



"Empower, Support, Protect"

Human Services Department
COUNTY OF SONOMA

Family, Youth & Children's Services Division

Resource Family Training Services

Request for Proposals

Proposals due by 2:00 p.m. on June 30, 2017

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PART ONE - GENERAL INFORMATION**I. SCHEDULE**

The following schedule is subject to change. Up to and including the Proposal Submission Deadline, changes will only be made by written amendment to this Request for Proposals, which amendment shall be issued to all known parties, unless otherwise noted.

<u>Event</u>	<u>Date</u>
Release Request for Proposals (RFP)	5/31/2017
Bidders' Conference 112 Children' Circle, Santa Rosa, CA 95409	6/08/2017 9:00 -10:00 a.m.
Deadline for Bidders' Questions	6/12/2017 5:00 p.m.
County's Responses to Questions Due	6/14/2017
Notice of Intent to Submit a Proposal	6/16/2017 5:00 p.m.
Proposal Submission Deadline	6/30/2017 2:00 p.m. (PST)
Proposals Evaluated by County	7/1/2017 to 7/14/2017
Interviews Conducted, if needed	7/10/2017
Notice of Intent to Award (<i>subject to delay without notice to Bidders</i>)	7/14/2017
Tentative Board of Supervisor approval	9/12/2017
Services Begin	9/15/2017

II. INTRODUCTION / PURPOSE

This Request for Proposals (RFP) is being issued by the County of Sonoma Human Services Department, Family, Youth & Children's Services Division which provides child welfare services to residents of Sonoma County. This RFP includes all of the information and forms necessary to submit a proposal for the Resource Family Training & Support and describes the conditions under which proposals will be accepted, reviewed, and funded.

III. PROGRAM OVERVIEW

Resource Family is an umbrella term that includes foster, kinship or adoptive families. These families provide critical homes for foster children and youth that spans a continuum of care from short-term, transitional placements to longer-term foster/adoptive/kin families. The purpose of this Request for Proposals (RFP) is to solicit proposals from individuals or agencies to provide training services to prepare families to become a Resource Family and to provide ongoing trainings and support groups to support Resource Families who care for foster children.

The Family, Youth & Children's Services (FY&C) Division within the County of Sonoma Human Services Department is seeking a single qualified entity to provide a comprehensive training program for Resource Families of foster children and youth. The selected entity will provide a range of quality training services to Resource Families using best practices in adult education and Child Welfare. The training has been tailored to meet the unique needs of Resource Families caring for foster children and youth in Sonoma County.

Children placed in foster care can have complex needs as a result of the abuse, neglect or abandonment they have experienced. Resource Families trained to care for foster children and youth are particularly likely to witness the myriad challenges that children with complex and traumatic histories manifest. Given this, it is essential to have a robust training program for Resource Families so they can meet the needs of the children and youth in their care through a trauma-informed lens.

Additionally, best practices in Child Welfare have found that retaining quality Resource Families for foster children and youth heavily depends on the training and ongoing support they receive. When Resource Families are supported and not overtaxed, retention increases and they are more likely to recruit family and friends as Resource Families.

IV. ELIGIBLE BIDDERS

Eligible Bidders include individuals, private for-profit and public or private non-profit agencies. A single contract will be funded to provide the services described in this RFP.

V. FUNDING

Funds are received by the Sonoma County Board of Supervisors and are administered by the Human Services Department.

Approximately \$128,000 has been budgeted for the fiscal year 2017/18 with the initial contract beginning on or around 9/15/2017 and ending 6/30/2018.

Funding for this contract may be renewed for up to three additional fiscal years depending on funding availability and service provider performance. No obligation or commitment of funds will be allowed beyond this grant period.

PART TWO - PROGRAM DESCRIPTION

I. SERVICES FOR FAMILIES REFERRED BY THE COUNTY

Training and support services will be targeted to foster parents, relatives and non-related extended family members (NREFM) (referred to collectively as "Resource Families") that care for foster children and youth. Services will be for families who are engaged in the Resource Family Approval process to prepare them to welcome foster children and youth into their homes.

II. PROGRAM DESIGN

Caring for children who are part of the Child Welfare system is very different from other types of parenting and caregiving because these children have special behavioral, developmental and emotional needs as a result of the abuse, neglect, and/or abandonment they may have experienced. The training provided targets the special circumstances of children in foster care and results in families being more prepared to parent these vulnerable children.

A. Pre-Service Training

The pre-service curriculum has been designed as a Bay Area regional model and includes Sonoma, Napa, Marin, and San Francisco counties as well as the Bay Area Academy. The bidder selected to deliver this program must implement the curriculum with fidelity and have the ability to include child welfare and resource family experts to deliver portions of the training curriculum.

All potential Resource Families must complete twelve (12) hours (equivalent to 4 modules) of pre-service training designed to prepare them to successfully support foster children and youth in their care. Ideally, Resource Families shall also complete an additional six (6) hours (equivalent to 2 modules) of training on trauma-informed care within their first year of initial approval.

Pre-Service training is comprised of 6 modules delivered by a primary trainer and resource parent. Additional facilitators could include a social worker, biological parent or foster youth. The pre-service training series must be provided ongoing, on a monthly basis, with day, evening and weekend times in both Spanish and English.

- Module 1: Child Welfare Overview (3 hours)
- Module 2: Understanding Your Role on the Professional Team (3 hours)
- Module 3: Developmental Needs of Children in Foster Care (3 hours)
- Module 4: Positive Parenting (3 hours)
- Module 5: Childhood Trauma & Traumatic Stress (3 hours)
- Module 6: Loss & Transitions (3 hours)

B. In-Service Training

On-going training is essential to continually build the skills and provide strategies for current resource families. It also ensures quality care giving by making resource families aware of ongoing changes to both local and state licensing regulations. The In-Service training component shall provide quarterly workshops on relevant topics that meet the needs of our diverse resource family community. Additionally, one full-day conference will also be provided in partnership with the Family Finding Collaborative. Example of topics could include Trauma-informed Care, Self-care & Wellness, Positive Parenting, and Understanding Behavioral Support Strategies.

C. Father's Group

Beyond training, the program will provide a monthly support group for fathers to address the unique challenges of this segment of the Resource Family community. The Father's Group would be designed to share coping and empowerment strategies and to build a sense of community.

D. Organizational Principles

The following organizational principles are integral to the success of the Resource Family Training program.

1. Quality Parenting Initiative (QPI) (<http://www.qpicalifornia.org/>)

The QPI seeks to strengthen efforts for the recruitment and retention of quality caregivers who support the health development of and achievement of permanency for children who cannot live with their parents. Increasing the number of resource families in Sonoma County is essential to successfully moving children out of congregate care and into home-based family care.

As a Resource Family community, Sonoma County has adopted the QPI principles. QPI is an approach to strengthen foster care by focusing on excellent parenting for all children in the child welfare system. When QPI is successful, resource families have a voice not only in issues that affect the children they are caring for, but also in the way the system treats child welfare children and families.

Resource families, child welfare agency staff and birth parents work as a team to support children placed in out-of-home care. Resource families receive the support and training that prepare them to better meet the needs of vulnerable children, whether temporarily or permanently, placed in their care. The QPI enables the recruitment and retention of an adequate number of well-trained and supported resource families to provide a home environment for all foster children and youth in Sonoma County in need of placement.

2. Family Finding Collaborative

The Family Finding Collaborative currently includes the Family, Youth & Children's Division, TLC Children's Services, Alternative Family Services and Lilliput Children's Services. The successful bidder will become a member of this collaborative.

The Collaborative offers a coordinated response for the purpose of recruiting more foster and adoptive families to meet State regulations. The Collaborative is also engaged in strengthening the training and support programs for current foster and adoptive families.

A steering committee will be created that includes representatives from all partnership agencies. The Steering committee will meet quarterly and provide oversight of the implementation of all program components described in this RFP.

3. FY&C Division Values

FY&C incorporates the following values into the Family Resource Program:

- partnership & teaming
- youth & family voice
- client & staff well-being
- maintenance of family connections
- engagement

E. Bidder Qualifications

Qualified Bidders will include those that have:

- Experience (within the last 5 years) and expertise regarding the specific content and subject matters covered in this RFP.
- Ability to deliver training at various locations throughout Sonoma County using training curriculum and materials provided by the County for all Pre-Training Modules.
- Capability to identify expert speakers, including youth that have gone through the foster care system, resource parents, biological parents, kinship family members and child welfare staff and/or partner organizations.
- Ability to provide culturally and linguistically competent services and have a plan to assist monolingual families regardless of language of origin. Bilingual staff should be available to provide services to families whose primary language is Spanish.

III. CONTRACTOR RESPONSIBILITIES

The bidder awarded a contract as a result of this RFP will be responsible for the following:

A. Outreach & Training Logistics

- Designate location(s) - easy to find and has adequate parking
- Reserve room and arrange room set-up and equipment, as needed
- Market all offerings in English and Spanish
- Print & disseminate supporting materials and handouts in both English and Spanish
- Facilitate registration to ensure user-friendly enrollment process in both English and Spanish, including with offline registration options
- Recordkeeping including participant tracking and module completions

B. Pre-Service Training

- Training shall be provided on an ongoing, monthly basis with weekend, day and evening time slots in both English and Spanish.
- Training shall use the pre-designed curriculum and consist of the six 3-hours training modules as listed above.
- Four modules are required for pre-approval of the Resource Family.
- Ideally, the 2 remaining modules shall be completed within the first year.

C. In-Service Training

- Quarterly training on a variety of topics as capacity allows for Resource Families in both English and Spanish.

D. Father's Group

- Monthly support meetings for fathers on a variety of topics in both English and Spanish.

E. Communication

- Communicate openly and consistently with FY&C and other partners.
- Attend regular meetings with FY&C and Resource Family partner agencies to promote open communication, continuous improvement and refine program design.

F. Reporting & Attendee Feedback

- Bi-annual reports will be submitted to FY&C that include: number of classes, in-service sessions and support groups provided, number of attendees, number who completed pre-service training, demographics of attendees (e.g., relative, NREFM) and summary of attendee evaluations.

- Attendee evaluations will be routinely collected and disseminated after each training session. The feedback gathered from these evaluations should be collated and used to guide program changes.

G. Performance

The selected provider will be required to develop a basic evaluation plan and report on key outputs and outcomes in the bi-annual reports described above. FY&C staff will assist with evaluation plan design and implementation to track these outcomes. Key outputs and outcomes should include, but are not limited to, the following:

1) Outputs

- a) Number of attendees per pre-service and in-service training session,
- b) Demographics of attendees (by primary home language, etc)
- c) Number of attendees who completed pre-service series within the past six months.

2) Outcomes

- a) Percent of pre-service trainees that report an increased understanding of the developmental needs of children in foster care.
- b) Percent of pre-service trainees that report an increased understanding of the child welfare system.
- c) Percent of pre-service and in-service trainees that report trainings were well-marketed and accessible (e.g., location, dates & times of training, parking, registration, communication).
- d) Percent of trainees reporting that pre-service and in-service trainings were useful.
- e) Percent of trainees with a foster child placement attending in-service trainings that report increased confidence in their ability to care for foster children.
- f) Percent of trainees with a foster child placement attending in-service trainings that report they feel supported to care for foster children.

PART THREE - PROPOSAL DEVELOPMENT

I. REQUESTING AN RFP

This RFP is available electronically by logging into the Sonoma County Purchasing [Supplier Portal](#), and searching for this RFP.

The Sonoma County Supplier Portal - All interested parties (i.e., vendors, bidders, suppliers, etc.) must register in the Sonoma County Supplier Portal to be able to download the RFP, view Questions and Answers, and to electronically submit proposals. Instructions for registering in the Sonoma County Supplier Portal can be found at the following locations:

[Bidder Registration Instructions](#) – For agencies that are not currently working with (not receiving payments from) the County.

[Vendor Registration Instructions](#) – For vendors that are currently working with (receiving payments from) the County, but have not registered in the Supplier Portal.

[Vendor Account Management Instructions](#) – For vendors that have registered in the Supplier Portal and need to update their account information.

[How to View a Solicitation and Submit a Bid](#) – For vendors that are interested in viewing current opportunities and submitting bids or proposals.

For help in accessing the Supplier Portal, contact the EFS Vendor Desk at EFS-Vendor-Desk@sonoma-county.org.

II. WRITTEN QUESTIONS

All questions regarding the content of this RFP must be submitted in writing, either at the Bidders' Conference or by e-mail to HSDrfp@schsd.org by the date indicated in the Schedule on page 1. Questions will not be accepted by phone. Written answers will be shared with all potential bidders through an updated attachment on the County's [Supplier Portal](#), and email notification.

III. BIDDERS' CONFERENCE

All potential Bidders are **strongly encouraged** to attend the Bidders' Conference scheduled at the date and time specified in the RFP Schedule on page 1. The Bidders' Conference will be held at 112 Children's Circle, Santa Rosa, CA 95409 in the Conference Room.

The purpose of the Bidders' Conference is to inform all interested parties of the specific requirements and allowable activities under the RFP and to answer questions about the services requested. Information will be provided at the conference which could facilitate the preparation of your proposal.

Please bring a copy of the RFP to the Conference. County staff cannot assist in the preparation of proposals.

IV. NOTICE OF INTENT

The submission of the Notice of Intent to Submit a Proposal (*Proposal Form A*) provides the County with the information necessary to prepare for the evaluation and scoring process. Bidders are highly encouraged to complete Proposal Form A and to submit it to HSDrfp@schsd.org by the date specified in the RFP Schedule on page 1. **Submission of this form will not obligate your organization to submit a proposal.**

V. CORRECTIONS AND ADDENDA

- 1) If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the bidder shall immediately notify HSDrfp@schsd.org of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.
- 2) If a bidder fails to notify HSD 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 bidder shall submit a proposal at their own risk, and if the bidder is awarded a contract they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
- 3) Addenda issued by the County interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The bidder shall sign and submit any Addendums issued with their proposal. If the bidder has already submitted their proposal, the bidder shall submit their signed Addendum to the Human Services Department at HSDrfp@schsd.org.
- 4) Any oral communication by the County's designated contact person or any other County staff member concerning this RFP is not binding on the County and shall in no way modify this RFP or any obligations arising hereunder.

VI. PROPOSAL DEADLINE/SUBMITTAL

Proposals must be received **by June 30, 2017, 2:00 p.m. PST.**

The proposal due date is subject to change. If the proposal due date does change, all known recipients of the original RFP will be notified of the new date.

Bidders must submit one (1) electronic copy of the proposal via the Sonoma County Supplier Portal.

PLEASE NOTE: YOU MUST BE PRE-REGISTERED IN THE SONOMA COUNTY SUPPLIER PORTAL IN ORDER TO UPLOAD YOUR PROPOSAL.

Additionally, Bidders must submit one (1) signed original, and four (4) copies of the signed proposal. Hard copies of the proposal shall be mailed or delivered to:

Sonoma County Human Services Department
ATTN: Contracts & Procurement Unit
3600 Westwind Blvd., Santa Rosa, CA 95403

Proposals may not be faxed or electronically transmitted, with the exception of the required submission to the Sonoma County Suppliers Portal as described above.

It is recommended that all proposals sent through the U.S. Postal Service be sent by certified registered mail, return receipt requested. A postmark is not adequate to demonstrate that submission deadlines were met, and any proposal mailed must be received, regardless of when it was postmarked, by the deadline. Receipts for hand-delivered proposals will be provided.

To receive consideration, proposals shall be made in accordance with the following general instructions:

- 1) The completed proposal shall be without alterations or erasures.
- 2) No oral or telephonic proposals will be considered.
- 3) The submission of a proposal shall be an indication that the bidder has investigated and satisfied him/herself as to the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the County, including all terms and conditions contained within this RFP.

Late proposals will not be accepted.

PART FOUR - INSTRUCTIONS FOR PROPOSAL PREPARATION

To receive consideration, proposals shall be made in accordance with the following general instructions.

I. PROPOSAL FORMAT

The proposal must be formatted as follows:

- 1) 12 point font, single spaced, single sided and three-hole punched
- 2) Sequentially numbered pages (i.e., Page 1 of 17, starting with Proposal Narrative and continuing through Forms and Attachments)
- 3) Hard copies must be binder clipped; do not use staples, binders or section dividers
- 4) Electronic version can be a single PDF or MS Word document beginning with Proposal Cover Sheet, narrative and required forms through the Addendum form(s). Attachments and audits may be submitted as separate documents.

II. PROPOSAL SUBMISSION REQUIREMENTS

For ease of review and to facilitate evaluation, the proposal shall be organized and presented in the order requested as follows:

A. Proposal Cover Sheet

Complete the Proposal Cover Sheet (Proposal Form B).

B. Proposal Checklist

Include the Proposal Checklist (Proposal Form C)

C. Table of Contents

Include structure and page numbers for the proposal.

D. Proposal Narrative (15 page limit)

Please provide information as requested below. Your response should be specific, complete, and concise. All proposals must include the following sections and follow the sequence indicated.

- 1) Program Design & Qualifications
 - a) Describe bidder's experience and subject matter expertise that demonstrates an ability to deliver the specified training services. Include a list of courses currently being delivered by bidder.
 - b) Provide a sample schedule for Pre-service training showcasing when and where trainings would take place over the course of six months.
 - c) Describe experience teaching courses and/or providing training and support services to families that care for foster children and youth.

- d) Describe bidder's capability to deliver multi-sensory, multi-modal, interactive, learner-centered trainings with necessary equipment and materials.
 - e) Describe in-service training and support groups that may be appropriate to support resource families in caring for vulnerable children and youth.
 - f) Describe bidder's strategy to access and arrange for subject matter experts to support the delivery of trainings.
 - g) Describe bidder's ability to deliver multiple classroom-based and e-learning courses in both English and Spanish.
 - h) Describe how bidder will incorporate the Organizational Principles into your delivery of this program.
- 2) Organizational and Financial Position
- a) Provide a clear description of the proposed operational work plan for this program.
 - b) Describe staff and how they are qualified to effectively carry out the trainings and how culturally and linguistically competent trainings will be delivered to Spanish speaking families.
 - c) Describe how bidder will maintain regular communication with FY&C for effective collaboration in providing services with a minimum of monthly contact.
 - d) Describe recently received (last 5 years) recognition for excellence in training and services (for example, include awards, ratings, evaluations, or other evidence of distinction in the training field).
 - e) Provide a narrative for the budget that explains how and why you allocated costs for this program.
 - f) Include a detailed 10 month budget for the program. Provide adequate detail or backup on how costs were determined. If Proposer is an individual, clearly describe how the rate proposed correlates to your qualifications and the services to be provided.
- 3) Performance and Data Collection
- a) Provide a sample Outcomes Reporting Form that will be used to report information required by this program.
 - b) Describe experience with data-driven decision making. Describe what data collection and data tracking tools will be used to satisfy the requirements of this RFP.
 - c) Provide a previous evaluation plan you have used to inform your training design and delivery.

E. Job Descriptions, Resumes, and Organizational Chart

Include job descriptions and/or resumes of staff who will be working in this program, including subcontractors if applicable, and an agency organizational chart.

F. Attestation Regarding County Contract – Proposal Form D

To acknowledge willingness to accept the sample contract terms or to identify specific exceptions to the sample agreement, Bidders must complete and submit the Attestation Regarding County Contract (*Proposal Form D*). A sample of the County's professional services agreement is attached to the form for ease of reference. By signing the Attestation, Bidders confirm that (i) the bidder has reviewed the sample agreement and will agree to the terms contained therein (including insurance requirements and adherence to the Living Wage Ordinance) if selected, or (ii) all terms and conditions are acceptable to the bidder except as noted specifically in the proposal. A bidder taking exception to the County's sample agreement must also provide alternative language for those provisions considered objectionable to the bidder. Please note that any exceptions or changes requested to the agreement may constitute grounds to reject the proposal.

Failure to address exceptions to the sample agreement in your proposal will be construed as acceptance of all terms and conditions contained therein.

G. Living Wage Ordinance Compliance Form – Proposal Form E

On July 1, 2016 the County of Sonoma's Living Wage Ordinance No. 6139 became effective for all for-profit private sector employers who have a service contract with the County of Sonoma. Non-profit service contractors will be phased into the Ordinance beginning at \$13.00 starting July 1, 2017, and reach \$15.00 per hour on July 1, 2019.

The intent of the Living Wage Ordinance is to address income inequality and poverty in Sonoma County and is part of the Board of Supervisors priorities as set out in their Strategic Plan. To demonstrate an intent to comply with the Living Wage Ordinance, if the resulting contract from this RFP meets the criteria, please submit Living Wage Compliance Proposal Form E with your proposal.

The [Sonoma County Living Wage Ordinance](#) is available for viewing.

H. Responsible Bidder Form – Proposal Form F

Bidder shall sign and submit the Responsible Bidder Form - Proposal Form F as required by the County of Sonoma.

I. Addendum(s)

Bidder shall sign and submit any Addendums that were issued by the County during the proposal preparation phase with their proposal.

J. Audit Report

Include a copy of the agency's last audit and corresponding management letter as an attachment to the proposal.

K. Miscellaneous Attachments

Bidders may attach Letters of Intent to demonstrate partnership arrangements. Any other attachments are limited to a maximum of 5 pages.

Please list all miscellaneous attachments in the Table of Contents.

III. PROPOSAL SUBMISSION RULES AND REGULATIONS

A. Rules and Regulations

- 1) The issuance of this solicitation does not constitute an award commitment on the part of the County, and the County shall not pay for costs incurred in the preparation or submission of proposals. All costs and expenses associated with the preparation of this proposal shall be borne by the bidder.
- 2) Sonoma County reserves the right to reject any or all proposals or portions thereof if the County determines that it is in the best interest of the County to do so.
- 3) The County may waive any deviation in a proposal. The County's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful bidder from full compliance with any resultant agreement requirements or obligations. Sonoma County reserves the right to reject any or all proposals, or to waive any defect or irregularity in a proposal. The County further reserves the right to award the agreement to the bidder or Bidders that, in the County's judgment, best serves the needs of Sonoma County.
- 4) All Bidders submit their proposals to the County with the understanding that the recommended selection of the review committee is final and subject only to review and final approval by the Department Director (via delegation), the County Purchasing Agent or the Board of Supervisors.
- 5) Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. Once the notice of intent to award is issued by the County, all proposals shall be deemed public record. In the event that a bidder desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the bidder to clearly identify those portions with the word "Confidential" printed on the top right hand corner of each page for which such privilege is claimed, and to clearly identify the information claimed confidential by highlighting, underlining, or bracketing it, etc. Examples of confidential materials include trade secrets. Each page shall be clearly marked and readily separable from the proposal in order to

facilitate public inspection of the non-confidential portion of the proposal. The County will consider a bidder's request for exemptions from disclosure; however, the County will make its decision based upon applicable laws. An assertion by a bidder that the entire proposal, large portions of the proposal, or a significant element of the proposal, are exempt from disclosure will not be honored and the proposal may be rejected as non-responsive. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.

- 6) The County will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the proposals. Bidders are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Bidders are advised that the County does not wish to receive confidential or proprietary information and those Bidders are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

[Legal name of bidder] shall indemnify, defend and hold harmless the County of Sonoma, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code §6250 et seq.) Arising out of, concerning or in any way involving any materials or information in this proposal that *[legal name of bidder]* has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

B. Nonliability of County

The County shall not be liable for any precontractual expenses incurred by the bidder or selected contractor or contractors. The County shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

C. Lobbying

Any party submitting a proposal or a party representing a bidder shall not influence or attempt to influence any member of the selection committee, any member of the Board of Supervisors, or any employee of the County of Sonoma, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

D. Duration of Proposal, Cancellation, Time is of the Essence

- 1) All proposals will remain in effect and shall be legally binding for at least ninety (90) days.
- 2) Unless otherwise authorized by County, the selected contractor will be required to execute an agreement with the County for the services requested within sixty (60) days of the County's notice of intent to award. If agreement on terms and conditions acceptable to the County cannot be achieved within that timeframe, or if, after reasonable attempts to negotiate such terms and conditions, it appears that an agreement will not be possible, as determined at the sole discretion of the County, the County reserves the right to retract any notice of intent to award and proceed with awards to other consultants, or not award at all.

E. Withdrawal and Submission of Modified Proposal

A bidder may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the bidder or his/her authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

F. Protest Process

Any and all protests must be in writing and must comply with the timelines and procedures set forth at Sonoma County Protests and Appeals.

PART FIVE - SELECTION PROCESS

I. PROPOSAL REVIEW AND GRANT AWARD PROCESS OVERVIEW

All proposals received by the specified deadline will be reviewed by the County for content, including but not limited to cost, related experience and professional qualifications of the bidder.

The evaluation and scoring component for this RFP will consist of two phases:

- 1) A review conducted by County staff to ensure that each proposal meets the minimum qualifications for proposal acceptance outlined below.
- 2) Evaluation and scoring of each proposal by a review committee.

County employees will not participate in the selection process when those employees have a relationship with a person or business entity submitting a proposal which would subject those employees to the prohibition of Section 87100 of the Government Code. Any person or business entity submitting a proposal who has such a relationship with a County employee who may be involved in the selection process shall advise the County of the name of the County employee in the proposal.

Upon completion of the proposal review process, recommendations for funding will be forwarded to the Sonoma County Human Services Department Director.

II. PROPOSAL DISQUALIFICATION

Any proposal shall be disqualified prior to scoring if it:

- 1) Is received at any time after the exact time and date set for receipt of proposals.
- 2) Is incomplete or fails to meet the minimum qualifications of the RFP.

In the event a proposal is disqualified as described above, written notification will be mailed to the bidder describing the reasons for disqualification.

III. MINIMUM QUALIFICATIONS

County staff will evaluate all proposals received for the following minimum qualifications on a "pass/fail" basis:

- 1) The proposal was submitted by the closing time and date.
- 2) The proposal was prepared in accordance with the Proposal Submission Requirements and includes all of the required forms and information requested in this RFP.
- 3) Proposing agency is fiscally solvent and is not on a federal debarment list. (www.sam.gov)

Only those proposals meeting the minimum qualifications will be forwarded for evaluation and scoring by the review committee. If only one proposal is received,

it will not be forwarded to a review committee, but, at the County's discretion, may be recommended for a single source agreement.

IV. PROPOSAL REVIEW COMMITTEE

If more than one proposal is received, a review committee will score each proposal that meets the minimum qualifications. As part of the evaluation and scoring process the review committee may decide to interview Bidders in person, via phone or by web-based applications. Interviews may or may not have their own separate scoring during the evaluation process. Travel or other expenses incurred by Bidders will not be covered for interviews.

When proposals are being scored and funding recommendations are being made, the review committee can only base their scoring and subsequent recommendations on the information contained in the proposals. The review committee members cannot make assumptions, nor consider their personal knowledge or experience, regarding the proposing agencies and/or proposed services. In order to ensure that all proposing agencies are reviewed in a fair and equitable manner and to ensure that no agency is given unfair advantage, the scores and recommendations are based solely on the proposals that are submitted and the manner in which those proposals address the requirements of the RFP.

V. EVALUATION AND SCORING

A proposal evaluation system, which includes a point system for rating each proposal, will be used to review all proposals that meet minimum qualifications, unless only one proposal is received. This system will ensure uniformity in evaluating proposals and will identify the rationale for funding recommendations. Each proposal will be evaluated on the criteria identified below.

A. Program Design & Qualifications – 60 points

- 1) Proposal demonstrates experience in providing the same or similar training services, including a current list of trainings.
- 2) Proposal provides a sample schedule that would meet the requirements specified in the RFP.
- 3) Proposal describes depth of experience in teaching courses or providing training to families that care for foster children and youth.
- 4) Proposal describes ability to deliver multi-sensory, multi-modal, interactive trainings utilizing appropriate equipment and materials.
- 5) Proposal describes in-service trainings and support groups that bidder can deliver to resource families.
- 6) Proposal describes a strategy for providing subject matter experts in support of training delivery.
- 7) Proposal describes ability to deliver training in both English and Spanish.

- 8) Proposal describes how organizational principles are incorporated into the delivery of training services.

B. Organizational/Financial Position – 25 points

1. Proposal describes an operational plan to deliver requested training services.
2. Proposal describes staff experience and qualifications to carry out culturally and linguistically competent trainings in English and Spanish.
3. Proposal describes how regular communication will be maintained to ensure effective collaboration with FY&C.
4. Bidder describes recently received recognition for excellence in training and services.
5. Proposal describes reasonable budget and explanation of how costs were allocated.

C. Performance & Data Outcomes– 15 points

- 1) Proposal provides a reasonable sample of an Outcome Report to relate information regarding information required by program.
- 2) Proposal describes bidder experience in data-driven decision making and use of data collection and tools.
- 3) Proposal includes evaluation plan that was used to inform training design and deliver.

VI. SELECTION CONDITIONS

The Human Services Director, in consultation with the Purchasing Agent, reserves the right, in their sole discretion, to take any of the following actions at any time before Board approval of an award: waive informalities or minor irregularities in any proposals received, reject any and all proposals, cancel the RFP, or modify and re-issue the RFP.

Failure to furnish all information requested or to follow the format requested herein may disqualify the bidder, in the sole discretion of the County. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.

The County may, during the evaluation process, request from any bidder additional information which the County deems necessary to determine the bidder's ability to perform the required services. If such information is requested, the bidder shall be permitted three (3) business days to submit the information requested.

An error in the proposal may cause the rejection of that proposal; however, the County may, in its sole discretion, retain the proposal and make certain corrections. In determining if a correction will be made, the County will consider the conformance of the proposal to the format and content required by the RFP,

and any unusual complexity of the format and content required by the RFP. If the bidder's intent is clearly established based on review of the complete proposal submittal, the County may, at its sole option, correct an error based on that established content. The County may also correct obvious clerical errors. The County may also request clarification from a bidder on any item in a proposal that County believes to be in error.

The County reserves the right to select the proposal which in its sole judgment best meets the needs of the County. ***The lowest proposed cost is not the sole criterion for recommending contract award.***

All Bidders responding to this RFP will be notified of their selection or non-selection after the evaluation committee has completed the selection process.

Generally, and if applicable, the bidder selected by the Evaluation Committee will be recommended to the Board of Supervisors for this project, but the Board is not bound to accept the recommendation or award the project to the recommended bidder.

PART SIX – ADDITIONAL INFORMATION WHEN CONTRACTING WITH THE COUNTY

I. FISCAL RESTRICTIONS

- 1) Contractor shall comply with any and all federal, state, and local laws – including, but not limited to the County of Sonoma Living Wage Ordinance – affecting the services to be provided by contract/franchise agreement. Without limiting the generality of the foregoing, the contractor expressly acknowledges and agrees that the subsequent agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the agreement will be considered a material breach and may result in termination of the contract or pursuit of other legal or administrative remedies.

Information can be found at: [Sonoma County Living Wage Ordinance](#).

- 2) Non-Profit Contractor funded to deliver services described in this RFP must comply with the regulations governing the use of federal and state funds in the Code of Federal Regulations 2 CFR Part 200, if applicable.
 - a) Uniform Administrative Requirements 2 CFR Parts 215
 - b) Audit Requirements 2 CFR Parts 200
 - c) Cost Principles for Non-profit Organizations 2 CFR Parts 230
- 3) If program is funded by federal dollars, a copy of the Contractor's Single Agency Audit may be required prior to contract execution.
- 4) Contractor must maintain adequate payroll documentation to support compensation paid to bona fide employees. Reimbursement of salary and benefit costs must be based on actual time spent on the program, not on the program budget or "projected" expenses. Funds may only be expended for the purpose of which they were awarded.
- 5) Contractor employees can only be reimbursed for travel expenses (e.g. airfare, lodging) and meals while traveling outside the boundaries of Sonoma County. Mileage expenses, incurred while doing business within the County, are acceptable.
- 6) Food items are not allowable - including employee coffee, treats for participants, open houses and other refreshments. Paper goods such as plates and napkins are also not allowable.

II. FORM OF AGREEMENT

- 1) No agreement with the County shall have any effect until a contract has been signed by both parties. Pursuant to Sonoma County Code

Section 1-11, County personnel are without authorization to waive or modify agreement requirements.

- 2) A sample of the agreement has been included for ease of reference. Bidders must be willing to provide the required insurance and accept the terms of this sample agreement. With few exceptions, the terms of the County's standard agreement will not be negotiated. Indemnification language will not be negotiated.
- 3) Proposals submitted shall include Attestation of County Contract (Proposal Form D) confirming that (i) the bidder has reviewed the sample agreement and will agree to the terms contained therein if selected, or (ii) all terms and conditions are acceptable to the bidder except as noted specifically in the proposal. A bidder taking exception to the County's sample agreement must also provide alternative language for those provisions considered objectionable to the bidder. Please note that any exceptions or changes requested to the Agreement may constitute grounds to reject the proposal.
- 4) Failure to address exceptions to the sample agreement in your proposal will be construed as acceptance of all terms and conditions contained therein.
- 5) Submission of additional contract exceptions after the proposal submission deadline may result in rejection of the consultant's proposal.

In order to contract with the County, an agency must:

- 1) Be legally capable of entering into an agreement, and be able to provide proof of the ability to administer the program described in this RFP.
- 2) Be fiscally solvent and not on a federal or state debarment list.
- 3) Provide documentation of current fiscal and compliance audits, as required by law.
- 4) Comply with requirements for lobbying, debarment, non-discrimination and drug-free workplace certification.
- 5) Provide Articles of Incorporation and evidence of current corporate status, as filed with the California Secretary of State.
- 6) Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements.
- 7) Comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
- 8) Comply with applicable state and federal requirements of the Clean Air Act, the Clean Water Act, and the Energy Conservation Act.

PART SEVEN – FORMS

I. REQUIRED PROPOSAL FORMS

Templates of the following Proposal Forms are located under the reference for this RFP through the [Sonoma County Supplier Portal](#).

Proposal Form A Notice of Intent to Submit a Proposal

Proposal Form B Proposal Cover Sheet

Proposal Form C Proposal Checklist

Proposal Form D Attestation of County Contract

Proposal Form E Living Wage Compliance Form

Proposal Form F Responsible Bidder Form