

COUNTY OF FRESNO



REQUEST FOR PROPOSAL

NUMBER: 27-015

ADOPTION SUPPORT AND PRESERVATION SERVICES

Issue Date: September 30, 2026

Closing Date: OCTOBER 28, 2026 AT 10:00 AM

All Questions and Responses must be electronically submitted on the Bid Page on Public Purchase.

For assistance, contact **May Vue** at Phone (559) 600-7110.

BIDDER TO COMPLETE

Undersigned agrees to furnish the commodity or service stipulated in the attached at the prices and terms stated in this RFP.

Bid must be signed and dated by an authorized officer or employee.

COMPANY

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

E-MAIL ADDRESS

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

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OVERVIEW

The County of Fresno on behalf of the Department of Social Services (DSS) is requesting proposals from qualified vendors for the provision of adoption support and preservation services for families and post permanency services to adoptive and guardianship families. The goal of the solicited services is to promote long term family stability and decrease the likelihood of placement disruptions through strengthening family functioning and stability and supporting child safety and well-being. The funded vendor will serve pre-adoptive, adoptive and guardianship families who need supportive services.

DSS seeks a vendor that demonstrates knowledge and expertise of the provision for public agency adoption support services provided by Child Welfare Services. They will need an understanding of the dynamics and needs of adoptive families pre- and post-finalization, and that can provide an array of services intended to meet these needs. Services provided should be deemed as best practices and have wide support as being effective with this population.

The selected vendor will be expected to provide services to up to an estimated 450 families referred by DSS, annually, although only 10-20% of referred families are anticipated to require intensive, individualized services. The selected vendor will also be required to provide services to clients on a walk-in basis.

Funding for these services is expected to be \$261,351 annually. One vendor will be selected. It is anticipated services will begin July 1, 2027. The County agreement with the selected vendor will be for one year and may include the option for two, one-year extensions beyond the initial term, dependent upon available funding and successful provision of services. Services are supported with federal funds and will be monitored in accordance with all applicable federal funding regulations, including, but not limited to, 2 CFR Part 200.

KEY DATES

RFP Issue Date: **September 30, 2026**

Written Questions for RFP Due: **October 14, 2026 at 10:00 AM**
Questions must be submitted on the Bid Page.

RFP Closing Date: **October 28, 2026 at 10:00 AM**
Proposals must be electronically submitted on the Bid Page.

GENERAL REQUIREMENTS & CONDITIONS

TERM: It is County's intent to contract with the successful bidder for a term of one year with the option to renew for up to two additional one year periods based on mutual written consent.

The County reserves the right to terminate any resulting contract upon written notice.

AWARD: The award will be made to the vendor offering the proposal that is deemed the most advantageous to the County. Past performance (County contracts within the past seven years) and references may factor into awarding of a contract. The County will be the sole judge in making such determination. The County reserves the right to reject any and all proposals. Award Notices are tentative. Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid Purchase Order by Purchasing. After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

Award may require approval by the County of Fresno – Board of Supervisors.

PARTICIPATION: The bidder may agree to extend the terms of the resulting contract to other political subdivisions, municipalities, and tax-supported agencies. Such participating governmental bodies may make purchases in their own name, make payment directly to the bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

CONFIDENTIALITY: Services performed by the bidder shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

The bidder shall submit to County's monitoring of said compliance.

The bidder may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

The bidder shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County. The bidder shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and their tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor. A specialty contractor cannot contract for work outside of their classification even if they are going to subcontract that work to another licensee who does hold the classification. The only classification that may do that is the B – General Building contractor.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables them to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

DISCLOSURE: The bidder is required to disclose if, within the three-year period preceding the proposal, their owners, officers, corporate managers and partners have been convicted of, or had a civil judgment rendered against them for:

- fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
- violation of a federal or state antitrust statute;
- embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
- false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED: No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

TIE BIDS: In the event of a tie score between two or more proposals at the completion of the evaluation process, the evaluation team will break the tie by re-evaluating the proposals and coming to a consensus on which proposal to award. Additional information or interviews may be requested from bidders with the tied proposals.

DATA SECURITY: Individuals and/or agencies that enter into a contractual relationship with the County for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the County, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of

County data including sensitive or personal client information; abuse of County resources; and/or disruption to County operations.

Individuals and/or agencies may not connect to or use County networks/systems via personally owned mobile, wireless or handheld devices unless authorized by County for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (County or Contractor device) or brought in for use into the County's system(s) without prior authorization from County's Chief Information Officer and/or designee(s).

No storage of County's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The County will immediately be notified of any violations, breaches or potential breaches of security related to County's confidential information, data and/or data processing equipment which stores or processes County data, internally or externally.

County shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to County's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by County in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

AUDITS & RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

PAYMENT: County will make partial payments for all purchases made under the contract and accumulated during the month. Terms of payment will be net forty-five (45) days.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

LICENSES AND CERTIFICATIONS: Any license(s) and/or certification(s) required in this RFP must be obtained by the bidder prior to submitting a proposal and must be active and in good standing. Proposals submitted without the proper license(s) and/or certification(s) will be deemed non-responsive.

PUBLIC CONTRACT CODE SECTION 7028.15: Where the State of California requires a Contractor's license; it is a misdemeanor for any person to submit a bid unless specifically exempted.

BID INSTRUCTIONS

- All prices and notations must be typed or written in ink.
- Unless otherwise noted, prices shall remain firm for 180 days after the closing date of the bid.
- Proposals must be electronically submitted on the forms provided in this RFP with all pages numbered.
- Bidder may not submit links of any kind. Links will not be reviewed and may be cause for rejection.
- Additional material may be submitted with the proposal as attachments. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).
- Bidders must electronically submit their proposal in .pdf format, no later than the proposal closing date and time as stated on the front of this document, to the Bid Page on Public Purchase. The County will not be responsible for and will not accept late bids due to slow internet connection or incomplete transmissions.
- County of Fresno will not be held liable for any costs incurred by vendors in responding to this RFP.
- Bidders are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be electronically submitted in a separate PDF file clearly named "TRADE SECRETS" and marked as Confidential, see Trade Secret Acknowledgement section.
- If a bidder finds any discrepancies or has any questions, submit all inquiries to the Bid Page on Public Purchase or contact **May Vue** at (559) 600-7110. Any change in the RFP will be made only by written addendum issued by the County. The County will not be responsible for any other explanations or interpretations.
- Failure to respond to all questions or to not supply the requested information could result in rejection of your proposal. Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested.
- Proposals received after the closing date and time will NOT be considered.
- Proposals will be evaluated by an evaluation team led by County Purchasing and may consist of County of Fresno department staff, community representatives from advisory boards, and other members as appropriate. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. Upon review and evaluation, the evaluation team will make the final recommendation to the County department.
- Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 333 W. Pontiac Way, Clovis, CA 93612 and in Word format to CountyPurchasing@fresnocountyca.gov. Appeals should address only areas regarding RFP contradictions, procurement errors, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required. If the appealing bidder is not satisfied with the decision of Purchasing, bidder shall have the right to appeal to the County Administrative Office within seven (7) working days after Purchasing's notification; if the appealing bidder is not satisfied with CAO's decision, the final appeal is with the Board of Supervisors. Please contact Purchasing if the appeal will be going to the Board of Supervisors.

- All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific Analyst managing this RFP is identified on the cover page, along with their contact information, and they should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal appeal against the RFP, such vendor may contact the Purchasing Manager who manages that appeal as outlined in the County's established appeal procedures. All such contact must be in accordance with the sequence set forth under the appeal procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board at scheduled Board Meeting.

SCOPE OF WORK

A. Background

DSS is seeking proposals from qualified vendors for the provision of adoption support and preservation services that are designed to serve all types of adoptive families such as those who are in a plan of adoption (pre-adoption) or who have finalized adoptions (post adoption) and guardianship families. According to the recent 2025 survey conducted by the Post Adoption Center in collaboration with CDSS, the primary reason adoptive or guardianship families seek help is due to their child's behavioral or mental health and family stress or functioning was the second most common reason for contact. Other prevalent themes include lack of preparation for parenting a child who has experienced trauma, challenges with the child's birth family and educational needs.

These survey results reinforce the critical importance of ensuring that trauma-informed, adoption-competent mental health services and ongoing post-permanency support services are offered in order to address the persistent and often escalating needs faced by adoptive and guardianship families. All supports provided should aim to enhance the parent-child relationship and to encourage parenting that responds to the specific needs of children who have experienced trauma and loss.

These services are intended to:

- a. Normalize the idea that it is okay to receive services/supports.
- b. Help parents understand what to expect over the course of their child's development.
- c. Build up their knowledge and skills for handling changes/challenges.
- d. Help parents understand issues related to trauma, grief, and loss.
- e. Promote protective factors and self-advocacy.
- f. Reverse negative patterns before they become entrenched.
- g. Improve the physical, emotional, mental, behavioral, and developmental health of adopted children and their families.

B. Eligible Vendors

Eligible vendors include any qualified organizations with expertise and a solid foundation in adoption competency. Adoption competency refers to a comprehensive set of knowledge, values, and skill competencies embedded in evidence-informed professional practices. Eligible vendors must also be able to show demonstrated success in the delivery of pre- and post-adoption services to at-risk families in their proposals, clearly highlighting how their service model can meet the goals and standards of this RFP. Eligible applicants should be an established entity in Fresno County and familiar with the target population. DSS will select one vendor for this service.

C. Available Funding

It is expected the agreement with the selected vendor will commence on July 1, 2027. The one-year term will expire June 30, 2028, with an option for two additional 12-month renewal periods through June 30, 2030, dependent upon available funding and successful provision of services. Annual maximum funding available is anticipated to be \$261,351 per 12-month period.

The source of funding is Federal Promoting Safe and Stable Families (PSSF) – Adoption Promotion and Support. The selected vendor will be required to adhere to PSSF programmatic and reporting requirements. Funding may be reduced, if necessitated by reductions in funding from the appropriating government agency.

D. Target Population

Referred families are those with a dependent child with a case plan goal of adoption, post WIC 366.26 hearing, or who have finalized adoptions, and will include the following:

- **DSS Referrals** - Referred families may be beginning to experience challenges, seeking information/resources/supportive services, in need of immediate support, in crisis, and/or at risk of placement disruption. Family issues may include but are not limited to:

- Difficulty caring for children with special needs or adjusting parenting strategies as children grow into adolescence;
 - Difficulty parenting children who have experienced trauma and loss;
 - Mental health concerns, including stress management;
 - Instability and/or inconsistency of the family environment which negatively impacts the children's developmental growth;
 - Deficits in life skills competencies that impact the ability to manage the family; and
 - Cultural and/or language barriers that impact the provision of needed medical, social, and psychological services.
- **Walk-In** - This includes families that have been given information regarding adoption and support services and are seeking services from the selected vendor without a direct referral from DSS.

E. Families to be Served

Services are to be provided to an estimated 125 post-adoption families and up to 325 pre-adoption families referred by DSS, annually. The actual number of referred clients may differ from this estimate.

The selected vendor will also be expected to serve DSS clients on a walk-in basis. Although it is anticipated that up to 450 total families may be referred each year, most will not require individual/intensive services. Only 10-20% of referred families are anticipated to require intensive, individualized services, such as case management, crisis intervention, etc. Services to the remainder of referred families may include but are not limited to, basic information about the program and/or available resources.

F. Description of Services

• Pre-adoption Support Services

Pre-adoption services are services that are offered before adoption finalization and are designed to build parents' capacity to care for their children and connect families to post-permanency services. These supports can include specialized training, family counseling, system navigation, resource information guides and a warm handoff to post-permanency services.

• Post-adoption and Permanency Services

Post-adoption and permanency services are services that are offered after an adoption has been finalized and are designed to decrease the likelihood of post-adoption placement disruption and promote long term family stability. These supports can include case management, parental coaching, crisis intervention services for emergent needs, support groups and ongoing support through training and advocacy to build parental capacity to meet the changing needs of their children.

• Program Design

To support the adoption process, this RFP requires that a vendor's program service model address the effects of trauma, separation, and loss, as well as identity issues. It is expected that services will:

- a. Focus on the family system as a whole, rather than solely addressing youth issues.
- b. Include trauma-informed approaches.
- c. Assist with building adoption competence in the community.
- d. Be culturally competent and sensitive to the role of culture, ethnicity, and race in adoptive family dynamics.

Applicants are encouraged to implement evidence-based or promising/emerging practices that are considered effective in adoption stabilization and support. The applicant must thoroughly describe how the proposed services will positively impact adopted children and their families. To this end, the following program objectives should be positively impacted:

- a. Increased adoptions from foster care;
- b. Increased post-adoption placement stability/reduction in post-adoption placement disruptions;

- c. Increased social and emotional wellness and attachment between parent/family and child; and
- d. Increased healthy family functioning and resiliency.

- **Core Services**

The selected vendor must implement and provide an array of pre- and post-adoption support services that may include, but are not limited to, the following:

- a. Parenting skills education specific to adoptive family issues, including but not limited to, relative/kinship adoption issues; effects of childhood trauma; loss and grief; trust and attachment, identity in adoption; transracial/transcultural adoption; and birth family connections.
- b. Crisis intervention/crisis counseling.
- c. Support groups for parents, children, and youth, including specialized groups as appropriate and based on the needs of the clients (for example: relative adoptions, teen groups, etc.).
- d. Case management (post-adoption families only).
- e. Comprehensive and thorough assessments of the child's and family's strengths, needs, history and support system that guide the family's case management plan.
- f. Educational advocacy for children with school related challenges.
- g. Telephone, email, or in-person information and referral services.
- h. Linkage to adoption specific community resources.
- i. Development of a resource directory specific to adoptive family issues pre- and post-finalization.
- j. Respite care for specialized events.
- k. Provide psychosocial support, including screening, assessment, and intervention in an individual, family, or group setting, and/or linkage or referral to adoption-competent mental health services in the community.

Services should be provided in the family home or community, whenever possible.

G. Hours of Operation/Location/Facility/Accessibility

The selected vendor shall provide pre-adoption, post-adoption, and adoption preservation services during standard business hours (Monday-Friday, 8:00AM – 5:00PM) and offer flexible scheduling options, including at least one evening per week and limited weekend availability in order to accommodate families' needs. However not a mandated requirement, DSS would prefer the selected vendor to also provide access to a dedicated hotline and/or on call support services. Services provided shall be offered at selected vendors' primary's office and/or one or more community-based sites. Facilities shall include private meeting rooms, appropriate spaces for family interaction, and trauma-informed environments. All service locations and technologies must comply with ADA and accessibility requirements, offering language access, culturally responsive supports, and accommodation for individuals with disabilities. The selected vendor shall maintain mechanisms for urgent after-hours support to assist with crisis adoption-preservation needs.

H. Staffing

The selected vendor must ensure a sufficient level of qualified staff to effectively carry out program activities and services. Staffing should reflect the diverse cultural and linguistic characteristics of the population served whenever possible. Staff should have experience in working with families from diverse backgrounds, identifying family strengths, navigating systems, and linking families to resources, and tracking client outcomes.

Staff must be of professional status, preferably with specialized training or expertise in working with adoptive children and families, particularly in the Child Welfare Services setting. The selected vendor will be responsible for all training necessary to promote staff development and effective service delivery. Staff should be trained and knowledgeable in the following topic areas: dynamics of adoptive families; dynamics of relative adoptions; appropriate parent/child interaction; infant/child development; trauma/grief and loss; and community resources.

Applicants must ensure staff complete relevant training within their first year of employment and

continue to provide appropriate training opportunities to staff to support continued learning and improve direct services to clients.

The following trainings/topics are highly recommended:

- Adoption Clinical Training (ACT) and/or Training for Adoption Competence (TAC);
- National Adoption Competency Mental Health Training Initiative;
- Specialized adoption-focused training on transracial/transcultural adoptions, LGBTQ+ and Sexual Orientation and Gender Identity Expression (SOGIE), sibling and birth family relationships, relative/kin adoptions, and family-focused services;
- Any other trainings that are recommended for adoption professionals by the State and/or County.

Applicants must ensure staff are provided with appropriate supervisory oversight to successfully implement the proposed services. Supervision must be provided by staff who possess master's degree level education in a field related to the services requested in this RFP (Social Work, Psychology, Marriage and Family Therapy, or a closely related field).

I. Performance Outcomes and Evaluation

DSS is committed to funding services that produce positive, effective, and measurable outcomes and results for clients served. As such, specific program goals and outcomes must be identified in all proposals. DSS will consider vendor performance levels when determining funding recommendations for future contract extensions.

To ensure valid, actionable, and comparable results, the Contractor shall provide the following analytics:

1) Survey and Assessment Analytics

- Descriptive Statistics
 - Number of surveys distributed, completed, and missing
 - Completion rate (%)
 - Demographic breakdown of respondents
- Outcome Analytics
 - Pre/post mean scores
 - Percent of families showing improvement, decline, or no change
 - Effect size or magnitude of change (if applicable)
 - Change over time visualizations (charts, graphs)
- Quality and Reliability Checks
 - Explanation of missing or incomplete data
 - Internal consistency metrics if available
 - Description of biases or limitations in the data

2) Program Performance Analytics

- Service Delivery Metrics
 - Average time from referral to first contact
 - Average time from referral to service plan completion
 - Number and type of services delivered per family
 - Caseload size, staff-to-family ratio
- Engagement Metrics
 - Percentage of families engaged within required timeframe
 - Percentage of families completing recommended services
 - Reasons for disengagement or early closure

3) Outcome Analytics

- Annual Analytics
 - Outcome rates compared to targets
 - Trend analysis over time (quarter-over-quarter changes)
 - Identification of any performance gaps
 - Annual Analytics
 - Comparative analysis against previous years
 - Identification of factors contributing to positive or negative outcomes

The Contractor shall maintain a data system capable of producing timely, accurate, and auditable reports. Bidders are also encouraged to include their own goals and outcomes specific to their proposed service model which:

- Clearly articulate the problem or risk factor to be addressed;
- Define the intervention or methodology for addressing the problem;
- State the desired outcome; and
- Identify the evaluation tool(s) and/or indicators that will be used to demonstrate achievement of or movement toward the desired outcome, including how the tool(s) will be administered and proposed frequency of use.

Providers of service will be expected to evaluate their services using valid and reliable evaluation tools that demonstrate achievement of the desired outcomes. Bidders are required to thoroughly describe their evaluation plans in their response. The evaluation plan should include methods of regular feedback to DSS to support improved services. The selected vendor will be required to collaborate with DSS staff, as needed, to support data collection and analysis of long-term child welfare outcomes.

DSS will assist the selected vendor in finalizing their proposed service outcomes and evaluation tools during the contract negotiation process. Where appropriate, program outcomes will demonstrate a change in participant attitude, knowledge, and behavior.

Through improved safety, permanency, and well-being for children, DSS anticipates an increase in placement stability and adoptions from foster care as a result of these services. Overall goals of solicited services should fall within the following focus areas:

A. Increased child and family well-being, including:

- Parents who are better able to meet their children's needs.
- Children with improved behaviors or reduced challenges.
- Improved parent and child mental health.
- Increased parent and child satisfaction with adoption.
- Strong, long-term parent-child relationship regardless of whether child and parents live together.

B. Increased family stability, including:

- Improve parent-child attachment.
- Improved family relationships.
- Fewer foster care entries or reentries.
- Less discontinuity.
- Fewer out-of-home placements.
- Fewer children running away.
- Fewer children leave home before adulthood.
- Increased family reunification when instability occurs.

Preliminary outcome measures are included below.

Intended Outcome		Outcome Indicator*
Placement Stability	Improved placement stability – Youth will remain in their placement and/or the home of the adoptive parents	No more than 10% of youth/families receiving services will experience a change in permanent placement, re-enter the foster care system and/or move to out-of-home placement
Finalized Adoptions	Increased adoptions from foster care	At least 90% of pre-adoptive families receiving services will finalize their adoptions
Child and Family Well-Being	Improved parenting and reduction of behavioral challenges for youth	At least 80% of parents will show improvement in understanding how to meet their child's emotional, behavioral, and developmental needs
Family Stability	Improved attachment and relationship between the parent/family and child and reduced placement disruptions.	At least 80% of families receiving services will report improvement in family stability

*Families receiving services are defined as those who receive some type of individualized and/or intensive service such as crisis intervention/counseling, mental health intervention, case management (for post-adoptive families) etc.

The selected vendor must collect, track, analyze, and report outcomes using reliable and valid data sources to demonstrate program impact.

All performance measures must be reported at:

- The case level (for monitoring); and
- The aggregate level (for outcome evaluation)

1) Placement Stability

Intended Outcome: Youth remain safely and stably in their adoptive, guardianship or permanent home.

Performance Indicator: No more than 10% of youth/families receiving services experience:

- A change in permanent placement;
- Re-entry into foster care; or
- Transition to any form of out-of-home placement during service delivery or within 12 months after discharge.

This should be assessed using a standardized family functioning survey or a structured caregiver self-report.

Vendor data tracking will include:

- Placement status at referral, closure, and follow-up.
- Dates and reasons for any placement changes.
- Re-entry into foster care (yes/no + date).
- Length of time in the permanent home.

2) Finalized Adoptions

Intended Outcome: Increase the rate and timeliness of finalized adoptions from foster care.

Performance Indicator: At least 90% of pre-adoptive families receiving services shall finalize their

adoptions within the expected permanency timeframe.

Vendor data tracking will include:

- Adoption status at intake and closure.
- Date of adoption finalization.
- Barriers encountered (e.g., court delays, documentation issues).
- Length of time from referral to finalization.

3) Child and Family Well Being

Intended Outcome: Improved parenting capacity and reduction in behavioral or emotional challenges for youth.

Performance Indicator: At least 80% of parents show measurable improvement in their ability to meet their child's emotional, behavioral, and developmental needs as evidenced by pre/post assessment data.

Vendor data tracking will include:

- Pre- and post-program assessment scores using one validated tool.
- Completion rate of required assessments.
- Service plan goals and progress notes tied to well-being outcomes.

4) Family Stability / Attachment

Intended Outcome: Improved attachment, relationship quality, and overall family stability.

Indicator: At least 80% of families receiving services shall report improvement in family stability and parent-child relational functioning.

Vendor data tracking will include:

- Pre/post family functioning or family stability survey.
- Structured Parent and youth self-report relationship satisfaction surveys.
- Measures of caregiver stress, coping, and confidence.
- Qualitative notes that describe relational improvements.

J. Administrative

DSS will meet with the selected vendor's administrative and/or program manager(s) monthly or as otherwise determined necessary by DSS to implement and monitor contracted services. Close collaboration with DSS is expected. In addition to formal administrative meetings, interaction between Child Welfare Services staff and the vendor will also be required.

The selected vendor shall submit each invoice within 30 days following the month in which expenses were incurred and services rendered, and in any case within 60 days after the end of the term or termination of this Agreement. Complete back up documentation to support invoiced expenses will also be required. Invoices shall be in a form and manner approved by DSS.

DSS requires completion of annual Civil Rights Training for contracted staff. Submission of staff sign-in sheets and a Vendor Assurance of Compliance form that documents completion of this training is required as verification. The training documents and forms will be provided by DSS and are required within the first 60 days of a new agreement and annually thereafter.

Monthly Activity Reports detailing outcomes, services provided, demographic data on clientele served, etc. will be required throughout the duration of the contracts in a format provided by DSS.

Agreements funded through this RFP will be monitored in accordance with all applicable state and federal funding regulations including, but not limited to, 2 CFR Part 200. In addition to monthly activity reports and regular meetings, site visits, inspection of client files and observation of service delivery may be completed as often as DSS deems necessary.

As the selected vendor will be a subrecipient of federal funds, the agency, including their principals, affiliates, and any subcontractors, must be in good standing with the federal government throughout the duration of the contract. Vendors must provide a Unique Entity Identifier (UEI) number associated with their agency for clearance verification. If a vendor has multiple UEIs, all must be listed in the proposal.

SCOPE OF WORK PROPOSAL REQUIREMENTS

Pursuant to instructions included in this RFP, Proposal Content Requirements, a bidder's proposal shall include a response to the following:

1. Problem and Need Description:

- Describe an understanding of family adoptions that occur within the Child Welfare Services arena, and the various problems facing these adoptive families and the stressors linked to these problems (e.g., changing needs of the child/youth, etc.), pre- and post-finalization.
- Describe how the proposed project and selected services are appropriate to address the problems indicated.

2. Program Design:

- Provide a detailed description of the proposed project.
- Describe how services, program activities, and materials will be developed and provided in a manner that is racially and culturally sensitive to the target population.
- Provide how your program proposes to engage clients from the time of first contact through service delivery to assure participation and/or completion of services.
- Describe how your organization will provide appropriate supervision of staff.
- Describe how your program will collect and maintain required demographic and service provision data, report data on a monthly basis, and provide ad hoc reports as requested by DSS.

3. Organizational Readiness:

- Describe the organization's capability to provide the required services.
- Describe the administrative structure for the project, including reporting levels and lines of authority within the agency. Include an organizational chart and job descriptions of key staff. Include resumes of any currently filled positions.
- Identify and include the current roster for the Board of Directors.

4. Outcomes:

- Describe program goals, objectives, and outcomes. Include outcomes as described in RFP Scope of Work, Performance Outcomes and Evaluation.

COST PROPOSAL

It is the County's intent to contract with the successful bidder for a term of one (1) year with the option to renew for two (2) additional one (1) year periods. Use this section to detail all individual and aggregate expenses in your Budget-Cost Proposal and Budget-Cost Proposal Narrative.

The Budget-Cost Proposal shall provide a breakdown of all anticipated expenses for all three (3) fiscal years: July 1, 2027 – June 30, 2028; July 1, 2028 – June 30, 2029; July 1, 2029 – June 30, 2030. The Budget-Cost Proposal Narrative shall provide detail for each line-item expense and justification for line-item amounts, including any variance in amounts across the three (3) budgets.

All bidders are expected to present their proposed expenses in a clear and concise manner that will allow the Review Committee to readily discern the full and true cost associated with each task, activity and/or deliverable. The annual costs proposed will remain valid for the entire contract period, including all potential contract renewal periods. All amounts should be rounded to the appropriate whole number, e.g., \$10.15 should be shown as \$10, or \$10.80 should be shown as \$11.

The Budget-Cost Proposal, including the narrative, shall be submitted by each bidder using the template included in Exhibit A, attached hereto. Refer to the Budget and Narrative Guide, Exhibit B, for further instructions and clarification. The intent of Exhibit B is to provide bidders with a framework for submitting requested budgets.

All bidders must account for any and all necessary costs, including but not limited to; competitive staff salaries and fringe benefits, equipment, office supplies, staff training costs, insurance, translation/interpretation and administrative costs as well as increases for cost of living or inflation costs. Bidders shall provide their method of depreciation for any bidder-owned equipment to be used for program purposes. The purchase of any equipment or fixed asset via the cost proposal shall require prior written approval of County, shall fulfill the provisions of the resulting contract, and must be related to services and activities under the resulting contract. Bids must be responsible and cost effective.

All bidders are required to submit a cost allocation plan which outlines how the agency determines direct and indirect costs, addresses allowable costs and definitions as appropriate. Please refer to Exhibit C – Cost Allocation Plan Guide and Exhibit D – Direct vs. Indirect Costs for guidance.

Please reference 2 CFR Part 200 section Subpart E Cost Principles, which lists costs that are unallowable either as a direct or indirect charge to federal grants and contracts.

AWARD CRITERIA

All proposals will be evaluated using the same criteria. While cost is important, other factors are also significant, and the County may not select the lowest cost proposal. The objective is to choose the proposal that offers the highest quality services and will best achieve the County's goals and objectives within a reasonable budget. Evaluations will be based on the criteria listed below:

1. Does the bidder provide company information that demonstrates their experience and capacity to provide the requested services?
2. Does the bidder provide a comprehensive response, consistent with the intent of the RFP, to all areas listed in the Scope of Work Proposal Requirement section?
 - a. Does the bidder demonstrate sufficient understanding of the requested service and target population?
 - b. Does the bidder describe a program design that is consistent with the requested services with a definitive implementation plan for providing these services?
 - c. Does the bidder demonstrate sufficient organizational readiness to successfully implement and provide the requested services?
 - d. Does the bidder demonstrate appropriate staff qualifications and staff experience to provide the requested services?
 - e. Does the bidder identify and provide appropriate performance outcomes and evaluation measures consistent with achieving program goals and objectives?
3. Does the bidder provide all information requested in Exhibit A – Budget-Cost Proposal, and is the proposed budget in the County's best interest?
 - a. Does the bidder's proposed budget contain all the requested information and meet the requested level of detail?
 - b. Does the bidder provide a separate budget for each of the three years requested?
 - c. Is the bidder's proposed budget clear, concise, and cost effective for the County.

PROPOSAL CONTENT REQUIREMENTS

It is required that the vendor submit his/her proposal in accordance with the format and instructions provided under this section.

- I. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. **The Contractor must provide a statement addressing the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest.** This section will be reviewed by County Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.
- V. TRADE SECRET:
 - A. Sign where required.
- VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS
- VII. REFERENCES
- VIII. PARTICIPATION
- IX. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:
 - A. Exceptions to General Conditions.
 - B. Exceptions to General Requirements.
 - C. Exceptions to Specific Terms and Conditions.
 - D. Exceptions to Scope of Work and/or Scope of Work Proposal Requirements.
 - E. Exceptions to Proposal Content Requirements.
 - F. Exceptions to any other part of this RFP.
- X. VENDOR COMPANY DATA: This section should include:
 - A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
 - B. Descriptions of any similar or related contracts under which the bidder has provided services.
 - C. Descriptions of the qualifications of the individual(s) providing the services.

- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
 - E. A brief description of the bidder's current operations, and ability to provide the services.
 - F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**
 - G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency
 - H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
 - I. Describe any payment problems that you have had with the County within the past three (3) years:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.
- XI. SCOPE OF WORK:
- A. Bidders are to use this section to describe the essence of their proposal.
 - B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work Proposal Requirements" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work Proposal Requirements" items. Each description should begin with a restatement of the "Scope of Work Proposal Requirements" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
 - C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
 - D. A complete description of any alternative solutions or approaches to accomplishing the desired results.
- XII. COST PROPOSAL: Proposals may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.
- XIII. CHECK LIST

TRADE SECRET ACKNOWLEDGEMENT

Each proposal submitted is public record under the California Public Records Act (Cal. Gov. Code, secs. 7920.000 and following) and is therefore open to inspection by the public as required by Section 7922.525 of the California Government Code. The County will not exclude any proposal or portion of a proposal from treatment as a public record except information that it is properly submitted as a "trade secret" (described below) and determined by the County to be a "trade secret" (if not otherwise subject to disclosure, as stated below).

Information submitted as "proprietary", "confidential" or under any other terms that might state or suggest restricted public access will not be excluded from treatment as public record.

A general description of a "trade secret" is information, including a formula, pattern, compilation, program, device, method, technique, or process that derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use and is the subject of efforts to maintain its secrecy.

Requirements for Consideration as a Trade Secret:

- 1. Information must be submitted in a separate PDF file titled "Trade Secret"**
- 2. Information must include a clear and concise statement that sets out the reasons the information qualifies as a Trade Secret.**
- 3. Information must conform to the above description of a Trade Secret.**

Information submitted by a bidder as trade secret will be reviewed by County of Fresno's Purchasing Division, with the assistance of the County's legal counsel, to determine conformance or non-conformance to the foregoing description.

Information that is properly identified as "trade secret" and which the County determines to conform to the description will not become public record (if not otherwise subject to disclosure, as stated below). The County will safeguard this information in an appropriate manner, provided however, in the event of a request, demand, or legal action by any person or entity seeking access to the trade secret information, the County will inform the bidder of such request, demand, or legal action, and the bidder shall defend, indemnify, and hold harmless the County, including its officers and employees, against any and all claims, liabilities, damages, or costs or expenses, including attorney's fees and costs, relating to such request, demand or legal action, seeking access to the trade secret information.

Information submitted by bidder as trade secret and determined by the County not to be in conformance with the above requirements for consideration as a trade secret shall not be treated as a trade secret.

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if (1) they are not electronically submitted in a separate PDF that is marked "Trade Secret"; or (2) disclosure thereof is required or allowed under the law or by order of court.

Bidders are advised that the County does not wish to receive trade secrets and that bidders are not to supply trade secrets unless they are absolutely necessary.

BIDDER MUST CHECK ONE OF THE FOLLOWING:

Has bidder complied with all of the requirements for consideration as a trade secret listed above?

By marking "**NO**", bidder does not claim any bid information submitted to the County is a trade secret.

☐ **YES** ☐ **NO**

I have read and understand and agree to the above "Trade Secret Acknowledgement."

ACKNOWLEDGED AND AGREED BY BIDDER:

Signature

Date

Print Name

Title

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

1. Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - a. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - b. violation of a federal or state antitrust statute;
 - c. embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - d. false statements or receipt of stolen property
2. Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<https://sam.gov/content/home>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Date: _____

(Printed Name & Title)

(Name of Agency or Company)

REFERENCE LIST

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

Provide a list of at least five (5) customers for whom you have recently provided similar services. If you have held a contract for these or similar services with the County of Fresno within the past seven (7) years, list the County as one of your customers. Please list the person most familiar with your contract. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

*** Note: This form/information is not rated or ranked for evaluation purposes.**

☐

Yes, we will extend contract terms and conditions to all qualified agencies within the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter and other tax supported agencies.

☐

No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

SUBCONTRACTORS:

List all subcontractors that would perform work in excess of one/half of one percent of the total amount of your bid, and state general type of work such subcontractor would be performing:

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included are important requirements the bidder is responsible to submit with the RFP package in order to make the RFP compliant.

Check off each of the following (*if applicable*):

1. _____ Signed cover page of Request for Proposal (RFP).
2. _____ Check <http://www.FresnoCountyCA.gov/departments/internal-services/purchasing/bid-opportunities> for any addenda.
3. _____ Signed cover page of each Addendum.
4. _____ Provide a Conflict of Interest Statement.
5. _____ Signed *Trade Secret Form* as provided with this RFP (Trade Secret Information, if provided, must be electronically submitted in a separate PDF file and marked as Confidential).
6. _____ Signed *Criminal History Disclosure Form* as provided with this RFP.
7. _____ Signed *Participation Form* as provided with this RFP.
8. _____ The completed *Reference List* as provided with this RFP.
9. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
10. _____ Bidder's response does not contain any links as stated in the Bid Instructions.
11. _____ Bidder's proposal, in PDF format, except Exhibit A – Budget-Cost Proposal, electronically submitted to the Bid Page on Public Purchase.
12. _____ Bidder's Exhibit A- Budget-Cost Proposal, in excel format, electronically submitted to the Bid Page on Public

Return Checklist with your RFP response

EXHIBITS

- A. Budget-Cost Proposal**
- B. Budget and Narrative Guide**
- C. Cost Allocation Plan Guide**
- D. Direct vs. Indirect Costs**
- E. Insurance Requirements**