

SACRAMENTO COUNTY CHILDREN'S TRUST FUND

administered by the

The logo for the Sacramento County Children's Coalition. It features a horizontal bar with a blue-to-brown gradient. Below the bar, the text "SACRAMENTO COUNTY" is in a light blue sans-serif font, and "CHILDREN'S COALITION" is in a darker blue sans-serif font.

SACRAMENTO COUNTY
CHILDREN'S COALITION

Appointed by the Sacramento County
Board of Supervisors

and Department of Child, Family and Adult Services

REQUEST FOR APPLICATIONS (RFA) for a Sacramento County Children's Report Card Project Lead RFA #ADMIN/002

APPLICATIONS MUST BE RECEIVED BY, OR PRIOR TO,
5:00 P.M. PST
ON OR BEFORE
TUESDAY, MARCH 10, 2020

Instructions

Please review all sections of this RFA carefully and follow all instructions.

RFA TIMELINE *(All times are Standard Pacific Time)*

DATE	ACTIVITY	LOCATION
Tuesday, February 11, 2020	Request for Applications (RFA) released to public	RFA instructions and template available online at: http://www.dcfas.saccounty.net/Pages/Contractor-Bidding-Opportunities.aspx and http://www.dcfas.saccounty.net/Admin/childrenscoalition/Pages/ChildrensCoalitionHome.aspx To request printed or electronic copies, email noscea@saccounty.net
Tuesday, February 18, 2020, 5:00 PM	Deadline to submit RFA questions	Email questions to: noscea@saccounty.net
Tuesday, February 25, 2020, 3:00 – 5:00 PM	Mandatory Bidders Conference <i>(Please RSVP by February 24, 2020)</i>	Department of Child, Family and Adult Services 9750 Business Park Drive, Ste. 220 Sacramento, CA 95827 <i>(No admittance after 3:00 PM)</i>
TUESDAY, MARCH 10, 2020, 5:00 PM	APPLICATION DEADLINE Final date & time to submit <i>Postmark, fax, and email submissions will <u>not</u> be accepted</i>	Department of Child, Family and Adult Services c/o Abigail Nosce Harrold/Children's Coalition 9750 Business Park Drive, Ste. 220 Sacramento, CA 95827 <i>Applications <u>must</u> be received via postal mail or delivery to the office address above</i>
Wednesday, March 18, 2020	Notice of prescreening disqualification emailed	
Wednesday, March 24, 2020	Deadline to submit written protest of prescreening disqualification	Department of Child, Family and Adult Services c/o Abigail Nosce Harrold/Children's Coalition 9750 Business Park Drive, Ste. 220 Sacramento, CA 95827
Tuesday, April 7, 2020	Response to protests emailed	
Monday, May 11, 2020, 4:00 PM	Children's Coalition review and approval of committee-recommended award	Children's Coalition General Meeting, held at: Department of Child, Family & Adult Services 9750 Business Park Drive, Ste. 110 Sacramento, CA 95827
Tuesday, May 12, 2020	Proposed award posted at DCFAS office, on Children's Coalition website, and emailed to all competitors	Department of Child, Family and Adult Services 9750 Business Park Drive Sacramento, CA 95827 http://www.dcfas.saccounty.net/Admin/childrenscoalition/Pages/ChildrensCoalitionHome.aspx
Thursday, May 19, 2020	Deadline to submit written protest of proposed award	Department of Child, Family and Adult Services c/o Abigail Nosce Harrold/Children's Coalition 9750 Business Park Drive, Ste. 220 Sacramento, CA 95827
Thursday, June 2, 2020	Response to protests emailed	

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QUESTIONS? CONTACT:

Abigail Nosce Harrold, Children's Coalition Coordinator
 9750 Business Park Drive, Ste. 220 • Sacramento, CA 95827
 (916) 875-1415 • noscea@saccounty.net

I. BACKGROUND AND PURPOSE

The Children's Trust Fund (CTF) was created by California State legislation (Assembly Bill 2994), enacted in 1983, to provide funding for child abuse and neglect prevention and intervention programs and services operated by private non-profit organizations or public institutions of higher education with recognized expertise related to child welfare. Funding for the CTF is derived primarily from a portion of the fees charged for certified copies of birth certificates in the county. The CTF may be augmented by grants, gifts, and bequests from private sources, tax appeals, and/or funds appropriated to the county for the CTF by the California State Legislature.

County Boards of Supervisors may designate a local voluntary commission, board, or council to carry out the purposes of the legislation establishing the CTF. Accordingly, the Sacramento County Board of Supervisors appointed the Children's Coalition (Coalition), an advisory body composed of community volunteers, as the group responsible for administering the CTF and conducting its competitive selection processes. The Coalition is made up of a broad range of individuals who intersect with various children's systems in Sacramento County, such as education, physical and mental health, child advocacy, child care, and social services. The CTF Committee has been delegated by the Coalition to carry out this competitive selection process by issuing this RFA.

SACRAMENTO COUNTY CHILDREN'S REPORT CARD PROJECT

In September 2000, the Coalition published its first edition of the Sacramento County Children's Report Card – a report that presents the changing conditions of children and families – in order to provide a guide for policy development to improve the status of children. This report card was published every two years from 2000 through 2011 and presented findings for wellness indicators in five result areas: economics, education, health, safety, and social and emotional well-being. The reports were used by Sacramento County entities to help guide policy decisions and the allocation of resources, set goals for improvement, track changing conditions, and promote community responsibility for positive change. The compilation of the reports were a community effort. Due to funding constraints, the Children's Report Card project ceased after 2011.

COMMUNITY NEED FOR A CONSISTENT DATA SOURCE ON CHILD AND FAMILY WELL-BEING

Improving the well-being of children and youth in Sacramento remains a top priority for the County of Sacramento, Children's Coalition, and Children's Trust Fund. Although existing efforts and services provide valuable support to families and children, existing data sources capture a siloed portrait of the well-being of children, youth, and families living in Sacramento County.

The Centers for Disease Control and Prevention highlight the importance of early intervention for children experiencing Adverse Childhood Experiences (ACEs) and the long-term importance of reducing exposure to these events which have a tremendous impact on future victimization/perpetration, as well as lifelong health and opportunity. ACEs are experiences such as child abuse and neglect, witnessing violence, and other traumatic events that occur in childhood. Also included are aspects of a child's environment that can undermine their sense of safety, stability, and bonding such as growing up in a household with substance misuse, mental health problems, or instability due to parental separation or incarceration of a parent, sibling, or other member of the household.

Tracking indicators such as demographics, family economics, education, health, safety, and social-emotional well-being would provide a more complete picture of the circumstances that children experiencing ACEs face. Creating a holistic picture for Sacramento County (using existing data sources) can help improve child and family well-being, and reduce child abuse/neglect and other ACEs, by providing policy-makers with a trusted, consistent, and centralized data source to base development and/or improvement of systems-level supports. This can also help inform where prevention and early intervention strategies/services can and should be targeted.

It has been over a decade since the Coalition last produced the Children's Report Card, and the need of a comprehensive data set describing the well-being of children in Sacramento has grown. In response to this identified need, the Coalition is releasing this RFA for services to reconvene community stakeholders and produce the next Children's Report Card. This effort would seek to identify trends in children's well-being in the last three years. It would also build collaborative partnerships that could help sustain this project in future years. The Children's Trust Fund Committee is assisted in conducting this RFA by County of Sacramento (County) Department of Child, Family, and Adult Services (DCFAS) staff. DCFAS shall also be the fiscal and contract agent for the Coalition, as the Coalition is not a legal entity able to enter into contracts and disburse funds.

II. SERVICE SPECIFICATIONS

Applications must demonstrate ability, experience, and readiness to carry out this project's goals of:

1. Collecting and analyzing existing data sets, from county and state sources, and synthesizing the data into a meaningful report that provides a comprehensive snapshot of the status of children within Sacramento County, and
2. Building awareness of Sacramento County Children's Report Card project and collaborative partnerships with entities willing to contribute time, effort, and other resources to sustain this project in future years (ideally, producing bi-annual Children's Report Cards).

Project Objectives:

- Collect research of existing county and state data sets and conduct qualitative research for inclusion in report.
- Write/produce approximately 50-75 page report. Report will include a summary of research and analysis, conclusions drawn, data summaries, qualitative assessments, data modeling, and graphs.
- Conduct outreach and engage stakeholders to: (1) participate in community meetings to inform report content through feedback and by providing qualitative data, (2) collaborate on report development, and (3) help sustain the project in future years.
- Facilitate approximately six community meetings, located in well-known community spaces. (Contractor may not use their organization's facility for community meetings.)
- Participate in a presentation of findings to the Coalition, the County Board of Supervisors, and the general public, highlighting data/trends regarding the circumstances of Sacramento County children/families.

Awarded applicant will also:

- Collaborate with (and receive direction from) Children's Coalition in developing report through bi-monthly working meetings.
- Design report template, which should include stock photos or community member photos (permission obtained).
- Create a website to house previous and future Children's Report Cards.
- Print and distribute approximately 200 hard copy reports.
- Release all deliverables to the Coalition at the end of the project.

Additionally, successful applicant will demonstrate:

- Commitment to the well-being of Sacramento County children/families through documented involvement and working relationships with Sacramento County programs and community-based organizations.
- Leadership in addressing racial, economic, and gender-based equity in Sacramento County, and a commitment to addressing stigma, bias, and discrimination within their own organization.
- Experience in synthesizing large data sets and analyzing data for decision-makers.

- Experience in designing and facilitating community meetings that solicit meaningful stakeholder engagement (i.e. responding to quantitative data and sharing relevant qualitative data).
- Ability to write in a clear, accessible, and easy-to-understand manner in order to educate the general public on opportunities to improve quality of life for Sacramento County children/families.

III. TOTAL AVAILABLE FUNDS / FUNDING CRITERIA

TOTAL AVAILABLE FUNDS

The amount of funds available for awards through this RFA is a maximum of \$100,000 for one year. Funding allows for a maximum of 5% for indirect costs. Service contracts will be negotiated and awarded contingent upon the availability of funding.

MATCHING FUNDS

The contractor is required to match 10% of the Children's Trust Fund, either in cash, in-kind goods, or services that directly benefit the project. State of California funds may not be used to provide the match.

Example of match calculation:	Trust Fund Requested	\$50,000
	10% Match	<u>\$ 5,000</u>
	Total Budget	\$55,000

ONE-TIME ADVANCE

Contractors may request a one-time advance for start-up costs. Advances shall be limited to 10% of the total award. Advances will be recouped beginning in the third month of the contract. Requests for advances must be justified by the contractor and approved by the CTF Committee. The CTF Committee has the right to reduce the requested amount based on monies available.

IV. ELIGIBILITY TO APPLY/MINIMUM REQUIREMENTS

Per the California Welfare and Institutions Code, Chapter 11, Article 5, Section 18967, money in the Children's Trust Fund of each county shall be used to fund child abuse and neglect prevention and intervention services operated by **private non-profit organizations or public institutions of higher education** (*i.e. colleges and universities*) with recognized expertise in fields related to child welfare.

Organizations previously awarded Children's Trust Fund monies are eligible to apply and will be considered equally with all other applicants.

Applicant must have no record of unsatisfactory performance, lack of integrity, or poor business ethics, and must be in compliance with any outstanding corrective action plan with the County.

Applicant must have had representation at the Mandatory Bidders Conference and the bid/application must comply with all requirements of this RFA.

Applicant must have the ability to comply with rigorous data collections, reporting, and audits, and have the capability to implement service changes based on findings.

V. MANDATORY BIDDERS CONFERENCE

A Mandatory Bidders Conference will be held to discuss the RFA and requirements. The date, time, and location are shown in the RFA timeline.

Organizations interested in submitting an application must have representation at this conference or their applications will be disqualified without review, and eliminated from further consideration.

The Mandatory Bidders Conference is the only opportunity to have questions answered regarding this RFA. Questions may be submitted ahead of time to be addressed at the Mandatory Bidders Conference. Refer to the RFA timeline for submission details. Any questions that were not able to be answered during this conference will be emailed to all conference attendees. Please bring a copy of these RFA Instructions and accompanying Application Form to the Mandatory Bidders Conference. Copies will not be provided.

VI. APPLICATION CONTENT REQUIREMENTS

ALL APPLICATIONS MUST BE SUBMITTED USING THE SEPARATE APPLICATION FORM PROVIDED.

Incomplete applications will be rejected during the initial screening process. All required signed documents must be signed by the organization's authorized agent (e.g. Certification of Intent, Memorandums of Understanding, etc.).

	REQUIRED CONTENT	# Points Available
#1	Application Package Checklist (Exhibit A) Items included in the applications will be accounted for using the checklist.	Yes/No
#2	RFA Cover Letter, Applicant's Statements, and Certification of Intent to Meet RFA Requirements (Exhibit B) Submit an <u>original</u> signed statement, providing details of organization's track record in meeting previous service-delivery goals and objectives (10 points), possession of desired qualities specified in Section II of this RFA (10 points), and declaring intent to meet the requirements and abide by the administrative rules specified in this RFA. Any exception <u>must</u> be stated.	20 Points
#3	Table of Contents	Yes/No
#4	Work Plan (Exhibit C) Submit a work plan using the Application Form (Exhibit C). <ul style="list-style-type: none"> Strategies (10 points) – Specify the measurable strategies describing how the goals and objectives specified in Section II of this RFA would be accomplished. Activities – List the activities to be implemented (10 points), specifying a timeframe for start and completion of the activity, demonstrating readiness and ability to provide the activities described (10 points). <ul style="list-style-type: none"> Include activities such as collecting research, conducting outreach, holding meetings, etc. Describe how program activities and progress towards completing the objectives will be documented, as evidence that the activities took place, and tracked (e.g. outreach logs, sign-in sheets, materials developed, etc.). State services to be provided by subcontractors or consultants (if applicable) Target Groups (10 points) – Identify the populations or groups that will be solicited to participate in the activities, why they were selected, and how solicitation would occur. 	40 Points
#5	Budget (Exhibit D) All sections of the budget should be sufficiently detailed (including Program Budget Form and Budget Narrative). (Limit narrative and supplemental information to 1-2 pages each. Resumes may be included in addition to these page limits.) <ul style="list-style-type: none"> Demonstrate fiscal responsibility and reasonableness. (5 points) Demonstrate sufficient resources to perform tasks. (5 points) 	20 Points

	<ul style="list-style-type: none"> • Submit a proposed budget with explanation of all sections. Indirect costs line item not to exceed 5% of total CTF-funded budget. Include an explanation/documentation for match funding committed. (5 points) • Demonstrate knowledge, training, experience and ability of project-funded staff, and their specific role(s) in the project. Submit resume(s) of project-funded staff. (5 points) 	
#6	<p>Memorandum of Understanding (MOU) (Exhibit E)</p> <p>Applicants will be awarded points for quality collaborative partnerships with County and community-based organizations in Sacramento willing to contribute time, effort, or other resources to support the project, as evidenced by an MOU or Operational Agreement. (10 points) If collaboration with another organization is needed to provide any services described in the work plan, except for subcontracted work, the application <u>must</u> include an MOU approved by the appropriate governing boards of both entities, stating the commitment to the collaboration. MOUs must include specifics regarding the roles and responsibilities of each party and must have a printed name and title, corresponding original signatures, and date of signing. For services that will be subcontracted, applicant <u>must</u> provide a detailed description of these services in the budget narrative.</p>	10 Points
#7	<p>Letters of Support (Exhibit F)</p> <p>Provide <u>two</u> (2) letters of support from non-profits in good standing and/or community organizations that have seen applicant's previous work and can attest to applicant's ability and experience in carrying out services and developing the work product. Letters of support may not be from Sacramento County officials.</p>	10 Points
#8	<p>Certification of Insurance (Exhibit G)</p> <p>Provide a copy of a standard Certificate of Insurance, describing your current insurance coverage, issued by an insurance broker or agent.</p> <p>If the applicant currently does not have insurance in the amounts specified in the Application Template (Exhibit G), they should <u>not</u> obtain additional insurance until a contract is awarded. The applicant must, however, provide written evidence of their ability to obtain coverage in the required amounts. A letter from an insurance company or broker confirming that coverage can begin on the projected start date of the project is adequate for the purpose of submitting an application.</p> <p>Within five (5) working days of the formal notification of selection and offer of a contract, the applicant must provide an original, current certificate of insurance, providing proof of coverage in compliance with County insurance requirements described in the Application Form (Exhibit G). Applicants must provide evidence of the ability and intent to maintain the required coverage and to name Sacramento County as additional insured. Failure to conform to insurance requirements within this time period shall constitute grounds for termination of contract negotiations.</p> <p>In general, the best course is for the applicant to provide the Application Form (Exhibit G) to its insurance broker or agent and direct them to provide a standard certificate of insurance to certify the coverage currently in force.</p>	Yes/No
#9	<p>Non-profit Organization Status (Exhibit H)</p> <p>Submit evidence of tax-exempt status as defined by the IRS or Franchise Tax Board.</p>	Yes/No

#10	Articles of Incorporation (For Corporations Only) (Exhibit I) All corporations must show evidence of incorporation by the California Secretary of State. If an organization is in the process of being incorporated by the California Secretary of State's Office, an application may be submitted contingent upon providing proof of the incorporation process. Corporations must complete this process prior to execution of contract, if the contract will be with the corporate entity.	Yes/No
#11	List of Board of Directors/Trustees (Exhibit J) Provide a complete list of the organization's Board of Directors or Trustees.	Yes/No
#12	Board of Directors Resolution (Exhibit K) Submit a signed <u>original</u> Board of Directors Resolution, an authorization from the organization's governing body allowing submission of the application and naming individuals authorized to execute a contract agreement and submit claims.	Yes/No
#13	Financial Statement and Accounting System Narrative (Exhibit L) Submit the organization's latest audited financial statement or reviewed financial statement, with accompanying notes, completed by an independent, Certified Public Accountant (CPA), for a fiscal period not more than 24 months old at the time of submission. Use of generally accepted accounting principles (GAAP) is required. The demonstration of the organization's financial stability will be evaluated. If the audit is of a parent firm, the parent firm shall be party to the contract. Also, provide a description of accounting and recordkeeping systems. Sample forms or charts may be included. (Limit to 2 pages) The section below explains the funding maximums pertaining to submitting an audited financial statement or a reviewed financial statement: <ul style="list-style-type: none"> - An <u>audited financial statement</u> and accompanying auditor's report/notes must be submitted if agency's current contracts from the County of Sacramento total <u>\$150,000 or more</u> for any 12-month period. - A <u>reviewed financial statement</u> must be submitted if an agency's current contracts from the County of Sacramento total <u>less than \$150,000, but more than \$50,000</u> for any 12-month period. Audited financial statements may be substituted for reviewed financial statements. - For agencies that have <u>no current contracts, or contracts total \$50,000 or less</u>, a <u>compiled financial statement</u> may be submitted. 	Yes/No
#14	Certification of Compliance with Child, Family and Spousal Support (Exhibit M) Submit a signed <u>original</u> Certification of Compliance with Child, Family and Spousal Support. (Application Form Exhibit M)	Yes/No

VII. ADMINISTRATIVE REQUIREMENTS AND SELECTION

ANY APPLICATIONS NOT MEETING ALL RFA REQUIREMENTS WILL BE REJECTED

SUBMISSION STANDARDS

Applications must adhere to the following submission requirements:

1. Submitted using the RFA #ADMIN/002 Application Form provided.
2. Submitted one (1) original application which includes all items #1 through #14 in the order specified in the Required Content table (Section VI of this RFA), with all original signatures in BLUE ink, and

original documents where noted; and nine (9) additional copies of the application package which only include items #1 through #7 in the order specified.

3. Printed on standard white paper, 8 ½ x 11 inches in size, single spaced, single-sided pages, with one-inch margins, using 11-point Arial or Times New Roman font, with each page clearly and consecutively numbered. Exhibits shall be numbered independently, with the Exhibit letter preceding each page number (e.g. B1, B2, B3, etc.).
4. Binder clipped in the upper left corner, please do not staple. Elaborate artwork and expensive paper and bindings, expensive visual, or other presentations are neither necessary nor desired.
5. Submitted in the legal entity name of the applicant or authorized representative (i.e. fiscal agent).
6. Applications submitted by a corporation include the original signature of a corporate officer or a representative authorized by the organization. Facsimile signature stamps will not be accepted. If such authorization is other than a corporate document, submit a copy of such authorization with the application.
7. Application package enclosed in a sealed envelope or box bearing the clearly visible name and address of the applicant, and plainly marked: "SEALED BID-APPLICATION FOR SACRAMENTO COUNTY CHILDREN'S COALITION, CHILDREN'S TRUST FUND RFA #ADMIN/002." **UNSEALED APPLICATION PACKAGES WILL NOT BE ACCEPTED.**
8. Application package **physically received by 5:00 PM on TUESDAY, MARCH 10, 2020**, either by mail or by personal delivery to location shown in this RFA timeline. **APPLICATION PACKAGES RECEIVED AFTER THIS DATE/TIME WILL NOT BE ACCEPTED.** Submissions to any other office will not be accepted. Fax and/or email submissions will not be accepted. It is the responsibility of the applicant to submit the application by the time and date to the address shown in this RFA timeline. A receipt of acceptance will be provided as application packages are received.

SELECTION PROCESS

Selection of applications will be conducted as follows:

1. All applications received by the deadline shall be subjected to a prescreening performed during the opening of applications.
 - All applications that meet the Eligibility to Apply/Minimum Requirements of this RFA and were received by the deadline from agencies with a representative at the Mandatory Bidders Conference shall be screened to determine whether they include all of the items identified in the Required Content table (Section VI of this RFA), in the order prescribed, and meet the administrative requirements (Section VII of this RFA).
 - Incomplete applications will not be forwarded to the evaluation panel; they will be rejected prior to review. Rejected applications will not be returned; applicants will be notified in writing that the application was rejected in the initial screening and will be provided rationale.
2. Financial statements and description of accounting and recordkeeping systems will be screened by a County Accounting Manager for the demonstration of financial stability.
3. All applications that pass the administrative and financial screening will be reviewed by an evaluation panel, which may consist of members from the Coalition and CTF Committee, County staff, representatives from other public agencies, and/or individuals from the community at large. Evaluation panel members will independently score each section in each application. Points available for each section are listed in the Required Content table (Section VI of this RFA). A total combined score of 75% or higher is required to advance an application to the interview phase of the evaluation.
4. After the evaluation process is complete, the evaluation panel will recommend the highest rated application to the Coalition and DCFAS Director for consideration.

AWARD CRITERIA

The following four (4) award criteria will be applied in evaluating the applications:

1. Prescreening – Applications must meet all pre-screening criteria in order to advance to the evaluation process:
 - Submitted by an agency that was represented at the Mandatory Bidders Conference, as reflected by a legible entry on the conference sign-in sheet
 - Includes and/or answers all parts (Items #1-14) described in the Required Content table (Section VI of this RFA)
 - Follows administrative requirements described in Section VII of this RFA
2. Financial Screening – The following are included in the analysis of the financial statements:
 - Fiscal ratios
 - Financial stability
 - Financial statement not more than 24 months old
 - No adverse auditor opinion
 - No disclaimer of auditor opinion
 - No ongoing concerns/issues

This RFA allows for communication between the applicant, the CPA who prepared the financial statement, and the County's designated Accounting Manager. This communication includes requests for and submission of additional documentation provided to the County's Accounting Manager, and for those documents and explanations to be considered as part of the demonstration of financial stability.

3. Written Application (100 total points possible) – See the Required Content table (Section VI of this RFA) for elements of the application that will be evaluated/rated, and the number of points possible for each.
4. Interview (30 total points possible) – The interview will be evaluated based on the applicant's responses to the following interview areas:
 - Question #1 (5 points) – How do you think the Children's Report card could serve the children and families of Sacramento County? What impact would you like to make with the report?
 - Question #2 (5 points) – Share examples of how your work has positively impacted children/families.
 - Question # 3 (5 points) – What type(s) of child-related data/trends and information should be shared with Sacramento County through the Children's Report Card?
 - Question #4 (5 points) – If awarded this project, how would you establish a successful partnership with the Children's Coalition?
 - Question #5 (5 points) – Why do you feel your organization is the best fit for the proposed award?
 - Question #6 (5 points) – How does your organization collect feedback?

AWARDS AND COMMENCEMENT OF WORK

1. The Coalition and DCFAS Director will make final recommendations to the Board of Supervisors for contractor selection. The Coalition and DCFAS Director may recommend a contractor that is not the highest rated and provide justification for this recommendation to the Board of Supervisors.
2. Recommendation for award is contingent on successful negotiation of the contract and successful resolution of any appeals, which may otherwise restrict or limit such an award.
3. Notice of the recommendation for award will be posted and emailed to all applicants by the date shown in the RFA timeline. All applicants and any other interested persons may review the posted notice of awards at the location shown in the RFA timeline, or by contacting Abigail Nosce Harrold at noscea@saccounty.net.

4. A contract shall be awarded after notice of the proposed award has been posted for five (5) working days and the Coalition and DCFAS have obtained County Board of Supervisors approval for the award.
5. The successful applicant shall sign a standard County contract with the Coalition's Fiscal Agent, DCFAS. A sample contract boilerplate and subsequent exhibits will be available at the Mandatory Bidders Conference. Successful applicant must agree to all terms and conditions of any resultant contract with County, which include providing proof of required insurance coverage. Failure to conform to insurance requirements shall constitute grounds for termination of contract negotiations.
6. The successful applicant will not be allowed to begin work under any successfully negotiated contract until the award has been approved by the County Board of Supervisors and the contract has been signed by the successful applicant and County. Final execution of a contract between County and the successful applicant is contingent upon signature of both parties and appropriation of funds.

RULES GOVERNING COMPETITIVE BIDS

1. Costs for developing and submitting applications are the responsibility of the applicant and shall not be chargeable in any way to the Coalition or County.
2. If the Coalition determines that revisions or additional data to this RFA are necessary, the Coalition will provide addenda or supplements.
3. All applications submitted become property of the Coalition and County and will not be returned.
4. Issuance of this RFA in no way constitutes a commitment by the Coalition or County to award a contract.
5. News releases pertaining to this RFA and its award shall not be made without prior written approval of the Coalition and County.
6. All applications shall remain confidential until a contract has been fully executed by County.

RIGHTS OF COALITION AND COUNTY

The Coalition and County reserve the right to:

1. Award a contract to one or more applicants.
2. Award a contract for all the services offered in an application or for any portion thereof.
3. Reject any or all applications received in response to this RFA, or cancel and/or reissue this RFA if it is deemed to be in the best interest of the Coalition and County to do so.
4. Reissue a cancelled RFA to only those entities that originally qualified to submit an application.
5. Negotiate, make changes, or terminate awards due to program, budgetary, or funding changes and/or constraints.
6. Negotiate changes to application submissions prior to contract execution.
7. Enter into negotiations with the applicant who submitted the next highest-rated application, or issue a new RFA, if a competitor that is selected through this RFA fails to accept and/or meet the terms of the contract.
8. Authorize renewal of contracts based on availability of funds and the success of the contractor in meeting the measurable outcomes stated in the contract.
9. Determine the amount of resources allocated to the successful applicant.
10. Require information in addition to the application for further evaluation, if necessary.
11. Conduct evaluation and, as a result, make changes to various aspects of the service.
12. Check with references and share any information received with the evaluation panel.
13. Consider all audit and/or review findings prior to awarding contract.
14. Make the final determination of whether the applicant's financial statements meet the RFA requirements regarding financial stability, responsibility, and review of internal controls.

OPPORTUNITY TO PROTEST

1. Any applicant who wishes to protest disqualification in the screening process or the proposed award recommendation must submit a written letter of protest by the dates shown in the RFA timeline. Any protest shall be limited to the following grounds:
 - The Coalition failed to include in this RFA a clear, precise description of the format which applications shall follow and the elements they shall contain, the standards to be used in screening and evaluating applications, the date on which applications are due, and the timeline the Coalition will follow in reviewing and evaluating them; and/or
 - Applications were not evaluated, and/or recommendation for award was not made, in the following manner:
 - All timely applications reviewed to determine which ones met the screening requirements specified in the RFA; and/or
 - All applications meeting the screening requirements submitted to an evaluation panel, which evaluated the applications using the criteria specified in this RFA; and/or
 - The applicant judged best qualified by the evaluation panel recommended to the Children's Coalition and Director of DCFAS for award; and/or
 - The Coalition and County correctly applied the standards for reviewing the format requirements or evaluating the applications specified in this RFA.
2. **A written letter of protest of the proposed award must reference the title of this RFA and be received at the address and by the date shown in the RFA timeline.** Postmarks will not be accepted as meeting the deadline requirement. Faxes will not be accepted. Oral protests will not be accepted. It is the applicant's responsibility to ensure receipt of delivery to the above address by the date, time, and place specified in the RFA timeline.
3. All written protests will be investigated by the Children's Coalition and County, and a finding regarding any appeal will be made within ten (10) working days of the written appeal deadline.

VIII. CONTRACT PROVISIONS AND RESPONSIBILITIES

CONTRACTOR'S RESPONSIBILITIES

The contractor shall be responsible for, but not limited to, the following:

1. Contractor shall comply with all applicable federal, state and county statutes, ordinances, regulations, directives and laws applicable to operations, whether or not referred to in the agreement.
2. Contractor shall examine the arrest and conviction records of all current and prospective employees and not employ or continue the employment of any persons convicted of any crime involving harm to children. This includes unpaid interns and volunteers.
3. Contractor must comply with the following reporting requirements, which will be included in the contract:
 - Quarterly reports submitted to the Children's Trust Fund Committee in the format provided by the Coalition no later than fifteen (15) days following the end of a quarter.
 - Bi-monthly progress summaries submitted to the Children's Trust Fund Committee in the format provided by the Coalition no later than fifteen (15) days following the end of a month.
 - Quarterly invoices submitted to Coalition Staff Abigail Nosce Harrold no later than the fifteen (15) days following the end of each claim period.
 - Contractor will, without additional compensation, make additional fiscal, program evaluation, and progress reports required by the Coalition concerning the contractor's activities as they affect the contract scope and purpose. The Coalition shall explain procedures for reporting any such additional information.

- Contractor will provide an annual progress presentation to the full Coalition at an assigned meeting, to update and promote the work of the contractor and the Coalition.

COALITION/COUNTY RESPONSIBILITIES

1. The Coalition and County shall designate a staff member or committee member to have primary responsibility for coordination of activities required to carry out the agreement with the contractor.
2. The Coalition may develop, with participation of the contractor and County, working policies and procedures for conducting the program, problem solving, fiscal reporting, and controls.
3. The Coalition shall provide the contractor periodic feedback for its execution and evaluation of services provided under the agreement with the contractor.

TERMS OF AGREEMENT (CONTRACT)

1. The tentative contract period for this RFA is July 1, 2020 through June 30, 2021. The contract will be contingent upon the availability of funding. The budget is subject to renegotiation based on changes in practices, service need, and/or the Coalition's direction or mandate. The Coalition reserves the right to determine the amount of resources allocated to the successful applicant.
2. Upon submitting a written notice to the other party thirty (30) days in advance of the effective date, either party may terminate or cancel the agreement.
3. At the option of the County and/or the Coalition, the County may terminate the agreement for cause immediately upon giving written notice to contractor should contractor materially fail to perform any of the covenants contained in the agreement in the time and/or manner specified. In addition, the agreement may be terminated upon the happening of any of the following:
 - Discovery by County or the Coalition that the agreement was obtained through fraud by commission or omission
 - Suspension of business operation, failure, or receivership of the contractor
 - Any assignment of the agreement with County without prior Coalition and County approval
 - Contractor's failure to maintain the personnel qualifications referred to in the contractor's application
 - Contractor's failure to maintain the insurance coverage required by the contract

FISCAL PROVISION

In consideration for providing services under the agreement in a manner satisfactory to the Coalition, County shall reimburse the contractor quarterly, in arrears, upon arrival of an invoice submitted in the format required by County. Reimbursement shall be at a rate fixed by the contract.

GOVERNING LAW

1. Any contract awarded shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to the contract shall be brought in Sacramento County, California.
2. The successful applicant and its agents, employees, and representatives, shall comply with all applicable confidentiality requirements including the provisions of the Welfare and Institutions Code Sections 827, 830, 10850, 10850.1, 18951, 18986.40-18986.46, Penal Code Sections 11164-11174.3, and Chapter 19-000 of the State of California Department of Social Services Manual of Policies and Procedures.

POLICY REGARDING DEBARMENT, INDICTMENT AND FELONY CONVICTION

Children's Trust Funds shall not be awarded to any entity that has been indicted for or convicted of a felony, or is currently debarred, suspended, proposed for debarment, is voluntarily excluded from covered transactions, or is declared ineligible to receive funding from by any Federal, State, or Local department or agency.