



REQUEST FOR PROPOSAL
FISCAL YEARS JULY 2023 – JUNE 2027

to provide Differential Response and/or Parents and Teachers Services

DUE December 23, 2022

TIME Before 2:00 p.m.

The Kern KCNC Network for Children (KCNC) is accepting proposals for Differential Response (DR) and Parents as Teachers (PAT) services for Central Kern Hub and East Kern Hub communities. See Exhibit "A" – Differential Response and Parents As Teachers Service Hubs" for boundary information.

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: " _____ (name services) – _____ Hub"

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 - 2
	B. Project Background and Description	2 - 5
	C. Services Required of Successful Proposer	5 - 7
	D. Services Provided by the KCNC	7 - 8
	E. Selection Process	8 - 10
	F. Solicitation Caveat	10
	G. Time	10
	H. Form of Agreement	10 - 11
	I. Modifications to Scope of Work	11
	J. News Releases	11
	K. Payment Schedule	11
	L. Statutes and Rules	11
	M. Background Review	11
II.	PROPOSAL INFORMATION AND REQUIREMENTS	
	A. General Instructions	11 - 12
	B. Business Address	12
	C. Corrections and Addenda	12
	D. Proposal Format and Contents	12 - 17
	E. Pre-Proposal Meeting	17
	F. Proposal Submission	18
	G. Withdrawal and Submission of Modified Proposal	18
	H. Disposition of Proposals and Proprietary Data	18 - 19
	SERVICE AREA MAP	Exhibit A
	SAMPLE AGREEMENT	Exhibit B
	COVER LETTER	Exhibit C
	PROJECT BUDGET	Exhibit D

I. GENERAL INFORMATION

A. Introduction

The Kern County Network for Children (KCNC) is accepting proposals for Differential Response (DR) and Parents As Teachers (PAT) services for the Central and East Kern Service Hubs. See Exhibit “A” – Differential Response and Parents as Teachers Service Hubs” for boundary information.

Proposers are invited to submit proposals for:

1. DR in the Central Kern Hub
2. PAT home visiting services for families with a child ages 0 to kindergarten who are at imminent risk of entering out of home care due to child abuse or neglect in the Central Kern Hub
3. DR and PAT home visiting services for families with a child ages 0 to kindergarten who are at imminent risk of entering out of home care due to child abuse or neglect in the East Kern Hub
4. PAT home visiting services or families with a child ages 0 to kindergarten who have successfully reunified with their children, after their child(ren)’s stay in out of home care, and are at-risk of re-entering out of home care due to child abuse or neglect in the City of Bakersfield.

Proposers may submit one or more proposals. Proposers that submit proposals for more than one service type or hub must submit a separate proposal for each. 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-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-risk of experiencing child abuse and/or neglect throughout the targeted service hub.

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 following are the amounts expected to be available annually for FY 2023-2027 for services to be provided.

Service Required	Amount Expected To Be Available
DR in the Central Kern Hub	\$2,801,519
PAT home visiting services for families with a child ages 0 to Kindergarten who are at imminent risk of entering out of home care due to child abuse or neglect in the Central Kern Hub	\$870,796
DR and PAT home visiting services for families with a child ages 0 to Kindergarten who are at imminent risk of entering out of home care due to child abuse or neglect in the East Kern Hub.	\$628,062 for DR services \$478,364 for PAT services Note: Submit separate budgets for DR and PAT costs.

PAT home visiting services or families with a child ages 0 to Kindergarten who have successfully reunified with their children, after their child(ren)'s stay in out of home care, and are at-risk of re-entering out of home care due to child abuse or neglect in the City of Bakersfield.	\$478,364
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Annual agreement renewals will be offered throughout FY 2024-2027, based on satisfactory performance and the availability of funds.

B. Project Background and Description

1. Differential Response Services

Community-based, integrated case management services are the foundation for Kern's DR service model. Successful DR services utilize a comprehensive, Strengthening Families approach, and a carefully developed network of linkages that weave together a continuum of services.

Implementing DR services demands strong collaborative partnerships; imposes responsibility for child safety and family well-being; and, requires that a range of prevention and early intervention strategies be utilized and continually evaluated. The long-term goal for DR shall be to prevent the occurrence and recurrence of child abuse and neglect.

DR is an approach to ensuring child safety by expanding the ability of child welfare agencies to respond differently to reports of child abuse and neglect that is used nationally. Its focus includes a broader set of responses for working with families at the first signs of trouble, including innovative partnerships with community-based organizations that can help support families that are in need – and before future problems develop.

The California Department of Social Services identifies the following key principles that guide DR practice and application:

- Children are safer and families are stronger when communities work together.
- Identifying family issues and stepping in early leads to better results than waiting until a family is in real crisis.
- Families can more successfully resolve issues when they voluntarily engage in solutions, services and supports.

Every month, hundreds of calls are made to Kern's child abuse hotline. When suspected allegations meet the Welfare and Institutions Code definitions of child abuse and/or neglect, a social worker meets with the family to assure the child(ren)'s safety. If the social worker determines that formal intervention services are not necessary but the family could benefit from in-home supportive services, a referral to DR will be made

Kern's DR model for services utilizes trained, qualified organizations to engage at-risk families and provide focused services so that families fully utilize resources available to them so they can become stronger and child safety will increase.

DR service providers must utilize the following key elements and best practices:

- a. Resources and linkages that are identified and developed through partnerships.
- b. Consideration of families as full partners with access, voice, and ownership at all levels of service planning, implementation, and evaluation.
- c. Strategies that are linked to family strengths are identified during the evidence-based assessment and plan development processes. Child and family strengths and self-identified needs must be the focus of services and supports.
- d. Flexibility in the location, time, and provision of services.
- e. Mechanisms and structures to support parent advocacy and leadership so that plan development and service delivery will focus on providing families with skills to independently advocate, locate services, and monitor their own service delivery in order to increase success following the completion of services.
- f. Culturally competent services that are tailored to each family's culture, values, norms, strengths, and preferences.
- g. 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.
- h. Perseverance in support and assistance to families that includes the frequent review and modification of service plans based on the child(ren)'s and family's developing strengths and changing needs.
- i. The utilization of Trauma Informed Care. Trauma Informed Care is a framework that involves:
 - 1) Understanding the prevalence of trauma and adversity and their impacts on health and behavior.
 - 2) Recognizing the effects of trauma and adversity on health and behavior.
 - 3) Training leadership, providers, and staff on responding to clients with best practices in trauma-informed care.
 - 4) Integrating knowledge about trauma and adversity into policies, procedures, and practices and treatment planning.
 - 5) Avoiding re-traumatization by approaching individuals who have experienced adversities with non-judgmental support.

For more information on Trauma Informed Care visit:
acesaware.org.

- j. Client satisfaction tools designed to evaluate and refine services provided.
- k. Tracking processes and data systems designed to evaluate service effectiveness.
- l. Tools to protect the Confidentiality of children and families who receive services.
- m. The utilization of the North Carolina Family Assessment Scale – General (NCFAS-G). The NCFAS-G is an evidence-based assessment tool that measures family functioning from the perspective of the worker most involved with the family. For more information on the NCFAS-G visit: nfpn.org.
- n. Appropriate and careful oversight of services to ensure service quality and effectiveness.

Only those families referred by the Kern County Department of Human Services are eligible to receive DR services.

2. Parents As Teachers (PAT) Services

The PAT evidence-based home visiting model is a comprehensive home-visiting, parent education model used by PAT Affiliates. The model provides services to families with children ages prenatal through kindergarten. Affiliates follow the essential requirements of the model, which provide minimum expectations for program design, infrastructure, and service delivery. PAT provides support to affiliates to meet those requirements as well as further quality standards that represent best practices in the field.

There are four dynamic components to the PAT model:

- a. Personal visits (in the family's home)
- b. Group Connections (including quarterly social activities to be organized by the proposer)
- c. Resource Network (connecting families to resources within the neighborhoods and communities where they live)
- d. Child Screening (utilizing Ages and Stages Questionnaire tools).

These four components form a cohesive package of services with four primary goals:

- a. Increase parent knowledge of early childhood development and improve parent practices.
- b. Provide early detection of developmental delays and health issues.
- c. Prevent child abuse and neglect.
- d. Increase children's school readiness and success.

The PAT model for providing services for families with children from the prenatal period to kindergarten has been tested by rigorous peer-reviewed studies and

shown to produce results. Affiliates follow the essential requirements of the model, which provide minimum expectations for program design, infrastructure, and service delivery. PAT provides support for affiliates to meet requirements well as further quality standards that represent best practices in the field. For more information about PAT visit: parentsasteachers.org.

C. Services Required of Successful Proposer

1. Differential Response: Successful proposers will be required to:
 - a. Effectively work to reduce the occurrence and recurrence of child maltreatment for the children and families served.
 - b. Effectively work to help DR families who are receiving CalWORKS financial aid services and are sanctioned to help cure their sanction and begin actively participating in the Kern County Department of Human Services' Welfare to Work services. For more information on Welfare To Work services visit: kcdhs.org.
 - c. Strictly comply with established best practices for DR services, evaluation methods, as well as DR policies and procedures.
 - d. Fully utilize the existing service delivery network(s) within the communities located in the service hub, partner with Family Resource Centers, and actively participate in Community Collaboratives that are located in the targeted service hub to ensure that resources are maximized and a continuum of services will be available to children and families served. For more information on Community Collaboratives visit: kcnc.org.
 - e. Actively participate in KCNC General Collaborative meetings and free trainings required by KCNC.
 - f. Fully utilize Social Solutions Efforts To Outcomes software.
 - g. First 5 Kern funds are utilized to help fund DR services for children and families who are not in imminent risk of having their children placed in out of home care due to child abuse and neglect. Proposers must strictly comply with client consent, data collection, and evaluation requirements required by First 5 Kern.
 - h. Administer client satisfaction surveys to families served at frequencies required by KCNC.
 - i. 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.
 - j. Submit an annual fiscal audit, annual certificate of insurance, and all monitoring and progress reports timely.
 - k. Begin providing DR services on July 1, 2023.

Should funding levels increase or decrease throughout FY 2023-2027, successful proposers will be required to reduce or expand service activities. Permission to fill staff vacancies as they occur throughout FY 2023-2027 must be pre-approved by KCNC staff.

2. PAT: Successful proposers will be required to:
 - a. Effectively work to reduce the recurrence of child maltreatment and/or the re-entry of children in to foster care.
 - b. Be approved by PAT as an affiliate and maintain that affiliate status throughout FY 2023-2027 by providing services with fidelity to the PAT model. PAT affiliate status is awarded by PAT after a comprehensive plan to provide PAT services is submitted and approved by PAT. Successful proposers will be expected to develop the required PAT implementation plan, with the assistance of KCNC and Kern County Department of Human Services staff, after the Kern County Board of Supervisors approves the successful proposers for FY 2023-2024 in February of 2023. The plan must be submitted to PAT no later than May 1, 2023. Costs related to the development of the PAT Plan will not be reimbursable. Failure on the part of the proposer to earn affiliate status by June 1, 2023 will prevent the execution of a FY 2023-2024 agreement to provide PAT services. The successful proposer's initial PAT affiliate fee and all PAT required training costs will be paid by the KCNC.
 - c. Implement to fidelity the Nurturing Parenting parent education curriculum. The Nurturing Parenting curriculum will be woven into PAT in-home services for families instead of during structured classes. Nurturing Parenting is an evidence-based family-centered trauma-informed initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. For more information about Nurturing Parenting visit: nurturingparenting.com.
 - d. Utilize the Ages and Stages Questionnaire 3 (ASQ3) and Ages and Stages Questionnaire: Social-Emotional Health Second Edition (ASQ:SE-2) tools to fidelity. The ASQ2 is a developmental screening tool that pinpoints developmental progress in children between the ages of one month to 5.5 years. The ASQ:SE-2 is an evidence-based, parent-completed, highly reliable system focused solely on social-emotional development in young children. Accurately identifying behavior through ASQ:SE-2 paves the way for next steps, further assessment, specialized intervention or ongoing monitoring to help children reach their fullest potential during their most formative early years. For more information on the ASQ3 and ASQ:SE-2 visit: agesandstages.com
 - e. Utilize the Strengthening Families Protective Factor Framework (see description above in section B.1.c.) and Protective Factor Survey 2 (PFS-2) to help families build protective factors. The PFS-2 is designed for use with parents and caregivers participating in family support and child maltreatment prevention services. The PFS-2 helps

agencies and programs better assess changes in family protective factors. For more information about the PFS-2 visit: friendsnrc.org.

- f. Fully utilize the existing service delivery network(s) within the various communities, partner with Family Resource Centers, and actively participate in Community Collaboratives that are included in the targeted service hub to ensure that resources are maximized and a continuum of services will be available to children and families served. For more information on Community Collaboratives visit: www.kcnc.org.
- g. Actively participate in KCNC General Collaborative meetings and free trainings required by KCNC.
- h. Utilize the Penelope Data Management System to track PAT activities and program outcomes. Use of the Penelope Management Information System is free for PAT affiliates.
- i. Administer client satisfaction surveys to families services at frequencies required by KCNC.
- j. 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.
- k. With parent consent, during frequencies required by KCNC, provide the names of PAT children and families served to the Kern County Department of Human Services so that recurrence of maltreatment and re-entry in foster care rates can be effectively measured.
- l. Submit all Monitoring and Progress Reports timely.
- m. Begin participating in PAT training in July of 2023. Should PAT training be delayed by PAT, successful proposers will be required to begin providing in-home visiting services to a small number of families with children ages 0 to kindergarten who were formally DR and/or are at-risk of experiencing child abuse and neglect. Families will be identified by KCNC.

Should additional funds become available throughout the FY 2023-2027 funding cycle, successful proposers will be asked to expand service activities and potentially include additional target populations (e.g. families whose children are at-risk of re-entering foster care and parenting foster youth).

D. Services Provided by the KCNC

The KCNC is responsible for administering funds, monitoring, and evaluating the effectiveness of DR and PAT services countywide.

- a. DR: The KCNC will provide technical assistance and tools related to the implementation and evaluation of DR. Prior to DR service implementation, training specific to the implementation of established DR policies, procedures, practices; First 5 Kern client consent, data collection and evaluation requirements; and, utilization of the NCFAS-G and ETO software will be provided free of charge to successful proposers by the KCNC.

KCNC will provide NCFAS-G and ETO licenses at no cost to successful proposers.

- b. PAT: The KCNC will pay the initial affiliate fees and on-going PAT required training fees for successful proposers. Costs associated with the purchase of the ASQ:SE-2 assessment tool and Nurturing Parenting Curriculum will be paid by the KCNC. Should PAT training be delayed, the successful proposers may be asked to provide interim in-home supportive services for children and families ages 0 to kindergarten who are at-risk of experiencing child abuse and neglect. KCNC will identify the children and families to be served and provide initial training for these interim services.

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-risk of child abuse and neglect.
 - c. Qualifications of the staff who will be supervising and providing DR and/or PAT services.
 - d. Understanding of the needs of and resources available for children and families who reside in the targeted service hub.
 - e. Plan to ensure that services provided will be integrated into the communities that a located throughout the Service Hub.
 - f. Cost effectiveness of the proposed services.
 - g. 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.
3. 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 development of the successful proposer's PAT Implementation plan. **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 "B" 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 "C" – 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 "C" – 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 "C" – 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 "B" - 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.

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 served, percentages of clients who accepted and successfully complete services, 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. DR and/or PAT staff must have access to a scanner and copier. All DR/PAT staff must be assigned a dedicated computer or laptop with camera, microphone and speaker capabilities or accessories, and a cell phone with call, text, and voicemail functions. Technology requirements for DR and PAT required software systems as follows:
 - 1) DR: Social Solutions ETO Software has been specially designed to serve as a comprehensive case management and evaluation system for DR services provided throughout Kern County and will be provided, free of charge, to successful proposers. 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.

- 2) PAT: Mobile Firefox is the recommended browser for Penelope. However, you may use any web browser: Mozilla Firefox, Google Chrome, Internet Explorer, Safari, etc. For maximum reliability and performance, it is recommended that all computers/tablets/smartphones operating systems and web browsers are fully up to date.
 - i. Mac OSX (Intel) 10.6 or greater: Safari 6.0 or greater, Firefox 14.0 or greater, Google Chrome 22.0 or greater.
 - ii. Windows Vista or greater: Internet Explorer 9.0 or 10, Firefox 14.0 or greater
 - iii. iOS 6.0 or greater: Safari, Google Chrome.

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 and states the amount of time that each will be devoted to the project. If new staff will be hired, state “to be hired” (TBH) by each position title.
 1. Individual-in-Charge and/or Project Supervisor
 2. Project Staff – include specific titles for all personnel to be funded under this proposal.
- 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 DR and/or PAT related meetings required by the KCNC and that DR and/or PAT staff will attend trainings required by the KCNC, First 5 Kern, and/or PAT. Identify the position title that will be responsible for completing quarterly progress reports and other administrative responsibilities in a timely fashion.

- c. Describe the education and work experience qualifications for proposed DR and/or PAT staff who will be providing case management services, including any experience working with children and families at-risk of experiencing child abuse and/or neglect. If recruitment efforts will be required for Program Supervisor(s) and/or case manager(s) describe the strategies that will be utilized to recruit staff who are knowledgeable about the resources unique to communities within the Service Hub and the date that new staff are expected to be hired by.
 - d. Describe any experience the proposer has with implementing evidence-based programs, assessment or evaluation tools.
5. Section IV - Subcontractors:

KCNC will not consider proposed agreements that involve the proposer's use of subcontractors.
6. Section V – Plan to ensure that services provided will be integrated into the communities and uniquely meet the needs of children and families throughout the Service Hub.
 - a. Describe the primary needs of the children and families who have experienced or are at-risk of child abuse and/or neglect who reside in the targeted Service Hub and the strategies that will be used by proposed staff to effectively engage and retain families. Effective engagement strategies are essential since DR and PAT services are voluntary for families.
 - b. Provide a list of the public and private agencies that provide services in the targeted Service Hub that DR and/or PAT staff will actively refer DR and/or PAT children and families to, and the types of services they provide.
 - c. Name and location of sites(s) where staff will be stationed and the days and times of the week that project staff will be working. Describe how services will meet the needs of: families who are not available during traditional work hours, families with special needs, and families who do not speak English and/or are deaf. (Note: The majority of services to be provided are expected to occur in the home of the children and families served).
7. Section VI - Project Budget:
 - a. Budgets must be based on the costs associated with operating a project that employs at least the targeted number of full-time equivalent (FTE) supervisor, case manager and clerk positions below. Each FTE position shall work 5 days a week, 40 hours a week, 12 months per year. Staff who work less than 1 FTE shall work 5 days a week, 12 months per year, less than 40 hours a week.

Proposed Service and Hub	FTE Supervisor Position(s)	FTE Case Manager (CM) Positions	# of Caseloads Projected for Communities within the Hubs Projected Caseload Sizes: 25 families for DR and 16 to 20 for PAT	FTE Clerk Position(s)
DR Central Kern Hub	2	26	Bakersfield: 19 Delano: 1 Shafter/Wasco/Buttonwillow/Lost Hills/McFarland: 2.5 Arvin/Lamont: 2 Taft & Bakersfield: 1.5	2
PAT Central Kern Hub	1	6	Bakersfield and surrounding communities: 5 Delano: 1	1
DR & PAT East Kern Hub	1 Note: Share Supervisor costs between DR & PAT budgets.	7 Note: Include 5 CM positions in the DR budget and 2 CM positions in the PAT budget.	DR Lake Isabella: 1 Ridgecrest: 2 Tehachapi/Rosamond: 1 California Bakersfield City/Mojave/surrounding: 1 PAT Lake Isabella, Ridgecrest: 1 Tehachapi/Rosamond/California City/Rosamond: 1	1 Note: Share Clerk costs between the DR & the PAT budgets
PAT Post Reunification	.25	3	Bakersfield: 3	.25

- b. The proposal shall clearly state all of the costs associated with the project, utilizing Exhibit “D” – Project Budget, attached hereto.

Proposals for DR & PAT program services for the East Kern Hub shall include separate budgets for DR and PAT services. Budgets shall be titled “DR Services – East Kern Service Hub” and “PAT Services – East Kern Service Hub.” Attached both to the proposal. Successful proposers will be required to track, account for, and invoice DR and PAT service costs separately each month.

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. When budgeting mileage costs, proposers shall give special consideration that DR and PAT services are provided in the homes of families. All budgets will be subject to negotiation.

A maximum of nine (9%) percent of the total budgeted for Personnel and Services and Supplies may be budgeted for agency indirect costs for DR

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

- c. 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.
- d. Project funds may not in any way supplant existing funds.
- e. In addition to Exhibit "D" – Project Budget, attach to the proposal, a budget narrative that justifies all costs that will be charged to the KCNC. For example, 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 DR or PAT, 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. Proposers for DR and PAT services for the East Kern Service Hub shall submit separate budget narratives for DR and PAT services.

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- _____(name services) - _____ Hub." 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.