

**ATTACHMENT A
BIDDER PROPOSAL RESPONSE**

REQUEST FOR PROPOSAL # DPARC-0681

PSYCHOLOGICAL EVALUATION SERVICES FOR CHILDREN AND YOUTH

**DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS)
CHILDREN AND FAMILY SERVICES (CFS) DIVISION**



By:
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NIGP Code(s): 918-32, 918-67, 948-76, 952-59, 952-85

This RFP and any ensuing Addendums are available at the following links:
www.purchasing.co.riverside.ca.us and www.publicpurchase.com

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS STATED IN THIS
REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS REQUIRED**

**Any Bidder who requests to have this RFP in electronic format may send an email request to:
MMATHIS@RIVCO.ORG**

Appendix A

PURPOSE/BACKGROUND

The County of Riverside Purchasing Department, on behalf of the Department of Public Social Services (DPSS), Children and Family Services (CFS) Division, is seeking proposals from qualified vendors to provide Psychological Evaluation Services for CFS dependents.

The purpose of this program is to ensure that children and youth in foster care receive timely, comprehensive psychological evaluations to support case planning, permanency goals, and overall well-being. These evaluations help CFS staff, caregivers, and the courts better understand the child's mental health needs, inform appropriate diagnoses (when applicable), and recommend services and interventions tailored to the child's circumstances.

Key Principles

The primary goals of the Psychological Evaluation Services are to:

- Promote the safety, stability, and well-being of children and youth in foster care.
- Ensure culturally responsive and trauma-informed evaluations.
- Provide timely and accurate professional recommendations to guide placement and service planning.

Program Objectives

To provide:

- Comprehensive psychological evaluations using standardized tools, clinical interviews, and record reviews.
- Written reports that clearly document findings, diagnoses (if appropriate), and recommended interventions.
- Expert testimony and consultation with CFS staff and the courts, when required.

Program Outcomes

The expected outcomes of the successful contractor include:

- Delivery of evaluations and reports within the twenty-four and seventy-two hours required reporting timelines to avoid delays in case planning.
- Clear, evidence-based recommendations that directly inform permanency and treatment planning.
- Improved service coordination and better mental health outcomes for children and youth in CFS custody.

Target Population / Historic Information

The target population for these services is children and youth, ages 0–17 who are Riverside County DPSS/CFS dependents. Historically, the County has required approximately 50 - 100 psychological evaluations annually to meet case planning needs across all regions of Riverside County.

Funding for Services

This project is funded through a combination of state and federal funds.

Section A Proposal Checklist

Instructions:

- This section must be filled in and each item checked off to ensure all items requested by the County in this RFP have been submitted.
- Follow the instructions in each section of this RFP.
- Present all requested items in the Sections ordered A through L as shown
- Label each item presented and include additional items on your Table of Contents
- All proposals must include a detailed description of each proposed service to be provided
- Bidders that do not follow the bid instructions found in the Terms and Conditions document "Section 6.0 General Proposal Submittal" may be found to be "non-responsive" and disqualified from the bid process
- Sections and attachments can be uploaded as individual, clearly labeled, document files or as one file for all section responses and attachments and separate files for cost and financial sections.

Name of Company: _____

Service to provide: _____

Proposal Submission Checklist

General Bidder Information

Please provide one file document of the following items in your proposal. Indicate the page number where the item is located as applicable to the format of the submission.

Page Number

- ☐ Section A – Proposal Checklist (*this page*) _____
- ☐ Section B – Proposal Cover Page (*signed by Authorized Signatory*)..... _____
- ☐ Section C – Company Profile/ Experience _____
- ☐ Section D – Acknowledgements _____
- ☐ Section E – Scope of Services..... _____
- ☐ Section F – References..... _____
- ☐ Section G – Bidder Attachment _____

Any response that Bidders are finding difficulty pasting into the "Bidders Response" boxes in any section of the RFP, bidders shall include in Section G. When including attachments in Section G, label the attachments "Attachment 1", Attachment 2" and so forth along with the document title. Enter the corresponding Attachment Number into the Bidder's Response box with the words "See Section G." (Example: Attachment 1 Company Profile - See Section G.)

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1	_____	_____
Attachment 2	_____	_____
Attachment 3	_____	_____

Attachment 4	_____	_____
Attachment 5	_____	_____
Attachment 6	_____	_____
Attachment 7	_____	_____
Attachment 8	_____	_____
Attachment 9	_____	_____
Attachment 10	_____	_____
Attachment 11	_____	_____
Attachment 12	_____	_____
Attachment 13	_____	_____
Attachment 14	_____	_____
Attachment 15	_____	_____

Cost and Financials

Please provide Section H and I each in a separate document file.

- ☐ Section H – Cost Proposal
- ☐ Section I – Financial Statement

Certification or Exemption Iran Contracting Act

- ☐ Section J – Iran Contracting Act

Preference Programs Affidavits – Bidder must complete and submit appropriate form to be considered for preference qualification. If the program does not apply, indicate “Not Applicable” either on the document itself or in this checklist.

- ☐ Section K– Veteran, Active Duty and/or National Guard Business Affidavit
- ☐ Section L – Compliance with Economic Sanctions with Russia

Section B Proposal Cover Page

This Proposal Cover Page must be signed by an authorized representative. Signature by an authorized representative of the company on the proposal cover page shall constitute a warranty, the falsity of which shall entitle the County of Riverside to pursue any remedy authorized by law, which shall include the right, at the option of the County of Riverside, of declaring any contract made as a result thereof, to be void. **Digital signatures are acceptable** (Reference: The Uniform Electronic Transaction Act (UETA) California Civil Code Section 1633.1 – 1633.17 and as per Board Policy A-8)

BIDDER TO COMPLETE ALL APPLICABLE AREAS

Bidders are required to register (if not already registered) on the County of Riverside Purchasing website:
WWW.PURCHASING.CO.RIVERSIDE.CA.US

The County of Riverside Purchasing Department on behalf of the **Department of Public Social Services** is soliciting proposals from qualified firms to provide:
PSYCHOLOGICAL EVALUATION SERVICES FOR CHILDREN AND YOUTH

There will be a **mandatory** bidder's meeting on:

Date: August 20, 2026 **Time:** 1:00 PM PST

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/2512423241331?p=y4zxRDe5xFy4wNL9Fj>

Meeting ID: 251 242 324 133 1

Passcode: Mz6r4Qy7

Dial in by phone

+1 951-465-8390

Phone conference ID: 641 295 110#

**ALL PROPOSALS MUST BE SUBMITTED BY THE CLOSE DATE AND TIME
TO THE PUBLIC PURCHASE WEBSITE RESPONSE SECTION AT:**

www.publicpurchase.com

RFP # DPARC-0681

NO LATE PROPOSALS WILL BE ACCEPTED

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."

Company Legal Name:

Mailing Address:

City: State: Zip:

Remit to Address:

City: State: Zip:

Phone # () FAX # ()

Contractor Website:

Name: Title:

Signature: Date:

Email:

Please Check ☐ Veteran ☐ Local Preference ☐ Small Business

Section C Company Profile/ Experience

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided:

1. Business name and legal business status (i.e. partnership, corporation, etc.) including state of incorporation and proof of good standing and ability to do business in California. Bidders found not to be in good standing to do business in the State of California at time of bid submission will not be considered for award.

Bidder must acknowledge the requirements stated in the above section and provide the applicable proof of business name and status (Example: CA Secretary of State Statement of Information, Initial Filing documents, Articles of Incorporation, etc.).

BIDDER'S RESPONSE:

2. Proof of non-profit status, if applicable, including proof of active charity registration with the Department of Justice (DOJ). Bidders found not to be in good standing with the DOJ at time of bid submission will not be considered for award.

Bidder must acknowledge the requirements stated in the above section and provide the applicable proof of registration status or advise if the above statement is applicable to their company structure.

BIDDER'S RESPONSE:

3. Company overview of services or activities performed, including:
 - a. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
 - b. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services
 - c. Company size - number of staff
 - d. Location of the office from which the work under this contract will be provided and the staff allocation at that office

BIDDER'S RESPONSE:

- a)
- b)
- c)
- d)

4. Provide your company's mission statement.

BIDDER'S RESPONSE:

5. Please indicate whether the bidder holds controlling or interests in any other organization, or is owned or controlled by any other person or organization, if none that must be stated. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

6. Financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

7. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

8. An explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

BIDDER'S RESPONSE:

9. Include the policy and procedures for the bidder's company background checking procedures and company utilized. Bidders must conduct, at a minimum, a Department of Justice (DOJ) criminal background record check on all employees, subcontractors and volunteers.

If applicable, adherence to the Board of Supervisors Policy C-33 Background Check Policy, will be required for non-employees performing the services indicated in the policy. Policy C33 can be found on the Clerk of the Board's website at the following link: <https://rivcocob.org/board-policies>

BIDDER'S RESPONSE:

10. Credentials/Resumes/Certifications/Licenses

This section shall state all employees/subcontractors responsible for administering or providing services specify for this project. Bidder shall specifically provide the following information on all employees to be providing services related to this RFP:

- a. Position Title
- b. Responsibilities
- c. Qualifications/Experiences
- d. Certifications/licenses, if applicable
- e. Any other information, which will assist in evaluating qualifications.

BIDDER'S RESPONSE:

- a.
- b.
- c.
- d.
- e.

Bidder can add as many sections to this bid response box as they need to state all employees providing services.

11. Conflict of Interest Statement:

The Bidder covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with its performance under an agreement resulting from this solicitation. The Bidder further covenants that no person or subcontractor having any such interest shall be employed or retained under any agreement resulting from this solicitation. The Bidder agrees to inform the County of all its interests, if any, which are or may be perceived as incompatible with the County's interests.

The Bidder shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the Bidder is doing business or proposing to do business, in accomplishing any work under an agreement resulting from this solicitation.

The Bidder or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to County employees and/or consultants engaged in this project.

Compliance with California Government Code 4525 – 4529.5 (Mini-Brooks Act): Selection of services as referenced in this RFP follow applicable County ordinances, policies and procedures. These procedures specifically prohibit practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration, and shall specifically prohibit government agency employees from participating in the selection process when these employees have a relationship with a person or business entity seeking a contract under this solicitation.

Bidder must acknowledge the above requirements and provide a statement of any conflict of interest that may pertain to other projects/contracts and/or relationships with agency employees (past and present).

BIDDER'S RESPONSE:

Section D Acknowledgements

1. Clarifications, Exceptions, or Deviations

All Bidder(s) shall describe any exception or deviation from the requirements of the RFP, including exceptions to the terms and conditions in the sample service agreement. Each clarification, exceptions, or deviation from the scope of services herein or the agreement terms must be clearly identified. It is further advised that the agreement template provided may be updated or modified through the negotiation process to align with the actual services delivered. If your firm has no clarification, exceptions, or deviation, either to the requirements of the RFP and/or to the terms and conditions in the agreement template, a statement to that effect shall be included in this section.

The sample service agreement is attached as Exhibit B (which is located in the Terms and Conditions Document) and incorporated herein by this reference.

If Bidder intends to take exception to any agreement term(s) and/or any requirement(s) of the RFP, a written detailed statement of justification and/or hardship must be included in the response and will be reviewed by County Risk Management, County Counsel and/or Department Executive personnel. Exceptions to agreement terms and/or requirements of the RFP may cause the bidder to be considered non-compliant with the request and not considered for further participation in the evaluation and selection process.

Bidder must provide an explanation of any exceptions/deviations from the terms and conditions in the agreement template and/or any requirements identified in this RFP.

BIDDER'S RESPONSE:

2. Evidence of Insurability/Business Licenses

All bidder(s) shall submit evidence of insurance as proof of company insurability. An Accord cover page will suffice as proof of insurability at time of bid submission. If offered an award of a contract, the Bidder has ten (10) calendar days from the date of the conditional offer to negotiate an agreement to produce the required insurances at the coverage and limits stated in the agreement, including a certified endorsement naming the County as additionally insured. Do not purchase additional insurance unless and until a conditional offer of award has been provided by the County.

Current general insurance coverage limits and requirements can be found on the Riverside County Human Resources, Risk Management internet page under Contracts / Recommended Contract Language at: <https://riskmgmt.rc-hr.com/>

Specific levels of insurance coverage required for the specific project will be provided to the selected bidder(s) during contract award negotiations. Limits noted in the template agreement may be modified depending on the actual services to be provided.

For companies that do not meet the requirements as defined by the State of California for Workers Compensation coverage a statement to that effect must be included in the response.

The bidder shall certify in the response box below the possession of any and all current required licenses and/or certifications as applicable to the services requested herein.

Provide a copy of current business license or other applicable licenses. If a current business license is not required, please include in the text box below the California statute (government code) exempting the company from obtaining a business license and the basis for such exemption.

Other applicable licenses that apply to the services to be provided must be included in the response (i.e. licensed veterinarian, social worker, etc.)

Bidders that do not provide proof of insurance and applicable licenses at time of proposal submission may be considered non-responsive and removed from further participation in the evaluation and selection process.

Bidder must include proof of insurance, a current business license and/or other licenses (as applicable to the services requested in this RFP) in the proposal response.

BIDDER'S RESPONSE:

3. Transition

Upon expiration or termination of an Agreement resulting from this solicitation, for any reason, during the transition close-out period the Bidder agrees to and certifies in the section below, that it will:

- 1) Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and
- 2) Assist Department of Public Social Services (DPSS) in the orderly transition and transfer of all collaborations and committees to DPSS and the subsequent Contractor(s); and
- 3) Provide, in a timely manner, all file and information deemed necessary by DPSS for use in subsequent contracting activities without additional cost to DPSS and/or the new Contractor(s), upon termination or expiration of an Agreement resulting from this solicitation; and
- 4) Cooperate with DPSS during a transition close-out period to ensure orderly and seamless delivery of services to residents of Riverside County.

CERTIFICATIONS of ACKNOWLEDGEMENT OF TRANSITION REQUIREMENTS

I, _____, a duly authorized agent of _____,

Printed Name of Agent/Officer _____ Name of Organization _____
hereby certify that _____ by submission of this proposal in response to the

Name of Organization _____
Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature _____ Date _____

Title of Agent/Officer _____

Section E Scope of Services

This RFP has a space provided under each question and /or acknowledgement the County has of the Bidder. This RFP is available for electronic download at www.publicpurchase.com.

Bidders must address all points in this section. All questions are in italicized font in the box.

E.1. ASSESSMENT/EVALUATION REQUIREMENTS

The Contractor shall:

- 3.1 Conduct comprehensive in-person psychological evaluations shall include, at a minimum:
 - a) Clinical interview, including obtaining personal, medical, developmental, family, and psychosocial history.
 - b) Administration of psychological tests with the intent of providing a diagnosis, if appropriate.
 - c) Mental status examination.
 - d) Administration of standardized psychological testing (psychometric, cognitive, behavioral, and/or diagnostic tools) with the intent of providing a diagnosis, as clinically appropriate.
 - e) Determining mental health needs and establishing a plan to meet those needs (services, medications, etc.) and issuing a report.
 - f) Collection of collateral information (e.g., school records, caregiver interviews, prior medical/psychiatric records) when necessary and/or available.
 - g) Integration of all findings into a written report that includes diagnosis (if indicated), analysis of presenting issues, and clear service recommendations.
- 3.2 Referrals:
 - a) Awarded Contractor shall only accept CFS referrals from designated DPSS liaison.
 - b) Awarded Contractor shall make initial contact with assigned case worker to set up a meeting for evaluation. Awarded Contractor understands that this evaluation may take place immediately after parent/guardian removal.
- 3.3 Provide timely assessments/evaluations to DPSS/CFS staff:
 - a) An oral summary (in-person, virtual meeting, and/or phone call) of preliminary evaluation and recommendations must be provided to CFS staff within twenty-four (24) hours of completing the assessment.
 - b) A written evaluation report must be submitted to CFS staff in person or via encrypted email within seventy-two (72) hours of completing the evaluation. Reports shall:
 - 1) Summarize evaluation findings in clear, accessible language.
 - 2) Provide diagnostic impressions aligned with Diagnostic and Statistical Manual of Mental Disorders Fifth Edition (DSM-5-TR) standards, if applicable; and
 - 3) Include specific recommendations for services, supports, or interventions (e.g., therapy, psychiatry, Wraparound, medication evaluation, or specialized programs).

- 3.4 Participate in case planning meetings with CFS staff, as requested, to explain evaluation and recommendations.
- 3.5 Provide expert testimony in court proceedings when required. Testimony shall be requested and compensated separately, if applicable.
- 3.6 Evaluations may take place at the Harmony Haven Youth Campus, at designated CFS outstation locations, at CFS district offices, or at other locations as determined by CFS staff to meet the needs of the child or youth. The Contractor shall ensure availability to travel to such locations as required.

In this area, Bidder shall explain in detail how they will adhere to Scope of Services Section E.1.

BIDDER'S RESPONSE:

E.2. SERVICE REQUIREMENTS

- 2.1 Each psychological evaluation, including the clinical assessment, oral findings, written report, and recommendations, shall be completed and submitted within thirty (30) calendar days of referral, unless expedited by court order or other urgent case requirements.
- 2.2 Evaluations and assessments shall be culturally competent, trauma-informed, and developmentally appropriate.
- 2.3 Contractor shall comply with all applicable federal, state, and county laws, regulations, and policies, including confidentiality of Personally Identifiable Information (PII) and Health Insurance Portability and Accountability Act HIPAA requirements.

In this area, Bidder shall explain in detail how they will adhere to section E.2 SERVICE REQUIREMENTS:

BIDDER'S RESPONSE:

E.3. CONTRACTOR STAFFING QUALIFICATIONS/EXPERIENCE

- 3.1 Contractor certifies that all personnel are qualified and shall possess a doctoral degree (Ph.D. or Psy.D.) in Clinical or Counseling Psychology from an accredited institution and recognized by the California Board of Behavioral Science (BBS).
- 3.2 Must hold a current, active license as a Clinical Psychologist in the State of California, in good standing, without restrictions or disciplinary actions.
- 3.3 Minimum of three (3) years of post-licensure experience conducting psychological evaluations with children and youth, preferably within the child welfare, foster care, or juvenile court systems.
- 3.4 Demonstrated expertise in child development, trauma-informed care, culturally responsive evaluation practices, and administration of standardized psychological assessments.
- 3.5 Must complete and pass a criminal background check including fingerprint clearance.
- 3.6 Must obtain and maintain Department of Justice (DOJ) and Child Abuse Central Index (CACI) clearances prior to providing services.
- 3.7 Must maintain professional liability insurance at levels required by the County.

- 3.8 Ability to travel throughout Riverside County to conduct evaluations at Harmony Haven, district offices, outstations, or other designated locations.
- 3.9 Preferred/Desired: Bilingual capability (Spanish/English or other prevalent languages in Riverside County).

In this area, Bidder shall explain in detail how they will adhere to section E.3 CONTRACTOR STAFFING QUALIFICATIONS/EXPERIENCE.
BIDDER'S RESPONSE.

E.4. SERVICE COORDINATION

- 4.1 Contractor shall participate in multidisciplinary team (MDT) meetings as requested.

In this area, Bidder shall explain how they will adhere to section E.4 SERVICE COORDINATION.
BIDDER'S RESPONSE:

E.5. BILLING AND REIMBURSEMENT

- 5.1 Contractor may bill on a per-assessment basis and hourly rate for other services. Contractor must provide pricing for the two services.
- 5.2 Contractor shall indicate ability and willingness to bill Medi-Cal and/or contract with Riverside University Health System – Behavioral Health (RUHS-BH) or Managed Care Plans (e.g., IEHP) to maximize cost effectiveness.
- 5.3 All costs must be inclusive of evaluation/assessment materials, collateral contacts, report preparation, and travel (if applicable).
- 5.4 The ability to bill Medi-Cal is highly desired but not required.

In this area, Bidder shall explain how they will adhere to section E.5 BILLING AND REIMBURSEMENT.
BIDDER'S RESPONSE:

E.6. EXPECTED OUTCOMES

- 6.1 Delivery of high-quality, timely psychological evaluations.
- 6.2 Identification of youth mental health needs and recommendations for services.
- 6.3 Clear, actionable recommendations to inform case planning and service linkage.
- 6.4 Enhanced ability of CFS staff to promote stability and permanency outcomes for children and youth.

In this area, Bidder shall explain how they will adhere to section E.6 EXPECTED OUTCOMES.
BIDDER'S RESPONSE:

E.7. PROCESS WORKFLOW, DELIVERABLES AND PERFORMANCE STANDARD

Deliverable	Performance Standard	Measurement/Method of Evaluation	Frequency
Psychological Evaluations	Conduct comprehensive psychological evaluations including interview, MSE, testing, collateral review, and report.	≥ 95% of referrals result in a complete evaluation. Referral logs, completed reports, case file audits.	Per Referral
Oral Reports	Provide an oral summary of preliminary findings to CFS staff within 24 hours of assessment.	≥ 95% of oral reports delivered within timeframe. Staff confirmation, case notes.	Per Referral
Written Reports	Submit written reports with diagnostic impressions, findings, and recommendations within 72 hours of completing the evaluation.	≥ 95% of reports meet format/content requirements. Random DPSS audit of submitted reports.	Per Evaluation
Case Planning Meetings	Participate in case planning meetings	Attendance documented in meeting notes/sign-in sheets; staff feedback.	As Needed
Multidisciplinary Team (MDT) Meeting	Participate in MDT planning meetings to assess best practices.	Attendance documented in meeting notes/sign-in sheets; staff feedback.	As Needed
Court Testimony	Provide expert testimony when subpoenaed or requested.	Confirmation from County Counsel or court records.	As Needed
Billing & Invoicing Provider	Submit accurate, itemized invoices per contract..	≥ 95% of invoices approved without correction. Fiscal review.100% compliance. License verification at contract start and annually will be mandatory for service reimbursement.	At the start of the agreement and then annually at the beginning of the fiscal year.

In this area, Bidder shall explain how they will adhere to section E.7 DELIVERABLES & PERFORMANCE STANDARDS.

BIDDER'S RESPONSE:

Section F References

References

All bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials, Department Directors, Riverside County Department of Public Social Services (DPSS) staff as a reference. However, references can include other county agencies that are not partaking in this RFP. Please verify that all reference information is correct.

Reference 1	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 2	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 3	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	

Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

1. Provide a list detailing contracts that your company has been awarded during the last five years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

BIDDER'S RESPONSE:

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

BIDDER'S RESPONSE:

Section G Bidder Attachment

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall include in Section G. When including documents in Section G, label the attachments “Attachment 1”, “Attachment 2” and so forth with the corresponding document title. Enter the corresponding attachment number and title into the Bidder’s Response box as the example shows below:

Below is an example:

Section D Company Profile

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)

BIDDER’S RESPONSE: Located in “Attachment 1 Business Status”

2. Proof of non-profit status, if applicable

BIDDER’S RESPONSE: Located in “Attachment 2 Non-Profit Status”

Section H Cost Proposal

In this section, please complete and include the Cost Proposal Sheet and Budget Narrative **as a separate document file, labelled appropriately.** Cost Proposals will be reviewed after the evaluation of the proposals has been completed. The County reserves the right to negotiate final fees with the selected Bidder(s). Proposals must fully describe all costs to charges to County as part of this service/project. As stated in the Cost Proposal, Bidders must provide fully inclusive blended rates, which are inclusive of all the bidder's project-related or supported expenses, including but not limited to the following: administration, travel, training and operating expenses. Expenses not included will not be reimbursed. Bidders may also include any other documents as information to further explain the proposed costs.

Cost should reflect expenditures for a full 12-month year. Bidder must include a **budget narrative** (H-2) that describes each line item.

H-1 UNIT OF SERVICE COST

Proposed Service	Estimated Annual Quantity	Total Number of Units the Company can provide annually (Column A)	Cost for each unit of service (Column B)	Total Annual Cost (Column A x Column B = Column C)
Evaluation (Oral and written Assessment)	50-100		\$ per Assessment	\$
Case Planning Meeting	50-100		\$ Hourly	\$
Multidisciplinary Team (MDT) Meeting	50-100		\$ Hourly	\$

Court Testimony (Per Section E. Scope of Services E.7)	\$ Hourly
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H-2 Budget Narrative

In the space below please provide Unit of Service cost detail in the budget narrative:

BIDDER'S RESPONSE:

Section I Financial Statement

Include financials as a separate file document and mark "Financial Statement - Confidential" if Bidder's company requires this to be kept confidential. The County cannot guarantee that the financials submitted will be kept confidential.

Financial statements will be submitted to the Accounting Office for review, then placed in a sealed envelope and marked "Confidential."

The Bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity.

Financials should provide sufficient detail to assure the County of Riverside that Bidder can support services being offered and as a Contractor the firm will not seek early payment for services delivered, expedited payments or payments delivered by any means other than as approved transactions through the County Auditor/Controller's Office.

Section J Iran Contracting Act

IRAN CONTRACTING ACT
(Public Contract Code sections 2202-2208)

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		<i>Date Executed</i>

Section K Veteran, Active Duty and /or National Guard Business Affidavit

The County of Riverside Veteran, National Guard, and/or Active Duty Business Preferences may be applied to this Request for Proposal/Quotation. If you qualify for any of these preferences, please submit this form along with your response to this RFP/Q.

DEFINITIONS OF VETERAN, NATIONAL GUARD, AND/OR ACTIVE DUTY BUSINESSES

Please check the category you are applying for:

- ☐ **A Service-Disabled Veteran-Owned Business (SDVOB) shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more service-disabled veteran(s).** A service-disabled veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard, Federal Reservists, or National Guard and who possesses either a disability rating letter issued by VA establishing a service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense.
- ☐ **A Veteran-Owned Business (VOB) shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more veteran(s).** A veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.
- ☐ **A National Guard and Federal Reserve Veteran-Owned Business shall mean a business concern, consultant or contractor is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more National Guard or Federal Reservist veteran(s).** Federal Reservists or National Guard veteran is a member who served honorably in the Reserves or National Guard but has no active duty time other than for training purposes only.
- ☐ **An Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more active members of the U.S. Armed Forces, National Guard or Federal Reservist(s).** An active member is a person who is a current member of the U.S. Armed Forces serving on active duty or who is a current member of the National Guard or Federal Reserve forces serving on Title 10 or Title 32 active duty or current members of the National Guard and Reserve forces.
- ☐ **A Veteran-Qualified Business (VQB) shall mean a business concern, consultant or contractor that maintains a workforce in which no less than 10% of its total are veteran employees.** A veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.

The supporting documentation to be provided along with this form and your response to this RFP/Q includes:

SDVOB, VOB, VQB Business

1. A valid DD Form 214 (long form) or NGB Form 22 along with a VA disability rating letter for each veteran owner(s) to establish confirmation of military service and discharge status. National Guard members and Federal Reservists with twenty (20) years or more service shall provide a copy of retirement orders or Military identification card showing retired status from the reserves

National Guard and Federal Reserve Veteran-Owned Business

1. A valid NGB Form 22 for each National Guard veteran owner(s) to establish confirmation of service. A valid DD Form 214 (long form) and an honorable discharge certificate for each Federal Reservist veteran owner(s) to establish confirmation of service.

Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business

1. Proof of service orders or military ID card showing active Reserve, National Guard or Active Duty status in the U.S. Armed Forces.

Business Name: _____

Physical Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Names of Veteran or Active Duty Owner(s) and their ownership percentage (if applicable): _____

Total Number of Company Employees (if applicable): _____ Total Number of Veteran Employees: _____

DUNS # (where applicable): _____

Hours of Operation: _____

Signature of Company Official

Date

Submittal of false data will result in disqualification of Veteran Preference and/or doing business with Riverside County. Additional information about the application of these preferences can be found in Board Policy B-34 (<https://www.rivcocob.org/wp-content/uploads/2019/06/POLICY-B34.Revised.05-21-19.pdf>).

Section L Compliance with Economic Sanctions with Russia

**COMPLIANCE WITH ECONOMIC SANCTIONS IN RESPONSE TO RUSSIA'S ACTIONS IN UKRAINE
(Bidders)**

Prior to bidding on, submitting a proposal, or executing a contract, a contractor must certify: 1) it is not a target of economic sanctions and 2) in compliance with economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any requirements related to the Russian sanctions imposed by the California Governor's Executive Order N-6-22 issued on March 4, 2022 and under state law, if any.

To comply with this requirement, please insert the contractor name and Federal ID Number (if available), complete the information described below and execute by an authorized representative of the contractor.

CERTIFICATION

I, the authorized representative for contractor named below, certify I am duly authorized to execute this certification on behalf of the contractor below, and the contractor identified below has conducted a good faith review of existing contracts. I attest that the contractor is not a target of economic sanctions, and that contractor is in compliance with the economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any requirements related to the Russian sanctions imposed by the California Governor's Executive Order N-6-22 issued on March 4, 2022 and under state law, if any.

<i>Contractor Name (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date</i>		