



# **Child Abuse Prevention Council of San Benito County**

## **Request for Proposals**

### **San Benito County Child Abuse Prevention**

### **Coordinator**

**PROPOSALS DUE AT OR BEFORE: 2:00 PM Local Time**

**Friday July 6, 2018**

**Contact Person: Cynthia Larca, San Benito County**

**Health & Human Services- Fiscal**

**& Administrative Division**

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NOTE: Attachments “A” and “B” are provided as informational material. “B” is the standard form of agreement that the County expects the successful contractor to enter into.

## **INTRODUCTION**

The San Benito County Child Abuse Prevention Council (CAPC) (hereafter, "Council") is requesting proposals (RFP) from qualified consultants to provide professional and technical service to the Council, a commission of the Board of Supervisors.

The initial contract will commence September 4, 2018 through June 30, 2019, with a possible additional one-year term based on service need, consultant performance, and funding availability. Contract amount is commensurate with qualifications.

This RFP shall result in a single award which shall not exceed \$15,000 annually based on qualifications and experience, and prorated the first year.

## **BACKGROUND**

The San Benito County Child Abuse Committee was initially established by the San Benito County Board of Supervisors on November 15, 1977. In approximately 1994, the San Benito County Child Abuse Committee began to function in tandem with the San Benito County Family Preservation and Support Board. On October 2, 2001, the San Benito County Board of Supervisors approved a Resolution, which separated the San Benito County Child Abuse Committee and San Benito County Family Preservation and Support Board, as well as changed the Committee's name to the "San Benito County Child Abuse Prevention Coordinating Council" in accordance with applicable legislation.

Although the San Benito County Board of Supervisors created the Council, it is an independent organization functioning within county government pursuant to Welfare and Institutions Code § 18983.5. The San Benito County Board of Supervisors directed the Council to create Bylaws, which were successfully completed and approved by the Council on October 22, 2001.

The primary purpose of the Council is to coordinate the community's efforts to prevent and respond to child abuse (Welfare and Institutions Code § 18982). The functions of the Council include, but are not limited to, the following (Welfare and Institutions Code § 18982.2):

- (a) Providing a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases.
- (b) Promoting public awareness of the abuse and neglect of children and the resources available for intervention and treatment.
- (c) Encouraging and facilitating training of professionals in the detection, treatment, and prevention of child abuse and neglect.
- (d) Recommending improvements in services to families and victims.
- (e) Encouraging and facilitating community support for child abuse and neglect programs.

## **SUMMARY SCOPE OF WORK**

The selected consultant will provide services as specified in the Scope of Work

## **POINT OF CONTACT**

The County has designated a Procurement Lead who is responsible for the conducting of this procurement and the subsequent negotiation and preparation of the resulting contract as well as ongoing monitoring and overall contract

compliance.

The Procurement Lead's name, address; and telephone number are listed below:

**San Benito County Health & Human Services**  
**ATTN: Cynthia Larca, Fiscal & Administrative Division**  
**1111 San Felipe Rd Suite 206**  
**Hollister CA, 95023**

ALL inquiries or requests regarding this procurement may ONLY be submitted to the Procurement Lead and must be submitted in writing or via email at [clarca@cosb.us](mailto:clarca@cosb.us)

**CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the anticipated schedule for the procurement and describes the procurement events as well as the conditions governing the procurement.

**SEQUENCE OF EVENTS**

The Procurement Lead will make every reasonable effort to adhere to the following anticipated schedule:

	<b>Action</b>	<b>Date:</b>
<b>1</b>	Release of RFP	06/15/2018
<b>2</b>	Deadline to Submit Written/email Question(s)	06/22/2018
<b>3</b>	Response(s) to Written Question(s) via Addendum to RFP	06/29/2018
<b>4</b>	Proposal Packet Due	07/06/2018
<b>5</b>	Begin Evaluation of Proposal(s)	07/12/2018
<b>6</b>	Notice of Intent to Award	07/20/2018
<b>7</b>	Returned Signed Contract(s)	7/27/2018
<b>8</b>	Protest Due	07/27/2018
<b>9</b>	Response to Protest	08/03/2018
<b>10</b>	Tentative Start Date	09/04/2018

## **EXPLANATION OF EVENTS**

### **PROPOSAL PACKET DUE**

#### **Proposal Submission and Closing Date**

Applicants shall submit their proposals to:

**San Benito County Health & Human Services  
Division ATTN: Cynthia Larca, Fiscal & Administrative Division  
1111 San Felipe Rd Suite 206  
Hollister CA, 95023**

Proposals must be received in the San Benito County Health & Human Services Division, **at or before 2:00 p.m. local time on July 06, 2018. It is the sole responsibility of the Applicant to ensure that its proposal is received before the submission deadline. Hand delivered proposals will be accepted up to the stated deadline.** Applicants shall bear all risks associated with delays in delivery by any person or entity, including the U.S. mail. **PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE REJECTED REGARDLESS OF THE POSTMARK DATE AND WILL BE RETURNED TO THE APPLICANT UNOPENED.**

Without law or policy to the contrary, if the Applicant took reasonable steps to submit the proposal at the time and place it was due, and failure of the proposal to be on hand at the time of closing was not the result of negligence or other fault of the Applicant, but was the result of negligence by the County, the County reserves the right to accept such a proposal.

## **GENERAL**

### **INCURRING COSTS**

This RFP does not commit the County to award, nor does it commit the County to pay any costs incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

### **CLAIMS AGAINST THE COUNTY**

Neither you, your organization nor any of your representatives shall have any claims whatsoever against the County or any of its respective officials, agents, or employees arising out of or relating to this RFP or these RFP procedures, except as set forth in the terms of a definitive agreement between the County and your organization.

### **BASIS FOR PROPOSAL**

Only information supplied by the County in writing by the Procurement Lead in connection with this RFP should be used as the basis for the preparation of Applicant's proposal.

### **NO PUBLIC RESPONSE OPENING**

There will be no public opening for this RFP.

### **CALIFORNIA PUBLIC RECORDS ACT (CPRA)**

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If Applicant's proprietary information is contained in documents submitted to County, and Applicant claims that such information falls within one or more CPRA exemptions, Applicant must clearly mark such information "CONFIDENTIAL AND

PROPRIETARY,” and identify the specific lines containing the information. In the event of a request for such information, the County will make best efforts to provide notice to Applicant prior to such disclosure. If Applicant contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in San Benito County before the County’s deadline for responding to the CPRA request. If Applicant fails to obtain such remedy within County’s deadline for responding to the CPRA request, County may disclose the requested information.

Applicant further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney’s fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by the Applicant.

### **CONFIDENTIALITY**

All data and information obtained from the County by the Applicant and its agents in this RFP process, including reports, recommendations, specifications and data, shall be treated by the Applicant and its agents as confidential. The Applicant and its agents shall not disclose or communicate this information to a third party or use it in advertising, publicity, propaganda, or in another job or jobs, unless written consent is obtained from the County. Generally, each response and all documentation, including financial information, submitted by an Applicant to the County is confidential until a contract is awarded, when such documents become public record under state and local law, unless exempted under CPRA.

### **ELECTRONIC MAIL ADDRESS**

Most of the communication regarding this procurement will be conducted by electronic mail (e-mail). Potential Applicants agree to provide the Procurement Lead with a valid e-mail address to receive communication. Procurement Lead email is [clarca@cosb.us](mailto:clarca@cosb.us).

### **USE OF ELECTRONIC VERSIONS OF THE RFP**

This RFP is being made available by electronic means. If accepted by such means, the Applicant acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Applicant’s possession and the version maintained by the Social Services Agency, then the version maintained by the Social Services Agency will govern.

### **ASSIGNMENT OF CLAYTON ACT, CARTWRIGHT ACT CLAIMS**

In submitting a proposal to a solicitation issued by the County, the responding person and/or entity offers and agrees that if the proposal is accepted, it will assign to the County all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the responding person and/or entity for sale to the County pursuant to the solicitation document. Such assignment shall be made and become effective at the time the County tenders final payment to the responding person and/or entity.

### **PROTEST PROCEDURES**

The Procurement Lead will send an email to all Applicants informing them of the proposal that was selected. Applicants whose proposals were not selected may file a written protest to the

Procurement Lead no later than ten business days following the date the email notifying Applicants of the County's selection was sent.

### **COUNTY RIGHTS**

The County reserves the right to do any of the following at any time:

- a. Reject any or all proposal(s), without indicating any reason for such rejection;
- b. Waive or correct any minor or inadvertent defect, irregularity or technical error in a proposal or the RFP process, or as part of any subsequent contract negotiation;
- c. Request that Applicants supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
- d. Terminate the RFP, and at its option, issue a new RFP;
- e. Procure any equipment or services specified in this RFP by other means;
- f. Modify the selection process, the specifications or requirements for materials or services, or the contents or format of the proposals;
- g. Extend a deadline specified in this RFP, including deadlines for accepting proposals;
- h. Negotiate with any or none of the Applicants;
- i. Modify in the final agreement any terms and/or conditions described in this RFP;
- j. Terminate failed negotiations with an Applicant without liability, and negotiate with other Applicants;
- k. Disqualify any Applicant on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other data available to the County;
- l. Eliminate, reject or disqualify a proposal of any Applicant who is not a responsible Applicant or fails to submit a responsive offer as determined solely by the County; and/or
- m. Accept all or a portion of an Applicant's proposal.

### **PROPOSAL FORMAT AND ORGANIZATION**

This section contains relevant information Applicants should use for the preparation of their proposals.

#### **ELECTRONIC COPY**

Interested and qualified Applicants must provide one (1) electronic copy of their Child Abuse Council Solicitation Questionnaire – Attachment A and a current resume via email to the Procurement Lead on or before the closing date and time.

The proposal must be sent in its entirety to the Procurement Lead in a PDF version. If selected, Applicant is also required to deliver a signed, original signature page to the County within five (5) business days of the issuance of the Notice of Intent to Award unless otherwise specified.

#### **PROPOSAL FORMAT**

Proposals may not exceed 10 pages on standard 8 ½ x 11 paper – page limitation includes attachments and/or appendices. Narrative sections must be double spaced and use a minimum of 12 point font size.

All documents shall be compiled in the following order:

1. Questionnaire Response – Attachment D

## **EVALUATION**

### **FACTORS**

Evaluation of the proposal will include but not be limited to consideration of the following factors. The expectation is that those proposals in the competitive range may be considered for contract award. The proposal should give clear, concise information in sufficient detail to allow an evaluation based on the criteria below. An Applicant must be acceptable in all criteria for a contract to be awarded to that Applicant whose response provides the best value to the County.

1. Experience, capability, references and ability to achieve the project requirements;
2. Ability to meet business, technical and functional requirements;
3. Cost.

The cost to the County is commensurate with experience and qualifications and will be considered in the evaluation after the evaluation of qualifications. The degree of the importance of cost will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based. Best qualified Applicants will be invited to an oral interview.

### **APPLICANT SUBMITTAL**

This section contains the Scope of Work, knowledge, abilities and requirements of the position. Applicants should thoroughly respond to each requirement.

### **PROJECT SCOPE OF WORK** (San Benito County Child Abuse Prevention Council)

The CAPC Administrative Coordinator will report directly to the Chair of the Child Abuse Council and the Executive Committee of the CAPC, who will be responsible for evaluating the coordinator's performance. However, the selected Applicant will sign his/her contract directly with the San Benito County Health and Human Services Agency for the Council and is therefore in charge of ensuring contract compliance with the County's Policies. Duties include, but are not limited to the following:

1. Function as a point of contact for Council members and the public;
2. Participate in Council monthly meetings and Committee monthly meetings, and administrative meetings as requested;
3. Coordinate preparation of written reports and performance of other tasks as directed by the Committee;
4. Prepare, post or submit Council and Committee approved agendas and minutes, all subject to Robert's Rules of Order and the Brown Act;
5. Coordinate Council's communications with Social Services Agency, the Board, and other County Offices as deemed necessary;
6. Maintain membership/contact database, Council's calendar, and other information as required;
7. Assist with tracking financial transactions and records for Fiscal and annual reports;



8. Assist in preparation and submission of invoices from Council to Human Services Agency;
9. Assist with the CAPC Committee and Health and Human Services Agency's networking meetings and trainings for the service providers;
10. Assist Council in coordinating, organizing, inviting speakers, events and trainings;
11. Develop and maintain Media campaign including social media and web pages;
12. Responsible for checking and processing all forms of communication from the community to the Committee;
13. Other duties related to Council activities;
14. Travel as may be required for meetings, trainings etc.;
15. Coordination and/or assisting with Request for Proposals, Contracts and other contractual needs;
16. To assist and work in collaboration with the Health and Human Services Agency on the completion of the annual reporting of the OCAP report.

### **QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

1. Valid CA driver's license and proof of current insurance
2. Some college education in related field(s)
3. Basic knowledge of standard office equipment including computer, copier and fax machine
4. Basic knowledge of computer applications such as word processing, database, spreadsheets and internet explorer
5. Correct English usage, grammar, spelling, vocabulary and punctuation
6. Strong basic math skills
7. Knowledge of Issues related to child abuse prevention
8. Event planning and coordination
9. Proper business meeting etiquette
10. Knowledge of Brown Act
11. Knowledge of Roberts Rules of order

### **PAST PERFORMANCE (REFERENCES)**

The Applicant's proposal shall include three different external references from clients who have completed similar projects in the last three (3) years, who are willing to validate the Applicant's past performance on similar projects of size and scope. The minimum information that shall be provided for each client reference follows:

- a) Name of the contact person;
- b) Name of the organization or governmental entity;
- c) Address of the contact person;
- d) Telephone number of contact person;
- e) Email address of the contact person and relationship with contact person (e.g. supervisor, colleague, manager, etc.) and
- f) A description of the services provided and dates the services were provided

## **INDEMNITY AND INSURANCE REQUIREMENTS**

A successful Applicant shall be able to meet the insurance certificate and other applicable County insurance requirements in accordance with the provisions listed in Attachment B of the RFP. In addition, Applicant shall provide a letter from an insurance agent or other appropriate insuring authority documenting their willingness and

## **ATTACHMENT A**

### **Scope of Services**

1. Function as a point of contact for Council members and the public;
2. Participate in Council monthly meetings and Committee monthly meetings, and administrative meetings as requested;
3. Coordinate preparation of written reports and performance of other tasks as directed by the Committee;
4. Prepare, post or submit Council and Committee approved agendas and minutes, all subject to Robert's Rules of Order and the Brown Act;
5. Coordinate Council's communications with Social Services Agency, the Board, and other County Offices as deemed necessary;
6. Maintain membership/contact database, Council's calendar, and other information as required;
7. Assist with tracking financial transactions and records for Fiscal and annual reports;
8. Assist in preparation and submission of invoices from Council to Human Services Agency;
9. Assist with the CAPC Committee and Health and Human Services Agency's networking meetings and trainings for the service providers;
10. Assist Council in coordinating, organizing, inviting speakers, events and trainings;
11. Develop and maintain Media campaign including social media and web pages;
12. Responsible for checking and processing all forms of communication from the community to the Committee;
13. Other duties related to Council activities;
14. Travel as may be required for meetings, trainings etc.;
15. Coordination and/or assisting with Request for Proposals, Contracts and other contractual needs;
16. To assist and work in collaboration with the Health and Human Services Agency on the completion of the annual reporting of the OCAP report.

**END OF ATTACHMENT A.**

**ATTACHMENT B**  
**Standard Contract and Payment Schedule**

**END OF ATTACHMENT B.**

**ATTACHMENT C**  
**General Terms and Conditions**

**END OF ATTACHMENT C**

## ATTACHMENT D

### Supplemental Questionnaire

Child Abuse Prevention Council Administrative Coordinator

## Supplemental Questionnaire

The following questions are used to help determine qualifications and eligibility to continue in the recruitment process. Responses such as "see resume" or "see application" or brief general statements will be considered incomplete. Incomplete applications may be rejected.

1. What experiences have you had with Community/Non-profit Based Organizations? Please state with whom, when and what role you served in the Organization.
2. What do think the current needs or concerns are for San Benito County regarding Child Abuse issues and Prevention?
3. Have you had any experience with Civic, County or Governmental Advisory Boards or Committee? Please Explain:

**END OF ATTACHMENT D**

