



Contra Costa County

REQUEST FOR QUALIFICATIONS (RFQ) # 1909-364

Writing and Response Development Services for Justice System-Related Grants

The Contra Costa County Office of Reentry and Justice (ORJ) is pleased to announce a request for statements of qualifications from responders for the purpose of establishing a Qualified Vendors List for the provision of “Grant Writing Services for Justice System-Related Grants” to the County. Those added to the Qualified Vendor List will be identified through this RFQ process and only vendors on this list will be deemed qualified to provide the services described in this document. The Qualified Vendor List will be effective from April 1, 2020 through December 31, 2022.

This RFQ is a process by which the County solicits information from responders who may be selected to enter into an agreement with the County for the provision of the services described in this document.

Please read this entire packet carefully before creating or submitting any response.

Final responses will be due at 651 Pine Street, 10th floor, Martinez, CA 94553

by 12:00 p.m. (noon) on Wednesday, March 18, 2020.

**A Bidder’s Conference will be conducted on
Friday, February 7, 2020
from 2:00 p.m. to 3:00 p.m.
in the Probation Department Sequoia Room
at 50 Douglas Drive, 2nd Floor, Martinez.**

Written questions about the RFQ can be submitted to lara.delaney@cao.cccounty.us
by 5:00 p.m. on Tuesday, March 3, 2020

Thank you in advance for your efforts in preparing your response.

CONTRACT AWARD

The County intends to offer a Master Agreement to all responders deemed qualified to provide the services described in this RFQ. A Master Agreement signed by duly authorized representatives of both the Contractor and the County does not guarantee the County will utilize any maximum or minimum amount of services from the Contractor, and the County has sole discretion to not utilize any service from the Contractor. An executed Master Agreement with a Responder will result in the Vendor’s inclusion on the Qualified Vendors List maintained by the Office of Reentry and Justice for the purpose of identifying future contractors to provide the County with services related to grant writing and development.

CORRESPONDENCE

As of the issuance of this RFQ, responders are specifically directed not to contact any County personnel



for meetings, conferences, technical discussions related to this RFQ, or for any written endorsement or support to be included as part of a submitted response. Failure to adhere to this policy may result in disqualification of the responder's response from further consideration.



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RFQ Timeline

1.	RFQ announced	Monday, February 3, 2020
2.	Bidders' Conference	Friday, February 7, 2020
3.	Written Questions Due from Responders	5:00 p.m., Tuesday, March 3, 2020
4.	Addendum Issued	Friday, March 6, 2020
5.	Proposal Submission Deadline	12:00 p.m. (noon), Wednesday, March 18, 2020 County Administrator's Office 651 Pine Street, 10 th Floor Martinez, CA 94553
<i>No response will be accepted after this date and time. Postmarked, facsimiled, or e-mailed submissions will not be accepted.</i>		
6.	Response Review Process	March 18-27, 2020
7.	Notification of Results	Friday, March 27, 2020



Statement of Work

I. Introduction

The Contra Costa County (County) Office of Reentry and Justice (ORJ), a pilot project of the County Administrator's Office, is issuing this Request for Qualifications (RFQ) #1909-364 to secure a pool of qualified vendors to enter into a Master Agreement with the County to provide justice system-related grant writing services required by County departments. The services to be provided to the County are the development of responses to grant solicitations and other funding opportunities related to justice systems which may be issued by state, federal, or private philanthropic agencies, and for which the County is an eligible applicant.

The Master Agreements, and the related Qualified Vendor List, will be administered by the ORJ. The execution of a Master Agreement with a qualified Vendor does not guarantee any minimum or maximum amount of utilization of the vendor's services by the County, and services may or may not be utilized at the County's sole discretion. Services for specific grant writing projects, should such projects arise, will be solicited under competitive conditions via Work Order Requests (WOR) issued by the ORJ to Vendors on the Qualified Vendor List. A WOR will include a Statement of Work which will describe in detail the Project and the work to be performed. Please see Section VIII below for additional information related to the expected scope of services.

Qualified individuals and organizations with experience providing the services described in this RFQ are invited to submit responses. If you are interested in and capable of providing the requested services to the County, please carefully review this RFQ in its entirety and submit your response as directed in the "Response Preparation Instructions" section of this document. This solicitation is not in any way to be construed as an agreement, obligation, or contract between the County and any party submitting a response, nor will the County pay for any costs associated with the preparation of any response to this RFQ.

II. Synonymous Terms

As used throughout this RFQ, the following terms are synonymous:

- A. Supplier, Vendor, Contractor, Successful Responder
- B. Contract, Master Agreement
- C. Services, Work, Scope, and Project
- D. Proposer, Responder, Bidder, Organization
- E. "The County" and "Contra Costa County" refer to the County of Contra Costa, California.

III. Minimum Requirements

The County seeks qualified responders who have expertise in developing grant proposals related to the justice system or serving those impacted by the justice system, and who have been successful in



securing funding distributed through a competitive bidding process. The successful Responder must possess and demonstrate the following minimum requirements:

1. *Service History*: A documented history of similar or equivalent service delivery to public agencies, including knowledge of the process to apply for grant funding distributed by state, federal, and philanthropic organizations. Responders must have no record of unsatisfactory performance and must have the administrative, technological and fiscal capability to provide and manage the delivery of services.
2. *Experience Partnering with Criminal Justice and Social Service System Stakeholders*: Evidence of prior successful experience working with a broad spectrum of reentry, criminal justice and social services systems stakeholders. The Responder must have experience with the design and implementation of social service programs for people with justice-system involvement, especially programs that operate through partnerships between public agencies and community-based organizations. The successful Responder must be able to develop multi-year budgets with funding for multiple agencies and be capable of building staffing plans that effectively support a proposed program.
3. *Criminal Justice Expertise*: Successful Responders must possess the skills and knowledge that will help facilitate the progression of constructive discussions into important reentry and criminal justice programs. In this regard, successful bidders will have a proven ability to identify new strategies and solutions to the needs and challenges most frequently encountered in these subject areas. The qualified Vendor will also have subject matter expertise that will allow them to quickly identify relevant research and use this information in the design of novel interventions and innovative criminal justice programming.
4. *Cultural Competency*: Demonstrated understanding and capacity to deliver culturally competent and responsive services. This competency should extend not only to the cultures of justice involved populations, but also to that of the institutions typically involved in the administration of justice.
5. *Licensing/Certification Requirements*: Successful Responders must have and maintain all appropriate licenses, permits, and certifications as required by the laws of the United States, State of California, Contra Costa County, and all other appropriate governmental agencies.
6. *Writing Proficiency*: Demonstrated ability to clearly convey ideas and concepts through written prose. This includes a strong ability to structure complex thoughts and ideas in a written form that is easy to understand. The successful Responder must also exhibit a mastery of developing persuasive arguments supported by facts, and show a history of drafting successful project proposals or similar documents where successful selection occurs through a competitive process.

IV. The Office of Reentry and Justice

As policymakers continue to abandon “tough on crime” platforms for “smart on crime” initiatives, competitive grant making has emerged to incentivize innovation in justice system administration and



encourage non-traditional collaborations. The County has been proactive in its response to these policy shifts and, as a result, has been awarded over a dozen federal and state grants to implement a variety of justice related programs since 2012.

Consistent with this approach, in January 2017, the County Board of Supervisors established the Office of Reentry and Justice in the County Administrator's Office. By coordinating collective effort across departments and with community partners, encouraging the use of evidence-based approaches, and providing administrative assistance to the County's broad array of social justice programming, the ORJ helps the County position itself to better understand the needs of its justice involved populations and effectively respond to these needs.

Through this RFQ, the ORJ seeks to continue the County's success at securing and leveraging external resources to promote local innovation and collaboration in the administration of justice by identifying Successful Responders capable of assisting the County in the development of competitive responses to funding opportunities from state, federal, and philanthropic agencies. The ORJ will use this RFQ process to develop a list of qualified Vendors with experience writing responses to a variety of proposal request types and an ability to effectively manage a collaborative proposal development processes from the ideation stage through the drafting of a competitive narrative response. Because proposals must often be developed and submitted a few weeks after their public release, this RFQ aims to ensure Vendors are available to provide County department with the services described in this RFQ as soon as such services are needed.

V. Recent Grant Funded Projects in the County

While the County has long sought grant opportunities to support its criminal/juvenile justice work, since 2012 the County has been markedly successful in seeking awards from federal, state, and private funders for a variety of innovative and reform-oriented justice related programs. Below is a summary of the County's most recent grant funded projects.

Edward Byrne Memorial Justice Assistance Grant (2019) – The state awarded federal funds to the County for a project led by the Public Defender, the Holistic Intervention Partnership (HIP), that will utilize intensive case management to improve the coordination of housing, legal, and behavioral health services for individuals arrested for low level crimes.

Proposition 47 (2019) – The Behavioral Health Division of Health Services will implement a Forensic Assertive Community Treatment (FACT) program using state funding to provide pretrial diversion services to individuals with serious and persistent mental illness. Using restorative justice principles, FACT will leverage funding from AB 1810 and utilize restorative justice principles in the provision of mental health, substance use, housing, vocational, and trauma treatment services.

Youth Reinvestment Grant (2019) – Recognizing persistent racial and ethnic disparities in youth contact with the juvenile and criminal justice systems, the District Attorney will partner with RYSE on a state funded project that will create the County's first pre-charge diversion program and use restorative justice alternatives to justice related lower costs, enhance victim satisfaction and reduce recidivism.



Stand Together Contra Costa (2017) –A coalition of private philanthropic funders organized by Y & H Soda Foundation helped the County ensure that all residents, regardless of citizenship or immigration status, are protected from actions and policies that result in harmful, disparate, discriminatory, or unlawful treatment. This project provides an array of community-based, culturally competent, no-cost deportation defense services, legal clinics with immigrant rights education and training, and a rapid response network that includes direct support for individuals and families facing the threat of removal from the country by the federal government.

Proposition 47 (2017) – Using state savings realized through California’s Proposition 47 passed in 2014, the Contra Costa Law Enforcement Assisted Diversion Plus (CoCo LEAD Plus) program puts the County’s Behavioral Health Division in collaboration with the Antioch Police Department and HealthRIGHT 360 to provide a diversion program for adults with behavioral health needs who have recently been arrested on multiple occasions. By wrapping program participants with peer support, clinical services, housing, vocational training, cognitive behavioral education, and restorative alternatives the LEAD Plus team seeks to provide a therapeutic break of the recidivism cycle.

Senate Bill 844 (2017) – The state selected the County’s proposal to replace beds in the outdated Martinez Detention Facility with a new 118,907 square-foot high-security, 416-bed West County Reentry, Treatment and Housing Facility (WRTH); resulting in a net loss of four county jail beds. The new facility will provide a child/parent contact visitation with programming based on risk-needs-responsivity principles utilizing Urban Institute’s Transition from Jail to Community model. With services provided on four different tracks according to need, the new facility will achieve its reentry and treatment goals by matching a specially designed space with a robust array of academic, behavioral health, parenting, workforce readiness, and reentry planning resources.

Federal Second Chance Act: Smart Defense Initiative (2016) – In response to the high number of misdemeanor bench warrants that result when cases are not filed until months after the court date on a citation, the Public Defender created this Misdemeanor Early Representation program to ensure that even the poorest individuals in the County would have access to legal representation at the earliest moments of the criminal justice process. With this, a substantial amount of limited legal resources was preserved through an increase in pre-filing case resolutions and a reduction in missed arraignment hearings and related bench warrants.

Federal Second Chance Act: Smart Reentry Grant (2016) – Through strategic planning and the use of evidence based practices, the Probation Department is leading a project to reduce rates of recidivism for transitional aged youth returning home to East County after a period of incarceration by providing these young people with age appropriate workforce training, educational support, housing assistance, SUD treatment, and prerelease planning.

Supervised Population Workforce Training Grant (2016) –With this funding from the state’s workforce agency, the County Workforce Development Board implemented the Contra Costa



Sustainable Occupational Advancement & Reentry Success (CoCo SOARS) program to improve employment outcomes for individuals on probation using two simultaneous strategies. In one effort, CoCo SOARS sought to increase demand for formerly incarcerated workers by holding three Fair Chance Hiring Summits to educate employers on the benefits of helping direct this population's energy towards gainful employment and how to reduce bias in the hiring process. At the same time, the project sought to enhance the supply of formerly incarcerated workers by utilizing work-based learning strategies that helped this population earn income while building skills in employment sectors experiencing high growth locally.

Edward Byrne Memorial Justice Assistance Grant (2015) – Using federal funds awarded by the state, the County partnered with Antioch Unified School District to launch a multiyear Youth Justice Initiative that sought to reduce the number of justice-involved youth in the County through equal parts of prevention and intervention. The prevention work at Park Middle School in Antioch introduced trauma training and a wellness room to replace widespread suspensions with more constructive methods of maintaining a positive campus climate. Youth leaving local detention facilities were also provided with individualized reentry services by a team of dedicated professionals committed to supporting the young person's successful exit from the juvenile justice system.

Mentally Ill Offender Crime Reduction Grant (2015) –The Transitioning Out to Stay Out provided Functional Family Therapy to youth and their families following their exit from a court-mandated custodial treatment program. As part of this state funded program, re-arrest rates for these young people were then compared to those of other youth who received Multisystemic Family Therapy as part of their treatment program.

Federal Second Chance Act: Smart Probation Grant (2013) –The Contra Costa County Innovative Evidence-based Supervision and Cognitive-behavioral Treatment (CONNECT) program was designed for individuals on felony level probation supervision assessed at a moderate to high risk of committing future crime. This program attempted to reduce recidivism risk through the collective integration of a pre-release risk and needs assessment, personalized Individual Achievement Plan (IAP), Motivational Interviewing (MI), and the Thinking for a Change (T4C) cognitive behavioral curriculum.

Federal Second Chance Act: Adult Demonstration Grant (2013, 2012) –Probation was funded to implement its Contra Costa County Re-Entry Agenda to Empower and Ensure Safety (CREATES). Individuals leaving jail were provided with pre and post release services through this program, and a multidisciplinary team was convened to support the person's successful transition from jail into the community. As each person leaves jail, the CREATES team attempted to prevent their return to custody by wrapping the person with the right mix of mental health, substance use disorder, housing, employment, and legal services in the community,



VI. Funding

The amount of funding available for the services described in this RFQ will depend on the grant funding opportunities of interest and available to the County during the effective term of the Qualified Vendors List along with the scope of services to be provided by a Vendor in the development of a response. Final contracts and funding amounts will be negotiated with qualified vendors that successfully bid on a Work Order Request and will be based on the characteristics of the specific grant opportunity and other circumstances such as the timeframe to develop the grant proposal and the complexity of the proposal development process.

VII. Purpose, Scope of Services of RFQ

A. Purpose:

The County, through the County Administrator's Office of Reentry and Justice (ORJ), seeks qualified Responders to provide its various departments with consultation, grant writing, and program proposal development services that will enable the County to submit high quality responses to competitive private, state, and federal funding opportunities in the areas of reentry and criminal/juvenile justice. Funding opportunities emerge in an ongoing yet unpredictable fashion, and the County has full discretion to pursue or forego any opportunity. Vendors will only be compensated for the Work they are explicitly contracted to perform after they have been deemed eligible and qualified, then successful bid to a Work Order Request released by the ORJ.

This RFQ process provides the County an opportunity to identify interested parties with relevant experience, knowledge, and skills sufficient to meet an established set of minimum requirements. Based on the information provided through this process, the ORJ will determine if each Responder is eligible for selection and has the minimum qualifications required to provide the services proposed. After the conclusion of this RFQ process, qualified Vendors will be notified and offered the opportunity to enter into a Master Agreement with the County. All Vendors in a Master Agreement with the County will be part of ORJ Qualified Vendors List, eligible to bid on Work Order Requests, and able to contract with the County for grant writing services following a successful bid. The selection of a Vendor for inclusion on the Qualified Vendor List, or for negotiation and execution of a Master Agreement or other contract with County, shall be solely determined by the process and timelines outlined in this document.

B. Scope of Services

Below is a non-exhaustive list of potential services a successful Vendor may be selected to provide to a County department.:

1. Lead an array of activities for the County's development of a project proposals in response to available grant funding for programs in the realm of criminal/juvenile justice.
2. Use of independent expertise, knowledge, and experience for the design, implementation, and evaluation of a criminal or juvenile justice program;
3. Management of a complex project with multiple partners, time sensitive objectives, and concrete deadlines;



4. Efficient coordination of project activities to control costs while ensuring the high-quality performance of contract deliverables;
5. Productive facilitation of large group meetings that are purpose driven and able to accomplish essential activities;
6. Effective communication in both written and spoken forms, including an ability to synthesize and simplify complicated sets of information.
7. Consultation on the creation and operation of social service programs within a defined budget, with measurable objectives, and based on activities in an established logic model;
8. Structure multi-disciplinary collaborations, especially between public agencies and non-government partners, and support the joint pursuit of shared objectives;
9. Identify programs and practices that don't currently exist in the County, but have been used in other jurisdictions to reduce recidivism and improve outcomes in criminal/juvenile justice settings.
10. Develop program activities based on research and other relevant information that help reasonably determine a project's expected outcomes and intended impact;

VIII. Master Agreements and Work Order Requests

Each qualified Responder to this RFQ that executes a Master Agreement with the County will be added to a Qualified Vendors List. The Office of Reentry and Justice will be responsible for administering and monitoring all activities related to Master Agreements and, upon the execution of a Master Agreement, a Vendor will be considered a County Contractor. Execution of this Master Agreement identifies a Contractor as qualified to provide the County with the grant writing services described in this RFQ and deems the Contractor eligible to compete for opportunities to provide County departments with specific grant writing services. All Vendors in a Master Agreement with the County will be part of a Qualified Vendors List that will be effective from April 1, 2020, through December 31, 2022.

Once the ORJ has established the Qualified Vendors List, when a County department requires a Vendor to provide grant writing services for criminal/juvenile justice related Projects, a Work Order Request (WOR) will be issued to each Vendor on the Qualified Vendors List and each Vendor will have the discretion to respond to or decline the department's request for a bid on the services sought. The WOR issued will, at a minimum, include a statement of work with details on the Scope of services being requested, the timeline to complete the Project to be worked on, the selection process to be used, the method of submitting a response, and the deadline to respond to the request with a bid or proposal. **Only Master Agreement Contractors will be eligible to respond to a WOR related to this RFQ.**

A Vendor selected to provide the County with services according to a WOR will be required to enter into a secondary agreement with the County for each Project they successfully bid on. Being selected for a Project will not impact a Vendor's ability to be selected for work related to any subsequent WOR issued to the Qualified Vendors List. If no Contractor from the Qualified Vendor List submits a timely qualifying bid to a WOR, the ORJ may solicit bids from service providers not on the Qualified Vendor List. The list is not a closed list as the County retains discretion to conduct a subsequent RFQ process to identify additional qualified Vendors prior to the expiration of the list. Furthermore, a Vendor on the Qualified Vendors List may be removed from the list prior to its expiration for cause, through an



applicable provision of the Master Agreement, or by a written request for removal from a Vendor to the ORJ.

IX. Contract Monitoring

On behalf of the County Administrator's Office, the Office of Reentry and Justice will administer the Qualified Vendors List and actively monitor the continued eligibility of each Supplier on the list. All services resulting from a Work Order Request shall be provided to the County according to the terms of an executed secondary agreement that will be monitored by an appropriate County department depending on the Project being worked on and scope of services to be performed.

At a minimum, Master Agreement Contractors will be expected to:

- a. Be able to respond to Work Order Requests within a week of issuance;
- b. Immediately enter into a secondary agreement and begin Service delivery within one week of being selected for a Project;
- c. Perform all Services without material deviation from the terms of the secondary agreement;
- d. Perform Project deliverables in a timely manner;
- e. Maintain adequate records to document compliance with terms of the secondary agreement;
- f. Ensure all Project deliverables are fully compliant with the requirements of a respective funding opportunity.



RFQ Requirements and Instructions for Responders

The requirements in this section are mandatory. Contra Costa County reserves the right to waive any nonmaterial variation.

1. All responders shall submit one (1) original response package and four (4) complete copies of the proposal, under sealed cover, by mail or hand-delivery to the Office of Reentry and Justice at 651 Pine Street, 10th Floor, Martinez, CA 94553 to be received **no later than 12:00 p.m. on Wednesday, March 18, 2020**. Each submission must be marked on the outside with the Responder's name and RFQ #1909-364. Any response received after the deadline will be rejected. **Postmarked, faxed and e-mailed submissions are not acceptable.**
2. **Responders must also submit an electronic copy of their proposal.** The electronic copy must be a single file, scanned image of the original hard copy with all appropriate signatures, and must be on a disk or USB flash drive and enclosed with the sealed hard copy of the response.
3. The ORJ will review all received proposals to make sure they are technically compliant with formatting and submission guidelines as per the RFQ. Responders that are non-compliant with technical requirements will not move forward to the Review Panel.
4. All costs incurred in the preparation of a proposal will be the responsibility of the responder and will not be reimbursed by the County.
5. A proposal may be withdrawn in person prior to **5:00 p.m. on March 20, 2020**. If withdrawing a proposal, the person must be a signatory or identified point of contact in the proposal, provide appropriate government issued picture identification (i.e. driver's license), and sign a receipt attesting to his/her withdrawal of the proposal.
6. Any questions regarding this RFQ should be emailed to Lara.DeLaney@cao.cccounty.us on or before **5:00 p.m. on March 3, 2020**. Please include RFQ #1909-364 in the subject line of the email to ensure the questions will be considered.
7. The ORJ may amend this RFQ, if needed, to make changes or corrections to specifications or provide additional information. Amendments will be posted at <https://www.contracosta.ca.gov/7631/Contract-Opportunities> and, after the optional bidders' conference, emailed to all those attending. The ORJ may extend the RFQ submission date, if necessary, to allow responders adequate time to consider additional information and submit all required data.
8. The RFQ process may be canceled in writing by the ORJ prior to awards if the Contra Costa County Board of Supervisors determines that cancellation is in the best interest of the County. This process will be automatically canceled if no qualified responses are received by the RFQ submission date, and the County has not exercised its discretion to extend this date.
9. With respect to this RFQ, the County reserves the right to reject any, some, or all responses.



The County reserves the right to negotiate separately in any manner to serve the best interests of the County. All responses become property of the County, without obligation to any responder.

10. Responses will be judged on overall quality of content and responsiveness to the purpose and specifications of this RFQ. Responses should be without expensive artwork, unusual printing, or other materials not essential to the utility and clarity of the response.
11. A Review Panel will evaluate all compliant proposal. Responders will be notified of the Review Panel's recommendation in writing. Award of a contract by the County Administrator will constitute acceptance of a response.
12. Only responders submitting a proposal in accordance with RFQ #1909-364 may appeal this RFQ process. Appeals must be submitted in writing and should be addressed to Lara DeLaney, Senior Deputy County Administrator; County Administrator's Office and received at 651 Pine Street, 10th Floor, Martinez, CA 94553, no later than **5:00 p.m. on March 30, 2020**. Notification of a final decision on the appeal shall be made in writing to the responder within five (5) days, and the decision of the ORJ shall be final and not subject to further review. When submitting an appeal, the appellant must clearly state the action appealed, the harm caused to the appellant, and the remedy sought. Appeals shall be limited to the following grounds:
 - Failure of the County to follow the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments to the RFQ.
 - There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
 - A violation of State or Federal law.
13. The ORJ will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.
14. The contract(s) from this RFQ will be for April 1, 2020 through December 31, 2022 period, with satisfactory performance as a condition of any future contract renewal.
15. Each response to this RFQ will be a public record that will be subject to disclosure under the California Public Records Act (Government Code, § 6250, et seq.) and the County's Better Government Ordinance (County Ordinance Code, Title 2, Division 25).



Response Preparation Instructions

RESPONSE INSTRUCTIONS

1. Responses must be in the form of a package containing a complete response and all required supporting information and documents. Each responder must submit one (1) original package and four (4) complete copies with attachments included. An electronic copy is also required.
3. Response materials are to be double-spaced on 8 1/2" x 11" paper (*recycled preferred*) with no less than 1" margins on all sides, using an easy to read 12-point font. **Total response should not exceed 5 pages excluding cover sheet and required attachments.**
4. Pages must be numbered consecutively with each section of the response narrative identified by an appropriate Roman numeral.
5. Forms 1 and 2 (attached to this RFQ) must be fully completed and included as part of the response in the order indicated on the Respondent Checklist of this RFQ.
6. All information in the response package must be presented in the following sequence.

RESPONSE OUTLINE

SECTION I.—Proposal Cover Statement (Form #1) The Proposal Cover Statement with original signatures, **in blue ink**, of the bidder's Board of Directors' President and Executive Director (*or equivalent titles, if Proposer is an organization*) must be attached as the top document to the original of the proposal and precede the response Statement of Proposals. Copies of the form must also serve as a cover page to the remaining four (4) proposal copies submitted.

SECTION II.—RESPONSE NARRATIVE

II.1 Statement of Qualifications (*4 pages or fewer*)

1. Capacity to Provide Services

- a. Provide the number of years the Proposer has been in business under the present business name as well as related prior business names.
- b. Describe your capacity to perform the services described herein. *Discuss workload, both current and anticipated, and capacity to perform the requested services. Include a statement that the Proposer does not have any commitments or potential commitments that may impact the Proposer's ability to perform the services.*
- c. Describe how you or your organization meets or exceeds the Minimum Requirements in Section III of the Statement of Work.



- d. Describe the knowledge, skills, and competencies possessed that will be utilized to successfully perform the services described in this RFQ.
- e. Describe any specialized training, certifications, or expertise that uniquely qualify you or your organization to perform services similar to those described in this RFQ.
- f. Discuss your, or your organization colleagues' subject-matter expertise in:
 - (a) Large group facilitation and multi-stakeholder engagement activities;
 - (b) Grant writing, proposal development and social service program design;
 - (c) Creating logic models and plans to measure outputs, outcomes, and impacts of programs; and
 - (d) The use of best practices and evidence-based programs in criminal/juvenile justice and reentry.
- g. Describe any existing or potential conflicts of interest in detail with any proposed resolutions to allow the services to be completed objectively.

2. Experience with Similar Projects

- a. Describe any completed past projects where you provided services similar to those described in this RFQ. Be sure to include the scope of the project, date of completion, relevance of your role in the project compared to the services described in this RFQ, and the stakeholders involved in the project. Where possible, you should describe at least two past projects, with at least one of them being a project you have completed in the past three years.

SECTION III. —FEE INFORMATION

III.1 Fee Schedule (1 page) Include hourly compensation rates.

All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFQ. Any price increases or decreases for subsequent contract terms may be negotiated between the Contractor and the County only after completion of the initial term. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used.

SECTION IV. —ADDITIONAL DOCUMENTATION

IV.1 List of References: Provide a list of references with which Proposer has provided similar services during the last five (5) years. Include the name, address, telephone number, and type of services provided. Include a contact person who can be called to verify the quality of services provided.



- IV. 2 List of Grant Proposals developed:** Provide a list of grant proposals that the Proposer has developed during the last five (5) years. Include the role of the Proposer, the scope of the project, the stakeholders involved in the project, and the success of the proposals.
- IV. 3 Letters of Recommendation:** Provide no more than three (3) relevant letters of recommendation of no more than one single sided page in length.
- IV. 4 Current Résumé or CV:** Attach a current résumé or Curriculum vitae (CV) for person(s) proposed the services of a contract that results from this RFQ and the executive management of the organization.
- IV. 5 Bidder's Questionnaire (Form #2):** A completed questionnaire with original signatures, **in blue ink**, of the bidder's Board of Directors' President and Executive Director (*or equivalent titles, if Proposer is a for profit organization*) must be attached as the final document of the original proposal package. Copies of the form must also serve as the final document to the remaining four (4) proposal copies submitted.



Response Review and Selection

All responses submitted in compliance with the RFQ requirements will be eligible for review and selection.

Response Selection Methodology:

- A. ORJ staff will review each response's adherence to the RFQ specifications.
- B. All responses deemed responsive will be referred to the RFQ Review Panel. The Review Panel will review all qualified responses and evaluate and score all responses utilizing the Rating Sheet on the next page of this RFQ.
 1. Interviews may be conducted during **the week of March 23, 2020**, as needed.
- C. The Review Panel will make recommendations for contract award to the County Administrator.



Rating Sheet

Responses will be rated as follows with a maximum score of 100:

- | | | |
|------|---|------|
| I. | <u>Cover Statement</u> (<i>required but not rated</i>) | |
| II. | <u>Response Narrative</u> | 0-80 |
| | 1. Demonstrated Capacity to Provide Services (40 pts.) | |
| | 2. Experience with Similar Projects (40 pts.) | |
| III. | <u>Fee Information</u> | 0-10 |
| | Fees reasonable, cost-effective, and necessary (10 pts.) | |
| IV. | <u>References and Letters of Recommendation</u> (10 pts.) | 0-10 |

Total: 100 pts.



Required Attachments and Checklist

Each respondent must submit a response in the following order with documents as described (unless otherwise noted). Duplicate enclosed forms as necessary.

- A. Proposal Cover Statement (Form #1)** attached as cover to each proposal
- B. Statement of Proposals**
- C. Fee Information**
- D. List of References**
- E. Letters of Recommendation (up to 3)**
- F. Resume or CV**
- G. Bidder's Questionnaire (Form #2)**



FORM #1

RESPONSE COVER STATEMENT

GRANT WRITING SERVICES

Applicant _____

Business Address _____

Phone _____ email: _____ Year Organization Founded _____

Contact Person & Title _____

501(c)3 ___ yes Exemption Expiration Date
 ___ no Other (explain): _____

Federal Employer Number: _____

We submit the attached proposal and attachments in response to Contra Costa County's Request for Qualifications #1909-364, and declare that:

If the Contra Costa County Administrator accepts this response, we will enter into a standard contract with Contra Costa County to provide all work specified herein as proposed or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used for other programs operated by the bidder/contractor unless stipulated within the proposal and accepted by the County.

Authorized representatives: (two signatures required)

Name: _____ Date: _____

Signature: _____
 Executive Director

Name: _____

Signature: _____ Date: _____
 Board President

This form must accompany the proposal package when submitted. Only one copy with original signature is required.



FORM #2

BIDDER'S QUESTIONNAIRE

1. List any licenses or certifications held by the agency, with expiration dates.

2 (a) Who administers your agency's fiscal system?

Name: _____

Phone: _____

Title: _____

Work Schedule: _____

(b) What CPA firm maintains or reviews the agency's financial records and annual audit, if applicable?

Name: _____

Phone: _____ Address: _____

3. Number of years bidder operated under the present business name. ____
List related prior business names, if any, and timeframe for each.

4. Number of years bidder has provided the services described in this proposal or related services. ____

5. Has bidder failed or refused to complete any contract? Yes No
If yes, briefly explain:

6. Is there any past, present, or pending litigation in connection with contracts for services involving the bidder or any principal officer of the agency? Yes No
If yes, briefly explain.



FORM #2, Cont.

7. Does bidder have a controlling interest in any other firm(s)? Yes No
If yes, please list below.

8. Does bidder have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFQ? Yes No
If yes, specify below.

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's Qualifications to perform proposed services.

Name and Title

(Executive Director)

Date

Name and Title

(Board President)

Date



Master Agreement Conditions

1. **Compliance with Law**. Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection**. Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records**. Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records**. Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor**. Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.



4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.
5. **Termination and Cancellation.**
 - a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
 - b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
 - c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.
6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.
7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.
8. **Modifications and Amendments.**
 - a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$100,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$100,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.



- b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.
9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.
10. **Choice of Law and Personal Jurisdiction.**
 - a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
 - b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.
11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.
12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.
13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.
14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association. Contractor is not a County employee. This Contract does not give Contractor any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this



Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a “Statement of Economic Interest” form and file it with County and will require any other person doing work under this Contract to complete a “Statement of Economic Interest” form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.
16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney’s fees and costs.



Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.

19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:

- a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have minimum combined single limit coverage of \$1,000,000.
- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
- c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract



20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.
21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.
24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.



26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.
27. **Required Audit.** (A) If Contractor is funded by \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Office of Management and Budget Circular A-133. (B) If Contractor is funded by less than \$750,000 in federal grant funds in any fiscal year from any source, but such grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements. (C) If Contractor is funded by less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year; however, Contractor's records must be available for and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office (GAO), the pass-through entity and/or the County. If any such audit is required, Contractor must provide County with such audit. With respect to the audits specified in (A), (B) and (C) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.
28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.