

SAN BENITO COUNTY, CALIFORNIA



REQUEST FOR PROPOSAL

FOR

Child Abuse Prevention & Intervention Services

PERFORMANCE PERIOD: October 1, 2019 through June 30, 2024

DATE RFP ISSUED: July 15, 2019

CONTACT PERSON: Tracey Belton
Interim Director
tbelton@cosb.us

DUE DATE: Friday, August 16, 2019 at 4:00 p.m. local time

ISSUED BY THE
San Benito County Health & Human Services Agency

REQUEST FOR PROPOSALS (RFP)

Introduction

San Benito County Health & Human Services Agency (HHS) is soliciting proposals for Non-profit organizations to provide Child Abuse Prevention & Intervention Services.

General Information

The Health and Human Services Agency is the agency within the County of San Benito government that provides a broad range of health and social services to promote wellness, self-sufficiency, and a better quality of life for individuals and families in San Benito County. The mission of HHS is to promote personal responsibility, independence, and self-sufficiency of individuals and families through a responsive and accessible system that acknowledges the dignity of all individuals we serve and by providing services with respect and compassion.

San Benito County has a population of over 56,000 and shares a border with Santa Clara County and lies adjacent to the San Francisco Bay Area.

The Office of Child Abuse Prevention provides oversight of the Community Based Child Abuse Prevention (CBCAP), Promoting Safe and Stable Families (PSSF) and Child Abuse Prevention, Intervention and Treatment (CAPIT) funding programs.

Target Populations for this RFP:

Vulnerable families at risk of abuse or neglect including:

- Children referred for services by social service agencies, legal, medical, or community partners
- Community populations especially minority and isolated populations

Priority shall be given to prevention programs through Nonprofit agencies, including:

- High quality home visiting program based on research-based models of best practice with a strong evaluation component
- On-going high quality parenting classes, for court ordered families and community families, based on research-based models with a strong evaluation component.

The purpose of the services is to provide child abuse prevention, intervention and treatment services on behalf of Child Protective Services to the children and families at risk for abuse and neglect in San Benito County.

The service activities include but are not limited to: Home Visitation program, Parenting classes and Pre-Placement Preventative Services including Parental support.

Contractor Requirements

- Demonstrated evidence of relevant experience.
- Services must adhere to program requirements and regulations described in the CBCAP, PSSF and CAPIT program descriptions (Attachments 1-4), including allowable services and use of funds.
- Describe evaluation process and tools and provide reports that include, but are not limited to:
 - Verification of participant's attendance or service usage and participant outcomes.
 - Maintain individual client records and any related records of service provisions, to document compliance with service plans as required by County/State requirements.
 - Monthly invoice for payment accompanied by a monthly client services data report.
 - Quarterly activity reports, including accomplishments and challenges, and statistics on number of clients served.
 - Submit all other required reports per County and State requirements.
- Work with San Benito County Child Protective Services staff to evaluate service(s) effectiveness on expected C-CFSR outcomes.

Proposals must include:

1. Letter of Introduction summarizing any relevant experience and resources.
2. The Non – Profit agency qualifications, expertise and ability to perform the scope of service.
3. Examples/samples of past three projects, preferably of similar scope.
4. Detailed description of proposed services.
5. Proposed annual budget, which should include a breakdown by service of costs for staff, administration and operational activities and a five year budget summary. Budget shall be for reimbursement on an actual cost basis and shall include a line item budget clearly identifying costs to be charged.
6. Proposed schedule and duration of program activities.
7. Point of contact information, including name, title, phone and email address.
8. If subcontractors are used, they must be disclosed in the proposal along with references and qualifications.

RFP Timeline:

Issue RFP	July 15th, 2019
Deadline for Proposal Submittal	August 16, 2019 at 4 p.m.
Notification of selection Made	August 26, 2019

Submission Process, Due Date, and Required Documents: One original and five (5) copies of the proposal, including all applicable supporting documentation, must be addressed and delivered to the office and individual named below, which is the address and contact to be used for all communications in connection with this RFP:

San Benito County, Health & Human Services Agency
Attn: Tracey Belton, Interim Director
1111 San Felipe Road, Suites 205, Hollister, CA 95023
Phone (831) 636-4190, Fax (831) 637-2910
tbelton@cosb.us

All proposals submitted will be date and time stamped.

Submission Deadline: Friday, August 16, 2019 at 4:00 pm local time. Proposals received later than the above date and time will be rejected and may be returned unopened. All proposals received will become the property of San Benito County.

Right of County to Request Further Documentation

The County reserves the right to request any further documentation that it deems appropriate and necessary for the review and award process, during both the initial review process and the negotiation/award appointment phase.

Right of County to Cancel Request for Qualifications, to Elect Not to Award, to Reject Proposals and to Waive Informalities or Irregularities

The County expressly reserves the right to cancel this RFP at any time, to elect not to award any or all of the contracts cited in this RFP, to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.

Contract and Insurance Requirements: The successful candidate will be required to execute the County's standard contract and provide the following evidence of insurance coverage prior to entering into a contractual agreement with the County:

- Comprehensive General Liability Insurance \$1,000,000
- Professional Liability Insurance \$1,000,000
- Workers Compensation Insurance (as required by California Labor Code Section 3700)

Proposal Review & Evaluation Process: The proposal review process will include the following activities to ensure that the San Benito County Health & Human Services Agency procurement meets the required standards:

1. All proposals will be screened for compliance and qualification.
2. Respondents may be asked, at the discretion of the San Benito County HHSA, to answer specific questions regarding their proposal.

Once a proposal is selected San Benito County HHSA shall negotiate the price and terms with the selected firm/individual, final contract approval shall be made by the Board of Supervisors.

Respondents should not assume that the County would award a contract to the lowest bidder. Qualitative factors, such as the firm’s demonstrated expertise and experience, will weigh heavily in the selection process.

Selection Criteria

The information requested within this RFP will be the basis for scoring by the HHSA. Evaluation point scoring is summarized in the following table. The HHSA will evaluate proposals in the following categories. A total of 50 possible points may be awarded.

EVALUATION FACTORS - DESCRIPTION OF REQUIREMENTS	MAX POINTS
1. RFP specifications This category will evaluate the degree to which the proposal meets the format specifications and submission requirements. This includes the required supporting documents, signed forms and assurances.	Pass/Fail
2. Letter of Introduction summarizing any relevant experience and resources.	10 Points
3. Agency Profile - The Agencies qualifications, expertise and ability to perform the scope of service.	10 Points
4. Agency Experience – <ul style="list-style-type: none"> ▪ Demonstrated experience in community based outreach programs and services to the target populations. ▪ Ability to coordinate resources, and required staff for program activities ▪ Examples of past projects/program services, preferably of similar scope. ▪ Ability to meet the expected outcomes. 	25 points
5. Proposed Budget – proposal shall include a breakdown of costs per program/activity for professional and administrative services and all operating costs. Proposals shall be for reimbursement on an actual cost basis and shall include a line item budget clearly identifying costs to be charged.	5 points
Total Points	50

- Attachment 1 – Community-Based Child Abuse Prevention Program (CBCAP) Fact Sheet
- Attachment 2 – Child Abuse Prevention, Intervention and Treatment (CAPIT) Fact Sheet
- Attachment 3 – Promoting Safe and Stable Families (PSSF) Fact Sheet.