

**Alameda County Commission on the Status of Women
Request for Proposals (RFP)**

SPECIFICATIONS, TERMS & CONDITIONS

For

<p>2009/2010 DVCA Domestic Violence Center Act Legal and Shelter Services</p>
--

RFP Non-Mandatory BIDDERS' CONFERENCE DATE

January 29, 2009 —5:30 p.m. – 7:30 p.m.

Alameda County Social Services Agency
Eden Area Self-Sufficiency Center
California Poppy Room A&B 2nd Floor
24100 Amador Street
Hayward, CA 94544

RFP PROPOSAL DEADLINE

February 13, 2009 - 4:30 p.m.

Alameda County Social Services Agency
Eden Area Self-Sufficiency Center
Commission Office, 6th Floor
24100 Amador Street
Hayward, CA 94544

ATTN: CSW Executive Director Lorraine Provost

RFP CONTACT INFORMATION

http://www.alamedasocialservices.org/public/community/funding_opportunities/
www.acgov.org/gsa

RFP Contents and BID Process: Lorraine Provost 510-259-3871 lprovost@acgov.org
Melody Kelley 510-271-9165 mkelley@acgov.org



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

**FISCAL YEAR 2009/2010 DVCA
Domestic Violence Center Act Legal And Shelter Services**

TIMELINE AND ACTIVITIES

January 13, 2009	Release of Published RFP
January 29, 2009	RFP Non Mandatory Bidders' Conference
February 13, 2009 (4:30 p.m.)	Deadline for RFP Responses to CSW
March 20, 2009	Announcement of Contract Funding Recommendations
March 30, 2009	Deadline for Appeals Appeals Hearing Date TBD
April 8, 2009	Final Funding Recommendations Sent
To Be Determined	Final Awards by Board of Supervisors
July 1, 2009	Estimated Contract Start Date



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

TABLE OF CONTENTS

REQUEST FOR PROPOSALS: GENERAL INFORMATION

I. INTRODUCTION AND DOMESTIC VIOLENCE CENTER ACT PROGRAM OVERVIEW... 4

II. PROGRAM DESCRIPTION..... 4

- A. Purpose
- B. Services
- C. Funding Availability and Funding Period

III. RFP RESPONSE and SCOPE OF SERVICES..... 5

- A. Notification of Funding Application
- B. DVCA Application Cover Sheet for FY 2009-2010
- C. Domestic Violence Legal Services Funding Application
- D. Domestic Violence Shelter Funding Application

IV. BIDDERS' CONFERENCE INFORMATION..... 17

V. BIDDERS' PROPOSAL INFORMATION..... 18

- A. Cost of Developing the Proposal..... 18
- B. Proposal Terms and Conditions..... 18
- C. Successful Proposal as Part of Contract Services..... 18
- D. Pre-Contract Implementation Assessment 19
- E. Compliance with Applicable Regulations..... 19
- F. Additional Reporting Requirements 19
- G. Discrimination and Confidentiality..... 20
- H. Applicable Federal Costs Standards..... 21
- I. County Provisions..... 21
- J. Term/Termination/Renewal..... 24
- K. Bidders' Acknowledgement..... 25

VI. ATTACHMENTS: County Procurement Policies and Contracting Specifications..... 27



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

REQUEST FOR PROPOSALS: GENERAL INFORMATION

I. Introduction and Domestic Violence Center Act Program Overview (DVCA)

The Commission on the Status of Women (CSW), through collaboration with non-profit agencies, has traditionally provided DV services through the DVCA program. Through this RFP, CSW seeks to continue to provide Domestic Violence Shelter and Domestic Violence Legal services. While projects proposed must be consistent with the DVCA requirements, bidders are encouraged to develop innovative approaches to enhance Alameda County's ability to assist DV victims and families.

The Alameda County Commission on the Status of Women (CSW) makes recommendations to the Alameda County Board of Supervisors regarding disbursement of designated marriage license fees and probation fines. (CA Government Code 26840.3) (CA Penal Code 1203.097).

II. PROGRAM DESCRIPTION

A. Purpose

To provide Domestic Violence Legal and Domestic Violence Shelter service standards that closely correspond to California legislatively mandated services, which are vital to the maintenance of a center responsive to the basic rights and needs of victims of domestic violence (DV).

B. Services

The services to be provided under the DVCA Program must include, but are not limited to, the following:

- Legal: Telephone information and referrals, Legal assistance needed for Temporary restraining orders (TRO), Restraining orders and/or custody disputes.
-
- Shelter: 24 Hour crisis hotline, Counseling for DV victims and their children, Hospital emergency room protocol and assistance, Emergency shelter, food, clothing and transportation, Emergency response to calls from law enforcement, Business center, Court and Social Service advocacy, Legal assistance, Community resource and referral, Household establishment assistance.

C. Funding Availability and Funding Period

It is estimated that \$175,000 will be available to fund the DVCA Program. All awards are subject to funding availability. DVCA funding levels are uncertain and subject to change. **No obligation or commitment of funds will be allowed beyond this grant period.**



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

III. RFP RESPONSE AND SCOPE OF SERVICES

- A. Notification of Funding Application**
- B. DVCA Application Cover Sheet for FY 2009-2010**
- C. Domestic Violence Legal Services Funding Application**
- D. Domestic Violence Shelter Funding Application**



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

**Notification of Available Funding for
Domestic Violence Shelters and Legal Services**
⇒⇒⇒ FY July 1, 2009- June 30, 2010 ⇐⇐⇐

Completed applications, including attachments, must be submitted to **Domestic Violence Committee, c/o Lorraine Provost, Executive Director, The Commission on the Status of Women, 24100 Amador Street, 6th Floor, Hayward, CA 94544.**

Applications must be received by **4:30 P.M. on Friday, February 13, 2009**, and will be time and date stamped upon receipt. Any application received after the deadline will not be considered for funding in this cycle. **No email, fax or online applications will be accepted.**

Applications will be accepted and considered for two types of domestic violence programs: domestic violence shelters and domestic violence legal services. Only 501 (c) 3 non-profits are eligible to apply.

Successful applicants who are funded for FY 2009-2010 may be extended for up to two additional 12-month periods if the County receives adequate additional funding. Funding beyond 30 June 2010 is not guaranteed.

The Alameda County Commission on the Status of Women (CSW) makes recommendations to the Alameda County Board of Supervisors regarding disbursement of designated marriage license fees and probation fines. (CA Government code 26840.3) (CA Penal Code 1203.097).



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

Alameda County
COMMISSION ON THE STATUS OF WOMEN
DVCA Application Cover Sheet For FY 2009 - 2010
(To be completed by all applicants)

Organization:

Address:

Phone:

Fax:

Executive Director:

Contact Person for application, including job title:

Please provide the information requested below on attached sheets. Our answers are used to establish compliance with the DVCA authorizing legislation found in CA Government Code 26840.3 & CA Penal Code 1203.097. They also provide the basis for Commissioners' questions during site visits, drawing attention to your strengths. The Commission cannot announce in advance the amount of available funds because these vary with annual changes in marriage license fees and domestic violence fines collected.

Bidders accept all terms and conditions contained in the RFP. Bidder certifies all statements are factual.

1. Year the organization became a 501 (c) 3:
2. Organization Mission Statement:
3. A brief overview of your organization. You may wish to describe years of operation, unique services provided, geographic area served, diversity aspects of clients and/or staff, number of paid staff, number of volunteers, board operations, and/or agency changes in the past five or ten years. Since this contract may be extended an additional two (2) years, please tell us about your anticipated long-term plans in this time frame.
4. List all monies received during fiscal year 08/09 including public and private grants from organizations and/or corporations over the amount of \$500. Give source of funding, dollar amount, purpose of the contract, and tell whether you successfully completed the contract.
5. Has your organization previously received Alameda County DVCA funding?
Y / N If so, how many years? _____
6. Have you ever had a problem fulfilling the requirements of an Alameda County DVCA contract? Y / N If yes, provide a narrative citing the year(s), what happened, and the end result.



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

Attachments required:

- Proof of 501 (c) 3 status
- Board of Directors list (List names and business addresses of all members and indicate officers; note vacancies if any)
- Staff – Name of all FTE or percentage of staff’s time assigned to Domestic Violence Contract, salaries and benefits
- Complete Agency Budget for FY 08/09
- Organizational Chart
- Domestic Violence Budget for FY 08/09
- Language Access
- EPLS Report



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**



ALAMEDA COUNTY
COMMISSION ON THE STATUS OF WOMEN
Domestic Violence Legal Services Funding Application
FY July 1, 2009 - June 30, 2010

Instructions: Applicants should submit an **original and 9 copies (total of 10)** of the application, including attachments. Application should be single spaced using no typeface smaller than 10 pt. Please limit your response to one page for each question. **No email, fax or online applications will be accepted.**

Applications Must Include:

1. Completed application cover sheet
2. Completed application addressing all required services
3. Attachments as listed at bottom of cover sheet

The following service standards will be required for all applicants to be considered for funding for the provision of legal services for victims of domestic violence (DV). For each required service, please describe the service provided including how many paid staff and/or volunteers provide the service and the training required to be a direct service provider. These requirements are based on the DVCA authorizing legislation found in CA Government Code 26840.3 & Penal Code 1203.097

Numbers 1 - 5 are required to be considered for funding. Number 6 is your opportunity to describe other services you provide for DV victims.



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

1. Telephone information and referral for DV victims regarding legal matters:

State days and hours of operation when telephone assistance is available to DV victims. How is appointment set up? What is the normal waiting time? To whom and how are clients referred during hours when staff are not available? What kind of legal information do you provide callers by phone?

For the period from July 1, 2007 - June 30, 2008 - number of phone calls received requesting information or appointments_____.

July 1, 2008 - December 31, 2008 (*six months only*) - number of phone calls received requesting information or appointments_____.

2. Legal Assistance provided to DV victims in completing paperwork needed to file Temporary Restraining Orders (TRO), Restraining Orders and/or Custody Disputes:

The provider must offer in-person assistance to DV victims. State the days of the week and times when services are provided.

At what location(s) do you serve clients?

For the period from July 1, 2007 - June 30, 2008 - number of unduplicated clients receiving in-person assistance in completing paperwork _____.

July 1, 2008 - December 31, 2008 (*six months only*) - number of unduplicated clients receiving in-person assistance in completing paperwork_____.

3. Assistance in Filing Paperwork at Court: The provider must offer services for filing paperwork for TROs, restraining orders and custody disputes.

July 1, 2007 - June 30, 2008 - number of filings project staff or volunteers completed for DV victims_____.

July 1, 2008 - December 31, 2008 (*six months only*) - number of filings project staff and volunteers completed for DV victims_____.

July 1, 2008 - December 31, 2008, (*six months only*) - number of clients accompanied to court. This is a duplicated count, i.e., if you go to court with a client more than once you may count each court appearance separately _____.



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

4. **Court Accompaniment:** The Project must offer court accompaniment to DV victims.
State where and when you provide this service.

July 1, 2007 – June 20, 2008 - number of clients accompanied to court. This is a duplicated count, i.e., if you go to court with a client more than once you may count each court appearance separately _____.

July 1, 2008 - December 31, 2008, (*six months only*). This is a duplicated count, i.e., if you go to court with a client more than once you may count each court appearance separately _____.

5. **Number of TROs, Restraining Orders and Custody Dispute Agreements granted to DV victims:**

July 1, 2007 - June 30, 2008, number of TROs, Restraining Orders and/or Custody Dispute Agreements granted _____.

July 1, 2008 - December 31, 2008 (*six months only*) - number of TROs, Restraining Orders and/or Custody Dispute Agreements granted _____.

6. **Please tell us about other services you provide to DV victims and their children:**



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

**ALAMEDA COUNTY
COMMISSION ON THE STATUS OF WOMEN
Domestic Violence Shelter Funding Application
FY July 1, 2009 – June 30, 2010**



Instructions: Applicants should submit an **original and 9 copies (total of 10)** of the application, including attachments. Application should be single spaced using no typeface smaller than 10 pt. **No email, fax or online applications will be accepted.**

Applications Must Include:

1. Completed application cover sheet
2. Completed application addressing all required services
3. Attachments as listed at bottom of cover sheet

The following service standards closely correspond to California State legislatively mandated services, which are vital to the maintenance of a center responsive to the basic rights and needs of victims of domestic violence (DV). These requirements are based on the DVCA authorizing legislation found in CA Government Code 26840.3 and CA Penal Code 1203.097.

Services numbered 1 – 13 are required in order to be considered for funding. Number 14 is your opportunity to describe other services you provide for DV victims and their children.

For each of the thirteen DVCA required services, please describe the service you provide. Include how many paid staff and/or volunteers provide the service provisions and the training they received in order to become direct service workers. We want to know how many hours per day and days per year the service is provided and whether the agency provides the service or sub-contracts with another agency to provide the service. In cases where services are subcontracted, a copy of the agreement with the subcontractor must be attached to the proposal and you must provide a narrative regarding service provision, staffing and staff training.

In cases where an operational agreement or memorandum of understanding is requested, you may use those you have used in other applications. They must cover FY 07-08.

Please keep your narrative to a maximum of one page per question.



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

Thirteen Required Services

1. **Twenty-Four Hour Crisis Hotline:** The project must maintain a 24-hour a day crisis hotline. Crisis intervention and assistance to domestic violence victims must be provided through this telephone response.

Number of Crisis Calls Received:

July 1, 2007 – June 30, 2008_____.

July 1, 2008 – December 31, 2008 (*six months only*)_____.

2. **Counseling (Individual and Group) for domestic violence victims only, not for children.** (Please state the location(s) where the services are provided.)

A. Number of DV Victims Served and Individual Counseling Hour Provided:

July 1, 2007 – June 30, 2008 – unduplicated people served _____.
Hours of counseling provided_____.

July 1, 2008 – December 31 2008 (*six months only*) – unduplicated people served_____. Hours of counseling received_____.

B. Number of DV Victims Served and Group Counseling Hours Provided:

July 1, 2007 – June 30, 2008 – unduplicated people served_____. Hours of group counseling provided _____(the number of hours groups were in session, not hours multiplied by the number of participants).

July 1, 2008 – December 31 2008 (*six months only*) – unduplicated people served_____. Hours of group counseling provided _____.

3. **Business Center:** The project must have an established office location where assistance will be provided to DV victims. At a minimum, business office must be open during routine business hours i.e. 9:00 a.m.- 5:00 p.m. Monday – Friday.



Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds

- 4. Emergency Shelter for Domestic Violence Victims and their Children:** The project must provide shelter for domestic violence victims and their children 24-hours a day. Although individual agency program requirements may encourage DV victims to participate in appropriate activities during the day, i.e. job search, job training, house search, there must not be any time during a 24 hour day when clients are not allowed in the shelter. State how many clients your shelter houses (beds) and whether they beds are available 365 days a year. If you also provide safe houses, tell us about that service. If you provide motel vouchers, tell us about that service.

July 1, 2007 – June 30, 2008 – unduplicated number of DV victims and their children provided shelter_____. Bed nights provided_____.

July 1, 2008 – December 31, 2008 (*six months only*) – unduplicated number of DV victims and their children provided shelter_____. Bed nights provided_____.

- 5. Emergency Food and Clothing:** The project must provide a means for responding to the immediate food and clothing needs of DV victims and their children.

July 1, 2007 – December 31, 2008 – unduplicated number of DV victims and their children receiving clothing and/or food_____.

July 1, 2008 – December 31, 2008 (*six months only*) – unduplicated number of DV victims and their children receiving clothing and/or food_____.

- 6. Emergency Response to Calls from Law Enforcement:** The project must provide 24-hour telephone response to law enforcement agencies (in the service area only) in the provision of emergency services to DV victims. If you also provide in-person response, please tell us about that service. Written operational agreements or memoranda of understanding on how services will be coordinated with local law enforcement agencies must be submitted as an attachment to this application.

July 1, 2007 – June 30, 2008 – number of calls from law enforcement agencies regarding DV victims _____.

July 1, 2008 – December 31, 2008 (*six months only*) – number of calls from law enforcement agencies regarding DV victims_____.



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

- 7. Hospital Emergency Room Protocol and Assistance:** The project must consult with local hospital emergency rooms within the service areas to establish and/or maintain a plan for the treatment and assistance of DV victims. Written operational agreements or memoranda of understanding on how services will be coordinated must be submitted as an attachment to this application.

July 1, 2007 – June 30, 2008 – Number of unduplicated victims assisted at hospital sites _____.

July 1, 2008 – December 31, 2008 (*six months only*) – number of unduplicated victims assisted at hospital sites _____.

- 8. Emergency Transportation:** The project must provide a means for emergency transportation on a 24-hour basis to shelters or other places of safety appropriate for DV victims and their children.

July 1, 2007 – June 30, 2008 – Number of one-way trips provided to DV victims and their children. (If a DV victim and her three children were transported from one location to a place of safety, e.g. the DV shelter, count four (4) one-way trips) _____.

July 1, 2008 – December 31, 2008 (*six month only*) – number of one-way trips provided to DV victims and their children. (If a DV victim and her three children were transported to a place of safety, e.g. the DV shelter, count four (4) one-way trips) _____.

- 9. Counseling for Children of DV Victims:** The project must provide counseling for the children on DV victims. This service must be provided at the shelter or a nearby location

July 1, 2007 – June 30, 2008 – number of unduplicated children receiving - individual counseling _____, group-counseling _____.

Number of hours of group counseling provided, (hours when the group was in session – not multiplied by the number of children in the group) _____.

July 1, 2008 – December 31, 2008 – (*six months only*) – number of unduplicated children receiving individual counseling _____, group-counseling _____.

Number of hours of group counseling provided, (hours when the group was in session – not multiplied by the number of children in the group) _____.



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

10. Court and Social Service Advocacy: The project must provide advocacy to DV victims when necessary to intervene on their behalf with the court and social service agencies.

July 1, 2007 – June 30, 2008 – number of unduplicated DV victims provided court and/or social service advocacy _____.

July 1, 2008 – December 31, 2008 (*six months only*) – number of unduplicated DV victims provided court and/or social service advocacy _____.

11. Legal Assistance with Temporary Restraining Orders, Restraining Orders and Custody Disputes: The project must provide information and assistance to DV victims in understanding, preparing and processing the legal documents necessary to obtain temporary restraining orders, restraining orders and other protective custody orders. Please provide who performs this service for your shelter.

July 1, 2007 – June 30, 2008 – Number of unduplicated DV victims provided with legal information _____.

Number of unduplicated DV victims assisted in filling out and filing paperwork to obtain TRO's _____. Number of unduplicated DV victims who obtained TRO's or other restraining orders _____.

July 1, 2008 – December 31, 2008 – (*six months only*) number of unduplicated DV victims provided with legal information _____.

Number of unduplicated DV victims assisted in filling out and filing paperwork to obtain TRO's _____. Number of unduplicated DV victims who obtained TRO's or other restraining orders _____.

12. Community Resource and Referral: The project must establish itself as an active participant in the local public and private social services network, advocating for the timely and comprehensive response to DV victims needs. (Attach any operational agreements or memoranda of understanding you have that would be pertinent to this required service).

13. Household Establishment Assistance: The project must provide assistance to victims of DV in establishing new permanent residences, e.g. assisting DV victims and their children to obtain furniture and household equipment. How is this accomplished by your project?

14. Add information about any other services you provide to DV victims in addition to the 13 listed above: Number 14 is not required. It provides an opportunity for you to describe services that enhance your basic program. Examples might include transitional housing, assistance with job search and getting into school.



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

IV. BIDDERS' CONFERENCE INFORMATION

**ALAMEDA COUNTY
COMMISSION ON THE STATUS OF WOMEN**

BIDDERS' CONFERENCE INFORMATION

RSVP REQUIRED

(Call 510-259-3871 or 510-259-3856 to RSVP)

January 29, 2009 —5:30 p.m. – 7:30 p.m.

Alameda County Social Services Agency
Eden Area Multiservice Center
California Poppy Room A&B 2nd Floor
24100 Amador Street
Hayward, CA 94544

(Please park only in the lot behind the building.)

Important Notes Concerning the

2009/2010 DVCA Request For Proposal (RFP) Application Process

- The deadline for receipt of all required RFP documents is 4:30 p.m., February 13, 2009 at the above address. All RFPs must be hand-delivered; a receipt will be provided.
- The Alameda County Commission on the Status of Women's Time/Date Stamp will serve as the official timepiece.
- Parking is limited and **NO RFP Applications WILL BE ACCEPTED** after the deadline **(NO EXCEPTIONS!)** so please submit your applications early!



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

IV. BIDDERS' PROPOSAL INFORMATION

A. Costs of Developing the Proposal

All costs incurred in the preparation of a proposal, including travel expenses to attend the Request for Proposals (RFP) bidders' conference, is solely the bidder's responsibility and non-reimbursable by the Alameda County Social Services Agency and Commission on the Status of Women (SSA CSW).

The SSA CSW discourages lengthy and costly proposals and recommends proposals be prepared simply and economically with straightforward and concise descriptions of the bidder's capabilities to satisfy the RFP's requirements.

B. Proposal Terms and Conditions

1. Familiarity with the specifications, terms and conditions of the RFP is each bidder's responsibility. By submitting a bid, a bidder can make no claim against the SSA CSW based on ignorance of or misunderstanding of the specifications, whether or not the bidder is awarded a contract.
2. The COVER LETTER of each proposal stipulates the bidder's acceptance of all terms and all conditions contained in the RFP package, therefore, a bidder's offer/response is part of the contractual terms. Each bidder **shall** submit its proposal with the understanding that the proposal becomes an official document, subject to disclosure, if requested by a member of the public, following the final award decision by the Alameda County Board of Supervisors.
3. The COVER LETTER of each proposal also stipulates that bidders certify that statements in the proposal are factual. The proposal cover letter constitutes a warranty, the falsity of which includes the SSA CSW right and discretion to declare submitted proposals, as a result thereof, null and void.
4. Proposals **shall** be completed, executed, and submitted in accordance with the instructions of this RFP. Proposals in noncompliance with the proposal format specified in this RFP may be rejected, unless the SSA CSW determines the severity of noncompliance is a minor irregularity, defect, or variation in the proposal is immaterial or inconsequential. The SSA CSW may offer a bidder the opportunity to remedy proposal deficiencies resulting from a minor irregularity or an immaterial or inconsequential defect. The SSA CSW may also waive such deficiency depending on whichever situation is most advantageous to the SSA CSW.

C. Successful Proposal as Part of Contract Services

1. All DVCA Fiscal Year (FY) 2009/2010 proposals received in response to this RFP may be appended and incorporated into the awarded contracts, at the SSA CSW discretion, and may serve as the contracts basic terms and conditions. Therefore, bidders awarded a contract are held responsible to the performance targets assigned to the DVCA Program activities. The SSA CSW reserves the right to negotiate modifications or revisions to awarded CONTRACTORS to ensure coverage of program/project requirements.
2. An award of contract funds by the Alameda County Board of Supervisors initiates a contract negotiation process. As such, if the SSA CSW cannot successfully negotiate a FY 2009/2010 contract with the awardees, the SSA **shall** void the funding award and may award the funds to an alternate bidder or bidders.



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

D. Pre-Contract Implementation Assessment

Prior to implementing the DVCA FY 2009/2010 contracts, the SSA CSW reserves its right to conduct on-site assessments of the **CONTRACTORS'** financial capacity to meet the terms and conditions cited in the RFP and the **CONTRACTORS'** proposal.

The **CONTRACTORS**/Fiscal Agent **shall** have at least one of the following for review.

Financial statements from the past three (3) calendar years and prepared by a Certified Public Accountant (CPA);

OR

A written statement and supporting evidence that the organization has been incorporated for less than one (1) year and a financial report has not been completed;

OR

Other written evidence of its financial stability/solvency, fiscal accountability, ability to manage funds and willingness to have financial records reviewed by an independent and competent third party;

OR

Federal Income Tax Returns from the past three calendar (3) years.

E. Compliance with Applicable Regulations

This RFP has been developed consistent with applicable State DVCA statutes, regulations, and published guidelines and policies. In addition, the processing and contracting of this RFP is in compliance with Chapter 23-600 of the California Department of Social Services' Manual for Management and Office Procedures.

F. Additional Reporting Requirements

The SSA CSW requires proposals to meet the following contract requirements:

1. Provide SSA CSW staff access to financial, and other records, pertaining to the program(s) / project(s) listed in the contract and a means to verify the integrity and accuracy of the records.
2. Maintain statistical information and financial records for potential audit review(s) and periodic reporting should the SSA CSW request the information.
3. Provide the organization's Federal Tax Identification Number (TIN).
4. Submit monthly statements regarding any variances or discrepancies between the *contracted* unit of service(s) and the actual unit of services(s) provided to DVCA clients.
5. Submit final statistical and financial reports to the SSA no later than thirty (30) days after the contract period ends.
6. Comply with fiscal or program monitoring/assessment recommendations by the SSA CSW liaison and implement all written corrective action plans.
7. Comply with all Federal, State and local contracting and accounting rules, regulations and policies., including, but not limited to:
 - a. The standard contract language of CDSS and Alameda County; and,



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

- b. Insurance coverage to include worker's compensation, general liability, auto liability and professional liability, unless waived by the SSA CSW.
8. Meet the requirements for audit of its expenditures as provided in the above documents.
9. Maintain individual client case files for audit by SSA CSW and/or the California Department of Social Services.
10. Additional application screening process for Federally Funded programs:
Each application must be screened at the time of the RFP or procurement process to ensure applicants—the agency and principal—have not been debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities, as per the Code of Federal Regulations (CFR), Title 45, Part 75.13. If applicant fails to meet this requirement, the application **shall** be denied.

Please comply with this request by visiting the following website and checking the status of your agency and principal (Executive Director/President/CEO) and printing and submitting the results as an attachment to your proposal.

<http://www.epls.gov/>

G. Discrimination and Confidentiality

Discrimination: **CONTRACTORS** awarded public funds under this RFP, **shall not** discriminate against any employee or applicant because of race, sex, age (over 40), religion, national origin, color, ethnicity, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition, or the conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC). This includes, but is not limited to, the following: employment, upgrading or promotion, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or form of compensation, and selection for training, including apprenticeship. **CONTRACTORS shall not**, in connection with the employment, advancement, or discharge of employees, discriminate against them because of their age, except upon the basis of a bona fide occupational requirement or retirement plan, or statutory regulation.

CONTRACTORS shall not employ discriminatory practices against any person in the performance of any services hereunder on the basis of race, sex, age (over 40), religion, national origin, color, ethnicity, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition, or the conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC).

Confidentiality: **CONTRACTORS shall** use any CalWORKs client information provided by the SSA, or by the client, only for the purpose of administering the DVCA program. The improper use or disclosure of confidential case information for any other purpose is a misdemeanor under California Welfare & Institutions Code, Section 10850. **CONTRACTORS shall** inform all of their employees of the requirements concerning Confidentiality in the handling of client information. The SSA CSW may take further steps to ensure **CONTRACTORS'** awareness of the provisions of California Welfare and Institutions Code, Section 10850, and may require that **CONTRACTORS** have employees sign acknowledgment of their understanding of said statute and its provisions.

CONTRACTORS awarded funds, under this RFP, will maintain all information gathered pertaining to DVCA program participants in a secure environment in order to ensure the



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

participants' right to confidentiality, and the **CONTRACTORS** will not release participant information to any Third Party who is not directly responsible for management of the participant's DVCA activities, without the prior written consent of the participant.

H. Applicable Federal Costs Standards

The following "Federal Costs Standards" determine allowable Fiscal Year (FY) 2009/2010 costs for:

1. Public Agencies: Federal Management Circular 74-4, as amended; Office of Management and Budget Circular A-102, as amended;
2. Colleges and Universities: Office of Management and Budget (OMB) Circular A-121, as amended;
3. Other Non-Profit Agencies: OMB Circular A-122; and,
4. For-Profit Agencies: 41 CFR Parts 1.

Note: Bidders must base their FY 2009/2010 project budgets on these costs principles.

I. County Provisions

1. **Preference for Local Products and Vendors**: A five percent (5%) preference shall be granted to Alameda County products or Alameda County vendors on all sealed bids on contracts except with respect to those contracts which state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP/Q; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this RFP/Q.
2. **Small and Emerging Locally Owned Business**: A small business for purposes of this RFP is defined by the United States Small Business Administration as having no more than \$6.5 million in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County is one having annual gross receipts of less than one-half (1/2) of the above amount over the same period of time. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Renewal Application) has been attached hereto as Exhibit E and must be completed and returned by a qualifying contractor.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP/Q; and which holds a valid business license issued by the County or a city within the County.



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses the following provisions shall apply to this RFP:

1. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in paragraph 1., above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.
2. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference **and** must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder's total bid amount in order to be considered for the contract award. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this RFP. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

The County reserves the right to waive these small/emerging local business participation requirements in this RFP, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB. If you apply and are certified as a SLEB, you will receive a 5% SLEB bid preference:

- non-profit community based organizations (CBO);
- non-profit churches or non-profit religious organizations (NPO);
- public schools; and universities; and
- government agencies

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Service as 501(c) 3.

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org <<mailto:linda.moore@acgov.org>>.



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

3. **First Source Program:** The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act requires that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued RFQ are to allow Alameda County ten (10) working days to refer potential candidates to vendor to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as Exhibit H, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten day window) in the event that they are awarded a contract as a result of this RFP/Q. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

If compliance with the First Source Program will interfere with Contractor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor will provide to the County a written justification of non-compliance.

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org <<mailto:linda.moore@acgov.org>>.

4. **Eco-Friendly Proposal Packaging:** The SSA CSW requests **CONTRACTORS** seek all practical opportunities for waste reduction and recycling. As such, the SSA CSW strongly encourages all RFP bidders and **CONTRACTORS** to reduce waste volume and toxicity by using environmentally friendly packaging material. Reduction in waste and toxicity include, but not limited to, backhauling product packaging to the supplier for reuse or recycling, bulk shipping or reduced packaging, soy bean-based inks for packaging printing, and recycled product packaging.



Commission on the Status of Women Request for Proposals (RFP) Domestic Violence Center Act Funds

J. Term/Termination/Renewal

1. This RFP will apply for up to three (3) years.
2. The first term of the contracts awarded under this RFP will be July 1, 2009 to June 30, 2010.
3. The contract will be subject to termination by either party upon receipt of thirty (30) days advance written "Notice of Intent to Terminate Contract".
4. The SSA CSW may terminate the contract at any time, without written notice, upon a material breach of contract by the **CONTRACTOR**.
5. By mutual agreement, this contract may be extended for two twelve (12)-month periods (on a year-to-year or fiscal year basis), up to a total of thirty-six (36) months, under the following circumstances:
 - a. The SSA CSW receives adequate funding to extend program operations.
 - b. **CONTRACTORS** demonstrate success by meeting the contract performance measures outlined in the RFP;
 - c. The SSA CSW continues to need the services purchased under this RFP; and,
 - d. **CONTRACTORS** are willing and able to modify the services provided to best meet the needs of DVCA participants, as determined by the SSA CSW.
6. Contracts renewed for subsequent years will be funded at a maximum level equivalent to fiscal year 2009/2010 award levels.



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

(Page 1 of 2)

**COUNTY OF ALAMEDA
General Services Agency**

BIDDERS' ACKNOWLEDGEMENT

2009/2010 Commission on the Status of Women-DVCA Funds RFP

The County of Alameda is soliciting bids from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP number. This Bid Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the bid response. Obligations assumed by such signature must be fulfilled.

1. **Preparation of bids:** (a) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid. (b) Quote price as specified in RFP. No alterations or changes of any kind shall be permitted to Exhibit B, Bid Form. Responses that do not comply shall be subject to rejection in total.
2. **Failure to bid:** If you are not submitting a bid but want to remain on the mailing list and receive future bids, complete, sign and return this Bid Acknowledgement and state the reason you are not bidding.
3. **Taxes and freight charges:** (a) Unless otherwise required and specified in the RFP, the prices quoted herein do not include Sales, Use or other taxes. (b) No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid. (c) Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County, as such papers may be accepted by the carrier as proof of the exempt character of the shipment. (d) Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
4. **Award:** (a) Unless otherwise specified by the bidder or the RFP gives notice of an all-or-none award, the County may accept any item or group of items of any bid. (b) Bids are subject to acceptance at any time within thirty (30)-days of opening, unless otherwise specified in the RFP. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful bidder within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
5. **Patent indemnity:** Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
6. **Samples:** Samples of items, when required, shall be furnished free of expense to the County and if not destroyed by test may upon request (made when the sample is furnished), be returned at the bidder's expense.
7. **Rights and remedies of County for default:** (a) In the event any item furnished by vendor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by vendor with its bid, the County may reject the same, and it shall thereupon become the duty of vendor to reclaim and remove the same forthwith, without expense to the County, and immediately to replace all such rejected items with others conforming to such specifications or samples; provided that should vendor fail, neglect or refuse so to do the County shall thereupon have the right purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may there after come due to vendor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that vendor fails to make prompt delivery as specified for any item, the same conditions as to the rights of the



**Commission on the Status of Women Request for Proposals (RFP)
Domestic Violence Center Act Funds**

(Page 2 of 2)

8. County to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government. (b) Cost of inspection or deliveries or offers for delivery, which do not meet specifications, will be borne by the vendor. (c) The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
9. **Discounts:** (a) Terms of less than ten (10) days for cash discount will be considered as net. (b) In connection with any discount offered, time will be computed from date of complete, satisfactory delivery of the supplies, equipment or services specified in the RFP, or from date correct invoices are received by the County at the billing address specified, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the County warrant check.
10. **California Government Code Section 4552:** In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body 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 bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
11. **No guarantee or warranty:** The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

THE undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP and Bid Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this RFP?

By: _____ Date: _____

Phone: _____

Printed Name Signed Above:

Title: _____