



Plumas County Children and Families Commission



**REQUEST FOR PROPOSALS (RFP)
FOR
HOME VISITING INITIATIVE**

RFP PCCFC 2012-2016

RELEASE DATE: April 25, 2012

**270 Hospital Road, Suite 206
Quincy, California 95971
Telephone: (530) 394-7016
Email: first5plumasev@psln.com
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I. TIMELINE

1. Release RFP-----**April 25, 2012**
2. Applicant's Meeting-----**May 2, 2012**
3. Last Date to Submit Questions Regarding this RFP-----**May 25, 2012**
4. Application Submission Deadline-----**June 4, 2012**
5. Notice of Intent to Award Posted-----**June 6, 2012**
6. Last Day to Submit the Intent to Protest-----**June 12, 2012**
7. Final Intent to Award Posted-----**June 14, 2012**
8. Contract Start Date-----**July 1, 2012**
9. Funding Period Cycle Ends-----**June 30, 2016**

II. GENERAL INFORMATION

A. Introduction

In November 1998, the voters of California passed Proposition 10, the “California Children and Families Act of 1998.” The resulting programs are funded from additional excise taxes imposed on tobacco products and are directed to promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The Act facilitates the creation and implementation of comprehensive and collaborative systems and services to enhance optimal early childhood development. It emphasizes local decision making to provide for greater flexibility and access to services.

The Proposition 10 programs are administered by the California Children and Families Commission and by county children and families commissions appointed by local boards of supervisors. Before county commissions can allocate these funds, they must adopt comprehensive strategic plans consistent with the intent of the Act.

B. The First 5 Plumas County Children and Families Commission

On December 15, 1998, the Plumas County Board of Supervisors established the Plumas County Children and Families Commission (hereafter referred to as “the Commission”). The Commission developed the following vision and mission statements as guides for the strategic planning and allocation processes needed to put the principles of Proposition 10 into action.

VISION- Plumas County children will thrive in supportive, safe, nurturing, and loving environments; enter school healthy and ready to succeed; and become productive, well-adjusted members of society.

MISSION – First 5 Plumas will provide a comprehensive system of Early childhood development services, on a countywide basis, to all children pre-natal to age five the integration of health care, quality child care, and parent education, children will be provided with the support necessary to ensure that they are healthy, resilient, well-adjusted and ready to succeed when they enter kindergarten.

Through an extensive planning process that involved data gathering and community input, a *Strategic Plan* was developed and adopted by the Commission in June 2011. The Strategic Plan establishes priorities and an allocation plan to initiate a framework to maximize the benefit delivered from the resources generated through Proposition 10 through June 30, 2016.

Copies of the Strategic Plan 2011-2016 is located on the Commission’s web page: www.first5plumas.com, or by calling: Ellen Vieira @ (530) 394-7016.

C. Strategic Plan Result Areas and Priorities for Allocation

The Result Areas describe the ultimate results and improvements towards which the Commission strives. The results areas identified by First 5 California are: improved family functioning; improved child development; improved health, and improved systems of care.

Strategic Plan Results, Outcomes and Indicators:

Improved Family Functioning Result Area

Outcomes to be achieved: 1. Children live in safe and stable environments with access to resources

Indicators:

- Number and percent of families served by home visitation who are engaged (participate at sufficient rate to benefit from services)
- Number and percent of families who improve in self sufficiency as measured by a standardized assessment pre and post program participation
- Number and percent of families who improve in family functioning as measured by a standardized assessment pre and post program participation
- Number of families linked to a local Family Resource Center and other family support organizations

2. Increased male involvement in the lives of children.

Indicator:

- Number of fathers participating in program activities

Improved Child Health Result Area

Outcomes to be achieved:

1. Improved parental knowledge, understanding and engagement in their children's health/mental health. Indicators:

- Number and percent of children with medical and dental home, health and dental insurance and up to date on preventive care at entry and six month follow up intervals
- Number and percent of families with increased ability to access health care for their children at entry compared to six month follow up
- Parent self report of learning skills and being able to advocate for their children relating to child health, nutrition and oral health via a parent survey

2. Improved access to health care services for children 0 to 5 Indicator:

- Number of screenings, number of children referred for follow up and number of children with successful completion of follow up.

Improved Child Development Result Area

Outcome to be achieved:

1. Parent self report of learning about child development and parenting skills via a parent survey

- Change in children's scores on the Ages and Stages Questionnaire

- Improved Screening and Intervention for developmental delays, disabilities, and other special needs for children ages 0-5
- Number of screenings
- Change in skills based on standardized assessment of pre and post service

D. Scope of Funding and Contract Term

The maximum amount available through this Request for Proposals (RFP) for fiscal year 2012-2013 process is **\$100,000** annually to support the following funding prioritization from 7/1/12-6/30/16. Tobacco taxes are expected to diminish annually, so the amount of funds that are available each year may also have to be reduced.

The Commission seeks to establish a high quality, intensive and ongoing home visitation program for pregnant women and children up to age 6. The program will be designed to address the desired outcomes and indicators from the Strategic Plan listed below. The number of home visits provided to participating families will be based on their needs. However, it is expected that on average, each family will receive a home visit at least monthly. The home visiting contractor will be expected to work in close collaboration with First 5 staff and all First 5 contractors, including, but not limited to, early intervention services provided by Plumas Unified School District and the Roundhouse Council home visitation program that serves Native American families.

The Commission reserves the right to award contracts in a lesser amount if the needs identified with these objectives are not sufficiently addressed. The first term of the contracts issued as a result of this RFP will be from **July 1, 2012 to June 30, 2013**. Contract performance will be regularly monitored by First 5 staff and the results reviewed by the Commission in a public meeting. All contracts must be approved by the Commission on an annual basis prior to the beginning of each fiscal year on July 1st.

III. PARAMETERS AND APPLICANT ELIGIBILITY

To apply for funds under the First 5 Plumas County Children and Families Commission Request for Proposals (RFP), applicants may be a nonprofit organization, governmental agency, or educational institution located in Plumas County. Nonprofits, religious, and other similar organizations which are exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code must submit proof of their nonprofit status within the application.

Zero to Five: Proposition 10 funds must serve only children from birth to their 6th birthday (also referred to 0-5) and their families/caregivers and/or pregnant women who live in Plumas County.

Faith-Based Organizations: Faith based organizations may apply. Active participation in the faith cannot be a requirement for individuals receiving services utilizing Proposition 10 dollars, nor can materials or items purchased with grant funds be used to provide religious or sectarian instruction.

Non-Supplantation: Funds will not be awarded for items that have been previously purchased, or for any costs that have been incurred prior to a contract execution. Funded projects need to be new services or an expansion of existing services. Any services that were previously in operation in the community, but can no longer operate due to loss or reduction of, federal, state, county, or other funds, will be considered for funding, but the applicant must be able to demonstrate that the funds were clearly discontinued rather than redirected to another project, and that the services will no longer be available in the county if not supported by Commission funds.

Linkages and Leveraging: The Commission’s role in the community is to serve as the “glue” to link programs and to fill in gaps of services. Grantees will be required to demonstrate that they are actively linking children and families with all available resources, and that service provision will be coordinated with other agencies. Tobacco tax revenues are expected to diminish annually, and fund leveraging will become a critical strategy in the best local use of Commission funds.

First 5 Plumas Initiative Collaboration: To maximize resources and provide a wider array of services and supports to families, it is necessary for organizations work together. To facilitate collaborative efforts at the community level, the Commission expects that programs providing services will collaborate with providers from other programs or agencies including other First 5 Plumas funded programs.

Principles on Equity and Diversity: Grantees will be required to state that they have reviewed the First 5 California Principles On Equity and that they will do their best to adopt these principles in the design and operation of programs funded with Proposition 10 revenue. These principles can be reviewed on the First 5 California website at www.cffc.ca.gov .

IV. APPLICATION SUBMISSION

A. Guidelines for Completing the Application

Forms: Applicants are strongly encouraged to use the forms that are available to you electronically. If you do not wish to use the forms, you must reproduce them and type your answers directly into the form.

All application forms are available as Word documents and can be requested as an email attachment or downloaded from the Commission’s website.

Email attachment request: first5plumasev@psln.com
Website address for downloading forms: www.first5plumas.com-
Go to funding opportunities page and look for Request for
Proposals 12-16

B. Questions Regarding this RFP and Applicants Meeting

Questions: Specific questions about the application forms and guidelines can be submitted by phone or email to: Ellen Vieira (530) 394-7016 first5plumasev@psln.com. Applicants will be able to discuss their questions one-on-one with the Commission's Director.

A summary of questions answered about the RFP, will be prepared in written form and sent via email to all persons requesting a copy of this RFP. The written summary will be the official response to all questions, including those answered verbally and will be posted on the Commission's web page at www.first5plumas.com.

An Applicant's Meeting will be held on **Wednesday, May 2, 2012 from 1:30 p.m. to 3:00 p.m.** at 270 Hospital Road, Plumas County Public Health Agency Conference Room (2nd floor). While this meeting is not mandatory, all potential applicants are strongly encouraged to attend.

The purpose of this meeting is to provide an opportunity to answer questions about this RFP. Questions answered during this meeting will be sent to all attendees via email and will be posted on the First 5 Plumas web site.

The final date that questions may be submitted to the First 5 Plumas executive director is **Friday, May 25, 2012 at 5:00 p.m.**

If for any reason it becomes necessary for the Commission to amend or modify this RFP prior to the application submission deadline, the Commission will issue an addendum to this RFP and send it to all persons/entities requesting copies of the RFP.

C. Application Submission Guidelines and Timelines

Dates: The deadline date for application submission is **June 4, 2012**. Applications must be received by the deadline date by **5:00 p.m.** in order to be considered.

Applications (original and five copies) must be assembled together, placed in one package and submitted as follows:

PROPOSAL RFP PCCFC 12-16
Ellen Vieira, Executive Director
First 5 Plumas County Children and Families Commission
270 Hospital Road, Suite 206
Quincy, California 95971

Application may be mailed or hand delivered, but regardless of the postmark date, must be received in the Commission office **by 5:00 p.m. on June 4, 2012**.

Format: Applications must be typed in a font no smaller than 11 point.

D. Application Scoring and Funding Decisions

In order for the proposal to be scored, all the required components must be included. Applications meeting the above criteria will be reviewed by a Scoring Team of at least three readers using the scoring rubric provided with this packet. This part of the scoring process looks at basic program design and feasibility.

The Commission will select a Scoring Team to review and score each proposal to determine its responsiveness to the requirements of this RFP as well as the Commission's needs. There will be three readers to review and score each application and make recommendations to the Commission.

An application must attain a minimum score of 50 points to be considered for funding under this RFP. Funding recommendations will be based upon responsiveness to this RFP, congruence with the identified needs of Plumas County, funding availability, and the recommendations of the Scoring Team. Applicants are strongly encouraged to refer to the Scoring Guidelines (**Attachment: 7**) when completing this application.

Proposals found to be incomplete or nonresponsive for any reason may be rejected from further consideration. The Commission reserves the right to reject any or all applications without remedy to the applicants. The Commission is not bound by the scoring team's funding recommendation, and may consider additional information and perspectives at the public meeting.

E. Intent to Award Decisions

The Commission's decision to either award funds or not award funds will be formalized by action at a public meeting, and a letter will be sent to the applicant stating the Commission's intent to award or not to award.

Contracts awarded to eligible responsive applications will be awarded only after a "Notice of Intent to Award" has been posted for five (5) working days at the Commission's office, 270 Hospital Road, Suite 206, Quincy, CA 95971. Written notification of the Commission's Intent to Award will be faxed, emailed, and a hard copy mailed, to all applicants notifying them of the identity of the selected applications and the contract amounts. The Intent to Award will be posted, mailed and e-mailed on **June 6, 2012**.

All applications, evaluation and scoring sheets and supporting materials supplied by applicants will be available for public inspection on the day of the Notice of Intent to Award is posted.

F. Alteration/Modifications to Applications

Applications must be complete when submitted. No changes, modifications, corrections or additions may be made to the applications once they are filed with the Commission. However, an application may be withdrawn in its entirety.

G. Withdrawal of Application by Applicant

An application may be withdrawn by submission of a written request signed by a duly authorized officer or representative of the proposing organization. Submit a withdrawal request as follows:

WITHDRAWAL OF RFP PCCFC 12-16

Ellen Vieira, Executive Director
First 5 Plumas County Children and Families Commission
270 Hospital Road, Suite 206
Quincy, CA 95971

H. Contract Award Protest Procedures

1. An applicant that has submitted an application may file an initial brief Notice of Intent to Protest within (5) working days after the Notice of Intent to Award is posted in the Commission office.
2. Within five (5) calendar days after filing the intent to protest, the protesting applicant shall file with the Commission a full and complete written statement specifying the grounds for the protest.
3. Protests must state the reasons, law, rule, regulation or practice that the applicant believes has been improperly applied in regard to the scoring of the application or awarding of the contract.
4. Protests are to be labeled and addressed as follows:

PROTEST TO RFP PCCFC 12-16

Ellen Vieira, Executive Director
First 5 Plumas County Children and Families Commission
270 Hospital Road, Suite 206
Quincy, California 95971

5. The contracts will not be awarded until all protests are either withdrawn or resolved to the satisfaction of the Commission.

I. Data and Evaluation Component

The goal of evaluation activities under this RFP is to collect information that will allow the Commission, the state legislature, the public and contracting agencies to assess the success of the initiative. Contractor, in concert with the Commission's contracted evaluator shall establish and use method(s) of systematic program evaluation to review the quality and appropriateness of services provided under this contract. In accordance with the Commission's Evaluation Plan, contractors will be required to gather information on participating families using standard forms and procedures. Contractors will obtain informed consent for data sharing for evaluation purposes using forms provided by First 5 Plumas; administer standardized assessments of family functioning and child development. Contractors will submit quarterly progress reports on the progress toward meeting its goals and measurable objectives. Contractors will submit data on clients and services in a manner prescribed by First 5 Plumas.

A standardized assessment of family functioning will be selected by the Executive Director, the Commission's contracted evaluator and contractors during the first 60 days after contract award. This assessment tool will be used by all First 5 funded programs providing direct services to families. The contracted evaluator will provide several options for assessments of family functioning that are valid and reliable and provide the data needed by the Commission to evaluate progress towards meeting the desired outcomes in the Strategic Plan. Contractors will be expected to administer the Ages and Stages Questionnaire (ASQ) for children 0 to 5 served in the home visiting program.

Contractors must maintain computer equipment sufficient to participate in the evaluation. This equipment includes a computer, high speed internet access, email access, a scanner to scan data to submit to First 5 Plumas, Word and Excel programs. Contractors' cost for computer equipment may be included in their budget, not to exceed \$1500.

Contractor shall be available for quarterly contractor meetings in Quincy to review trends in evaluation data, identify and resolve any data collection issues, and share lessons learned.

V. RESPONSIBILITIES

A. Contractors- The contractor must be able to enter into a contractual agreement as defined in Attachment 8.

B. First 5 Plumas County Children and Families Commission- The Commission will provide ongoing consultation and technical assistance to the contractor.

ATTACHMENT 1
APPLICATION COVER SHEET
(Use this form for your front cover)
RFP PCCFC 12-16

Home Visiting and Direct Case Management Services for children prenatal through age 5 (until the 6th birthday) and their families/caregivers.

Name of Agency/Organization Telephone No. _____

Program Contact Person/Title Telephone No. _____

Agency Mailing Address Fax No. _____

Physical Address of Program Site for this Application, if different from mailing address

E-mail Address Fed. Tax I.D. # or SNN _____

Amount of Contract Application Request: _____

Required Signatures:

Name of Agency Director Signature of Agency Director Date _____

Name of President or Chair of Board of Directors Signature of Chair or President of Board of Directors Date _____

ATTACHMENT 2
SPECIFIC AREAS AND NUMBERS TO BE SERVED

Specific community area(s) to be served with these funds: [Check all that apply]

Lake Almanor Basin
 Chester
 Westwood

Indian Valley
 Taylorsville
 Greenville
 Canyon Dam

Quincy/Meadow Valley
 Twain
 LaPorte

Eastern Plumas County
 Chilcoot/Vinton
 Sierra Valley
 Portola

Mohawk Valley
 Graeagle/Blairsdan/Clio
 Sloat/Cromberg

CLIENTS: Total # of unduplicated children and families expected to be served by this project:
 (Enter "0" if none)

Number of Adults: # to be served

Parents or expectant parents _____

Foster parents _____

Grandparents/other relatives _____

Other (specify) _____

Number of Children:

Children 0-5 years old _____

ATTACHMENT 3

APPLICATION NARRATIVE

Please answer each question as completely as possible. Answers to Application Attachment 3 must not exceed twelve (12) pages total.

1. Agency Description/Capability

- a) Provide a brief history of your organization/agency. When was it established? What services/programs does it provide, and to whom? Attach a copy of your organizational chart and a list of the Board Members.
- b) Provide examples of a past accomplishment or a current project that relates to the purpose of this RFP. Please describe your organization's experience working with socially and geographically isolated communities as well as communities and populations with diverse cultural, linguistic, or other special needs. Describe your organizations experience working with young children.

2. Project Description-Home Visiting Direct Services

- a.) Describe what you hope to accomplish in this project, and why there currently exists an unmet need. Include local data to help support your description of service gaps and access barriers to the service(s) you are proposing.
- b.) Provide examples of a past accomplishment or a current project that relates to the purpose of this RFP and home visiting. Please describe your organization's experience working with young children and their families, who are socially and geographically isolated, as well as communities and populations with diverse cultural, linguistic, or other special needs.
- c) What are the major tasks or activities you will undertake to accomplish this project? How many families will you serve with home visiting annually?
- d) How will you find these families? Who provides referrals to you?
- e) What evidence-based program will you follow?
- f) What range of frequency is there for home visits for families? What would the average service "dosage" for a high-risk family?
- g) What do you anticipate will be the most common types of referrals made for families? What will be the mechanism to follow-up to see if families have accessed these services?
- h) Do you currently or are you willing to administer the Ages and Stages

Questionnaire (ASQ) with the families you serve? Please explain.

- i) Address the area of collaboration and identify the other organizations whose cooperation and participation is necessary to ensure the success of your project and what specific roles these key partners will play. Please identify the individuals/organizations involved by attaching appropriate Letters of Collaboration or Commitment of any such organizations, signed by an official authorized to bind the agency.
- j) Under the Strategic Plan Results, Outcomes and Indicators, address the following outcome No. 2: Increased male involvement in the lives of children. Does your organization have father friendly policies or approaches to services that enhance the father's access to or participation in services? If so, what are they? If not, how will the proposed strategies in the application increase male involvement in the lives of children to be served?

3. Community Profile and Identification of Need

- a) Briefly describe the community(ies) to be benefited by the proposed project. What are the local challenges that make program development and implementation for children age 0-5 and their families or caregivers difficult?
- b) What resources (services/programs) are most lacking? How will this proposal address that deficiency? Describe specifically how you plan to serve under served/isolated communities to reduce barriers and increase utilization of services.

4. Staff Qualifications

- a) Identify existing or proposed staff by their titles, certification or state license and function (not by name). Briefly describe their role in this project.
- b) Describe the expertise of the proposed staff as it relates to this project.
- c) Identify any consultants who will be involved in implementing the project, and their proposed role. (Write "not applicable" if no consultants/agency mentors will be used.)

5. Evaluation Plan

- a) Contractors will be expected to comply with the Commission's Evaluation Plan and to address the desired outcomes and indicators in Section C. Briefly describe your organization's plan to gather and maintain information on participating families, your commitment to collect informed consents to share data from participating families, specifying the staff that will be responsible for evaluation data collection and provision of adequate computer technology to

comply with the evaluation as set forth in Section I. Contractors will be responsible for ensuring that staff has adequate training to comply with their evaluation data collection and reporting duties, including administration of the Ages and Stages Questionnaire (ASQ) and the standardized assessment of family functioning to be selected once the contract is awarded.

ATTACHMENT 4
BUDGET REQUEST FORM

I. PERSONNEL

Position Title

Salary Range

FTE

- A.
- B.
- C.
- D.
- E.
- F.

Benefits @ ____%

Subtotal Personnel

II. OPERATING EXPENSES

- A. Rent and Utilities
- B. Insurance
- C. Staff Development/Training
- D. Travel
- E. Consultants (if any)
- F. Other (please specify)

Subtotal Operating Expenses

III. INDIRECT COSTS @ _____% of Personnel & Operating Expenses _____

IV. BUDGET TOTAL: _____

ATTACHMENT 5
BUDGET JUSTIFICATION FORM

- a) Identify other resources, matching or in-kind funds available, if any, from your organization or another organization(s) to support this project.

- b) Describe here expenses from Attachment 4, or any item in the budget whose purpose may not be obvious or clear.

- c) Attach proof of fiscal solvency (i.e. recent audit, profit and loss statement or other assurance)

ATTACHMENT 6

PROJECT REQUIREMENTS CHECKLIST

(To be completed by the applicant)

	Yes	No
1. My organization is a non-profit agency, has submitted proof of non-profit status, or governmental agency or educational institution located in Plumas County.	<input type="checkbox"/>	<input type="checkbox"/>
2. My organization has submitted proof of its financial solvency as evidenced by the most recent audit or other assurance, and fully explained any exceptions.	<input type="checkbox"/>	<input type="checkbox"/>
3. My organization has completed and included the following items for this application:	<input type="checkbox"/>	<input type="checkbox"/>
1) Cover Sheet (Attachment 1)	<input type="checkbox"/>	<input type="checkbox"/>
2) Specific Areas and Numbers to be Served (Attachment 2)	<input type="checkbox"/>	<input type="checkbox"/>
3) Application Narrative (Attachment 3)	<input type="checkbox"/>	<input type="checkbox"/>
a) Agency Description/Capability	<input type="checkbox"/>	<input type="checkbox"/>
b) Project Description	<input type="checkbox"/>	<input type="checkbox"/>
c) Community Profile and Identification of need	<input type="checkbox"/>	<input type="checkbox"/>
d) Staff Qualifications	<input type="checkbox"/>	<input type="checkbox"/>
e) Evaluation Plan	<input type="checkbox"/>	<input type="checkbox"/>
4) Budget Request Form (Attachment 4)	<input type="checkbox"/>	<input type="checkbox"/>
5) Budget Justification (Attachment 5)	<input type="checkbox"/>	<input type="checkbox"/>
6) Project Requirements Checklist (Attachment 6)	<input type="checkbox"/>	<input type="checkbox"/>
7) Organization Chart and Board Membership List	<input type="checkbox"/>	<input type="checkbox"/>

** If "N/A is responded, please note the reason for the requirement being non-applicable*

ATTACHMENT 7

APPLICATION SCORING GUIDELINES

1. Is the application fully responsive to the desired project activities and is the project design sound?

0 pts. No desired project activities have been included.
5 pts. All desired project activities have been included, but the project design raises questions.
10 pts. All desired project activities have been included and the project design is sound.

2. Do the number of individuals the project proposes to serve make sense within the context of both the service design and the budget?

0 pts. The proposal does not serve First 5 targeted individuals (proposal not responsive).
5 pts. The type and level of service seem to be reasonable for the number served and within the budget context; there may be some questions about the numbers presented.
10 pts. The type and level of service are appropriate for the number served and makes sense within the context of the budget.

3. Does the project maximize access to services by children and parents?

0 pts. The service delivery design does not address access barriers.
5 pts. The service delivery design offers some access, but significant barriers remain.
10 pts. The service delivery design provides services to the targeted audience (children, parents and/or teachers) at easily accessible sites or co-located sites, and addresses other significant access issues.

4. Does the project design build in appropriate community linkages to enhance services to children and families?

0 pt The service design has no identified community linkages.
5 pt. The service design has at least one community linkage that is appropriate.
10 pts. The service design has identified the critical community linkages needed for enhancing services, within the feasibility of the budget.

5. Does the proposal indicate a willingness to meet the required evaluation components, including data collection and reporting on the desired outcomes?
- 0 pt The proposal does not indicate a willingness to meet the evaluation requirements.
- 5 pt. The proposal indicates a willingness to meet some of the evaluation requirements.
- 10 pts. The proposal indicates a willingness to meet all of the evaluation requirements.
6. Does the proposal demonstrate that the organization has measured those desired results (or similar ones) in the past with either First 5 funding or other grant funding?
- 0 pt The proposal shows no evidence of demonstrating any of those desired results in the past.
- 5 pt. The proposal shows evidence of adequately demonstrating some of those desired results (or very similar or related results) in the past.
- 10 pts. The proposal shows evidence of strongly demonstrating many of the desired results (or very similar or related results) in the past.
7. Does the proposal demonstrate any leveraged resources to assist in providing these services?
- 0 pt The proposal does not demonstrate any leveraged resources.
- 5 pt The proposal demonstrates in-kind leveraged resources.
- 10 pts The proposal demonstrates cash leveraged resources.
8. Are the key staff persons (or consultants) qualified to provide the services described?
- 0 pts. The qualifications described will not be sufficient to provide quality services.
- 5 pt. The qualifications described will be sufficient to provide quality services
- 10 pts. The qualifications described are highly desirable and more than sufficient to provide quality services.
9. Has the applicant provided any information to support the organizational capacity to provide the proposed services? That is, information on a previous First 5 grant, or other successful grant funding? Are there any audit findings that raise questions? In terms of organizational and fiscal oversight, the applicant:
- 0 pts. Demonstrates no capacity or highly questionable capacity.

- 5 pts. Demonstrates adequate capacity. Example: no significant audit exceptions, and organization has successfully managed at least one contract.
- 10 pts. Demonstrates strong capacity. Example: no significant audit exceptions, and organization has successfully managed more than one contract.

10. Is the budget sufficient and reasonable to carry out the proposed project?

- 0 pts. The budget does not seem reasonable, is incomplete, or it exceeds the available limits.
- 5 pt. The budget may need some further discussion to clarify the request.
- 10 pts. The budget looks sufficient and reasonable, and does not require further clarification.

Note: If there is any concern about supplantation, the Executive Director will seek further clarification from the applicant prior to the application being considered by the Commission.

PCCFC GENERAL POLICIES ADDENDUM (ATTACHMENT 8)

1. INDEMNIFICATION

The Subcontractor agrees to indemnify, defend, and hold harmless the State, its officers, agents, employees, and the County of Plumas, and First 5 Plumas – Plumas County Children and Families Commission (PCCFC), its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all subcontractors, material persons, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this subcontract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by subcontractor in the performance of this subcontract.

2. INDEPENDENT SUBCONTRACTOR

The Subcontractor shall perform under the terms and conditions of this subcontract as an independent Subcontractor. Subcontractor and its officers, agents and employees are not, and shall not be deemed, County or Commission employees for any purpose. Subcontractor shall be solely responsible for the salaries and other applicable benefits, including Workers Compensation, of all Subcontractors' employees performing under this subcontract. Subcontractor shall, at its own risk and expense, determine the method and manner by which duties imposed on Subcontractor by this subcontract shall be performed. PCCFC may monitor the work performed by Subcontractor.

3. ASSIGNMENT

Without the written consent of PCCFC, this subcontract is not assignable by Subcontractor either in whole or in part.

4. AMENDMENT

- a. No alteration or variation of the terms of this subcontract shall be valid unless made in writing and signed by the parties hereto.
- b. No oral understanding or subcontract not incorporated herein shall be binding on any of the parties hereto.

5. SUBCONTRACT MODIFICATIONS

- a. Funding for this subcontract is contingent upon PCCFC's continued receipt of federal and state grant funds.
- b. Modifications or cancellation shall be made by PCCFC if these grant funds are suspended or terminated for the purpose of the subcontract or if available funds are reduced.
- c. In the event federal and/or state regulation changes affect the terms of this subcontract, modifications shall be made by PCCFC to assure conformity with such federal and state requirements.

6. ENFORCEABLE SUBCONTRACT

This Subcontract shall become a valid, enforceable subcontract only after it is signed by Authorized Agents of the Parties.

7. RECORD-KEEPING RESPONSIBILITIES

- a. Subcontractor shall maintain all records pertaining to this subcontract for a minimum period of three (3) years after submission of the Final Report/Invoice for Expenditures.
- b. Subcontractor assures that all programmatic and fiscal record keeping shall be tracked and kept separate from all other subcontractor's program record keeping and sources of funding.
- c. Subcontractor assures that employees, applicant records, and program participation records shall be maintained in a confidential manner to assure compliance with the Information Practices Act of 1977, as amended, and the Federal Privacy Act of 1974, as amended.
- d. Upon request from PCCFC, the subcontractor shall submit a certificate prepared by an independent accountant stating that the subcontractor's accounting system and internal controls are adequate to record and safeguard the assets entrusted to the subcontractor.

8. USE OF FUNDS

- a. Subcontractor shall not use any funds received under this subcontract to replace discontinued Federal, State, or local funding.
- b. Subcontractor shall assure that no funds provided under this subcontract are used for the purchase or improvement of land, or for construction, or permanent improvement of any building or facility.
- c. Subcontractor shall assure that no funds provided under this subcontract are used for the purchase or improvement of fixed assets.
- d. Only expenditures specified in the subcontractor's budget as approved by PCCFC will be allowable. Subcontractor may request a revised budget, at any time prior to April 1, during the contract period. Revisions in expenditures/budgets must have prior written approval of PCCFC.

9. RIGHT TO MONITOR, AUDIT, AND INVESTIGATE

- a. PCCFC shall have the right to monitor and evaluate services and projects under the subcontract, through on-site inspection, pre-audit surveys, and other means, in order to ensure the effective provisions of services under the subcontract.
- b. PCCFC shall have access to all the subcontractor's books, documents, papers, information and records of any project under This Subcontract for the purpose of audit and examination.

10. NONDISCRIMINATION COMPLIANCE

- a. Subcontractor hereby certifies compliance with the following:
 - i. Federal Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity.
 - ii. Title VI and Title VII of the Civil Rights Act of 1964, as amended.
 - iii. Rehabilitation Act of 1973, as amended.
 - iv. Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended.
 - v. Title 41, Code of Federal Regulations (CFR), Chapter 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor.
 - vi. Public Law 101.336, Americans with Disabilities Act of 1990.

- b. Subcontractor agrees to abide with and shall include the nondiscrimination and compliance provisions of the following clause in all contracts to perform work under this subcontract.

"During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of regulations, Title 2, Section 7285.0 et seq.), including the applicable regulations of the Fair Employment and Housing Commission."

- c. Subcontractor's signature affixed herein and dated shall constitute a certification that to the best of its ability and knowledge it will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.

11. CONFLICT OF INTEREST

No officer or employee of subcontractor, who exercises any functions or responsibilities in connection with this subcontract, shall have any personal finance interest or benefit, directly or indirectly, from this subcontract, apart from employment compensation.

12. DRUG-FREE WORKPLACE CERTIFICATION

Subcontractor certifies that it has a Drug Free Workplace.

13. PRO-CHILDREN ACT OF 1994

Subcontractor agrees to comply with Public Law 103-277, Part C - Environmental Tobacco Smoke, also known as Pro-Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State and local governments. Federal programs include grants, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portion of facilities used for inpatient drug and alcohol treatment.

14. POLITICAL ACTIVITIES

- a. Subcontractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Subcontract.
- b. Subcontractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this subcontract.

15. LOBBYING ACTIVITIES

Subcontractor shall refrain from lobbying activities that involve the use of any funds that are the subject of this subcontract.

16. INSURANCE

- a. Workers Compensation Insurance: Subcontractor shall provide, to the extent required by law, workers' compensation insurance in the performance of any Subcontractor's duties under this subcontract, including but not limited to, workers' compensation and disability.
- b. General Liability Insurance: Subcontractor shall obtain and maintain, during the term of this subcontract, a commercial or comprehensive general liability insurance policy (Bodily Injury and Property Damage) of not less than one million dollars (\$1,000,000) combined single limit per occurrence, issued by a company duly and legally license to transact business in the State of California, covering liability for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of Subcontractor or any officer, agent, or employee of Subcontractor under this subcontract.
- c. Comprehensive Automobile Liability Insurance: Subcontractor shall obtain and maintain during the term of this subcontract, a comprehensive automobile liability insurance policy (Bodily Injury and Property Damage) on all vehicles used in conjunction with Subcontractor's business of not less than three hundred thousand dollars (\$300,000), combined single limit per occurrence.
- d. All Insurance coverages shall be evidenced by a Certificate of Coverage, which shall be filed with the County of Plumas, and the First 5 Plumas – Plumas County Children and Families Commission (PCCFC) prior to commencement of performance of Subcontractor's duties. The Certificate of Coverage for Subcontractor's General Liability Insurance policy shall show the County, its officers, employees, and agents as additional insureds. The Commission and County shall be given no less than thirty (30) days prior written notice of any nonrenewal, cancellation, other termination, or material change.

17. SEVERABILITY OF PROVISIONS

Should a provision of this subcontract be held invalid by a court of competent jurisdiction, the remaining provisions of this subcontract shall continue to be valid and enforceable.

18. PUBLICATION CREDIT

No reports, brochures, documents or other materials produced in whole or part under this contract shall be subject to an application for copyright by or on behalf of Subcontractor. Public reports or publications regarding any work performed with funds provided under this Subcontract shall include a statement on the title page giving credit for such support, such as: "This project receives financial support from the First 5 Plumas – Plumas County Children and Families Commission."

19. CONFIDENTIALITY

Subcontractor and its employees, agent, volunteers, or subcontractors shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services/information pursuant to this subcontract, except for statistical information not identifying any such person.

20. TERMINATION

- a. Suspension - If subcontractor fails to perform timely its obligations under this subcontract, PCCFC shall serve a written demand for corrective action. In emergency situations, the demand may be telephonically communicated. If corrective action is not taken to PCCFC's satisfaction within a reasonable time,

PCCFC may send telephonic notice, followed by written notice, to the subcontractor to suspend work under the subcontract.

- b. Termination for cause - PCCFC shall send written notice of contract termination for good cause if subcontractor's work has been suspended and there is good cause for termination. Prior to the effective date of termination, subcontractor shall have an opportunity to oppose the termination for cause by responding, in writing or at a meeting, to PCCFC.
- c. Termination without cause - PCCFC reserves the right to terminate this subcontract without cause, after thirty- (30) day's prior written notification.
- d. Post-suspension and post-termination responsibilities - PCCFC has no responsibility to compensate the subcontractor for any work done after notice of contract suspension or termination. After termination, PCCFC may proceed with the work as it sees fit. Subcontractor shall remit to PCCFC any contract payments to which subcontractor is not entitled due to incomplete or unsatisfactory work. Subcontractor shall promptly notify other persons and agencies relying on this subcontract of the fact that the subcontract has been suspended or terminated.

21. HIPAA (Health Insurance Portability and Accountability Act)

- a. A statement of HIPAA compliance shall also be included.