



# REQUEST FOR PROPOSAL GUIDELINES

## ICCFFC RFP 2004-2005

As defined in the Strategic Plan,  
Revised September 2003

Imperial County Children and Families First Commission  
940 W. Main Street, Suite 204-E  
El Centro, CA 92243



# REQUEST FOR PROPOSAL GUIDELINES ICCFFC RFP 2004-2005

As defined in the ICCFFC Strategic Plan, Revised September 2003

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Proposals are due by **4:00 P.M.** on **March 15, 2004** at the:

**Imperial County Purchasing Office**  
**Attn: ICCFFC**  
**1125 Main Street**  
**El Centro, CA 92243**

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The Imperial County Children and Families First Commission (ICCFFC) Strategic Plan, Revised September 2003, as well as proposal guidelines and application forms are available in printed form at the ICCFFC office and can be downloaded via the Commission's website at [www.icprop10.org](http://www.icprop10.org). You may contact the Commission office at (760) 482-4474 or email at [icprop10@imperialcounty.net](mailto:icprop10@imperialcounty.net) for further information.

## ICCFRC RFP 2004-2005 TIMETABLE

Date/Time	Activity	Location
January 5, 2004	RFP Guidelines Available	Imperial County Children and Families First Commission 940 W. Main Street, Suite 204-E, El Centro and website at <a href="http://www.icprop10.org">www.icprop10.org</a>
January 28 and 29 6:30 PM – 8:30 PM	Proposer's Assistance Workshops (Non-mandatory)	Imperial County Public Health Dept. Training Center 935 Broadway Avenue, El Centro
February 13	Letter of Intent Due (Mandatory)	Mail to: Imperial County Children and Families First Commission 940 W. Main Street, Suite 204-E El Centro, CA 92243
March 15	Formal Proposals Due	Imperial County Purchasing Office Attn: ICCFFC 1125 Main Street, El Centro
March 19-29	Evaluation /Scoring Of Proposals	Imperial County Public Health Dept. Conference Room 935 Broadway Avenue, El Centro
April 22 April 29	Final Evaluation Of Proposals	Imperial County Public Health Dept. Training Center 935 Broadway Avenue, El Centro
May 20	Notice of Intent to Make an Award	Post Announcement at County Administration Center 940 W. Main Street, El Centro and via Commission's website
June 4	Award Announcements	Post Announcement at County Administration Center 940 W. Main Street, El Centro and via Commission's website
July 1	Projected Date for Commencement of Contracts	ICCFRC Office 940 W. Main Street, Suite 204-E El Centro

## **Letter of Intent to Apply**

Applicants are required to submit, by 5:00 p.m. on February 13, 2004, a letter of intent to apply that includes the title of this RFP; the name, address, and telephone number of the Principal Agency/Individual interested in applying for funds; the identities of other key personnel and participating organizations or institutions, if any; an estimated amount of the overall project cost; and the title of the project. Although a letter of intent, is not binding, and does not enter into the review of applications, the information that it contains will be especially helpful to the Imperial County Children and Families First Commission in planning for the review of applications and estimating the potential workload to plan the review.

Please note that proposers will be responsible to ensure that the letter of intent is received by the Commission on a timely manner. Your letter of intent must be sent to the address listed below by certified mail, registered mail and/or an independent courier service. If by hand-delivery, sender must insure proof of receipt of the documentation. Postmarked letters or dated documents bearing the date after the deadline will not be accepted. No faxes, emails or electronic submissions will be accepted.

Please note that the Letter of Intent to Apply is mandatory. The Commission will not review any proposals that do not meet this criteria.

**Deadline for Letter of Intent to Apply is 5:00 p.m. on February 13, 2004**

Please send to:  
**Imperial County Children and Families First Commission**  
**940 W. Main Street, Suite 204-E**  
**El Centro, CA 92243**

## **Proposer's Assistance Workshops**

Proposer's Assistance Workshops will be held on January 28 and January 29, 2004 from 6:30 pm to 8:30 pm at the Imperial County Public Health Training Center, 935 Broadway Avenue (East side entrance), El Centro. The purpose of the Assistance Workshops is for potential proposers to ask questions about the proposal process, to explore the possibility of making a proposal which includes other groups or persons, and to find out who else will be submitting a proposal and the kind of proposal they plan to submit. If you do not ask all your questions at the Assistance Workshops, the Commission may not be allowed to answer them at any other time in order to be fair to all potential proposers. The Commission has the right not to answer any questions from potential proposers after the Assistance Workshops. Attendance to the Proposer's Assistance Workshops is not mandatory.

## SECTION I. INTRODUCTION

### A. Background

**“Our vision is that all Imperial County children will thrive in supportive, nurturing and loving environments, enter school healthy and ready to learn, and become productive, well-adjusted members of society.”**

*Imperial County Children and Families First Commission Strategic Plan*

The California Children and Families Act (Proposition 10) provides tobacco tax money to develop, support and improve early childhood development for children prenatal through age five. The Imperial County Children and Families First Commission (Commission) awards its share of this tax money to selected proposers to benefit the children in Imperial County. **\$1,750,000.00** will be available for award by the Commission for the period July 1, 2004 through June 30, 2005. The maximum award for each proposal will be \$250,000.00. The Commission will use its Strategic Plan, Revised September 2003, to decide which proposals will be awarded funds. The Strategic Plan is available at the Commission office. You should review it carefully.

### B. Goals and Objectives of Proposals for the Award of Funds

All proposals must show how any funds awarded will promote one or more of the four goals below. The goals are also included in the Strategic Plan. Objectives shown in the proposer’s needs assessment will be accepted if related to one of the following four goals.

GOAL #1: Promote parenting and caregiver education services, prenatal and postnatal, to enhance optimal child development and to encourage healthy, stable and economically independent families.

OBJECTIVES:

- Increase to at least 90% the proportion of all pregnant women who receive prenatal care in the first trimester of pregnancy.
- Increase the proportion of mothers whom breastfeed their babies to at least 75% in the early postpartum period and to at least 50% until babies are 5-6 months old.
- Increase the proportion by 85% of mothers who gained at least the minimum recommended weight gain during their pregnancy.

GOAL #2: Improve the development and school readiness of young children from birth through age five.

OBJECTIVES:

- Increase the proportion of children who are cared for in a culturally appropriate, safe, healthy and nurturing environment.
- Increase preschool/kindergarten enrollments.
- Increase the amount of high quality child care programs being provided.
- Provide comprehensive, culturally appropriate parent education activities for families with children, 0 through 5.

GOAL #3: To develop multi-disciplinary preventions, interventions and treatment services to enhance the medical, emotional, physical and mental well-being of young children.

OBJECTIVES:

- Reduce the fetal death rate (20 or less weeks of gestation) to no more than 5 per 1,000 live births.
- Increase to 90% the proportion of children under age 2 who complete the basic immunization series.
- Reduce the incidence of fetal alcohol syndrome to no more than .12 per 1,000 live births.
- Increase abstinence from tobacco and alcohol use by pregnant women to at least 95%.
- Increase smoking cessation during pregnancy to 30%.
- Increase abstinence from cocaine and marijuana by pregnant women by at least 20%.
- Reduce the proportion of children who are regularly exposed to tobacco smoke to 10%.
- Reduce the incidence of dental caries to no more than 15% and reduce untreated cavities to no more than 12% in children 2 through 4 years of age.

GOAL #4: Create a consumer-oriented delivery system that is cost effective, non-duplicative and maximizes long-term outcomes.

OBJECTIVES:

- Establish formalized community health standards for Imperial County.
- Increase health insurance participation for County residents.

**C. Length of Contract For Those Proposals Funded**

Contracts awarded for projects or services to be funded will be effective July 1, 2004 and will terminate June 30, 2005. All proposals should include this 12-month period. Multiple year contracts may be awarded for up to a two-year period from July 1, 2004 to June 30, 2006. Continued funding will depend on compliance with all requirements contained in the contract, and funding levels accrued from Prop 10 revenues.

**D. Funding Limitations and Considerations**

1. The Commission will not fund capital improvements attached to private real property.
2. The Commission will consider requests for funds for the renovation of real property to meet health and safety codes, the purchase of equipment to expand or improve services and for systems development such as management information systems, data collection, outreach and recruitment efforts.
3. The Commission shall take possession of any personal property which is not used for approved purposes (see paragraph H of Section III).
4. The Commission will not fund any proposals exceeding the \$250,000.00 limit noted under Section I, A.

## SECTION II. RFP PROCESS

### A. Proposer's Requirements

1. Individuals, groups, and all types of entities, public and private, may submit separate proposals to compete for funds for each program proposed. In order to be considered, new programs as well as existing programs proposed for funding must serve Imperial County children prenatal through age five and their families with programs or services not currently being offered or effectively offered to county children. Proposals that receive the highest scores will be awarded the funds. However, the Commission may offer less funding than was requested or offer to fund only a portion of the activities proposed. All proposers must:
  - Submit the Letter of Intent to Apply by its due date.
  - Comply with the format and content requirements for proposals in this RFP and meet the selection criteria specified in Section IV of this RFP.
  - Demonstrate expertise in the service or program proposed.
  - Provide their most recent audit prepared by an independent auditor using generally accepted accounting principals. The audit must show that the proposer is financially stable and reliable. New agencies may submit an explanation of their financial status and supporting documents in lieu of an agency audit.
  - Submit a list of potential short-term and long-term indicators and corresponding baseline data for each indicator.
  - Submit a practical and realistic plan to evaluate the proposed project that demonstrates the ability to effectively manage and report on the use of funds and the results of the program.
  - Submit a complete proposed program budget (see budget exhibits). Salaries and benefits must be reasonable and should be consistent with salaries and benefits normally paid in the county for similar work. Expenses budgeted for supplies and services must be reasonable and should consider similar local rates.
  - Demonstrate familiarity with the Commission Strategic Plan and an understanding of the outcomes/results-based accountability framework.
  - Show how their program will collaborate with or enhance existing programs.
  - Demonstrate that the program is actively seeking other sources of funding to sustain itself.
  - Ensure that faith-based organizations do not require active participation in the faith in order for individuals to receive services funded through Proposition 10.
  - Demonstrate how they will incorporate the Principles on Equity into their proposal.
2. Compliance with Nondiscrimination Laws

The law requires that persons or organizations that receive public funds may not unlawfully discriminate against persons for certain reasons. You must complete the attached Statement of Nondiscrimination Compliance Form (Exhibit E). The Statement of Compliance must accompany the proposal to comply with Government Code Section 12990 and California Administrative Code, Title 11, Division 4, Chapter 5.
3. Proof of Nonprofit Status/Articles of Incorporation

Nonprofit organizations must provide documentation evidencing tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board. Proposers who are corporations (profit or non-profit) must submit a copy of the organization's Articles of

Incorporation and evidence of official action by its governing board to submit a proposal. If an organization is in the process of being incorporated by the California Secretary of State, a proposal may be submitted contingent upon providing proof of the incorporation process.

4. Memoranda of Understanding (MOU)

Copies of Memoranda of Understanding (MOU) between participating subcontractors, if any, must be submitted with the proposal. An organizational chart should be included with the proposal, illustrating the roles and responsibilities of each participant. In addition, a list must be attached of all subcontractors including names, titles, addresses, primary contacts, phone numbers and their Tax I.D. or Social Security Numbers.

5. Proposal Scoring

Responsive proposals will be scored in accordance with the criteria identified in Section IV. Each proposal must contain all information requested in the RFP as well as any other information an independent review panel will need to effectively evaluate the proposal. An independent review panel appointed by the Commission, composed of individuals who are not employees of or who do not live in the county, and are not proposers or subcontractors of proposers, will evaluate and score all timely submitted proposals that meet the requirements of this RFP. Particular attention should be paid to mathematical calculations and budget data contained in each proposal. The Commission will not seek clarification, explanation or correction of errors, and such proposals will receive a lower score during the evaluation process. If such error prevents the independent review panel from fully evaluating the proposal, it may be disqualified. The Commission may, but is not required to, seek clarification from a proposer regarding an obvious mathematical or clerical error. Errors and ambiguities in proposals will be interpreted in favor of the Commission. The Commission may re-evaluate the scores submitted by the independent review panel.

**B. Rules Governing the RFP Process**

1. Revisions or Supplements to the RFP

If revisions to the RFP become necessary, the Commission will contact you in writing at the address provided on the Proposal Cover Sheet.

2. Property of the Commission

All proposals become the property of the Commission and will not be returned.

3. Confidentiality

All proposals shall remain confidential until the evaluation process is completed and proposed awards have been posted. As part of the review and selection process, the proposal will be reviewed by Commission staff and by the Commissioners.

4. Rights of the Commission

The Commission reserves the right to:

- a. Negotiate changes to proposals as a condition of approval.
- b. Offer awards of contracts for all the services offered in a proposal or for any portion thereof.

- c. Award amounts less than stated in the proposal and to negotiate reductions or increases in such amounts with the proposer.
- d. The Commission reserves the right to require a refund if the proposer fails to perform as agreed per the contract.
- e. Enter into negotiations with the competitor who submitted the next highest-rated proposal, or issue a new RFP, if a competitor that is selected through this RFP fails to accept and meet the terms of the Commission’s contract within 60 days after an award is offered or a final award is announced, whichever is earlier.
- f. Based on funding trends, the Commission reserves the right to re-negotiate any contract during the two-year cycle.

5. Rejection of Proposals

The Commission reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is deemed to be in the best interest of the Commission to do so. Failure to submit a complete proposal that follows the proposal format requested will disqualify the proposal. Absolutely neither supplements nor late proposals will be accepted.

6. Selection Criteria and Awards

Proposals shall be evaluated based on the criteria contained in Section IV “Proposal Narrative Requirements.” Proposals and contracts shall be awarded in the following manner:

- a. All timely submitted proposals shall be reviewed prior to scoring to determine whether they meet the content and format requirements specified in the RFP.
- b. All timely proposals which meet the above requirements shall be forwarded to the independent review panel who will evaluate the proposals based on selection and award criteria specified in Section IV. The members of the panel will independently score each proposal and the separate scores will be added to determine the average total score for each proposal. The panel will complete their scoring and ranking process and forward all proposals and information to the Commission for review and selection. Those proposals receiving an average total score of 70 points or more of the available 105 points will be recommended by the panel for funding consideration.
- c. All proposals will be reviewed by the members of the Commission. In the event a Commission member has prohibited conflicts of interest with regard to a particular proposal, that member will be disqualified from evaluating the proposal. At least a quorum of Commission members must review the proposals. If a quorum cannot be obtained due to conflict of interest disqualifications, Commission members with conflicts of interest may be required to review proposals pursuant to the rule of necessity so that a quorum can be achieved. Disqualified Commission members who must take part in evaluating a proposal in order to achieve a quorum will be selected on a random basis.
- d. All proposals and evaluations shall be available for public inspection on the Notice of Intent to Make an Award date (see Timetable for date).
- e. The Notice of Intent to Make Awards will be posted beginning at 8:30 A.M. at the County Administration Center, 940 W. Main Street, El Centro and the Commission website (see Timetable for date). Information regarding the proposed awards may also be obtained by calling (760) 482-4474 or by logging onto the Commission website at [icprop10.org](http://icprop10.org). Notice of intent to make awards and denials of awards will be mailed to all proposers after

the notice of intent to make awards has been posted at the County Administration Center. To file a protest, see the Protest Procedures listed under Section C.

- f. Proposed awards selected by the Commission will be made to the proposers:
  - Who demonstrate the ability to comply with the proposed delivery or performance schedule, taking into consideration available expertise and any existing business commitments; and
  - Who have no record of unsatisfactory performance, lack of integrity, or poor business practices; and
  - Who are otherwise qualified and eligible to receive an award under applicable statutes and regulations; and
  - Whose proposal complies with all requirements of the RFP; and
- g. Announcement of the final awards will be posted beginning at 8:30 A.M. at the County Administration Center, 940 West Main Street, El Centro and via the website (see Timetable for dates). Information regarding the awards may also be obtained by calling (760) 482-4474.
- h. The Commission reserves the right to modify this RFP so long as any modification substantially complies with this RFP and does not prejudice any proposer.

### **C. Protest Procedures**

The Commission will only review protests submitted by a proposer whose economic interest would be adversely affected by the failure to award a contract for all or less than the funding requested.

A protest by any adversely affected proposer must be made in writing and must be mailed or hand delivered to the following address by 4:00 P.M. on the deadline dates set forth below. Faxes, emails or other electronic submissions will not be accepted. Untimely protests shall be rejected.

May 24, 2004 through May 28, 2004  
Imperial County Children and Families First Commission  
940 West Main Street, Suite 204-E  
El Centro, CA 92243

A letter of protest must set forth the specific reasons for the protest, and shall be fully supported with technical data, documentary evidence, names of witnesses and other pertinent information related to the subject being protested. The protest must also state the law, rule, regulation or practice on which the protest is based.

The protestor is responsible for adhering to the Commission's protest procedures. A protest which does not strictly comply with these procedures will be rejected. Protest procedures can be obtained through the Commission office.

The Commission shall respond to a protest in writing within five (5) business days after the protest is received by the Commission. The Commission's decision on a protest shall be final. If

the written decision cannot be issued within five (5) business days, the protester will be notified in writing of the date the decision will be issued.

The Commission reserves the right not to enter into or fund any contract awarded pending resolution of a protest. Should the Commission postpone the date contracts are awarded pursuant to the RFP because of a protest, the Commission shall notify, via addendum, all parties who are on record as having obtained a copy of the RFP that a protest has been filed, and the date upon which the Commission is expected to issue its final decision.

#### **D. Negotiation of Contracts and Commencement of Work**

- a. The successful proposer shall be required to sign a standard contract, as modified to fit the specific proposal, within 60 days of the projected start date. The Commission reserves the right to waive any contract requirements or requirements of the RFP in the event such requirement does not apply to a particular proposal and no other proposer will be adversely affected.
- b. The successful proposer will not be reimbursed for work begun prior to the time the contract has been approved by the Commission and the contract has been signed by the proposer and the Commission or the start date of July 1.
- c. As provided under Public Contract Code governing contracts awarded by a competitive process, the Commission reserves the right after contract award to amend the resulting contracts as needed throughout the term of the contracts to best meet all parties' needs and funding availability.
- d. The Commission reserves the right to negotiate the programs' audit procedures during the term of the contract. For example, the Commission may negotiate, though is not limited to, the use of audit funds and/or the agency hired to perform the program audit.

### **SECTION III. PROPOSER'S DUTIES AND OBLIGATIONS UPON AWARD OF FUNDS**

#### **A. Payments**

Subject to the Commission authorizing a modified allocation plan specific to a particular grant award, proposers may request in writing up to 10% of their total grant award on the Proposal Cover Sheet, Exhibit A (indicate by checking applicable box and completing start-up amount). Equal payments will be paid to the proposer upon approval of each of the submitted quarterly expenses and evaluation performance reports. The final 5% of the award will be paid to the proposer upon submission and approval of the program audit.

All proposers are obligated to expend and account for funds in accordance with the budget submitted in their proposal, unless approval for changes is granted by the Commission to account for expenditures of the entire award by the end of the contract period.

#### **B. Audits**

Proposers must submit and cooperate with the Commission in submitting a program audit of the Prop 10 funded program conducted by an independent auditing firm at the completion of their contract. Costs for said audit are considered allowable expenses and should be included within your proposed budget. All audits will need to be submitted to the Commission office by August 31, 2005. Failure to comply with auditing requirements will result in the Commission withholding the final 5% of the award.

In an effort to standardize the review process, the Commission may exercise the right to re-direct budgeted audit costs. In addition, agencies are expected to cooperate fully with any fiscal reviews and policies deemed necessary by the Commission. Audit guidelines will be made available on July 1, 2004. Contractors will be notified of any changes to the audit guidelines by April 15, 2005.

#### **C. Certification of Insurance**

Evidence must be provided of the proposer's ability to obtain coverage in the required amounts during the contract year, July 1, 2004 through June 30, 2005 (Year 1) and July 1, 2005 through June 30, 2006 (Year 2). The proposer must provide evidence of the ability and intent to maintain the required coverages and to name the Imperial County Children and Families First Commission and the County of Imperial as additional insureds. A standard certificate of insurance describing the current insurance coverages issued by a broker or agent must be presented prior to the commencement date of the contract. A letter from an insurance company or broker confirming the fact that coverage can begin on the projected start date of the project is adequate for the purpose of submitting a proposal. Costs or the added cost to meet the Commission's insurance requirements are considered allowable expenses. If you currently do not have insurance in the amounts specified, do not obtain increased coverage until a contract is offered by the Commission. Failure to conform to insurance requirements prior to commencement of the contract shall constitute grounds for termination of the award and contract.

**D. Performance Evaluation Plan**

The Commission may conduct periodic site visits with proposers at a time agreed upon by both the Commission and the proposer. Proposers shall be required to submit the Grantee Performance Reports as applicable (included in Exhibit F) on a quarterly basis beginning October 15, 2004 and every three months thereafter. A final report is due within 30 days, on or before July 31, 2005, after the end of the contract period.

**E. Tax ID Numbers**

Proposers may incur state and federal tax liabilities as a result of receiving this grant and will be required to provide Tax I.D. or Social Security Numbers in the contract. All subcontractors must also provide Tax I.D. or Social Security Numbers. The Commission will report, as required, to state and federal revenue authorities. Governmental agencies are exempt from this requirement.

**F. Failure to Perform Adequately Upon Evaluation**

Proposers who, after submitting their Final Grantee Performance Report, are found by the Commission to have performed inadequately, or who did not substantially comply with expenditure reporting obligations, may be barred from reapplying for Commission funds for a period of up to three years at the discretion of the Commission. Some examples of inadequate performance include: noncompliance with reporting and auditing guidelines, failure to provide services or complete activities as specified in the proposal or the Contractor's inability to maintain insurance coverages as required by the Commission. This list is by no means exhaustive of all examples of inadequate performance.

**G. Collaborative/Subcontractors Proposals (if applicable)**

The Commission considers the prime proposer to be the sole point of contact and fiscal agent. However, any subcontractor must conform to all requirements of the RFP and any resulting contract. The Commission reserves the right to approve of any or all subcontracts. An award of funds will be considered approval of subcontractors identified in the proposal for activities to begin effective July 1, 2004.

**H. Title to Property**

At the conclusion of the project, title to all personal property and durable equipment funded by monies awarded through the RFP shall vest with the Commission unless the requirements as specified in the contract for continued use that benefits programs for children 0 through 5 are met.

## SECTION IV. PROPOSAL CONTENT REQUIREMENTS

All proposals must include all information requested in the same order as set out below. All exhibits that are required to be completed and submitted are attached to this RFP. Exhibits and additional required documents to be attached to the proposal must be attached in the order set out in paragraph D below.

**A. Proposal Cover Sheet (Exhibit A)**

Fully complete and place in the front of the proposal; this should be the first page of the proposal.

**B. Certification (Exhibit B)**

Fully complete, sign, and attach after Exhibit A.

**C. Proposal Narrative (not to exceed 15 pages)**

The purpose of the narrative is to tell the Commission exactly what this project will accomplish and how it will do so. The narrative must address each of the following seven categories in the same order and with the same title as set out in the table below. The information which must be included under each category is also described at the same number below the table. All multi-year proposals must specify Year 1 and Year 2 activities within the proposal narrative.

Attachments and Exhibits are required to be included in the proposal as outlined in the proposal and checklist. The following table specifies each category and their maximum score. The Proposal Narrative includes categories 1 through 4 of the Proposal Rating Guidelines.

### PROPOSAL RATING GUIDELINES

CATEGORY	TOTAL POSSIBLE SCORE
1. Problem(s)/Need(s) Statement	10
2. Agency Description/Capability	20
3. Staff, Subcontractor and Consultant Qualifications	10
4. Project Description	45
5. Required Resources/Budget	5
6. Evaluation Plan	10
7. Local Proposer Funding Consideration	5
<b>TOTAL POSSIBLE SCORE</b>	<b>105</b>

Proposers must describe their projects in terms of plan(s) or strategy(ies) that describe what they will do to accomplish one or more of the Goals and Objectives in the Strategic Plan (see Exhibit F1 for an explanation of “Goals, Objectives, Strategies” and other key terms). The independent review panel will use these terms to score the proposals.

The independent review panel will recommend those proposals for funding that receive an average total score of 70 points or more of the available 105 points. Five (5) points will be given to local proposers. A proposer is considered local if they have a physical facility and offer direct services from this facility in the county.

**Category 1: Problem(s)/Need(s) Statement** (10 points)

- a. Explain why there is a particular need for your proposed service or project in Imperial County. Describe the problem(s) your proposal intends to solve or help to solve, the people who will be served, and any facts or evidence of need in Imperial County for the project you propose. Use local data where possible to show why your project is needed and how much it is needed. For example, describe current gaps in services your project will fill, barriers to services which your project will help to overcome, the groups who need and will benefit from your service, etc. Show how your project will serve the ethnic, geographic and service goal(s), objective(s) and need(s) identified in the Strategic Plan.

**Category 2: Agency Description/Capability** (20 points)

- a. Provide a brief description and history of your organization/agency. Include the date it began and give examples and evidence of its prior successes and current projects which show that it can accomplish the goals of the proposed project and provide or improve the proposed service. Describe the results of implementing prior Proposition 10 projects as applicable. If the agency has been involved in joint efforts with other agencies to provide services to children and parents, describe the role your agency played. Describe the results of prior projects similar to the one(s) proposed which focused on the same group(s) and your agency's cultural/linguistic ability to serve this particular group.
- b. Describe your agency's commitment to the proposed project and how the proposed project fits your organization's mission and goals. Attach to the Appendix at the end of the proposal:
  - A Resolution on agency letterhead which shows that the proposed project was discussed and authorized by the Board of Directors (see sample resolution – Exhibit H); and
  - A list of the Board of Directors and other agency affiliates; and
  - The articles of incorporation or proof of the incorporation process; and
  - If a nonprofit organization, attach evidence at the Appendix of tax-exempt status from the Internal Revenue Service, Franchise Tax Board or proof of application process.
- c. Briefly describe the office facilities and location which will be used to perform the work proposed and office support services or personnel that will assist in providing the proposed service.

**Category 3: Staff, Subcontractor and Consultant Qualifications** (10 points)

- a. Staff

Identify all senior staff who will work on this project, what they will do, the percentage of their time they will spend on the project, and any experience they have had with similar projects. Include their experience working with diverse communities. Name the person who will be primarily responsible for achieving the goals of the proposed project and discuss the person's experience in managing similar projects. Attach to the Appendix the job descriptions of key project staff and subcontractors.

b. Subcontractors/Consultants

If you are proposing to include subcontractor(s) as part of the project, identify the qualifications and experience of each subcontractor or each key person employed by the subcontractor who will contribute to the project. Describe the subcontractor's management plan for providing the service which should include a plan for monitoring the performance and budget of subcontractors. Briefly describe the services each will provide, their purpose/function, the amount of work to be subcontracted and how subcontractors will be paid, such as a daily or hourly rate or an amount for each task. The same subcontractors may be proposed for use by more than one proposer. An entity submitting a proposal may also be a subcontractor in another entity's proposal unless a conflict of interest exists. All subcontractors' names, titles, addresses, primary contacts, phone numbers, Tax I.D. or Social Security Numbers must be listed and attached to the Appendix.

Identify all proposed professional consultants and their proposed role in implementing the project. Provide consultant job responsibilities and a description of how their qualifications, skills and experience will be used in the project. Attach job descriptions of consultants to the Appendix.

**Category 4: Project Description** (45 points)

- a. Identify the Strategic Plan goal(s) and objective(s) the proposer intends to accomplish. List the major activities that you will use to accomplish each goal and objective, and how long it will take to do each, resources needed and what the result of each will be, how this will fit into the evaluation of the project, expected outcomes.
- b. Briefly describe the group(s) the project will serve and any unique characteristics of the group(s). State the number of persons to be provided services and the services to be provided, if different services are to be provided to persons in the group.
- c. If your project will require time in which to plan, in addition to the time you need to actually get the project started, state the reason(s), the estimated time you will need to plan, and what major activities will take place during this planning period.
- d. Describe any outreach activities that are planned which will increase the likelihood of participation. Why do you believe that these activities will be successful with this specific group?
- e. Describe how your project will take into account the culture and language of the population(s) to be served to ensure success and how it will address the Principles on Equity. Specifically describe how the project plans to reduce barriers and increase services to under-served/isolated communities. For example, modified hours of operation, or providing interpreters or transportation, etc.
- f. Identify any other organizations whose participation is necessary to ensure the success of your project, and what specific roles these key partners will play. Describe how these agencies will be involved in planning, providing and evaluating the project. Describe how this project will work

with other children's programs to increase or improve services to families without duplication. Attach to the Appendix:

- An MOU or agreement from any such organization, signed by an official authorized to bind the agency.
- An organizational chart specifying all collaborative efforts.
- Copies of all permits, employee licenses or business, state and/or clinic licenses needed to perform the proposed services.

**Category 5: Required Resources/Budget (5 points)**

- a. Complete the required Proposal Budget Information (Exhibits C1, C2 and C3) showing the amount and purpose of requested funds, and the other resources, including in-kind and cash match available to the agency to support this project.

Consistent with the requirements of the California Children and Families Act of 1998, no monies from this program may be used to supplant federal, state, county or other monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities.

- b. Provide a justification of all items for the budget on Exhibit C3. Explain how the item serves the objectives of the proposed project. Please feel free to expand on these explanations utilizing additional sheets of paper (attach directly after Exhibit C3).
- c. Proposals will be evaluated, in part, on how well the proposal maximizes expenditures for the proposed programs and services and minimizes expenditures for indirect costs. A general description of items that would fall under indirect costs for each proposal should be provided under the budget narrative section of the proposal.

Indirect costs are limited to the maximum rate approved by the Commission of 5%. The indirect cost rate will be based on a fixed percentage of the proposal budget. For example, if a project is applying for \$100,000 then the maximum indirect cost that can be charged for that grant would be \$5,000 because the fixed rate is 5%.

Indirect costs are to be kept to a minimum, and to support community partnerships, collaboratives and other proposals specifying matching monies. A definition for indirect costs as determined by the Commission is:

Indirect costs are viewed as the costs associated with the general management for a particular agency. These general management costs consist of expenditures for activities necessary for the general operation of the agency (for example, accounting, budgeting, payroll preparation, management, purchasing, and data processing). Other costs that may be included are a proportionate share of plant maintenance and operations and facilities rents or leases attributable to the administrative activities only on the basis of space occupied.

- d. Describe the agency's plan for continuing the services or project after the contract period ends, unless the proposed project is a one-time effort.

- e. Attach to the Appendix, the agency's most recent audit performed by an independent auditor using generally accepted accounting principals; the audit must show that the proposer is financially stable and reliable. Agencies/businesses that have not operated during FY2002-03 can submit an explanation of their financial status and supporting documents in lieu of an agency audit.

**Category 6: Evaluation Plan** (10 points)

In accordance with the outcomes/results-based accountability framework described in the Strategic Plan, proposers must also submit a list of short-term and outcome indicators and corresponding baseline data for each indicator (see Exhibits F1 and F). Because of the importance of baseline data in measuring the success of a program, this component may be weighted heavily during the proposal evaluation process. If no baseline data is available, the proposer must describe the methods they will employ to measure the success of their proposed program. This description must include who will establish the baseline data, how, and by what date it will be established.

In summary, a proposal must present a convincing argument regarding how outcomes will be accomplished and how success will be measured utilizing the outcomes/results-based accountability framework described in the Strategic Plan.

- a. Describe the information you plan to collect to evaluate the project, and how you will collect and analyze the information.
- b. Describe the required elements of success and how you will know how successful each were.
- c. Describe who will be responsible for collecting and analyzing the information.
- d. If funded, the Commission reserves the right to change or modify this evaluation plan as deemed necessary with the objective in mind of establishing the effectiveness of the project, the measurement of desired outcomes, and the identification of results.

D. Appendix

Create an Appendix to be attached to the end of the proposal. See the RFP Documents Checklist (Exhibit I) for applicable document listings and the order in which they are to be attached, inclusive of the Checklist (last page). Include any additional information if and only if it clearly supports the goals and objectives of the proposal, and/or any budget justifications.

## **SECTION V. CONTRACT ABSTRACT**

### **A. Prospective Contractor's Responsibilities**

The prospective contractor is responsible for, but not limited to, the following:

1. Prospective contractor shall comply with all state statutes, and state and county regulations applicable to their operations, whether or not referred to in the agreement with the Commission.
2. Prospective contractors shall maintain thorough records, file all reports (expenses and performances) as required in the contract and may expend funds only for contracted and authorized programs during the process to standardize the performance of proposers awarded Commission funds. Prospective contractors shall be required to submit all documentation as approved by the Commission.
3. At the end of the contract period, all prospective contractors must provide the Commission with project findings, conclusions and recommendations for future funding cycles.
4. Prospective contractors will need to collect and submit information regarding the performance of funded programs on a quarterly basis and additionally as the Commission deems necessary.
5. Prospective contractors shall be required to obtain and maintain the insurances described in Exhibit C of this RFP.

### **B. Commission Responsibilities**

1. The Commission shall develop, with the participation of the prospective contractor, policies and procedures for monitoring the project, problem solving, fiscal reporting and controls.
2. The Commission shall provide the prospective contractor with periodic reports regarding monitoring of the project.
3. In consideration for providing services and conducting activities under the agreement with the Commission in a manner satisfactory to the Commission, the Commission shall reimburse the prospective contractor, in arrears, upon approval of an invoice submitted on forms acceptable to the Commission through a quarterly schedule. An exception to the arrearage reimbursement policy will be created in contracts where an advance for start-up funds is approved in accordance with Section III, A.

### **C. Terms of the Agreement**

1. Future State requirements may be imposed by the California Children and Families First Commission during the period of the contract. The Commission will give the prospective contractor a minimum of 30 days notice in the event new requirements affect the existing contract and the parties will negotiate contract modifications. If the Commission and the

prospective contractor are unable to agree to required changes, either party may terminate the contract with 30 days notice.

2. The failure of the prospective contractor or its officers, agents or employees to comply with the terms of the agreement with the Commission, or any reasonable directions by or on behalf of the Commission issued seeking to enforce the contract, shall constitute a material breach of the agreement by the prospective contractor. The Commission shall have the right to terminate the agreement immediately if it is breached by a prospective contractor.

Failure to exercise the right of termination shall not constitute a waiver of such right, which may be exercised at any subsequent time.

3. At the option of the Commission, the agreement shall terminate upon the happening of any of the following:
  - a. Violation of any material provision of the agreement with the Commission.
  - b. Institution of proceedings by or against the prospective contractor under the bankruptcy laws of the United States.
  - c. Discovery by the Commission that the agreement was obtained through fraud.
  - d. Suspension of business operations, failure or receivership of the prospective contractor.
  - e. Any assignment of the agreement with the Commission without prior approval.
  - f. The prospective contractor's failure to maintain any personnel qualifications, permits or licenses referred to in the prospective contractor's proposal and project statement.
  - g. The prospective contractor's failure to maintain the insurance coverage required by the Commission contract.
  - h. The prospective contractor's failure to provide service or complete activities as specified in the proposal.
  - i. Other reasons as stated in the agreement.
  - j. Failure by the contractor or subcontractor to meet stated goals and objectives during previous funding cycles through the ICCFFC.

#### **D. Governing Law**

Any contract awarded will be governed by the laws of the State of California.

#### **E. Smoke Free Environment**

The Commission, in recognition of individual rights to work in a safe, healthful and productive workplace, has adopted a requirement for a tobacco-free workplace/campus. This policy provides that all the Commission-funded Prospective Contractors and Prospective Contractor's employees shall enforce these requirements (Exhibit G).

## **SECTION VI. FORMAT, ASSEMBLY AND SUBMITTAL REQUIREMENTS**

All proposals must be typed in English and are limited to 15 pages for the narrative section of the proposal. This page limit does not include exhibits or attachments. Use a 12-point font, single-spacing and number the pages. Elaborate artwork and expensive paper and binding are neither necessary nor desired.

If you choose to recreate any of the exhibits on a word processor or typewriter, please recreate the original format exactly and omit no information.

The proposal must be submitted in the name of the agency who will contract with the Commission to do the project. If the proposal is submitted by a legal entity, put the name of the legal entity on the proposal and make sure it is signed by an authorized representative. If a corporation submits a proposal, the proposal must be signed by a corporate officer or a representative authorized by the organization.

Submit one original that includes original signatures on all appropriate documents and includes all necessary components plus fourteen complete copies of your proposal.

All formal proposals are due to the Imperial County Purchasing Office by 4:00 P.M. on **March 15, 2004**. Submit one (1) original plus fourteen (14) complete copies either by mail or by hand delivery to:

**Imperial County Purchasing Office  
Attn: ICCFFC  
1125 Main Street  
El Centro, CA 92243**

- Faxes, emails or other electronic submissions will not be accepted.
- You may leave your proposal with available staff at the Purchasing Office.
- You will receive a receipt if you hand-deliver the proposal upon request.
- All proposals received at the above address will be stamped as to the date and time received.
- Proposals submitted to any other office will not be accepted.
- Postmarks will not be accepted in lieu of this requirement.
- It is the sole responsibility of the proposer to ensure the proposal is complete when submitted and that absolutely no supplements nor late submittals will be accepted. Any proposal not meeting these RFP requirements will be recorded as non-compliant.

**Deadline to Apply is March 15, 2004, 4:00 p.m.**

**PROPOSAL COVER SHEET**

Name of Requesting Organization or Individual			
Address	City	State	Zip Code
Primary Contact		Executive Director (if applicable)	
Telephone	Fax No.	E-mail	
Fiscal Sponsor (if applicable)			

**Descriptive Project Title:** \_\_\_\_\_

**Summary of Proposed Project:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Type of Business/Agency:** (check one)

- Individual                       Corporation                       Private Non-profit  
 Private For-profit                       Other (describe) \_\_\_\_\_

**Please indicate the general region which your proposal will address:**

- County-wide                       El Centro                       Westmorland                       Winterhaven                       Brawley  
 Holtville                       Heber                       Calexico                       Niland                       Seeley  
 Imperial                       Ocotillo                       Calipatria                       Salton City

**Please indicate the strategic goal(s) that your proposal addresses:**

- Goal 1:** Promote parenting and caregiver education services, prenatal and postnatal, to enhance optimal child development and to encourage healthy, stable and economically independent families.  
 **Goal 2:** Improve the development and school readiness of young children from birth through age five.  
 **Goal 3:** To develop multi-disciplinary interventions and treatment services to enhance the medical, emotional, physical and mental well-being of young children.  
 **Goal 4:** Create consumer-oriented delivery system that is cost effective, non-duplicative & maximizes long-term outcomes.

**Amount of Proposal Application Request:** (not to exceed \$250,000 per year)

7/1/04 – 6/30/05 (Year 1)	\$ _____	10% Start-up request \$ _____
7/1/05 – 6/30/06 (Year 2)	\$ _____	<i>(Leave Year 2 blank unless you are submitting a multi-year proposal)</i>
Total Amount Requested	\$ _____	

**CERTIFICATION**

I certify that all statements in Exhibits A and B are true. This certification constitutes a warranty, the falsity of which shall entitle the Imperial County Children and Families First Commission to pursue any remedy authorized by law which shall include the right, at the option of the Commission, of declaring any contract made as a result hereof to be void. I agree to provide the Commission with any other information the Commission determines is necessary for the accurate determination of the person or agency's qualification to provide services.

I certify that \_\_\_\_\_ (your name or agency name) will comply with all requirements specified in the RFP which are applicable to the services which we wish to provide. I agree to the right of the Commission to audit financial and other records of said name/agency: \_\_\_\_\_ (your name or agency name).

Signature of Proposer or Authorized Agent:

Please type name:

\_\_\_\_\_

\_\_\_\_\_

Signature of Board President (Non-profits only):

Please type name:

\_\_\_\_\_

\_\_\_\_\_

Business Tax ID Number or Individual's Social Security No.:

\_\_\_\_\_

Date:

\_\_\_\_\_

**PROPOSAL BUDGET INFORMATION**  
**Section 1: Revenue Sources**

<b>July 1, 2004 through June 30, 2005</b> <b>July 1, 2005 through June 30, 2006</b>		
Source of Funds	Amount of Revenue 2004-2005 (Year 1)	Amount of Revenue 2005-2006 (Year 2)
ICCFFC Funds Requested	\$	\$
Private Funds		
From Individuals	\$	\$
From Foundations	\$	\$
From Investments	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Government Funds (specify)		
	\$	\$
	\$	\$
	\$	\$
Fees or Dues (specify)		
	\$	\$
	\$	\$
Other Incomes (specify)		
	\$	\$
	\$	\$
	\$	\$

Use I for In-Kind Funds and NS for Non-Secured Funds.  
 Leave Year 2 blank unless you are submitting a multi-year proposal.  
 Maximum of \$250,000

**PROPOSAL BUDGET INFORMATION**  
**Section 2: Proposal Expenses Summary**  
 Provide an explanation of these expenses in Exhibit C3

<b>July 1, 2004 through June 30, 2005 (Year 1)</b>		
<b>Expense Categories</b>	<b>Total of All Proposal Costs</b>	<b>Total Proposal Costs To Be Funded By This ICCFFC Request</b>
Salary and Fringe		
Operating Supplies		
Equipment Purchase(s)		
Computer Software		
Occupancy (Rents, Insurances, Utilities, etc.)		
Travel and Training		
Liability/Other Insurance(s)		
Audit Costs		
Indirect Costs (5%)		
Other (specify)		
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>

Use I for In-Kind Funds and NS for Non-Secured Funds.  
 The total “proposed” budget should be no more than \$250,000.

**PROPOSAL BUDGET INFORMATION**  
**Section 2: Proposal Expenses Summary**  
 Provide an explanation of these expenses in Exhibit C3

<b>July 1, 2005 through June 30, 2006 (Year 2)</b>		
<b>Expense Categories</b>	<b>Total of All Proposal Costs</b>	<b>Total Proposal Costs To Be Funded By This ICCFFC Request</b>
Salary and Fringe		
Operating Supplies		
Equipment Purchase(s)		
Computer Software		
Occupancy (Rents, Insurances, Utilities, etc.)		
Travel and Training		
Liability/Other Insurance(s)		
Audit Costs		
Indirect Costs (5%)		
Other (specify)		
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>

Use I for In-Kind Funds and NS for Non-Secured Funds.  
 Do not include in proposal unless you are submitting a multi-year proposal.  
 The total “proposed” budget should be no more than \$250,000.

**PROPOSAL BUDGET INFORMATION**

**Section 3: Proposal Expenses Narrative**

Provide an explanation of the expenses listed in Exhibit C2  
for the time period, July 1, 2004 through June 30, 2005

Salary and Fringe (list all positions and provide an estimated amount for fringe):

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Operating Supplies (Description of what types of supplies, include equipment under \$1,000.00):

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Equipment Purchases (List equipment over \$1,000.00):

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Occupancy (list each expense rent, property insurance, communications, utilities, etc.):

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Travel and Training (lodging, meals, mileage, car rental, etc.):

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Liability/Other Insurance(s):

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Program Audit Costs:

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Indirect Costs (see definition provided under Section IV, Category 5):

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Other (specify):

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**PROPOSAL BUDGET INFORMATION**

**Section 3: Proposal Expenses Narrative**

Provide an explanation of the expenses listed in Exhibit C2  
for the time period, July 1, 2005 through June 30, 2006

Salary and Fringe (list all positions and provide an estimated amount for fringe):

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Operating Supplies (Description of what types of supplies, include equipment under \$1,000.00):

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---

Equipment Purchases (List equipment over \$1,000.00):

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---

Occupancy (list each expense rent, property insurance, communications, utilities, etc.):

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Travel and Training (lodging, meals, mileage, car rental, etc.):

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Liability/Other Insurance(s):

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Program Audit Costs:

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Indirect Costs (provide general description of items; see definition provided under Section IV, Category 5):

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Other (specify):

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Do not include in proposal unless you are submitting a multi-year proposal.

**STANDARD INDEMNIFICATION AND INSURANCE REQUIREMENTS**

**INDEMNIFICATION:**

Prospective Contractor shall defend, indemnify and hold harmless the Imperial County Children and Families First Commission (hereafter Commission) and the County of Imperial (hereafter County), their officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this Agreement or occasioned by the performance or attempted performance of the provisions hereof, including, but not limited to, any negligent, reckless or intentional actions or omissions on the part of the Prospective Contractor, its officers, agents, employees, volunteers or other independent Subcontractors or Subgrantees directly responsible to it; except those claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities resulting solely from the negligence or willful misconduct of the Commission and/or County. With respect to any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising from the joint or concurrent negligence of Prospective Contractor and the County, each party shall assume responsibility in proportion to the degree of its respective fault as determined by the arbitrator.

Prospective Contractor agrees to timely notify the Commission of any claim based on alleged negligent, reckless or intentional conduct of the Prospective Contractor or the Commission.

Failure to provide and maintain the insurances by this Agreement will constitute a material breach of the Agreement. In addition to any other available remedies, the Commission may suspend payment to the Prospective Contractor for any services provided during any time that insurances were not in effect and until such time as the Prospective Contractor provides adequate evidence that the Prospective Contractor has obtained the required coverage(s).

**INSURANCES:**

Without limiting the Prospective Contractor's indemnification of the Commission and County, Prospective Contractor shall procure the following required insurance coverages. All insurance coverages are to be placed with insurers which (1) have a Best's rating of no less than A VII, and (2) are admitted insurance companies in the State of California. All other insurers require the prior approval of the Commission and County. Such insurance coverage shall be maintained during the term of this Agreement. Failure to comply with the insurance requirements shall place Prospective Contractor in default. In the event that the Prospective Contractor is self-insured, Prospective Contractor shall furnish a Certificate of Permission to Self-Insure signed by the Department of Industrial Relations Administration of Self-Insurance. Upon written request by the Commission and County, Prospective Contractor shall provide a certified copy of any insurance policy to the Commission and County within thirty (30) working days.

1. Workers' Compensation Insurance: Statutory Workers' Compensation and Employer's Liability Insurance shall cover all Prospective Contractor's staff while performing any work incidental to the performance of this Agreement. The policy shall provide that no cancellation, major change in coverage, or expiration shall be effective or occur until at least thirty (30) days after receipt of such notice by the Commission and County. The Workers' Compensation insurance is statutory and must include \$1,000,000 in Employer's Liability. All Workers' Compensation policies must contain a Waiver of Subrogation endorsement. In the event Prospective Contractor is self-insured, it shall furnish a copy of Certificate of Consent to Self-Insure issued by the Department of Industrial Relations for the State of California. This provision does not apply if Prospective Contractor has no

**Exhibit D (Continued)**

employees as defined in Labor Code Section 3350 et seq. during the entire period of this Agreement and Prospective Contractor submits a written statement to the Commission and County stating that fact.

2. General and Automobile Liability Insurances: The general liability insurance shall include bodily injury (including death), property damage and personal injury liability coverage, shall afford coverage for all premises and operations of Prospective Contractor and shall include contractual liability coverage for this Agreement between Commission and Prospective Contractor. The automobile liability insurance shall cover all owned, non-owned and hired motor vehicles that are operated on behalf of Prospective Contractor pursuant to Prospective Contractor's activities hereunder. Commission and County, their officers, employees, and agents shall be named as Additional Insureds on any policy. A copy of the endorsement evidencing that the Commission and County has been added as a named additional insured on the policy, must be attached to the certificate of insurance. The limit of liability of said policy or policies for general and automobile liability insurance shall not be less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. The limit of comprehensive business or commercial automobile liability coverage including non-owed and hired automobile liability must be in the amount of \$1,000,000. Said policy or policies shall include a severability of interest or cross liability clause or equivalent wording. Said policy or policies shall contain a provision of the following form: "Such insurance as is afforded by this policy shall be Primary and Non-contributory to the full limits stated in the declarations, and if the Commission or County has other valid and collectible insurance for a loss covered by this policy, that other insurance shall be excess only." Said policy must not contain an exclusion for abuse or molestation. Said policy or policies shall provide that the Commission and County shall be given thirty (30) days written notice prior to cancellation or expiration of the policy or reduction in coverage.

\_\_\_\_\_ By initialing in the space provided, the Prospective Contractor warrants that the services to be provided under this Agreement do not require the use of any vehicle by the Prospective Contractor.

Prospective contractor shall submit to the office of the designated Commission representative certificate(s) of insurance and endorsements documenting the required insurance as specified above, prior to this Agreement becoming effective. Current certificate(s) of insurance shall be maintained at all times in the office of the designated Commission representative as a condition precedent to any payment by Commission under this Agreement. The approval of insurance shall neither relieve nor decrease the liability of the Prospective Contractor.

**STATEMENT OF NONDISCRIMINATION COMPLIANCE**

Prospective Contractor agrees that all persons employed by Prospective Contractor shall be treated equally by Prospective Contractor without regard to or because of race, color, religion, ancestry, national origin, handicap, gender, marital status, age, medical condition or sexual orientation and in compliance with all anti-discrimination laws of the United States of America and the State of California. Prospective Contractor agrees that it shall include in its written contracts with any subcontractors a pledge by the subcontractor that the subcontractor will not engage in any unlawful discrimination. Prospective Contractor shall, if requested to do so by Commission, certify that Prospective Contractor has not discriminated against applicants, employees or subcontractors because of their membership in a protected class during the performance of this Agreement. Commission hereby notifies Prospective Contractor that Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5 apply to this Agreement and are incorporated herein by this reference with the same force and effect as if those laws were specifically set out herein and Prospective Contractor agrees to comply with said statute and regulation.

\_\_\_\_\_ (herein referred to as “Prospective Contractor”) hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5, in matters relating to the development, implementation and maintenance of a nondiscrimination program.

I, \_\_\_\_\_ (Name of Official) hereby swear that I am duly authorized to legally bind the Prospective Contractor to the above-described certification. I am fully aware that this certification executed on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ in the County of Imperial is made under the penalty of perjury under the laws of the State of California.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## **EVALUATION PLAN**

The evaluation component of this process is extremely important because it allows the Commission to measure how the investments are making a difference in the lives of children 0 through 5 and their families. By Statute, Proposition 10 dollars must be spent in a manner that achieves measurable results.

If you are funded, you will be reporting your progress to the Commission quarterly. This progress report will consist of a report on each indicator, as you list them on your Grantee Performance Evaluation Chart (Exhibit F). In addition to quarterly reports, Exhibit F will be utilized as a Final Evaluation Report at the end of your project.

The narrative must describe what you want to accomplish with this proposal, your Grantee Performance Evaluation Chart should give you the tools to show the Commission if that has been accomplished. It should also allow you to identify problems or unforeseen barriers that may have limited your outcomes from achieving what was expected. You must submit a completed copy of Exhibit F as part of your proposal process.

### **Terms to understand when completing the Grantee Performance Evaluation Chart**

**Strategic Plan “Goals” and “Objectives”** Proposers must target one or more of the stated goals and objectives in the Strategic Plan. Objectives substantiated through the proposer’s needs assessment will be accepted as long as the objectives relate to one or more of the four major focus goals. A concept may work towards more than one goal and/or objective. List and describe the one(s) that reasonably and specifically relate to your project.

**“Strategies” and “Activities”** What is the program, service or project you are proposing? What steps will you take to make it happen? It is reasonable to assume that you will have more activities than strategies.

**“Indicators” or “Benchmarks”** A measure for which data is available which helps quantify the achievement of a result (e.g., rate of low birth weight babies, crime rate). Indicators can be developed as what can be counted or observed to document progress, what processes can be reported on and how else can I document progress toward the outcome.

**“Outcomes” or “Results”** A condition of well-being for children and their families (e.g., healthy births, self-sufficient families). Select your indicators carefully.

Developing written outcomes requires careful thought about the expected impact of a strategy. Ask yourself these questions: Who or what is expected to change or benefit? What/how much change or benefit is expected? Where will the change occur? When will the change occur?

**“Performance Measures”** A measure of how well the agency or program service delivery is working (e.g., percent of teen parents keeping medical appointments).

**GRANTEE PERFORMANCE EVALUATION CHART**

Please indicate which goal the plan is addressing; see Section I, B for definition. Mark appropriate box: <input type="checkbox"/> Goal 1 <input type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4					
Child & Family Objectives	Strategies	Short-term Indicators	Outcome Indicators	Baseline Indicators	Success Measures

**SMOKE-FREE ENVIRONMENT STATEMENT**

As a material condition of the contract, the Prospective Contractor agrees that the Prospective Contractor and the Prospective Contractor's employees, while receiving funding from the Commission:

1. Shall not use/possess tobacco products while using the Prospective Contractor's property e.g. vehicle, equipment;
2. Shall not sell, offer or provide tobacco products on Prospective Contractor's premises;
3. The Prospective Contractor will participate in Commission sponsored in-service trainings on tobacco education and cessation and will have tobacco education and cessation materials visibly available and accessible to clients participating in activities funded by the Commission.
4. Prospective Contractor assures that the Prospective Contractor and it's employees have no current business association or relationship with the tobacco industry; and
5. The Commission may terminate for default or breach of this Contract and any other Contract the Prospective Contractor has with the Commission, if the Prospective Contractor or Prospective Contractor's employees, are determined by the contracting officer, not to be in compliance with the conditions set forth in this RFP.

I, \_\_\_\_\_ (name of authorized representative) certify that I will comply with all requirements specified herein in recognition of individual rights to work in a safe, healthy and productive environment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RESOLUTION**

AUTHORIZATION TO BIND CORPORATION

Whereas, at a duly executed meeting of the Board of Directors of the \_\_\_\_\_, an organization existing under the laws of the State of California, where a quorum was present, did on \_\_\_\_ day of \_\_\_\_\_, 2004 adopt the following:

*Resolved, That*

_____	_____ and/or
Name	Title
_____	_____
Name	Title

are authorized to submit and sign all documents and contracts and to enter into any negotiations and/or obligations in connection with the Imperial County Children and Families First Commission, Proposition 10, Request For Proposal grant funding.

I, \_\_\_\_\_, do hereby certify that the aforementioned is a true and correct copy of a resolution passed and adopted by the Board of Directors on this \_\_\_\_ day of \_\_\_\_\_, 2004.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## DOCUMENTS CHECKLIST

The following list identifies items that must be submitted in the proposal package in the numerical order below. Use this checklist to ensure that you are submitting a complete proposal. Complete the checklist and submit to the Commission with your proposal (last appendix).

- 
- 1. Proposal Cover Sheet and Certification (Complete Exhibits A and B).
  - 2. Proposal Narrative (not to exceed 15 pages). Make sure you address each of the questions in the Proposal Content Requirements section of the proposal guidelines (Section IV).
  - 3. Budget (Complete Exhibits C1, C2 and C3).
  - 4. Insurance Requirements (Complete Exhibit D and attach a letter from your insurance carrier confirming coverage can begin on July 1, 2004).
  - 5. Statement of Nondiscrimination Compliance (Complete Exhibit E).
  - 6. Evaluation Plan (Complete Exhibit F, as per goal(s) that are applicable to your proposal).
  - 7. Smoke-Free Environment Statement (Complete Exhibit G).

Appendix Documents:

- 8. Resolution on agency letterhead from the Board of Directors (see sample Resolution – Exhibit H).
- 9. List of Agency’s Board of Directors including affiliations to other County entities.
- 10. Articles of Incorporation (For corporations only). (Corporations must show evidence of incorporation by the California Secretary of State or proof of the incorporation process).
- 11. Nonprofit Organization Status (For nonprofit organizations only). (Nonprofit organizations must submit evidence of their tax exemption status as defined by the Internal Revenue Service, the Franchise Tax Board or proof of application process).
- 12. Job Descriptions of Key Staff/Subcontractors/Consultants affiliated with the project.
- 13. A listing of all subcontractors including names, titles, addresses, primary contacts, phone numbers and their Tax I.D. or Social Security Numbers (for collaborative proposals).
- 14. Memorandum of Understandings, MOU’s (for collaborative proposals).
- 15. Organizational Chart (for collaborative proposals).
- 16. Copies of all permits, employee licenses or business, state and/or clinic licenses needed for the prospective contractor to perform the proposed services.
- 17. Most recent audit performed by an independent auditor using accepted accounting principals or for new agencies, an explanation of their financial status and supporting documentation in lieu of an agency audit.
- 18. Documents Checklist (complete checklist and attach as last appendix, Exhibit I).