



REQUEST FOR PROPOSAL  
FISCAL YEARS JULY 2023 – JUNE 2027

to provide Behavioral Health, Mental Health Services

DUE . . . . . December 23, 2022

TIME . . . . . Before 2:00 p.m.

The Kern KCNC Network for Children (KCNC) is accepting proposals for Behavioral Health Mental Health (BHMH) services for the Bakersfield, California community.

Proposers are specifically directed not to contact any KCNC personnel, other than the contact person indicated below, for any purpose related to this RFP. **Unauthorized contact of any KCNC personnel may be cause for rejection of a vendor's proposal.** All inquiries concerning this RFP should be directed to the following RFP Contact Person:

Thomas J. Corson, Executive Director  
Kern Network for Children  
Physical address: 1807 19th Street  
Mailing address: 1300 17th Street  
Bakersfield, CA 93301  
Telephone: (661) 636-4488  
Email address: tocorson@kern.org

Envelopes containing the proposals are to be marked:

PROPOSAL: Behavioral Health Mental Health Services

**Projected Timetable**

The following dates are set forth for information and planning purposes only. These dates may be changed by KCNC upon notice to prospective proposers:

Issuance Date . . . . . October 19, 2022  
Pre-Proposal Meeting . . . . . November 4, 2022  
Proposal Due Date . . . . . December 23, 2022  
Proposal Due Time . . . . . Before 2:00 p.m.

Postmark date will not constitute timely delivery. Responses received after the above time **will not** be considered. Proposers are solely responsible for ensuring timely receipt of their Proposals. No faxed or electronic proposals will be accepted.

## TABLE OF CONTENTS

I.	GENERAL INFORMATION	Page
	A. Introduction	1
	B. Project Background and Description	1 - 4
	C. Services Required of Successful Proposer	4 - 7
	D. Services Provided by the KCNC	7
	E. Selection Process	7 - 9
	F. Solicitation Caveat	9
	G. Time	9
	H. Form of Agreement	9 - 10
	I. Modifications to Scope of Work	10
	J. News Releases	10
	K. Payment Schedule	10
	L. Statutes and Rules	10
	M. Background Review	10
II.	PROPOSAL INFORMATION AND REQUIREMENTS	
	A. General Instructions	10 - 11
	B. Business Address	11
	C. Corrections and Addenda	11
	D. Proposal Format and Contents	11 - 16
	E. Pre-Proposal Meeting	17
	F. Proposal Submission	17
	G. Withdrawal and Submission of Modified Proposal	17
	H. Disposition of Proposals and Proprietary Data	18
	SAMPLE AGREEMENT	Exhibit A
	COVER LETTER	Exhibit B
	PROJECT BUDGET	Exhibit C

## **I. GENERAL INFORMATION**

### **A. Introduction**

The Kern County Network for Children (KCNC) is accepting proposals for Behavioral Health Mental Health (BHMH) services for parents whose children have experienced or are at high-risk of experiencing child abuse and/or neglect and reside in Bakersfield, California.

Priority for funding shall be given to private, nonprofit agencies and schools with programs that serve the needs of children and families who have experienced or are at high-risk of experiencing child abuse or neglect, and have demonstrated effectiveness in providing prevention and/or intervention services.

A proposer will be selected based on the capacity to provide the service proposed; demonstration of a successful history of providing prevention and/or intervention services; cost effectiveness of services; and, that services will efficiently and effectively meet the needs of children and families who have experienced or are at high-risk of experiencing child abuse and/or neglect in Bakersfield, California.

Agreements to provide services will be executed for fiscal year (FY) 2023-2024, subject to funding availability. Proposed services are expected to begin on July 1, 2023. The amount expected to be available for FY 2023-2024 is \$333,432. Annual agreement renewals will be offered throughout FY 2024-2027, based on satisfactory performance and the availability of funds.

### **B. Project Background and Description**

An Issue Brief authored by Child Welfare Information Gateway titled “Parent Education to Strengthen Families and Prevent Child Maltreatment (February, 2019) states,

*“Parent education reduces the risk of child abuse and neglect by encouraging positive parenting practices that promote safety, self-being and permanency for children and families...Parent education provides caregivers with knowledge, resources, and support to develop parenting skills to enhance child well-being.”*

*[Research shows] the following help to ensure the success of parenting programs and services (NASEM, 2016):*

- *Providing parents with an opportunity to network with, and receive support from, parents who are in or who have been in similar circumstances.*
- *Efforts to engage fathers*
- *Treating parents as equal partners when determining which services would be most beneficial for them and their children.*
- *Tailoring programs to the specific needs of families.*
- *Addressing trauma to ensure that it does not interfere with parenting and health development.*
- *Ensuring families with multiple needs receive coordinated services.*

- *Offering programs that are culturally relevant to meet the needs of diverse populations.”*

This issue brief also provides additional practices that help reinforce protective factors, findings about what makes parenting programs successful, and an overview of evidence-based and evidence-informed education programs. It can be found at: [https://www.childwelfare.gov/pubs/issue\\_briefs/parented/index.cfm](https://www.childwelfare.gov/pubs/issue_briefs/parented/index.cfm).

When Kern County children have experienced or are at high-risk of experiencing child abuse and neglect, the Juvenile Court frequently orders parents to successfully complete BMMH education services either to prevent the placement of their children into out of home care or before their children can be reunified with them after being placed in out of home care. California’s Welfare and Institutions Code Section (WIC) 16507.7 mandates that all parenting classes that are court ordered for the parents of children who are dependents of the Juvenile Court or that are recommended for parents in a voluntary family maintenance program meet specific requirements. The requirements are as follows:

- a. *Each parenting course shall be no more than six months in duration, and shall meet for a specified number of hours determined by each program as sufficient for the program to meet all of the requirements listed in subdivision b.*
- b. *The curriculum shall include all of the following components:*
  - 1. *Building self-esteem, including, but not limited to, parents’ building a positive parental identity and building the self-esteem of their children.*
  - 2. *Handling stress and anger.*
  - 3. *The growth and development of children, including, but not limited to, safety, nutrition, and health.*
  - 4. *Developing and increasing communication skills in order that a parent may learn to listen to and speak with his or her child or children.*
  - 5. *Learning to use positive disciplinary mechanisms as alternatives to the physical punishment of a child, including, but not limited to learning what constitutes abuse and neglect.*
  - 6. *Learning the boundaries of permissible sexual conduct by adults with regard to children.*
  - 7. *Respect for, and sensitivity to, cultural differences in child rearing practices in addressing all of the topics listed above.*
- c. *Each parenting course is encouraged to have a maximum parent to teacher ratio of 15 parents for each teacher.*
- d. *Each parenting course is encouraged to conduct an initial assessment and interview of each parent enrolled in the course.*
- e. *Each parenting course shall give a preliminary examination prior to the start of the parenting course and an exit examination at the conclusion of the parenting course to measure changes in parental attitudes.*
- f. *Each parenting course shall require parents to enter into a written agreement detailing the expectations a parent must meet in order to*

*pass the course.*

- g. Parenting course staff shall have training in the following areas:
  - 1. The prevention of child abuse and neglect.*
  - 2. Parenting techniques.**
  
- h. Each parenting course shall provide all of the following information to the county welfare department of the county in which the course is taught, for clients referred through child welfare services programs (generally in certificate form):
  - 1. Level of participation by parents.*
  - 2. Number of course hours completed.*
  - 3. Topics covered during attendance in class by each parent and topics covered during same parent's absence from class.*
  - 4. Assessment of a parent's gain in his or her knowledge about parenting as demonstrated by tests prior to and after the parenting course."**

The Kern County Superior Court may order parents who are convicted of child endangerment to complete classes to prevent future child endangerment that are in compliance with Penal Code (PC) 273.1 and approved by the Kern County Probation Department (KCPD). PC 273.1 reads as follows:

- (a) Any treatment program to which a child abuser convicted of a violation of Section 273a or 273d is referred as a condition of probation shall meet the following criteria:
  - (1) Substantial expertise and experience in the treatment of victims of child abuse and the families in which abuse and violence have occurred.*
  - (2) Staff providing direct service are therapists licensed to practice in this state or are under the direct supervision of a therapist licensed to practice in this state.*
  - (3) Utilization of a treatment regimen designed to specifically address the offense, including methods of preventing and breaking the cycle of family violence, anger management, and parenting education that focuses, among other things, on means of identifying the developmental and emotional needs of the child.*
  - (4) Utilization of group and individual therapy and counseling, with groups no larger than 12 persons.*
  - (5) Capability of identifying substance abuse and either treating the abuse or referring the offender to a substance abuse program, to the extent that the court has not already done so.*
  - (6) Entry into a written agreement with the defendant that includes an outline of the components of the program, the attendance requirements, a requirement to attend group session free of chemical influence, and a statement that the defendant may be removed from the program if it is determined that the defendant is not benefiting from the program or is disruptive to the program.**

- (7) *The program may include, on the recommendation of the treatment counselor, family counseling. However, no child victim shall be compelled or required to participate in the program, including family counseling, and no program may condition a defendant's enrollment on participation by the child victim. The treatment counselor shall privately advise the child victim that his or her participation is voluntary.*
- (b) *If the program finds that the defendant is unsuitable, the program shall immediately contact the probation department or the court. The probation department or court shall either re-calendar the case for hearing or refer the defendant to an appropriate alternative child abuser's treatment counseling program.*
- (c) *Upon request by the child abuser's treatment counseling program, the court shall provide the defendant's arrest report, prior incidents of violence, and treatment history to the program.*
- (d) *The child abuser's treatment counseling program shall provide the probation department and the court with periodic progress reports at least every three months that include attendance, fee payment history, and program compliance. The program shall submit a final evaluation that includes the program's evaluation of the defendant's progress, and recommendation for either successful or unsuccessful termination of the program.*

### **C. Services Required of Successful Proposer**

Successful proposers for BMMH services will be required to:

1. Effectively work to reduce the occurrence and recurrence of child maltreatment for the children and families served.
2. Effectively work to prevent the re-entry into foster care for children who were placed in out of home care due to child abuse and/or neglect and have been reunified with their family.
3. Utilize evidence-based, evidence-informed and research-based parenting programs that are approved by the Kern County Department of Human Services (KCDHS) and fully comply with WIC 16507.7. Classes shall be provided during family friendly hours, in English and Spanish, at a central location that is close to mass transit, and at no cost to parents. Some classes are best taught by staff who are licensed Marriage Family Therapists (MFT), Master Social Workers (MSW), Associate Social Workers (ASW), Licensed Clinical Social Workers (LCSW), and/or Supervised MFT, MSW, ASW Interns.
4. Utilize a program to provide child endangerment classes for parents who are Court ordered to complete them by the Kern County Superior Court and have an open KCHDS Child Welfare Services case. This program must be approved by the KCPD and fully comply with PC 273.1. The instructor(s) providing this class must be therapists licensed to practice in California or are under the direct supervision of a therapist licensed to practice in California.

5. Below are the types of classes to be provided and minimum number of parents expected to be served. Classes must be continually offered and/or utilize an open enrollment system so parents do not experience lengthy waits to begin BMMH services.

Class	Minimum Number to Be Served
Nurturing Parenting	261
1-2-3 Magic for parents with special needs	3
Failure to Protect/Learning to Protect	43
Physical Abuse As A Perpetrator	30
Domestic Violence for Victims.	31
Child Endangerment	10

6. Accept referrals from the KCDHS and provide progress reports to the KCDHS regarding the individual progress of participating parents, as requested.
7. Provide comprehensive assessment that includes information and referral services at the time of each parent's enrollment in BMMH services. These services shall include: review/discussion of each parent's court ordered requirements, identification of any special needs to ensure that the parent is enrolled in the BMMH class(es) that will best meet their needs, and identification of any basic family needs (e.g. housing, employment, treatment services, food, transportation, medical care, etc.) that are not fully being met. Referrals for substance abuse and/or mental health treatment, housing, health care, employment, food and other services should be made; clients should be provided with written contact information, and advocacy, support and follow-up should be provided. Emergency client need items (e.g. bus passes, food, etc.) may be conservatively budgeted and provided as needed.
8. Services shall be provided in person. In the event that pandemic or other related health and safety orders prohibit in person services, BMMH services shall be provided virtually.
9. Consider parents full partners with access, voice, and ownership at all levels of service planning, implementation, and evaluation.
10. Provide flexibility in the time and provision of services, in a location(s) that is centrally located and close to mass transit.
11. Provide culturally competent services that are tailored to each family's culture, values, norms, strengths, and preferences.
12. Utilize a Strengthening Families approach that assists families with building the following protective factors: parental resilience, social connections, concrete support in times of need, knowledge of parenting

and child development, and social and emotional competence of children. Research studies support the common-sense notion that when these Protective Factors are well established in a family, the likelihood of child abuse and neglect diminishes. Research shows that these protective factors are also “promotive” factors that build family strengths and a family environment that promotes optimal child and youth development. For more information on the Strengthening Families and Protective Factor framework visit: [cssp.org](http://cssp.org).

13. Utilize Trauma Informed Care. Trauma Informed Care is a framework that involves:
  - a. Understanding the prevalence of trauma and adversity and their impacts on health and behavior.
  - b. Recognizing the effects of trauma and adversity on health and behavior.
  - c. Training leadership, providers, and staff on responding to clients with best practices in trauma-informed care.
  - d. Integrating knowledge about trauma and adversity into policies, procedures, and practices and treatment planning.
  - e. Avoiding re-traumatization by approaching individuals who have experienced adversities with non-judgmental support.

For more information on Trauma Informed Care visit: [acesaware.org](http://acesaware.org).

14. Utilize client satisfaction tools designed to evaluate and refine services provided.
15. Utilize tracking processes and data systems designed to evaluate service effectiveness.
16. Utilize tools to protect the Confidentiality of participants who receive services.
17. Provide appropriate and careful oversight of services to ensure service quality and effectiveness.
18. Provide participating parents with progress reports regarding their individual progress and/or certificates of completion to participating parents as requested.
19. Actively participate in KCNC General Collaborative meetings and free trainings required by KCNC.
20. Fully utilize Social Solutions Efforts To Outcomes software to track and monitor program outcomes.
21. Fully participate in all program evaluation required activities, and utilize program and outcomes data to continually improve the quality of services provided and program outcomes.
22. Submit an annual fiscal audit, annual certificate of insurance, and all monitoring and progress reports timely.
23. Begin providing BMMH services on July 1, 2023.

Strict compliance with WIC 16507.7 and the KCDHS and KCPD's requirements for approved services; utilization of established evidence-based, evidence-informed, and/or research-based best practices for BMMH; and, achievement of targeted outcomes must be achieved and will be monitored. Should funding levels increase or decrease throughout FY 2023-2027, successful proposers will be required to reduce or expand service activities.

**D. Services Provided by the KCNC**

The KCNC is responsible for administering funds, monitoring, and evaluating the effectiveness of BMMH services countywide. The KCNC will provide technical assistance and training related to the implementation and evaluation of BMMH services. Prior to BMMH service implementation, training specific to the utilization of ETO software will be provided free of charge to successful proposers by the KCNC.

**E. Selection Process**

1. All proposals received by the specified deadline will be reviewed by a KCNC independent Evaluation Committee. After careful review, the Evaluation Committee will develop funding recommendations for consideration by the KCNC. KCNC approved funding recommendations will then be submitted to the Kern County Board of Supervisors for final approval. Neither the KCNC nor the Kern County Board of Supervisors is bound to award funds to the proposer recommended by the Evaluation Committee.
2. The following is a list of general criteria that may be used by the Evaluation Committee in determining its recommendation to the KCNC. **Please note that the evaluation Committee and KCNC may consider any information they deem relevant in determining a recommendation to the Board of Supervisors, and may give each of the criteria considered as little or as much weight as they consider appropriate.**
  - a. Administrative capacity.
  - b. History of providing similar services for children and families at high-risk of child abuse and neglect.
  - c. Qualifications of the staff who will be supervising and providing BMMH services.
  - d. Methods and/or programs proposed to provide services.
  - e. Cost effectiveness of the proposed services.
  - f. Any other factors the Evaluation Committee deems relevant.
3. The KCNC reserves the right to reject any and all proposals and to waive informalities and irregularities in any proposals received. Absence of required information may render a proposal non-responsive, in the sole discretion of the KCNC, resulting in rejection of the proposal.
4. The KCNC may, during the evaluation process, request from any proposer additional information which the KCNC deems necessary to determine the

proposer's ability to perform the required services. If such information is requested, the proposer shall be permitted five (5) working days to submit the information requested.

5. An error in the proposal may cause the rejection of that proposal; however, the KCNC may, in its sole discretion, retain the proposal and make any corrections it deems appropriate. In determining if a correction will be made, the KCNC will consider the conformance of the proposal to the format and content required by the RFP, and any unusual complexity of the format and content required by the RFP. If the proposer's intent is clearly established based on review of the complete proposal submittal, the KCNC may, at its sole option, correct an error based on that established content. The KCNC may also correct obvious clerical errors. The KCNC may also request clarification from a proposer on any item in a proposal that KCNC believes to be in error, and make corrections accordingly.
6. The KCNC reserves the right to select the proposal which in its sole judgment best meets the needs of the KCNC. The recommendation by the Evaluation Committee, and the final selection of a proposer by the Board of Supervisors, shall be based on any information and criteria the Evaluation Committee, KCNC and Board consider relevant, which may include criteria not listed in paragraph 2 above. **The lowest proposed cost is *not* the sole criterion for recommending agreement award.**
7. All proposers responding to this RFP will be notified of their selection or non-selection in writing after the Evaluation Committee has determined their funding recommendations. Any proposer who submitted a proposal, desiring to protest the award of the agreement to the proposer recommended by the Evaluation Committee must submit their protest in writing to the KCNC no later than 12:00 p.m. on January 17, 2023. Any protest must identify, with specificity, the reasons why the proposer feels the RFP process was not conducted in accordance with the terms described herein. The KCNC Governing Board will carefully review and consider any protests prior to making the final funding recommendations to the Kern County Board of Supervisors. Written notice of the outcome of any protest will be provided to the proposer within five (5) business days of the KCNC Governing Board's decision.
8. KCNC employees will not participate in the selection process when those employees have a relationship with a person or business entity submitting a proposal which would subject those employees to the prohibition of Section 87100 of the Government Code. Any person or business entity submitting a proposal who has such a relationship with a KCNC employee who may be involved in the selection process shall advise the KCNC of the name of the KCNC employee in the proposal.
9. Any person or business entity which engages in practices which might result in unlawful activity relating to the selection process including, but not limited to, kickbacks or other unlawful consideration paid to KCNC employees, will be disqualified from the selection process.
10. The process, procedures and evaluation criteria used by KCNC staff and the Evaluation Committee in developing and issuing this RFP and evaluating the proposals received for purposes of making a recommendation to the Board of

Supervisors shall be determined in the sole discretion of the KCNC. Potential proposers shall have no rights whatsoever regarding the processes and procedures used by the KCNC relating to this RFP or the manner in which a proposer is selected by either the Evaluation Committee, KCNC, or the Board of Supervisors, provided their decisions are not arbitrary and capricious, and there is some reasonable basis for the selection(s) made.

**F. Solicitation Caveat**

The issuance of this solicitation does not constitute an award commitment on the part of the KCNC, and the KCNC shall not pay for costs incurred in the preparation or submission of proposals, or the process that must be utilized to obtain KCDHS and/or KCPD's approval of the BMMH services proposed before June 1, 2023. **The KCNC reserves the right to reject any or all proposals or portions thereof if the KCNC determines that it is in the best interest of the KCNC to do so.**

Failure to furnish all information requested or to follow the format requested herein, or the submission of false information, may disqualify the proposer, in the sole discretion of the KCNC. The KCNC may waive **any** deviation in a Proposal. The KCNC's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations.

**G. Time**

Time and the time limits stated in this RFP are of the essence of this Request for Proposal.

**H. Form of Agreement**

No agreement with the KCNC is in effect until an agreement has been signed by both parties. Attached to this RFP as Exhibit "A" is a Sample Agreement. The Sample Agreement is in substantially the form the successful proposer will be expected to sign. The final agreement may include the contents of the RFP, any addenda to this RFP, portions of the successful proposer's proposal and any other modifications determined by the KCNC to be necessary prior to its execution by the parties.

The sample agreement included in this RFP is for informational purposes and should not be returned with a proposal; however, the proposal shall include a statement that the proposer has reviewed the sample agreement and either i) will agree to the terms contained therein if selected, or ii) indicate those specific provisions of the sample agreement to which the proposer takes exception and why. Raising of significant exceptions in a proposal, as determined in the sole discretion of the KCNC, may be cause for rejection of the consultant's proposal.

If agreement on the terms and conditions of the agreement that are acceptable to the KCNC including, but not limited to, compensation, cannot be achieved within fourteen (14) days from the date proposer is notified of their recommendation for funding, the KCNC reserves the right to continue negotiations or to award the bid to another proposer and begin negotiations with that proposer.

Utilizing Exhibit "B" – Cover Letter, attached hereto, proposer must identify and provide contact information of the individual within their organization who is authorized to negotiate the terms and conditions of any agreement between proposer and KCNC. Exhibit "B" – Cover Letter shall be stapled as the first page for all proposals submitted.

**I. Modifications to Scope of Work**

In the event that sufficient funds do not become available to complete all the services identified in this RFP, the scope of services may be amended, as determined in the sole discretion of the KCNC. The KCNC may also, from time-to-time, request changes in and/or additions to the services to be provided by the successful proposer. Such changes, including any increase or decrease in compensation, which are mutually agreed upon by and between the KCNC and the successful proposer, shall be incorporated into the agreement prior to execution of the agreement, and by written amendments thereto after execution.

**J. News Releases**

News releases pertaining to any award resulting from this RFP may not be made without prior written approval of the Executive Director of KCNC.

**K. Payment Schedule**

Periodic payments, on a reimbursement basis, will be made to the selected proposer upon submission of an invoice based on a payment schedule to be developed and included in the final agreement for services.

**L. Statutes and Rules**

The terms and conditions of this RFP, and the resulting services and activities performed by the successful proposer, shall conform to all applicable statutes, rules and regulations of the federal government, the State of California, the County of Kern.

**M. Background Review**

The KCNC reserves the right to conduct a background inquiry of each proposer that may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories, reputation in the business community and financial condition. By submitting a proposal to the KCNC the proposer consents to such an inquiry and agrees to make available to the KCNC such books and records the KCNC deems necessary to conduct the review.

**II. PROPOSAL INFORMATION AND REQUIREMENTS**

**A. General Instructions**

To receive consideration, proposals shall be made in accordance with the following general instructions:

1. The completed proposal shall be without alterations or erasures. Errors may be crossed out and corrections printed in ink or typed adjacent, and must be initialed in ink by an authorized representative of the proposer.
2. No oral, telephonic, telegraphic, e-mailed or faxed proposals will be considered.
3. The submission of a proposal shall be an indication that the proposer has investigated and satisfied him/herself as to the selection process to be used by the KCNC, the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the KCNC.
4. All proposals shall remain firm for two hundred and seventy (270) days from the proposal submission deadline.

**B. Business Address**

Proposers shall furnish their business street address. Any communications directed either to the address so given, or to the address listed on the sealed Proposal container, and deposited in the U.S. Postal Service by Certified Mail, shall constitute a legal service thereof upon the proposer.

**C. Corrections and Addenda**

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the proposer shall immediately notify the RFP Contact Person of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.

If a proposer fails to notify the RFP Contact Person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the proposer shall submit a proposal at their own risk, and if the proposer is awarded an agreement they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.

Addenda issued by the KCNC interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The proposer shall sign and date the Addenda Cover Sheet and submit same with the proposal (or deliver them to the KCNC, if the proposer has previously submitted a proposal to the department).

**Any oral communication by the KCNC's designated RFP Contact Person or any other KCNC staff member concerning this RFP is not binding on the KCNC and shall in no way modify this RFP or the obligations of the KCNC or any proposers.**

**D. Proposal Format and Contents**

For ease of review and to facilitate evaluation, the proposals for this project should be organized, utilize 12-point font size, be stapled not bound, and presented in the order requested as follows:

1. Cover Page:

Exhibit “B” – Cover Letter shall be stapled as the first page for all proposals submitted.

2. Section I – Organizational Information:

- a. Provide specific information concerning the proposer in this section, including the legal name, type of entity (e.g. school, non-profit corporation, public agency), and governance structure. Attach a current roster of the proposer’s Board of Directors (if applicable) that includes each Director’s professional affiliation and/or stakeholder group.
- b. Proposals shall include a statement that the proposer has reviewed Exhibit “A” - Sample Agreement and either: i) will agree to the terms contained therein if selected, or ii) indicate those specific provisions of the sample agreement and/or sample sub-license agreement to which the proposer takes exception and why.
- c. Attach a copy of the proposer’s most recent financial audit performed by an Independent Certified Public Accountant.
- d. Provide assurance that the BMMH services proposed are already approved by the KCDHS and/or KCPD or that the services will be submitted for approval after the Kern County Board of Supervisors make funding awards in February of 2023 so the review process can be completed before June 1, 2023. Approval of the BMMH services proposed must be obtained prior to the execution of an agreement to provide FY 2023-2024 services.

3. Section II - Qualifications and Experience:

Provide specific information in this section concerning the proposer’s experience administering public funds and providing prevention or intervention services with demonstrated effectiveness for children and families, preferably within Kern County.

- a. Describe completed/existing programs and services similar to those proposed, and provide resulting outcome data that demonstrate the proposer’s effective provision of services. Evidence of project success should be specific and include the following type(s) of data from services previously/currently implemented: number of children and families or parents served, percentages of clients who accepted and successfully complete services, average improvements in knowledge gains as measured by pre and post tests, client satisfaction data, etc.
- b. Provide names, addresses, and telephone numbers of contact persons within significant funding agencies for whom similar services have been provided. Provide an assurance that the agency is and has been in good standing with all funders since the year 2017.

- c. Provide the name and title of the fiscal and/or program officer that will be responsible for managing funds, attach a copy of their resume, and describe the methods that will be utilized to ensure that funds are expended as budgeted, carefully monitored, and financial records are accurately maintained.
- d. BMMH staff must have access to a scanner, copier, and computer compatible with Social Solutions ETO Software. ETO has been specially designed to serve as an evaluation system for BMMH services provided throughout Kern County and will be provided, free of charge, to the successful proposer. ETO Software is a web-based, server-driven application and is accessed through the internet. ETO Software runs on Microsoft Windows 7 or higher computers and is not compatible with Apple computers unless they are configured to operate Windows. ETO Software is only compatible with Internet Explorer versions 9, 10 and 11. Note: Using other browsers such as Firefox, Google Chrome, Safari, etc., allows login, however does not have the ability to save data. Minimum Internet Connection speed is 500kb/s, but at least 1 Mb/s is recommended. For more information about ETO Software, proposers can visit: [socialsolutions.com](http://socialsolutions.com).

Provide assurance that the proposer has and/or will obtain, prior to July 15, 2023, computer equipment that meets the minimum technical requirements described above; that all staff positions funded under the proposal will have full access to the required equipment; and, that the agency is qualified to fully implement the established evaluation system.

4. Section III – Staff Qualifications and Experience:

Of critical importance is the composition of the team proposed to provide services. The following information should be provided in this section:

- a. Attach an organizational chart that identifies the names of the following personnel to be funded under this proposal, states the amount of time that each will be devoted to the project, the minimum education level for each, which class(es) they will be instructing, and indicate which staff, if any, are Spanish speaking/bilingual. If new staff will be hired, state “to be hired” (TBH) by each position title and indicate if staff to be hired will be Spanish speaking/bilingual.
- b. Attach resumes for the Individual-in-Charge and/or Project Supervisor. If new staff will be hired for these administrative/supervisory positions, attach a copy of the job description for each position that will be hired to the proposal. Provide an assurance that Project Coordinators and Supervisors will attend BMMH related meetings required by the KCNC and that BMMH staff will attend trainings required by the KCNC and/or the organizations that developed and support the evidence-based and/or evidence-informed services proposed. Identify the position title that will be responsible for completing quarterly progress reports and other administrative responsibilities in a timely fashion.
- c. Attach the resumes of any existing staff who will be providing the proposed BMMH services. If recruitment efforts will be required

instructor(s), attach a copy of the job description that will be used for the position(s) and the date that new staff are expected to be hired by.

- d. Describe any experience the proposer has with implementing evidence-based or evidence-informed programs, assessment or evaluation tools; parenting classes that meet WIC 16507.7; and/or, child endangerment classes that meet PC 273.1.

5. Section IV - Subcontractors:

KCNC will not consider proposed agreements that involve the proposer's use of subcontractors.

6. Section V – Service Delivery Design:

Of critical importance is service delivery design. **Succinctly** describe how the following services will be efficiently and effectively provided:

- a. Provide the location of the sites(s) where the proposed BMMH services will be provided and the days and times of the week that project staff will be working. Describe how services will meet the needs of parents who are not available during traditional work hours.
- b. Describe the barriers that parents whose children have experienced or are at high-risk of experiencing child abuse and/or neglect and who are court ordered to complete parent education and/or child endangerment classes commonly face and need assistance with overcoming so they can successfully complete services; and, the strategies that will be used by proposed staff to effectively engage and retain parents in BMMH services.
- c. For each class to be provided:
  - i. State the name of the program/curriculum that will be used and whether it is evidence-based, evidence-informed or research-based.
    - If the program is evidence-based or evidence-informed, state whether existing staff are trained in the model or the date(s) that existing or TBH staff are expected to complete training.
    - If the program is not evidence-based or evidence-informed, describe the goals, objectives, method(s) used to provide the class.
  - ii. Describe any creative approaches that will be utilized to effectively engage and promote learning.
  - iii. State the length of the class, describe the target population, and how deaf and monolingual non-English/non-Spanish speaking will be served.
  - iv. State the name of the tool that will be used as the pre and posttest; describe how client satisfaction will be measured. If any proposed pre and post tests and/or tool to measure client satisfaction are not part of an evidenced-based, evidence-

informed, and/or KCDHS or KCPD approved curriculum, attach a copy

- v. State if the proposer is currently approved by the KCDHS and/or KCPD to provide the class. Proposers not currently approved by KCDHS and/or KCPD to provide a class(es), must attach a full copy of the proposed curriculum and pre and posttests that will be used, a resume for the proposed instructor that includes their qualifications to teach the class, and assurance that approval will be obtained prior to June 1, 2023.
- d. Describe the frequency and type of information that will be communicated to KCDHS and/or KCPD regarding the progress of individual participants.
- e. Describe how outcome data will be used to continually refine practice and approaches to providing BMMH services.
- f. Provide an assurance that classes will be provided free for parents and fulfill all WIC and PC requirements.
- g. Attach a FY 2023 - 2024 calendar that includes the dates all classes will be scheduled to begin and includes the time of day that each class will begin and end. If a class will use open enrollment and run continually throughout the FY, state that. The successful proposer must be able to begin providing BMMH services in July of 2023.
- h. The proposer funded under this RFP must utilize a KCNC approved evaluation system for existing services. The KCNC is responsible for evaluating the effectiveness of the services funded under this RFP. Social Solutions ETO Software has been specially designed to serve as an efficient evaluation system for BMMH services and will be provided, free of charge, to the successful proposer. ETO Software is a web-based, server-driven application and is accessed through the internet. ETO Software runs on Microsoft Windows 7 or higher computers and is not compatible with Apple computers unless they are configured to operate Windows. ETO Software is only compatible with Internet Explorer versions 9, 10 and 11. Note: Using other browsers such as Firefox, Google Chrome, Safari, etc., allows login, however does not have the ability to save data. Minimum Internet Connection speed is 500kb/s, but at least 1 Mb/s is recommended. For more information about ETO Software, proposers can visit [www.socialsolutions.com](http://www.socialsolutions.com).

Provide assurance that the proposer has and/or will obtain prior to service implementation, equipment that meets the minimum technical requirements described above, that all staff positions funded under the proposal will have full access to the required equipment no later than July 15, 2023, and that the agency is qualified to fully implement the established evaluation system.

7. Section VI - Project Budget:

- a. The proposal shall clearly state all of the costs associated with the project, utilizing Exhibit "C" – Project Budget, attached hereto. The project costs should include all expenses that will be charged to the KCNC including, but not limited to, supervisory and support staff costs, training, supplies, mileage, etc. Mileage rates can fluctuate but cannot exceed, at any time during FY 2023-2027, the rate approved by the Internal Revenue Service. All budgets will be subject to negotiation.

A maximum of ten (10%) percent of the total budgeted for Personnel and Services and Supplies may be budgeted for agency indirect costs. **Failure to not clearly identify all costs associated with the proposal may be cause for rejection of the vendor's proposal.**

- b. Proposed budgets shall demonstrate the funds are being maximized. Proposers are encouraged to consider co-locating staff with other agencies and/or programs so that rent and operating costs can be shared.
- c. If the proposer currently receives funding to provide any of the BHMH services required, state which specific services they are, describe the amount and source of the funds, and state the length of time funding is expected to be available (e.g. through FY \_\_\_\_\_ - \_\_\_\_\_). If funds will be overlapping explain how the funds will be blended together. Project funds may not in any way supplant existing funds.
- d. In addition to Exhibit "C" – Project Budget, attach to the proposal, a succinct budget narrative that justifies all costs that will be charged to the KCNC (e.g. if supplies are budgeted, what types of supplies will be purchased? How many project hours will each staff person provide services during FY 2023-2024? 1 Full Time Equivalent = 2,080 project hours/40 hours per week x 52 weeks = 2,080 hours. What will the specific duties of each staff person be? If a staff person will not be 1 FTE with BHMH, will they be part-time or will the balance of their time be spent on a different program? If so, state the program, funding source information, and the amount of matching funds they will provide for that position.

8. Section VII - Insurance:

The selected proposer will be required to obtain, as a condition of the award of an agreement, and the proposal shall state that the proposer will obtain the insurance as required in the attached agreement.

All insurance shall be issued by a company or companies listed in the current "Best's Key Rating Guide" publication with a minimum of A-, VII rating; or in special circumstances, as pre-approved by the Risk Management Division of the Office of County Counsel. The selected proposer shall file with the RFP Contact Person a Certificate(s) of Insurance stating the required coverages are in effect.

9. Section VIII - Additional Information:

Include any other information you believe to be pertinent but not required.

**E. Pre-Proposal Meeting**

A Pre-Proposal meeting has been set for November 4, 2022 at 9:00 a.m. The meeting will be held via Zoom: <https://kcsos.zoom.us/j/94457585388>, meeting ID: 944 5758 5388, Dial in: (669) 444-9171 The purpose of the conference is to permit proposers an opportunity to ask questions and/or provide feedback to KCNC staff on specifics of this RFP. While some input obtained at the meeting may be incorporated into the RFP via addenda, remarks and explanations made at the meeting shall not change the provisions of the final RFP. **All interested parties who may have questions are urged to attend.**

**F. Proposal Submission**

The proposer shall submit one (1) original Proposal, containing original signature, three (3) copies of the proposal and one (1) copy on a thumb drive. The thumb drive must be a standard Microsoft Windows compatible format readable by the KCNC; using software that is Windows based, preferably Microsoft Word and Excel. Please submit all proposals to:

Thomas J. Corson, Executive Director  
Kern County Network for Children  
Physical address: 1807 19th Street  
Mailing address: 1300 17th Street  
Bakersfield, CA 93301  
Telephone: (661) 636-4488

Proposals may be delivered in person, by courier service, or by mail to the address indicated above. Envelopes containing the proposals are to be marked: "PROPOSAL- Behavioral Health Mental Health Services." ALL PROPOSALS MUST BE SEALED AND RECEIVED BEFORE 2:00 P.M. on December 23, 2022 at the above office and address. Proposals submitted after the above deadline will not be accepted. It is strongly suggested that any proposers intending to hand deliver a proposal on the last day for submission arrive at the KCNC office at least ten (10) minutes prior to validate the official current time. The clock at the KCNC office will designate the official time. Any proposal received at or after 2:00 p.m. will be returned unopened.

RFP proposals are not publicly opened.

**G. Withdrawal and Submission of Modified Proposal**

A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or his/her authorized agent. The proposer must, in person, retrieve the entire sealed submission package. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

**H. Disposition of Proposals and Proprietary Data**

All materials submitted in response to this RFP become the property of the KCNC. Any and all proposals received by the KCNC shall be subject to public disclosure and inspection, except to the extent the proposer designates trade secrets or other proprietary data to be confidential, after the KCNC has completed its deliberative process and either the proposer has been informed that they are not the vendor selected by the KCNC for recommendation to the Board of Supervisors, or the matter has been set for consideration before the Board of Supervisors, whichever comes first.

Material designated as proprietary or confidential shall accompany the proposal and each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. The KCNC will endeavor to restrict distribution of material designated as confidential or proprietary to only those individuals involved in the review and analysis of the proposals.

Proposers are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Proposers are advised that the KCNC does not wish to receive confidential or proprietary information and that proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted is labeled confidential or proprietary, the proposal shall include the following clause:

\_\_\_\_\_ (legal name of proposer) shall indemnify, defend and hold harmless the KCNC, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code §6250 et seq.) arising out of, concerning or in any way involving any materials or information in this Proposal that (legal name of proposer) has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.