

**COUNTY OF SONOMA
DEPARTMENT OF HEALTH SERVICES
BEHAVIORAL HEALTH DIVISION
WORKFORCE, EDUCATION AND TRAINING**

REQUEST FOR PROPOSAL # 061311



**County of Sonoma Department of Health Services
Behavioral Health Division
3322 Chanate Rd.
Santa Rosa, CA 95404
<http://www.sonoma-county.org/health/>
Contact Phone: (707) 565-5005**

TABLE OF CONTENTS

SECTION 1 — INTRODUCTION	3
A. Purpose of Request for Proposal	3
B. Background	4
C. Proposal Submittal	5
D. Written Questions	5
E. Finalist Interviews	6
F. RFP Process and Key Action Dates	6
G. Minimum Qualifications	7
H. Scope of Services	7
SECTION 2 – CONTENT OF PROPOSAL	11
I. Proposal Instructions	11
J. General Information	13
K. Selection Process	14
L. Duration	15
M. Cancellation of Intent to Award	15
N. Appeal	15
O. Collaboration	15
P. Website Reference	15
SECTION 3—ATTACHMENTS	
Attachment A – Sample Service Agreement	16
Attachment B – Proposal Checklist	27
Attachment C – Sample Budget and Justification Narrative	28

SECTION 1: INTRODUCTION

A. PURPOSE OF REQUEST FOR PROPOSAL

This Request for Proposal (RFP) outlines the information necessary to understand the selection process and documentation required for the submission of proposals. This is a competitive proposal. Funding period will range from one to two years.

County of Sonoma, Department of Health Services, Behavioral Health Division (BHD) is soliciting proposals from interested agencies and organizations with expertise in program development and implementation of projects that recruit, hire, train, and supervise consumer providers and interns to deliver mental health services within the public mental health system. This includes community-based organizations and those who provide publicly-funded mental health services to the degree they comprise this County's public mental health system workforce.

In November 2004, California voters approved Proposition 63, the Mental Health Services Act (MHSA). MHSA provides funding, personnel and other resources to support county mental health programs. MHSA addresses a broad continuum of prevention, early intervention and treatment service needs, and the necessary infrastructure, technology and workforce development and training elements to effectively support the mental health services system. To provide an orderly implementation of MHSA programs, the California Department of Mental Health (DMH) has planned for the sequential phases of development for each of the five components. An essential first step required by MHSA legislation was a comprehensive countywide planning process designed to involve the community in developing these programs and systems.

MENTAL HEALTH SERVICES ACT COMPONENTS
Community Services and Supports (CSS)
Prevention and Early Intervention (PEI)
Workforce, Education, and Training (WET)
Innovation (INN)
Capital and Technology

Sonoma County's public planning process for implementation of MHSA began in the fall of 2004 and has continued over the past seven years. Plans for each MHSA component were reviewed by the public with opportunities for public comment. Each MHSA component plan was extensively reviewed and approved by either DMH (CSS, WET and Capital and Technology), or the Oversight and Accountability Committee (PEI and INN). This Request for Proposal focuses on the Workforce, Education, and Training (WET) component of MHSA.

The Sonoma County Department of Health Services Behavioral Health Division is soliciting proposals from agencies or organizations to create and administer the following types of programs:

- Peer Provider - Independent Living Skills Rehabilitation Program
- Consumer Relations Program
- Post Graduate Internship Program

All interested agencies and organizations must meet the requirements specified in this Request for Proposal (RFP). Respondents will be allowed up to three months of the award to recruit, hire, and train qualified staff to implement this project and be ready to begin work on the project within three months of funding.

B. BACKGROUND

To access these WET funds, the County performed a local workforce needs assessment and local stakeholder process that was conducted to identify local needs and priorities. This information was used to prepare Sonoma County's WET Plan.

In 2008, the Sonoma County Department of Health Services–Behavioral Health Division (BHD) undertook planning process for the WET component of the Mental Health Services Act. The resulting plan incorporates the input of participating stakeholders, and builds on existing knowledge and knowledge gained from the MHSA Community Services and Supports (CSS) and the MHSA Prevention and Early Intervention (PEI) planning processes. Sonoma County BHD ensured an open stakeholder process for WET planning that included needs assessment surveys, community-wide convening, focus groups, stakeholder advisory group meetings, and calls for concept papers.

Workforce Development The Sonoma County WET planning process identified a need to provide training to public mental health staff in a variety of skill sets. Training activities will address the areas identified throughout the planning process, including: helping clients towards recovery by developing and maintaining independent living skills; incorporating effective, evidence-based, or best/promising practices in mental health services provision; providing culturally responsive, consumer and family-driven services; and preparing leadership and management to implement the goals of MHSA.

Consumer Mental Health Career Pathways Consumers and other community members who participated in the planning process identified a need for providing education and employment opportunities, and other opportunities for involvement in the public mental health system for consumers of mental health services. Major activities include outreach, education and employment coordination, peer mentoring and counseling, consumer satisfaction projects, and quality improvement. Education and employment coordination will encompass strengthening links between local education programs and interested mental health consumers; promoting internships/externships and certificate programs; collaborating to design job openings that accept and are reflective of consumer experience; and promoting relevant training, evaluations and announcements about workforce training and education developments. Additionally, in order for consumers of public mental health services to be successful as providers of public mental health services, they need specialized support and training.

Post-Graduate Internships and Supervision Sonoma County WET planning process participants identified the need for competent practitioners who reflect the diversity of the community to fill the needs of mental health clients in Sonoma County. Community members called for the need to create real opportunity for qualified candidates to work in public mental health settings particularly Latino/a bilingual post graduates and post graduated interested in geriatric, forensic, mental health services and services to serious emotionally disturbed children and severely and persistently mentally ill adults.

Based on the feedback from the community planning process the following programs will be funded annually under this RFP:

- Program One: Peer Provider - Independent Living Skills Rehabilitation Program: \$120,000
- Program Two: Consumer Relations Program: \$222,900
- Program Three: Program Three: Post Graduate Internship Program - \$150,000

C. PROPOSAL SUBMITTAL

1. Respondent must submit
 - ✓ one (1) electronic copy on CD or flash drive using Microsoft Word document format at a version not less than MS Office Word 2003,
 - ✓ one (1) signed original,
 - ✓ 5 copies – each three (3) hole punched. Do not place an original or copies in binders.
2. Respondents may submit proposals for one or both of the Programs. If the Respondent is responding to more than one (1) Workforce, Education, and Training Program, the respondent is required to submit a separate and complete proposal package for each Program.
3. Proposal packages must be enclosed in a sealed envelope or package and clearly marked in the upper left hand corner with the name and address of the Respondent. The proposal package shall be addressed to: “Department of Health Services Behavioral Health Division – Workforce, Education, and Training- RFP.”
4. It is the sole responsibility of the Respondent to assure that its proposal package is delivered to the address shown below **before the submission deadline**. Respondents shall bear all risks associated with the use of mail or other delivery services, No facsimiles (fax) or electronic mail (e-mail) will be accepted.
5. The deadline for submitting the proposal packages is July 18, 2011 5:00 P.M. **No exceptions will be allowed**. Proposal packages shall be submitted to the following address:

**MHSA COORDINATOR
COUNTY of Sonoma –Department of Health Services
WORKFORCE, EDUCATION, AND TRAINING RFP
3322 CHANATE RD.
SANTA ROSA, CA 95404**

6. Any proposal package received after the submission deadline shall be returned, unopened, to the sender and shall not be evaluated.

D. The proposal due date is subject to change. Any changes made to the timeline will be posted on the BHD website. Respondents will not be notified individually. All notifications will be posted on the BHD website at <http://www.sonoma-county.org/health/mh/mhsa.htm>. Sonoma County Behavioral Health strongly suggests respondents use this link subscribe to receive automatic updates.

E. WRITTEN QUESTIONS

All questions regarding the content of this RFP must be submitted in writing, by e-mail, fax or letter, and must be received by the date indicated in the Key Event Dates table identified in Section 1F. There will not be a Respondents conference. Submit questions via e-mail to:

mhsa@sonoma-county.org

Faxed questions can be sent to (707) 565-4892. Letters shall be mailed to the address listed in Section 1.C.5

When the County has completed its review of the questions, all of the questions and answers will be posted on the BHD website on the date listed in Section 1.F Key Action Dates at:

<http://www.sonoma-county.org/health/mh/mhsa.htm>.

F. FINALIST INTERVIEWS

If it is determined that finalist interviews are necessary they will be held on the date stated in Section G Key Action Dates.

G. RFP PROCESS AND KEY ACTION DATES

The selection process and the key action dates are listed in this section. Dates are subject to change without notice. The procurement of these services will proceed as follows:

1. Release of Requests for Proposal
2. Proposals are reviewed and evaluated by members of a Selection Committee
3. Interviews may be scheduled for finalists
4. References are checked on selected finalists
5. Recommendation to Director of Department of Health Services
6. Award made
7. Agreement provisions finalized
8. Communication of Award
9. Agreement Executed

KEY ACTION DATES

<u>Date</u>	<u>Event</u>
June 13, 2011	Release Request for Proposal (RFP)
June 30, 2011	Respondent Written Questions Deadline
July 5, 2011	Responses to Questions
July 18, 2011	Proposals Due
July 25, 2011	Proposals Evaluated by County
August 1, 2011	Interviews Conducted if necessary
August 5, 2011	Selection announced (subject to delay without notice to Respondent)
TBD	Director authorized to enter into Agreement (subject to delay without notice to Respondent)

G. MINIMUM QUALIFICATIONS

1. Minimum Qualifications

The successful respondent(s) to all Programs must possess (without limitation) the following qualifications:

Program One - Peer Provider - Independent Living Skills Rehabilitation Program

- a. An established record of recruiting, training, supervising, and supporting mental health consumers who join the workforce;
- b. Demonstrated success developing and implementing similar programs;
- c. An established record of providing independent living skills to mental health consumers;
- d. Demonstrated success developing and implementing Memoranda of Understanding with governmental agencies and other community providers;
- e. Experience successfully administering governmental contracts including but not limited to, program administration, service documentation, staffing, budgeting, and reporting.

Program Two - Consumer Relations Program

- a. An established record of recruiting, training, supervising, and supporting mental health consumers who join the workforce and/or volunteer;
- b. Demonstrated success developing and implementing similar programs;
- c. An established record of successful collaboration with governmental, consumer and other community organizations;
- d. Experience successfully administering governmental contracts including, but not limited to, program administration, service documentation, staffing, budgeting, and, reporting.

Program Three - Post Graduate Internship Program

- a. A demonstrated relationship to graduate counseling, social work, and/or psychology department(s);
- b. An established record of recruiting, training and supervising pre-MA/MSW. and post-MA Counseling and/or MSW Trainees, Interns, and/or Associates;
- c. Demonstrated supervisory and consultation experience with crisis intervention, psychiatric emergencies, drug and alcohol interventions, and brief treatment models;
- d. Demonstrated success developing and implementing Internship programs including development of Memoranda of Understanding with outside agencies;
- e. Experience successfully administering governmental contracts including but not limited to program administration, service documentation, staffing, budgeting, and, reporting.

2. Cultural Responsiveness Requirements

Potential contractors must have demonstrated the ability to provide culturally responsive services in the following areas:

- a. Previous experience with providing services to the diverse ethnic, linguistic, and cultural population to be served;
- b. The current ability of the agency's staff, volunteers, and Board to provide the specific services solicited to the diverse ethnic, linguistic, and cultural population to be served; and
- c. The specific outcome measures, qualitative and quantitative, which demonstrate that the program provides culturally and linguistically competent services.

H. SCOPE OF SERVICES

Program One: Peer Provider - Independent Living Skills Rehabilitation Program

Program Description

Consumers with severe and persistent mental illness shall be referred by Sonoma County Behavioral Health Division. BHD will assess and refer appropriate consumers who will benefit from psychiatric rehabilitation. Interested agencies and/or organizations shall perform further assessment to detail functional impairment(s). Consumers shall be referred to Peer Providers who will address targeted functional impairments using evidence-based, best/promising and/or emerging interventions. Timely documentation of all interventions is required, and progress of impairment reduction will be tracked and reported regularly to BHD. Rehabilitation living skills include but are not limited to: daily living skills, social and leisure skills, transportation, grooming and personal hygiene skills, meal preparation skills and support resources and/or medication education.

The Peer Provider Independent Living Skills Psychiatric Rehabilitation Program will do the following:

Recruit, hire, train, supervise, and support mental health consumers to provide independent living skills rehabilitation to mental health consumers who have severe and persistent mental illness and who require psychiatric rehabilitation services. Respondents shall identify methods to develop and sustain consumers in the workforce. Some key activities and supports shall include the following:

- a. Training, including basic peer counseling/leadership, teaching psychiatric rehabilitative independent living skills, motivational interviewing, writing chart notes, coding services, etc.
- b. Professional supervision, including identifying job requirements, leadership and organizational culture, managing privacy and disclosure, addressing role conflict, performance management

- c. Support, including flexibility, support and reasonable work adjustments and support, managing benefits with remuneration, minimizing and managing stress

Use of identified evidence based, best/promising, and/or emerging practice(s) to rehabilitate consumers in independent living skills that are recovery focused to create independence and community integration using natural and peer supports. The proposed practice shall include methods for the following:

- d. Assessment - Assessments shall identify specific needs of the consumer to address the identified impairment, and methods for meeting those needs with a defined timeline. The initial assessment shall be administered for each consumer referred into services. The initial assessment shall include plans for discharge from services. Progress toward eliminating the functional impairments shall be re-assessed no less than every three months;
- e. Intervention Plan - The intervention plan shall be created to meet the functional impairment(s) of the consumer as identified by BHD. Progress toward improvement shall be documented following each intervention. Interventions shall be targeted at improving the impairments identified;
- f. Intervention strategies shall use evidence based, best, promising, and/or emerging practices indicated as most effective in meeting the identified needs of the consumer.

Program Two: Consumer Relations Program

Program Description

The Consumer Relations Program will work with consumers, their groups and organizations throughout Sonoma County in all geographic areas. The Consumer Relations program will provide a consumer perspective in transforming Sonoma County's mental health service system to a recovery vision that is consumer driven and holistic in its service and supports. Successful Respondent(s) will work with BHD to hire key positions. The Consumer Relations Program shall be culturally responsive to consumers as defined by a number of factors, including race, ethnicity, language and lifestyle, identity, traditions, and rituals.

In order to lead these activities, the Consumer Relations Program will recruit, hire, train, and support mental health consumers in the following positions:

The Consumer Affairs Coordinator will do the following:

- a. Work with Sonoma County Behavioral Health and its contractors to provide input and information to guide services and supports;
- b. Engage consumers in quality improvement activities;
- c. Assist in the planning, development, and implementation of consumer advisory committee(s);
- d. Coordinate and support consumer organizations to actively participate in program planning and development;
- e. Develop leadership skills in mental health consumers to participate in a variety of the above activities;
- f. Work with Patients Rights Advocate to identify complaint patterns and recommend solutions;
- g. Work with BHD to ensure consumer participation.

The Consumer Education Coordinator will do the following:

- a. Develop a peer counseling/peer mentoring program to provide a period of work adjustment, career exploration, and supported education as an entry point for consumers interested in gaining the skills, exposure, and hands-on experience necessary to be employed in public

- mental health. Peer counseling and peer mentoring trainee programs may train consumers on facilitating peer-to-peer counseling relationships; delivering effective workforce and life-skill coaching at a peer level; and provide specialized training in geriatric, and forensic mental health.
- b. Promote careers in public mental health by working with Sonoma County Behavioral Health Division and contract organizations to develop meaningful paid positions, stipend internships, and externships, (i.e on a warmline) and to design positions that accept and are reflective of the consumer experience;
 - c. Engage consumers in career exploration of, and training in, mental health careers by acting as a liaison between educational, training, and certification programs, and consumers, their groups and organizations;
 - d. Provide and/or arrange for specialized training as identified by mental health consumers;
 - e. Assist Sonoma County Behavioral Health to provide recovery focused, consumer driven training for staff and contractors.

Respondents shall identify methods to develop and sustain consumers in the workforce. Some key activities and supports include:

- a. Training, including basic peer counseling and leadership
- b. Professional supervision, including identifying job requirements, leadership and organizational culture, addressing role conflict, performance management
- c. Support, including flexibility reasonable work adjustments, managing benefits, with remuneration, minimizing and managing stress

Program Three: Post Graduate Internship Program

Program Description

The Post Graduate Internship Program shall recruit and train interns that reflect the diversity of the community, particularly with Latino/a bilingual post graduates and post graduates interested in geriatric mental health, forensic mental health, adults who have serious mental illness, and youth who are severely emotionally disturbed. Respondents to the Post Graduate Intern Program will work closely to interface with BHD to provide Post Graduate Interns with a range of service experiences in the various BHD programs.

Respondents shall identify methods to develop and sustain interns in the workforce. Some key activities and supports include the following:

- a. Clinical training in evidence based, best/promising and/or emerging practices; interventions that are brief models focused on crisis intervention; and broad and general clinical training in core competencies of assessment, client engagement, case management, psychiatric rehabilitation, and mental health and substance abuse treatment that are recovery oriented, consumer and family member driven, and evidence based;
- b. Clinical supervision that addresses direct practice, treatment-team collaboration, continued learning, and job management;
- c. Professional supervision, including identifying organizational culture, addressing role conflict, and performance management;
Support, including flexibility, reasonable work adjustments, minimizing and managing stress

SECTION 2: CONTENT OF PROPOSAL

I. PROPOSAL INSTRUCTIONS

The Proposal packages must be submitted in the prescribed format. Any proposal package that deviates from this format may be rejected without review at BHD's sole discretion.

1. In preparing the written proposal package, the Respondent shall ensure the following:
 - a. Text must be typewritten and double-spaced
 - b. Type size in the Project Narrative must be 11 point either Arial or Times Roman or an equivalent font type and size. (Type size in charts, tables, graphs, and footnotes will not be considered in determining compliance). Margins are at least one inch each (left, right, top, and bottom)
 - c. Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the application. The cover page should be page 1, the Proposal Checklist and Table of Contents should be page 2, the transmittal letter should be page 3, the Executive Summary should be page 4, etc. Appendices should be labeled and separated from the Project Narrative and Budget sections, and the pages should be numbered to continue the content sequence.
 - d. The Budget and the Budget Justification and Narrative will not be counted against the Proposal page limit requirement
 - e. The Proposal Checklist (Attachment B) shall be completed and included in the Proposal Package
 - f. The Executive Summary shall be completed and included in the Proposal package.
 - g. The Proposal Narrative may not be longer than 20 pages and must adhere to the following format (failure to follow this format and sequence order of sections in the Proposal Narrative may result in disqualification or a lower evaluation score). Respondents are encouraged to be concise in their responses. Proposals shall be evaluated based on quality of content and not on length:
 - i. Respondent's Qualifications – 2 page maximum
 - ii. Program Design – 12 page maximum
 - iii. Staffing Plan – 2 page maximum
 - iv. Quality Management and Data Collection – 2 page maximum
 - v. Leveraging and Organizational Supports – 2 page maximum

2. Proposal Package and Content Sequence. The content and sequence of the Proposal Package must be as follows:

- Proposal Cover Letter
 - Proposal Checklist and Table of Contents
 - Proposal Transmittal Cover Letter
 - Executive Summary
 - Proposal Package Narrative
 - Budget Form and Justification Narrative
 - Letters of Support (3)
 - Supplemental documents, Attachments and Appendices
- a. Cover Letter (Does not count against Proposal Narrative page limit)

**Section 2:
Content of Proposal**

- i. The Cover Letter shall, at a minimum, identify the document as a Proposal Package stating the exact name of the RFP Package submission, date, and the Respondent's name.
- b. Checklist and Table of Contents (Does not count against Proposal Narrative page limit)
 - i. The Proposal Check List (Attachment B) must be completed in its entirety. The Table of Contents must be a comprehensive listing of materials included in the proposal package.
- c. Proposal Transmittal Cover Letter (1 page maximum) (Does not count against Proposal Narrative page limit)
 - i. Confirm acceptance to the terms of the agreement (sample provided as Attachment A) including the provision of required insurance endorsements; or submit requested revisions, if selected for award.
 - ii. The individual or organization name or DBA, full mailing address, e-mail address, telephone number, and the name of the primary contact person.
 - iii. The name, title and organization of the individual authorized to bind contract with the County of Sonoma.
- d. Executive Summary (1 page maximum). (Does not count against Proposal Narrative page limit) The Executive Summary shall condense and highlight the contents of the Respondent's proposal package to provide BHD with a broad understanding of the Respondents approach, qualifications, experience, and staffing. Respondents should place special emphasis on how the proposed scopes of work and approach will meet the primary objectives of program services for the contract resulting from the RFP. If an award is made for the proposal, the Executive Summary may be posted on BHD website and used for other communications.
- e. Proposal Narrative (20 page maximum). Respondents must complete the following Proposal Narrative. Page limit excludes charts, tables, etc. in Appendix and referred to in the narrative.
 - i. Respondent's Qualifications: Respondent must demonstrate it has the experience and financial capability to perform required WET program(s). Respondent must provide a summary of relevant background information to demonstrate that it meets the minimum mandatory requirements stated in Minimum Qualifications Section G and has the capability to perform the required services.
 - ii. Program Design: Respondent must describe the program design and methodology the Respondent will use to meet the contract work requirements listed in the Scope of Services Section H.
 - iii. Staffing Plan: Respondent must provide a detailed staffing plan and methodology for providing WET program services. The staffing plan must be supported by, and be consistent with, the Respondent's budget costs.
 - iv. Leveraging and Organizational Support: BHD emphasizes that leveraging is a principle for all programs. As a result, matching, cost sharing or other financial contributions from the Respondent or any collaborative partners is a critical element. Respondents are encouraged to leverage resources from other programs in order to increase the amount of services provided and broaden the

impact of the program. leveraging may be demonstrated by Respondents in numerous ways such as a combination of the following:

- o Cash match
 - o Federal reimbursements in the health system
 - o “Readiness” to implement programs by training staff and covering release time, creating supportive policies, etc.
 - o Use of facilities and other resources
 - o Coordinating with existing programs
- v. Quality Management and Data Collection: Respondent must establish and utilize a comprehensive quality management plan to ensure a consistently high level of services throughout the terms of the contract. Further, the Respondent must demonstrate the ability to collect, manage, and submit data as directed by BHD.
- f. Budget: Prepare a budget, budget justification, and narrative following the Sample Budget and Justification Narrative provided (Attachment C).
- g. Letters of Support: Provide at least three letters of support, including substantiating references from organizations with which the Respondent has had contractual or other business relationships similar in scope of the Program for which the Respondent is submitting a proposal.

J. GENERAL INFORMATION

1. Rights and Regulations

Sonoma County reserves the right to accept any proposal and to negotiate an agreement with any Respondent. The successful Respondent will be required to comply with all applicable equal opportunity laws and regulations.

Sonoma County reserves the right to reject any or all proposals, or to waive any defect or irregularity in a proposal. The County further reserves the right to award the agreement to the Respondent or Respondents that, in the County’s judgment, best serves the needs of Sonoma County.

All Respondents submit their proposals to the County with the understanding that the recommended selection of the review committee is final.

Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. Once the selections are made, all proposals shall be deemed public record. In the event that a Respondent desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the Respondent to clearly identify those portions with the word “Confidential” printed on the top right hand corner of the page. The County will consider a Respondent’s request for exemptions from disclosure; however, the County will make a decision based upon applicable laws. An assertion by a Respondent that the entire proposal, or large portions, is exempt from disclosure will not be honored.

2. Precontractual Expenses

The County shall not be liable for any precontractual expenses incurred by the Respondent or selected contractor or contractors. The County shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

3. Alternatives

If a Respondent takes exception or makes alterations to any requirement of the RFP, alternatives must be submitted as separate proposals and so noted on the cover of the proposal. The County reserves the right to consider such alternative proposals, and to award an agreement based thereon if it is determined to be in the County's best interest and such proposal satisfies all minimum qualifications specified in the RFP. Respondents must indicate in the cover letter that the proposal offers an alternative to the RFP.

4. Lobbying

Any party submitting a proposal, or a party representing a Respondent, shall not influence or attempt to influence any member of the selection committee, any member of the Board of Supervisors, or any employee of the County of Sonoma, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

5. Agreement

Respondent shall be willing to provide the required insurance and accept the terms of the Agreement. A sample of the Agreement is included as Attachment A. With few exceptions, the general terms will not be negotiated. Article 5 of Attachment A, Indemnification of the Agreement, will not be negotiated. Respondents must include in the cover letter a statement as to their willingness to sign an agreement with the existing contractual language. Statements must include specifics as to any contractual language the Respondent wishes to change. Note that any exceptions or changes to the Agreement may constitute grounds to reject the proposal. Also note that if you submit a proposal that does not address exceptions to the agreement you are accepting all terms and conditions contained therein.

K. SELECTION PROCESS

BHD staff will determine whether the Proposal Package is responsive. Those that are responsive will be scored and ranked by a selection review panel. The selection review panel will be composed of subject matter experts including stakeholders, consumers, and family members. The proposals ranked the highest by the selection review panel at the final scoring meeting will be evaluated by the Director of Health Services and the Director of Behavioral Health on the basis of best value and fullest compliance with the letter and spirit of the WET planning process input for a final decision.

1. **Mandatory Minimum Qualification Requirements.** The proposal package must demonstrate the Respondent meets the Minimum Qualifications outlined in Section G. After the deadline of submission, BHD staff will determine whether each proposal package complies with the mandatory minimum requirements. Failure of a proposal package to meet the mandatory minimum requirements - this includes, but is not limited to, demonstrating the required experience, and timely submission - shall eliminate the proposal from any further review.
2. **Proposal Package Criteria.** All proposal packages that successfully adhere to the mandatory minimum requirements will be reviewed and evaluated by the selection review panel based on the following criteria:
 - Proposal Package Narrative – Respondent's Qualifications – (20%)
 - Proposal Package Narrative – Program Design (45%)
 - Proposal Package Narrative – Staffing Plan (10%)
 - Proposal Package Narrative – Quality Management and Data Collection (5%)

- Budget and Justification Narrative (15%)
- Letters of Support (5%)

L. DURATION

All proposals will remain in effect and legally binding for at least ninety (90) days.

M. CANCELLATION OF INTENT TO AWARD

Time is of the essence in awarding the agreements. The County reserves the right to cancel any intent to award and proceed with the award to other contractors if any selected contractor has not signed the agreement within two weeks after the notification of intent to award.

N. APPEAL

Following notice of intent to award, organizations have seven business days from the date of the Notice to Award to submit an appeal. Organizations that were not selected for funding have the right to appeal if they believe that a significant material error occurred in the proposal evaluation and/or selection process that had a negative effect on their consideration for funding. The following rules apply to the appeal process:

1. Appeals will only be accepted from individuals or organizations that submitted proposals for funding. No third party appeals will be considered.
2. Appeals must be filed in writing and sent to Rita Scardaci, Director, Sonoma County Department of Health Services. Appeals should be sent to 475 Aviation Blvd., Santa Rosa CA 95403 with a copy to the BHD contact on the RFP. Appeals must be received within seven business days of notice of intent to award.
3. The Director will review the appeal and issue a final decision within ten (10) working days of receipt of the appeal.

O. COLLABORATION

The Department of Health Services encourages collaborative projects between agencies and/or organizations. Collaborative requests should carefully delineate each agency and/or organization responsibility and role in the project. A lead agency should be identified to act as fiscal agent for the project and will be expected to sub-contract with collaborating agencies as appropriate.

P. WEB SITE REFERENCES

<http://www.sonoma-county.org/health/mh/index.htm>.

COUNTY OF SONOMA
AGREEMENT FOR SERVICES

This agreement ("Agreement"), dated as of _____, 20__ ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and _____, a Type of Entity (hereinafter "Contractor").

R E C I T A L S

WHEREAS, Contractor represents that it is a duly qualified _____, experienced in the preparation of _____ and related services; and

WHEREAS, in the judgment of the _____, it is necessary and desirable to employ the services of Contractor for _____.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

A G R E E M E N T

I. Scope of Services.

1.1 Contractor's Specified Services. Contractor shall perform the services described in "Exhibit A – Scope of Work" attached hereto and incorporated herein by this reference (hereinafter "Exhibit A"), and within the times or by the dates provided for in Exhibit "A" and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit A, the provisions in the body of this Agreement shall control.

1.2 Cooperation With County. Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.4 Contract Documents. This Agreement includes the following documents, which are hereby incorporated by reference as though fully set forth herein:

- Exhibit A, Scope of Work and Staff List
- Exhibit B, Payment Terms and Conditions
- Exhibit C, Attestation of Claim
- Exhibit D, Documentation Standards
- Exhibit E, Insurance Provisions
- Exhibit F, (if necessary) Insurance Waiver(s)

2. Payment For all services and incidental costs required hereunder, Contractor shall be paid in accordance with the following terms:

2.1 Payment for Services. In full consideration of Contractor's satisfactory performance in providing services described in Exhibit A, Contractor shall be paid in accordance with the terms set forth in Exhibit B, attached hereto and incorporated by this reference.

2.2 Maximum Payment Obligations. In no event shall County be obligated to pay Contractor more than the total sum of \$ _____ under the terms and conditions of this Agreement as set forth in Exhibit B.

2.3 Overpayment. If County overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to County or at County's option, permit County to offset the amount of such overpayment against future payments owed to Contractor under this Agreement or any other agreement.

3. Term of Agreement. The term of this Agreement shall be from _____ to _____ unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Contractor.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3 Payment Upon Termination. Upon termination of this Agreement by County, Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further

provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.4 Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or Department Head, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

4.5 Obligations After Termination. The following shall remain in full force and effect after termination of this Agreement: (1) Article 5, Indemnification; (2) Section 9.4, Records Maintenance; (3) Section 9.4.1, Right to Audit, Inspect and Copy Records; (4) Section 9.12, Confidentiality; (5) Section 9.14, Audits; and (6) Section 13.5, Applicable Law and Forum.

4.6 Change in Funding. Contractor understands and agrees that County shall have the right to terminate this Agreement immediately upon written notice to Contractor in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding which the County anticipated using to pay Contractor for services provided under this Agreement or County has exhausted all funds legally available for payments due under this Agreement.

5. Indemnification. Contractor agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to Contractor's performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to Contractor's performance or obligations under this Agreement. Contractor's obligations under this Article apply whether or not there is concurrent negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. County shall have the right to select its legal counsel at Contractor's expense, subject to Contractor's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts. This indemnity provision survives the Agreement.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, Contractors, and other agents to maintain, insurance as described in Exhibit [E], which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes, which do not increase the amount paid under the Agreement, and which do not significantly change

the scope of work or significantly lengthen time schedules may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors/Purchasing Agent must authorize all other extra or changed work. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor.

9.1 Standard of Care. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

9.2 Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.4 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services provided under this Agreement. Records shall include all medical records, accounting records and administrative records related to services provided hereunder. Contractor agrees to preserve and maintain such records for a period of at least seven (7) years following the close of the County and State fiscal year in which the services were provided. If an audit has been started, records must be retained until completion and final resolution of any and all issues that might arise. Final settlement shall be made at the end of the audit and appeal process. All accounting records shall be maintained so that they clearly reflect the source of funding for each type of service for which reimbursement is claimed by Contractor. Accounting records include, but are not limited to, all ledgers, books, vouchers, time sheets, payrolls, appointment schedules, client data cards and schedules for allocating costs.

9.4.1 Right to Audit, Inspect and Copy Records. Contractor agrees to permit County and any authorized state or federal agency to audit, inspect and copy all records, notes and writings of any kind in connection with the services provided by Contractor under this Agreement, to the extent permitted by law, for the purpose of monitoring the quality and quantity of services, accessibility and appropriateness of services, and ensuring fiscal accountability. All such audits, inspections, and copying shall occur during normal business hours. Upon request, Contractor shall supply copies of any and all such records to County. Failure to provide the above noted documents requested by county within the requested time frame indicated may result in County withholding payments due under this Agreement. In those situations required by applicable law(s), Contractor agrees to obtain necessary releases to permit county or governmental or accrediting agencies to access patient medical records.

9.5 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.6 Statutory Compliance. Contractor agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement.

9.7 Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.8 AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.9 Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

9.10 Sanctioned Employees. Contractor agrees that it shall not employ in any capacity, or retain as a subcontractor in any capacity, any individual or entity that is listed on either the Suspended and Ineligible Contractor List published by the California Department of Health Services, or any list published by the Federal Office of Inspector General regarding the sanctioning, suspension or exclusion of individuals or entities from the federal Medicare and Medicaid programs. Contractor agrees to periodically review said State and Federal lists to confirm the status of current employees, subcontractor and Contractors. In the event Contractor does employ such individual(s)

or entity(s), Contractor agrees to assume full liability for any associated penalties, sanctions, loss or damage that may be imposed on County by the Medicare or Medicaid programs.

9.11 Compliance with County Policies and Procedures. Contractor agrees to comply with all County policies and procedures as they may relate to services provided hereunder, including but not limited, to those policies and procedures set forth in the Department of Health Services Healthcare Compliance Program.

9.12 Confidentiality. Contractor agrees to maintain the confidentiality of all patient medical records and client information in accordance with all applicable state and federal laws and regulations. Further, Contractor agrees to comply with all statutory and administrative requirements applicable to the County regarding the confidentiality of mental health and/or alcohol and drug abuse records and client information. The Contractor shall ensure that no list of persons receiving services under this Agreement is published, disclosed or used for any purpose except for the direct administration of this program or other uses authorized by law that are not in conflict with requirements for confidentiality contained in Welfare and Institutions Code Section 5328.

9.13 Notification of Adverse Proceedings. Contractor agrees that in the event that Contractor, or employees, volunteers, interns, subcontractors, or providers retained in any capacity by Contractor are under investigation by their licensing or certifying agency, are found to be in violation of any rules or regulations of their licensing or certifying agency, or are the subject of a disciplinary action, this event must be reported immediately to County.

9.14 Audits. Contractor agrees that all expenditures of state and federal funds furnished to the Contractor pursuant to this Agreement are subject to audit by County, State and/or federal agencies. County agrees to provide fourteen (14) days notice of intent of County to audit Contractor. Contractors subject to the Single Audit Act of 1984 and Single Audit Act Amendments of 1996 shall annually submit an independent audit conforming to OMB Circular A-133, which applies to non-profit organizations.

9.14.1 Copy of Audit. Contractor agrees a copy of audits performed shall be submitted to County no later than thirty (30) days after completion of the audit report, or no later than nine (9) months after the end of Contractor's fiscal year, whichever comes first. The Contractor's agreement(s) with audit firms shall have a clause to permit access by the County and state and federal agencies to the working papers of the external independent auditor.

9.14.2 Retention of Audit Report. Contractor agrees that audit reports and work papers shall be retained for a minimum of four (4) years from the date of the audit report, unless the auditor is notified in writing by the County, state or federal agency to extend the retention period.

9.15 Contractor Notification of Breach The County receives funding for _____ from the State Department of _____ pursuant to [INSERT TITLE OF AGREEMENT] (hereinafter "State Contract"). The State Contract contains certain requirements pertaining to the privacy and security of personally identifiable information (hereinafter "PII") and/or protected health information (hereinafter "PHI") and requires that the County contractually obligate any of its subcontractors to also comply with these requirements.

9.15.1. The State Contract requires the County to notify the State of any breach of privacy and/or security of personal identifiable information (PII) and/or protected health information

(PHI), Contractor shall, immediately upon discovery of a breach of privacy and/or security of PII and/or PHI by Contractor, notify County of such breach by telephone and email or facsimile.

9.15.2. In the event the State Contract requires the County to pay any costs associated with a breach of privacy and/or security of PII and/or PHI, including but not limited to the costs of notification, Contractor shall pay on County's behalf any and all such costs arising out of a breach of privacy and/or security of PII and/or PHI by Contractor.

9.16 Licensure and Staffing. Contractor warrants that it and all its employees and sub-contractors providing or supervising services under this Agreement have all necessary licenses, permits, and certificates to provide services under this Agreement, as required by applicable state and federal laws, rules and regulations. Contractor agrees to maintain said licenses, permits, and certificates in good standing for the duration of this Agreement. Failure to maintain said licenses, permits and/or certificates in effect for the duration of this Agreement shall be deemed a material breach of this Agreement and constitutes grounds for immediate termination of this Agreement by the County.

9.17 Notification of Sentinel Events. A Sentinel Event is an unexpected occurrence that results in or has the potential for death, serious physical or psychological injury, including the permanent loss of function. Sentinel Events signal the need for immediate investigation and response in order to reduce the probability of such event in the future. The following examples of Sentinel Events must be reported in writing to the Mental Health Services Director, 3322 Chanate Road, Santa Rosa, CA 95404 within five (5) days of occurrence:

- a. Adverse Medication Reaction
- b. Assault by Client: Sexual/Physical
- c. Elopement
- d. Homicide/Attempted Homicide
- e. Medication Error
- f. Abuse of Client: Sexual/Physical
- g. Suicide/Attempted Suicide
- h. Seclusion/Restraint Resulting in Injury or Death
- i. Significant Delay in Treatment
- j. Death of Client
- k. Other

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand

adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

TO: COUNTY: _____

TO: CONTRACTOR: _____

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile or email, the notice, bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date), (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

13. Miscellaneous Provisions.

13.1 No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one

party in favor of the other. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR:

_____ Date _____

Name, Title, Organization

COUNTY OF SONOMA:

_____ Date _____

Rita Scardaci, MPH, Director

Department of Health Services

_____ Date _____

Sonoma County Purchasing Agent (If Applicable)

**Section 3:
Attachment A**

Certificates of Insurance on File with and Approved as to Substance:

_____ Date _____

Division Director or Designee

Approved as to Form:

_____ Date _____

County Counsel

Structure of Exhibits for Master Contract for multiple services or programs:

- Exhibit A1 – ABC CBO Program X Scope of Work
- Exhibit B1 – ABC CBO Program X Payment Language
- Exhibit C1 – ABC CBO Program X Attestation Language
- Exhibit D1 – ABC CBO Program X Documentation Standards
- Exhibit E1 – ABC CBO Program X Insurance
- Exhibit F1 – ABC CBO Program X Insurance Waiver Form – if applicable

- Exhibit A2 – ABC CBO Program Y Scope of Work
- Exhibit B2 – ABC CBO Program Y Payment Language
- Exhibit C2 – ABC CBO Program Y Attestation Language
- Exhibit D2 – ABC CBO Program Y Documentation Standards
- Exhibit E2 – ABC CBO Program Y Insurance Waiver Form – if applicable

Proposal Checklist and Table of Contents

Section/Form	Section/Form Name/Descriptions	Page #
<input type="checkbox"/>	Proposal Cover Letter	
<input type="checkbox"/>	Proposal Checklist and Table of Contents	
<input type="checkbox"/>	Proposal Transmittal Letter	
<input type="checkbox"/>	Executive Summary	
<input type="checkbox"/>	Proposal Package Narrative	
<input type="checkbox"/>	Budget Form and Narrative	
<input type="checkbox"/>	Letters of Support	
<input type="checkbox"/>	Supplemental Documents, Attachments, and Appendices	

Sample Budget Form and Justification Narrative

Budget Categories	Total
I. DIRECT COST	
A. PERSONNEL-ADMINISTRATIVE/SUPPORT STAFF	
1. PROGRAM STAFF	
2. ADMINISTRATION/SUPPORT	
3. CONSULTANTS	
B. SEVICES AND SUPPLIES	
1. PRODUCTION/REPRODUCTION OF MATERIALS	
2. OFFICE SUPPLIES	
3. MILEAGE	
4. OTHER (SPECIFY)	
C. EQUIPMENT	
D. FACILITY COSTS	
SUBTOTAL	
II. INDIRECT COSTS	
A. ADMINISTRATIVE COSTS	
B. TOTAL OTHER INDIRECT COSTS	
SUBTOTAL	
TOTAL BUDGET	

BUDGET NARRATIVE AND JUSTIFICATION

Respondent must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

The budget must clearly indicate that a viable program will be operating within the timeframe allotted for the program. The Budget Narrative, an attachment to the Budget Form, must provide the formulas (calculations) showing how each dollar amount that appears on the Budget Form was calculated. All amounts are to be rounded off to the nearest dollar.

Following are explanations of the allowable line item categories and examples of how line item amounts are calculated. The examples show how formulas on the required Budget Narrative and Justification should look. Respondent is responsible for the accuracy of all information presented in its Budget Form or Budget Narrative. Any errors may result in loss of points.

I. DIRECT COSTS

A. PERSONNEL-ADMINISTRATIVE/SUPPORT STAFF (SALARIES & EMPLOYEE BENEFITS)

1. Program Staff

- Indicate the staff position and salary for each staff person proposed for program
- Indicate the percentage of Employee/Fringe Benefits for each staff classification. This includes FICA, unemployment insurance, workers' compensation, and health insurance. List total Employee/Fringe Benefit Package costs for each staff position
- Add the benefit dollar amount to the salary dollar amount to arrive at the combined salary/benefit for each classification

EXAMPLE:

Salary: Program Coordinator @ 4000 mo. X 12 mos. = \$48,000

Employment Benefits: 26% X \$48,000 = \$12,480

Total Program Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

2. Administration/Support

- Indicate the staff position and salary for each staff person proposed for the program
- Indicate the percentage of Employee/Fringe Benefits for each staff classification. This includes FICA, unemployment insurance, workers' compensation, and health insurance. List total Employee/Fringe Benefit Package costs for each staff position
- Add the benefit dollar amount to the salary dollar amount to arrive at the combined salary/benefit for each classification

EXAMPLE:

Salary: Project Coordinator @ \$2500 mo. X 12 mos. = \$30,000

Employment Benefits: 26% X \$30,000 = \$7800

\$30,000 + \$7800 = Total Project Coordinator salary and benefits

3. Consultants

- List the names (if known) and type of consultants to be hired, the annual number of consultations, and the consultation rate
EXAMPLE:
Curriculum Consultant: 50 hours at \$200/hour = \$10,000

B. SERVICES AND SUPPLIES COSTS

Costs for production/reproduction of materials, mailing, office supplies, mileage related to the program may be included if they are not included in the overall administrative costs of the program and can be identified as such for invoicing purposes.

1. Production/Re-production of materials

- Specify the cost per month for the duration of the program

2. Office Supplies

- Specify the costs per month for the duration of the program
EXAMPLE:
Training and Presentation Supplies @100 month X 12 months = \$1200

3. Mileage

- Specify the total annual proposed cost for each staff person requiring travel mileage and the basis for computation.
EXAMPLE:
Rate (\$0.35) x Number of Miles = Total Mileage

4. Equipment (valued at or less than \$200)

- Equipment costing \$200 or less than \$200 shall be purchased out of the Services and Supplies Budget. Specify the equipment to be purchased, leased, or rented.
EXAMPLE:
2 Portable DVD Players @ \$150 each = \$300

C. EQUIPMENT (valued over \$200)

For this section, "Equipment" means non-expendable personal property, each item of which has (a) a useful life in excess of one year, and (b) a value in excess of Two Hundred Dollars (\$200).

1. Purchases:

- Identify equipment to be purchased, a justification statement for the purchase, and the cost of each piece of equipment. Equipment purchase requests must be submitted to County of Sonoma – Department of Health Services Behavioral Health Division.

2. Equipment Leases

- Identify equipment to be leased, a justification statement for all leased equipment, and the cost of each lease.

D. FACILITY COSTS

1. Facility Rent/Lease

- Specify the gross square footage, monthly and yearly gross cost, monthly and yearly cost per square foot

II. INDIRECT COSTS

Administrative support and other indirect costs are those incurred for the common benefit of the organization's total contracted program and are not directly or readily attributable to a previously specified direct cost. Allowable administrative costs include accounting, budgeting, financial screening, general administrative personnel, information system, office services, and other such similar services. These costs must be reasonable, be equitably allocated and compliant with federal cost allocation principles. Consult with your accountant. Administrative costs are allowable to the extent they are 1) reasonable, and 2) related to the services provided.

A. ADMINISTRATIVE COSTS

Administrative costs are the indirect costs related to the implementation and operation of the program. Such costs must be reasonable and include a formula on how the cost was calculated.

B. TOTAL OTHER INDIRECT COSTS

Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.