaquin County Superintendent of Schools, whichever comes first.

D. Appeal Process

Any written protest with respect to this RFP and the final selection must be based upon technical or process violation and must be cited in writing. Differences of opinion about the merit of proposals recommended for funding are not grounds for submitting an appeal. Written protests must be sent to:

Gary F. Dei Rossi, Ed.D.
Deputy Superintendent, Student Programs and Services
San Joaquin County Office of Education
PO Box 213030
Stockton, CA 95213-9030

Appeals must be received within seven (7) calendar days immediately following the date of notification of the recommendation to award a contract. An appeal hearing, if held, may be recorded by a tape recorded device. The San Joaquin County Office of Education will respond in writing to the protester within fourteen (14) business days of the receipt of the appeal.

Notification will include the final decision of the Director or designee and the basis for the decision. Such notification shall be final.
Appendix A

Community Based Child Abuse Prevention/Kids’ Plate
Proposal Cover Sheet

Parenting Education and Resources for Children and Adults at Risk of Abuse

Applicant Agency: ______________________________________________________________

Federal ID Number:_____________________________________________________

Name of Proposed Program:_____________________________________________________

Agency Address:____________________________________________________________

Contact Person: ___________________ Phone ( )________________________

Fax ( )___________________________ E-mail: ____________________

Brief description of Proposed Program:____________________________________________

Name of Lead Agency: __________________________________________________________

Names of Collaborative Partners (list all): __________________________________________

TOTAL FUNDING REQUESTED
7/1/2011 – 6/30/2014

Chair, Board of Directors or Signature of Authorized Representative
Date
Appendix B

Child Abuse Prevention, Intervention and Treatment
Proposal Cover Sheet

Immediate Short-Term Respite and Child Care Program

Applicant Agency: ______________________________________________________________

Federal ID Number: ____________________________________________________________

Name of Proposed Program: ____________________________________________________

Agency Address: __________________________________________________________________

Contact Person: __________________________ Phone ( )__________________________

Fax ( )______________________________ E-mail: _________________________________

Brief description of Proposed Program: ____________________________________________

Name of Lead Agency: __________________________________________________________

Names of Collaborative Partners (list all): __________________________________________

TOTAL FUNDING REQUESTED
7/1/2011 – 6/30/2014

_________________________________________  ________________________________
Chair, Board of Directors or Signature of Authorized Representative Date
# Child Abuse Prevention, Intervention and Treatment Proposal Cover Sheet

**Family Intervention Services Program**

**Applicant Agency:** ______________________________________________________________

**Federal ID Number:** ___________________________________________________________

**Name of Proposed Program:** ___________________________________________________

**Agency Address:** __________________________

**Contact Person:** __________________________ **Phone ( )**_________________________

**Fax ( )**___________________________ **E-mail:** __________________________

**Brief description of Proposed Program:** __________________________________________

**Name of Lead Agency:** _________________________________________________________

**Names of Collaborative Partners (list all):** __________________________

**TOTAL FUNDING REQUESTED**

| 7/1/2011 – 6/30/2014 |

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**Chair, Board of Directors or Signature of Authorized Representative**

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| Date |
### Appendix D

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<th>Contractor Name:</th>
<th>Budget Year: 7/1/11 to 6/30/12</th>
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<td>Fiscal Contact and Phone Number:</td>
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#### Employee Wages

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<th>Monthly Salary</th>
<th>Budget Request</th>
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<td><strong>Total Salaries</strong></td>
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#### Employment Taxes

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#### Employee Benefits

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#### Insurance and Bonding

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#### Equipment & Office Furniture

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#### Office Expenses

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#### Program Materials

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#### Other Costs

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#### TOTAL COST 7/1/11 to 6/30/12

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Appendix E

Certifications and Assurances

(Signature Required for Technical Compliance)

The bidder assures, certifies, and testifies that:

1. It possesses the legal authority to submit a proposal; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the bidder's government body, authorizing the submission of the proposal.

2. It will comply with all applicable Federal, State, and local laws and all regulations issued by the State Department of Social Services Health and Human Services or other responsible federal agencies regarding the provision of funds and services under this project.

3. It will abide by the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, and all other Federal and State laws, regulations, rules, or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, political affiliation, or physical or mental disability.

4. It will comply with the minimum wage and maximum hours provision of the Federal Fair Labor Standards Act.

5. It will comply with the Executive Order 11246 entitled, “Equal Employment Opportunity,” as amended by the Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60).

6. It will not impose or collect from eligible participants any fees for services provided to them.

7. It will have a policy on confidentiality and will not use or disclose any information concerning eligible individuals who receive service through this program for any purpose not connected with the administration of the contractor’s or the San Joaquin County Human Services Agency’s responsibilities under this project except with the informed written consent of the eligible individuals.

8. It will assume all responsibility for complying with the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, and Sub-part F.

9. It will certify that it is a non-discrimination employer pursuant to Title II, Chapter 5 of the California Code of Regulations.
Certifications and Assurances
(Continued)

10. The bidder certifies that it will assume all responsibility for compliance with the provisions of the WARN Act 29 U.S.C., Section 2101, et seq. Furthermore, contractors will defend, hold harmless, and indemnify the State and County against any liability, claims, causes of action, costs, damages, or losses, incurred, arising out of, and/or asserted by virtue of the WARN Act.

_________________________________________  ______________________________________
Signature of Authorized Person                Applicant Agency

_________________________________________  ______________________________________
Name of Person                                Date