



REQUEST FOR PROPOSAL

2026-RFP-0098

DEVELOPMENTAL PARENT-CHILD PLAYGROUPS FOR CHILDREN WITH EXCEPTIONAL NEEDS RFP

County of Sacramento

9660 Ecology Lane

Sacramento, CA 95827

RELEASE DATE: October 7, 2026

DEADLINE FOR QUESTIONS: October 29, 2026

RESPONSE DEADLINE: November 9, 2026, 5:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/saccounty>

County of Sacramento
REQUEST FOR PROPOSAL
Developmental Parent-Child Playgroups for Children with Exceptional
Needs RFP

1. Introduction.....
2. Proposer's Instructions
3. Basis for Award
4. Project Details.....
5. Evaluation Phases
6. Vendor Submissions.....
7. Sacramento County Standard Terms and conditions
8. Additional Terms and Conditions
9. Good Neighbor Policy

Attachments:

A - Developmental Playgroups for Children with Exceptional Needs Specifications
Sheet

1. Introduction

1.1. Summary

First 5 Sacramento is seeking a program that is located, and works directly, in the community to provide developmental playgroups in community settings for children with exceptional needs ages 0 – 5 and their parents / caregivers. These will be designed with the needs of young, medically, physically and neurologically diverse children centered and will be led by adults with expertise and experience in working with children with exceptional needs and their families in interactive group settings. The groups will utilize the evidence-based Pivotal Response Treatment (PRT) protocol.

1.2. Background

A. First 5 Sacramento Strategic Planning Process & Overall Funding Approach

First 5 Sacramento's vision is that Sacramento County will have strong communities where children are safe, healthy, and reach their full potential. To this end, First 5 uses tobacco tax revenue through Proposition 10 to support early childhood development through advocacy, systems improvement, and by funding a range of essential prevention and early intervention programs for Sacramento County children ages 0 to 5 and their families.

The First 5 Commission has laid out its foundational belief and core truth that racism, not race, is the root of health and early learning disparities. The Commission's efforts focus on Racial Equity, Diversity & Inclusion and Cultural Responsiveness (REDI +CR) to ensure we, and our partners, are equitably meeting the needs of Sacramento County's children and families.

The First 5 Sacramento Commission routinely engages in a Strategic Planning process to determine community needs, assets, and gaps where the Commission may be able to have an impact in ensuring children have the best start in life. The [2024 - 2034 Strategic Plan](#), which was approved on April 4, 2023, identifies five priorities for investment for Fiscal Years 2024-25 through 2033-34. The entire strategic planning process was designed to center racial equity, to be highly inclusive, and to be data informed.

Subsequently, Commission staff expanded on the Strategic Plan by developing a [2024 Implementation Plan](#), which was approved on June 5, 2023, followed by a [2027 Implementation Plan](#), which was approved on June 1, 2026. All of these plans are available on the Commission's website at first5sacramento.saccounty.gov. The Implementation Plan provides a roadmap for funding. It includes detail regarding funded strategies, the primary population to be served, the funding mechanism, and the three-year allocation for each strategy. Within this roadmap, each strategy indicates a funding process.

This funding opportunity is a competitive Request for Proposal (RFP) that allows for the submission of proposals detailing proposed services and a budget. Competitive RFPs enable the Commission to seek out qualified proposers that can provide effective services to identified populations using evidence-based, best, and promising practices.

B. Background on this Funding Opportunity

The funding for this competitive RFP is focused on Strategy 2E – Developmental Playgroups for Children with Exceptional Needs: Developmental playgroups in community settings for children with exceptional needs ages 0 – 5 and their parents / caregivers.

First 5 Sacramento centered parent and caregiver voices in the development of our 2024-2034 Strategic Plan. Through surveys and focus groups, parents told us that developmental playgroups specifically designed for children with exceptional needs and their parents / caregivers was a top desire. They also requested that playgroup leaders have expertise in working with young children with exceptional needs. An environmental scan of programs available in Sacramento County showed that no such in-person opportunities existed in 2023.

Parents of children with exceptional needs told us that they had often experienced reaching out to a program to ascertain if the needs of their children could be accommodated and hearing that they were welcome. However, upon arrival, they would discover that the leader had no expertise in working with children like theirs. The playgroup leaders were unable to integrate these children into the activities or to help typically developing children and their families welcome and interact with them. Parents of children with exceptional needs told us they would like to have an opportunity to experience group interactions with their children designed specifically for them. They also told us they would like the opportunity to connect with other families raising children with exceptional needs.

In the 2024-27 Implementation Plan period, a contract for the provision of developmental playgroups was awarded to UC Davis MIND Institute; they have successfully carried out these playgroups beginning in the fall of 2024 and continuing through June 30, 2027. Based on a Determination of Interest process in August 2026 in which seven entities expressed their intention to apply for the funds, First 5 is releasing this competitive RFP.

C. Primary Population

The First 5 Sacramento Commission funds shall serve pregnant women, children ages zero through five, their parents/caregivers, and early learning professionals in Sacramento County. Children are eligible for Commission-funded activities up to their 6th birthday or until they enter kindergarten, whichever comes first. **Further detail regarding the specific population to be served under this RFP:**

Children ages 0 – 5 years who have exceptional needs and their parents / caregivers who reside in Sacramento County. Exceptional needs may include (but are not limited to) developmental delays or disabilities, motor delays or disabilities, communication delays or disabilities, hearing impairment, vision impairment, autism spectrum disorders, chronic or terminal illnesses, etc., that limit their participation and/or activities in early childhood settings. Note that children are not required to have an active IFSP or IEP in order to participate in these playgroups; participation will be at the discretion of the grantee.

D. Amount of Funding and Contract Term

A total of \$240,000 in funding is available for three years beginning July 1, 2027 through June 30, 2030. **Please see the RFP Specifications Sheet for additional information about this competitive RFP.**

Funding for approved programs will be subject to periodic fiscal and program evaluation to ensure that the anticipated results are being achieved. The Commission is under no obligation to continue funding beyond the contract term.

1.3. Timeline

Release Project Date	October 7, 2026
Prospective Proposers' Informational Meeting (Non-Mandatory)	October 22, 2026, 11:00am Zoom meeting at this link: https://saccounty-net.zoomgov.com/j/1652867353
Question Submission Deadline	October 29, 2026, 5:00pm
Proposal Submission Deadline	November 9, 2026, 5:00pm
Evaluation of Proposals Completed	January 8, 2027
Funding Recommendation Announcement	January 11, 2027, 5:00pm On our website at first5sacramento.saccounty.gov
Protest Deadline	January 18, 2027
Resolution of Protest	January 25, 2027
Approval of Contract Award by F5 Commission (Mandatory)	February 1, 2027 700 H Street, Board Chambers Sacramento, CA 95814

2. Proposer's Instructions

General Format: Respond to all requests for information, complete and upload forms contained in this RFP. A qualifying response must address all items. Proposer is solely responsible for accuracy and completeness of proposal. Responses considered incomplete may be rejected.

Alteration of RFP Text: The original text of this RFP document, as well as any attachments, amendments or other official correspondence related to this RFP document, may not be manually, electronically or otherwise altered by proposer or proposer's agent(s). Any response containing altered, deleted, additional or otherwise non-original text will be disqualified.

Preparation of Response:

- A. All responses must be signed by an authorized officer or employee of the responder (see "Certification that Application is True and Correct" under Vendor Submission section).
- B. Responses must be submitted prior to the specified date and time, using the [SacCountyEbids](#). Responses delivered by hand, fax, telephone, e-mail, or any postal carrier will not be accepted. If bidder uploads a file to [SacCountyEbids](#), it is bidder responsibility to ensure the file is not corrupt or damaged. If the Commission is unable to open an attachment because it is damaged, corrupt, infected, etc., it may disqualify bidder's submission. **See this [training guide](#) for guidance entering your online response.**
- C. Proposals must be submitted in the legal entity's name of the proposer and that legal entity shall be party to a contract with First 5 Sacramento Commission.
- D. If the Commission determines that revisions or additional data to the RFP are necessary, the Commission will provide addenda to the proposers.
- E. Costs for developing and submitting proposals are the responsibility of the proposer and shall not be chargeable in any way to the Commission.
- F. All proposals shall remain confidential until an agreement has been fully executed by First 5 Sacramento Commission.
- G. The Commission will reject any proposals not meeting all RFP requirements.
- H. Issuance of this RFP in no way constitutes a commitment by the First 5 Sacramento Commission to award a contract. News releases pertaining to this RFP and its award shall not be made without prior written approval of the Commission.

Confidential Information/Public Record: All responses become property of the Commission. All responses, including the accepted proposal and any subsequent contract, become public records per the requirements of California Government Code, Section 7920.000 et seq., "California Public Records Act". Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal are not considered proprietary information.

The Commission will treat all information submitted in a proposal as available for public inspection once the Commission has selected a contractor. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Code Section 7920.000 et seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal and present such information **separately** (see "Confidential" section in Vendor Submissions) as part of your response package.

The final determination as to whether the County will assert your claim of confidentiality on your behalf shall be at the sole discretion of the County. If the County makes a determination that your information does not meet the criteria for confidentiality, you will be notified as such. Any information deemed to be non-confidential shall be considered public record.

3. Basis for Award

This proposal award will be determined by factors other than price alone. The Commission's sole purpose in the evaluation process is to determine, from among the Responses received, which one is best suited to meet the Commission's needs. Any final analysis or weighted point score does not imply that one proposal is superior to another, but simply that in our judgment the proposal(s) we select offer(s) the best overall solution for our current and anticipated needs. The Commission reserves the right to make modifications to any scoring and/or weight structure prior to the evaluation of responses. The responses will remain sealed during the proposal evaluation period, and will be made available for public inspection upon notice of proposal award.

Bid responses will be considered valid for a period of 180 calendar days after bid closing date above.

Note: All specifications, terms and conditions of this request will apply to any resulting order.

3.1. Scoring Criteria

- A. Proposals that meet minimum requirements (eligible to apply, all components of the Request for Proposals completed) will be included in a review and selection process. Proposals will be reviewed by First 5 staff and evaluated by an Ad Hoc Review Team which may consist of First 5 Sacramento Advisory Committee members, representatives from other public agencies, and/or individuals from the community at large. Staff for the Review Team will recommend the highest rated proposal(s) to the First 5 Executive Director. The Executive Director will make final recommendations to the First 5 Sacramento Commission. The First 5 Executive Director may recommend an agency that is not the highest rated and provide justification for the recommendation to the Commission.
- B. Recommendation(s) for the award(s) is contingent on successful resolution of any protests, which would otherwise restrict or limit such an award.
- C. Proposals will be scored on other factors in addition to pricing in your proposal such as ability to meet the requirements of the RFP, experience, references, risk assessment, etc.

3.2. Funding Award / Notification of Intent to Award

After proposals have been reviewed and scored, funding recommendations will be posted online at www.first5sacramento.saccounty.gov. Formal funding recommendations will be made by Commission staff to the Commission for action. Proposers will be notified of the staff recommendation no later than fourteen (14) days in advance of the Commission meeting when the RFP will be addressed.

Attendance by proposers recommended for funding is required at the public meeting to address the Commissioners' questions regarding the proposal. Refer to the Timeline for the date of the Commission meeting when funding recommendations will be presented. Proposers will be notified of the meeting details and provided with instructions for participation at least a week in advance of the Commission meeting.

3.3. Opportunity To Protest

Any proposer wishing to protest disqualification in the screening process or the proposed recommendation(s) must submit a written Letter of Protest within five (5) working days following the posting of funding recommendations. Any protest shall be limited to the following grounds:

- 1. Procedural irregularities:** For example, one or more Proposer(s) treated differently than other Proposers by allowing them to submit additional information after the deadline.
- 2. Conflict of interest:** For example, a member of the Selection Committee is a member of the Board of any bidder organization.
- 3. Proposer Qualifications:** Commission staff is proposing to award the contract to a Proposer other than the Proposer judged to be qualified by the Ad Hoc Review Team.

Protest letters must contain a complete statement of the basis for the protest, including a clear explanation of the failure of the Commission to follow the rules of the RFP as discussed above. The Letter of Protest must also include the name, title, address, email address, and telephone number of the person representing the protesting party. The written Letter of Protest must reference the RFP title and number, and can be submitted via email to Julie Gallelo, Executive Director, at: galleloj@saccounty.gov.

Protest letters must be received via email within five (5) working days following the posting of scores and/or funding recommendations. It is the proposer's responsibility to ensure the email was sent and received by the deadline. Oral protests will not be accepted. Protests will not be accepted after the deadline specified (see timeline in the Introduction section).

All written protests shall be investigated by the Executive Director, or her designee, who shall make a finding regarding any protest within seven (7) working days of receipt of the Letter of Protest and communicate the finding to the author of the protest letter.

3.4. Rights of the Commission

The Commission reserves the right to:

1. Make an award of a contract for all the services offered in a RFP or for any portion thereof.
2. Reject any or all proposals received in response to this RFP, or to cancel this RFP or any part of it, if it is deemed in the best interest of the Commission to do so.
3. To reissue a cancelled RFP.
4. Negotiate changes to proposals.
5. Enter into negotiations with the proposer who submitted the next highest-rated funding request, or issue a new RFP, if a competitor that is selected through this RFP fails to accept the terms of the Commission's contract and associated requirements and documents.
6. Require information in addition to the proposal for further evaluation or clarification, if necessary.
7. Make the final determination of the RFP requirements on financial stability, responsibility and review of internal controls as to whether to move the request forward from the screening to the review process.
8. To issue addendums or supplements as needed.
9. Negotiate, make changes, or terminate a contract due to program changes or issues and resource or funding constraints.

4. Project Details

4.1. Important Instructions for Electronic Submittal

The County is accepting electronic bid submissions (proposals). Bidders (proposers) shall create a FREE account with ProcureNow by signing up at <https://secure.procurenow.com/signup>. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic proposal.

4.2. Eligibility to Apply

Eligibility to Submit a Proposal

- A. Public entities, including special or general purpose units of government located in Sacramento County.
- B. Lead agencies or fiscal agents applying on behalf of groups such as, but not limited to:
 - Grassroots or community-based groups
 - Voluntary organizations
- C. Non-profit organizations, including those applying on behalf of a community collaborative.
- D. Private businesses with a current business license, complying with all local, State and Federal requirements.
- E. Faith-based or religious organizations or groups, although active participation cannot be a prerequisite for individual involvement or participation in funded programs.

Please note that while partnerships and subcontracts are allowed, organizations cannot apply for the funds and then re-grant the funds to other entities to provide the services.

4.3. Request for Proposal Requirements

Please read over the Specifications Sheet for this Request for Proposals which you will find in the Attachments section. The Specifications Sheet includes the detailed information about this RFP and is key to your ability to respond to the questions in the Vendor Submissions section.

Please be sure to reply to and/or upload a document to each prompt in this RFP under the "Questionnaire" section; you will receive an error message if required responses are missing.

Long-answer questions each have a maximum number of characters which is noted for each question. On average, a page of 12-point Arial font print with 1.5 line spacing and 1-inch margins is about 2,500 characters. If you click on "word count" in the lower left of a Word document, it will reveal the character count for the document (or a selected section of the document). We highly recommend composing your answers in a Word or similar document that is save-able and then copying and pasting it into the appropriate answer section in SacCountyEbids.

You will be asked to provide information pertaining to:

- Organizational description and capacity
- Description of staff
- Description of the proposed program
- The proposed budget and sustainability of the project

4.4. Leveraging and Sustainability

First 5 Sacramento has a vested interest in the sustainability of programs, services and positive outcomes for children and families. First 5 Sacramento's projected funding for grants is anticipated to decline by over 25% in the next round of funding. As funding for direct services declines, it is important for its contractors to plan and take action towards greater sustainability.

4.5. Evaluation and Data Collection Requirements

All agencies funded by First 5 Sacramento must manage and monitor their programs to ensure quality and timely work. They will be required to participate in the Commission's evaluation and contract compliance activities. In order to demonstrate that strategies are resulting in their intended outcomes, providers will collect client consent to participate in the evaluation. Additionally, providers will collect and report client-level and aggregate data for numbers of clients served, client demographics, service usage data, and selected outcomes. All funded programs will be required to participate in/perform the following:

- A. Work with the Commission's evaluation contractor to develop an evaluation plan that is based on Commission results, outcomes and indicators. The evaluation plan will document the type of data to be collected, the persons responsible for ensuring that the data are collected and a time line of when the data will be collected and submitted.
- B. Collect and report client and program level data as requested by the Commission, using the Commission's identified database system.
- C. Provide, at a minimum, quarterly contract progress reports.
- D. Participate in periodic site visits.
- E. Other evaluation activities as the Commission and/or its evaluation consultant deems necessary.

Data Collection

Contractors shall be required to utilize the Commission's data collection, closed-loop referral, and contractor monitoring tool. Use of this tool will require appropriate contractor staff training. Ongoing training and technical assistance will be available to all contractors.

As a condition of receiving First 5 funding, all funded programs are required to provide complete access to data without restriction or financial cost to the Commission/the Commission's evaluation contractor.

4.6. [Insurance Requirements](#)

If selected for funding, your organization will be required to obtain and maintain insurance that fulfills Commission and Sacramento County requirements. Failure to conform to insurance requirements shall constitute grounds for termination of the contract.

4.7. [Withdrawal of Proposal by Proposer](#)

A proposal may be withdrawn through the SacCountyEbids portal by selecting "Unsubmit Proposal" if you have already submitted it; you may also place a "No Bid". If you have not submitted your proposal but have begun it, you may also place a "No Bid" if you decide for some reason not to go forward with the proposal. We would appreciate you selecting a reason for the no bid as it will help us in designing future releases.

5. Evaluation Phases

5.1. Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Proposal Package Each proposal will be reviewed for the submission of required items, documentation, and forms as specified in the Request for Proposals. Commission staff will verify that the submitted proposal is complete and has passed or failed Step 1.	Pass / Fail	1 <i>(100% of Total)</i>

5.2. Phase 2 - Internal Review by Commission Staff

No.	Evaluation Criteria	Scoring Method	Weight (Points)
-----	---------------------	----------------	-----------------

1.	Fiscal Solvency & Organizational Capacity Fiscal solvency: • Proposal includes the most recent and complete audited financial statement by an independent, certified public accountant, for a fiscal period not more than 18 months old. The audited financial statement shows evidence of solvency and adequacy of accounting practices. If an audited financial statement is not available, a Federal Income Tax Return (Form 990). If the audit covers a parent firm, the parent firm shall be party to the contract. Or other information in lieu of the certified audit that is of equal value in determining the fiscal stability of the proposer. • Good standing: An organization and its principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. Demonstrated organizational capacity to execute on the specified Scope of Work: • Staffing already exists to support basic operations • Organization is experienced in work of this type and it aligns with their mission. • Organization has clear REDI+CR policies and training • Established collaborations with other organizations indicate a well-networked organization • Organization is well connected with the community	0-5 Points	5 (10% of Total)
----	--	------------	---------------------

2.	Staffing Staffing: - Staffing capacity necessary to operate the program in accordance with the program's timeline, design, and projected outcomes - Well-defined strategies for supporting professional development of staff	0-5 Points	5 (10% of Total)
3.	Expertise & Experience - Meets or exceeds eligibility requirements in Specifications Sheet including: - Supervisor with MA or higher in child development, developmental or clinical psychology of similar - Supervisor has at least 2 years experience providing early intervention and family support services to children with exceptional needs - Program has at least 2 years experience in supporting both young children with exceptional needs and their parents/caregivers in an interactive group setting - Playgroup leaders certified in and with at least 1 year of experience working with the Pivotal Response Treatment (PRT) protocol - Playgroup staff are trained and supervised in PRT	0-5 Points	15 (30% of Total)

4.	Program Description & Scope of Work (SOW) Demonstrated knowledge of the key principles and requirements outlined in the RFP: • Clear layout in the SOW of what the activities will be and how they will support the major objectives of the program • Reasonable projection of the number of people to be served • Thoughtful description of the content of the playgroups • Service delivery location well-poised to serve desired clientele • Thoughtful explanation of cultural fit of the program with the needs of the community • Good plan for measuring progress	0-5 Points	10 (20% of Total)
5.	Budget The proposed budget must correspond to the scope of services, deliverables and outcomes outlined: • Budget accounts for all components of the proposed activities • Staffing FTE appropriate for scale of proposed programming • If applicable, subcontractor budgets included • Recognizes importance of sustainability planning	0-5 Points	10 (20% of Total)

6.	Feasibility Overall sense that this proposal, if funded, will meet the goals of the RFP: - Does it seem do-able? Of a scale that makes sense? - Is it a good fit for the community? - Does it fit well within the array of existing services in Sacramento County? - Is it a good match for the values and priorities of First 5?	0-5 Points	5 (10% of Total)
----	--	------------	---------------------

5.3. Phase 3 - Review by Community Review Team

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Organizational Capacity Demonstrated organizational capacity to execute on the specified Scope of Work: - Staffing already exists to support basic operations - Organization is experienced in work of this type and it aligns with their mission. - Established collaborations with other organizations indicate a well-networked organization - Organization is well connected with the community	0-5 Points	10 (10% of Total)
2.	Staffing Staffing: - Staffing capacity necessary to operate the program in accordance with the program's timeline, design, and projected outcomes - Well-defined strategies for supporting professional development of staff	0-5 Points	10 (10% of Total)

3.	Expertise & Experience • Meets or exceeds eligibility requirements in Specifications Sheet including: ○ Supervisor with MA or higher in child development, developmental or clinical psychology of similar ○ Supervisor has at least 2 years experience providing early intervention and family support services to children with exceptional needs ○ Program has at least 2 years experience in supporting both young children with exceptional needs and their parents/caregivers in an interactive group setting ○ Playgroup leaders certified in and with at least 1 year of experience working with the Pivotal Response Treatment (PRT) protocol ○ Playgroup staff are trained and supervised in PRT	0-5 Points	25 (25% of Total)
----	--	------------	----------------------

4.	Program Description & Scope of Work (SOW) Demonstrated knowledge of the key principles and requirements outlined in the RFP: • Clear layout in the SOW of what the activities will be and how they will support the major objectives of the program • Reasonable projection of the number of people to be served • Thoughtful explanation of the content of the playgroups • Service delivery location well-poised to serve desired clientele • Thoughtful explanation of cultural fit of the program with the needs of the community • Good plan for measuring progress	0-5 Points	25 (25% of Total)
5.	Budget The proposed budget must correspond to the scope of services, deliverables and outcomes outlined: • Budget accounts for all components of the proposed activities • Staffing FTE appropriate for scale of proposed programming • If applicable, subcontractor budgets included • Recognizes importance of sustainability planning	0-5 Points	20 (20% of Total)

6.	Overall Feasibility of the Proposal Overall sense that this proposal, if funded, will meet the goals of the RFP: • Does it seem do-able? Of a scale that makes sense? • Is it a good fit for the community? • Does it fit well within the array of existing services in Sacramento County? • Is it a good match for the values and priorities of First 5?	0-5 Points	10 <i>(10% of Total)</i>
----	---	------------	-----------------------------

6. Vendor Submissions

6.1. Proposal Requirements*

Did you read through and confirm that you met all of the proposal requirements?

☐ Yes

☐ No

*Response required

6.2. Organizational Description & Capacity

6.2.1. *What is the legal name of the organization applying?**

Include any Parent Corporation name if applicable

*Response required

6.2.2. *What is the Federal Tax Identification Number of the organization?**

*Response required

6.2.3. *What is the organization's mailing address?**

*Response required

6.2.4. *Where will the programming be located?**

Please list addresses for all service delivery locations; if TBD, please say so.

*Response required

6.2.5. *Who is the contact person for this proposal?**

Please provide name, phone, and email address

*Response required

6.2.6. *What is the organization's annual operating budget?**

*Response required

6.2.7. *What is the total staffing (full-time equivalent or FTE) of the organization?**

*Response required

6.2.8. *Describe your organization's Racial Equity, Diversity, Inclusion and Cultural Responsiveness (REDI+CR) policies and training.**

Maximum response length: 2500 characters

*Response required

6.2.9. *Please tell us how your organization is well-poised to meet the needs of the community and deliver the services in this RFP to the identified population(s). How does your mission align with this work?**

Maximum response length: 2500 characters

*Response required

*6.2.10. Please tell us what the strengths of your collaborative relationships with other organizations are and provide an example. How will your collaborations support the proposed program?**

Maximum response length: 2500 characters

*Response required

*6.2.11. Please tell us what the strengths of your collaborative relationships with local community members are and provide an example. How will your community connections support the proposed program?**

Maximum response length: 2500 characters

*Response required

6.3. Staffing

First 5 is committed to promoting the wellness and professional development of family support service staff because we recognize that retention of staff is strongly related to family engagement and retention.

*6.3.1. Program Staffing**

Please describe the staff positions and FTE that will be assigned to the proposed programs. What tasks / duties will be assigned to each?

Please also describe how you will maintain at least 1 staff person certified in Pivotal Response Treatment (PRT) throughout the contract period.

Note that resumes or job descriptions will be uploaded further below.

Maximum response length: 2500 characters

*Response required

*6.3.2. How will your organization address staff professional development? **

- Describe the strategies your organization will use to support/provide professional development opportunities for staff
- Describe how you will incorporate regular staff training and supervision in PRT and other treatment modalities to ensure quality and consistency in services

Maximum response length: 2500 characters

*Response required

6.4. Expertise & Experience

*6.4.1. Please describe the expertise and experience of your staff and organization as it pertains to the eligibility requirements in the Specifications Sheet for this Request for Proposals**

Eligibility to Apply:

- Public, private, non-profit, governmental, and faith-based organization that is located, and currently serving people, in Sacramento County
- Playgroup supervision provided by a person with at least a master's level education in child development, developmental psychology, clinical psychology, or similar AND at least two years experience providing early intervention and family support services to children with exceptional needs
- Program has at least two year experience in supporting both young children with exceptional needs and their parents/caregivers in an interactive group setting
- Playgroup leaders have certification in and at least one year experience working with the Pivotal Response Treatment (PRT) protocol; playgroup staff are trained and supervised in PRT

Maximum response length: 2500 characters

*Response required

6.5. [Program Description and Scope of Work](#)

Please tell us what you plan to do with the funds. Please summarize the key activities and goals of the services you plan to provide. What type(s) of services will be provided, and who will receive them? How will you ensure services are accessible to families? Download and complete required document and answer each question in this section.

6.5.1. [Scope of Work Template*](#)

Please download the below documents, follow the instructions using them as a guide, complete the Scope of Work document, and upload it.

- [Scope of Work Instructions ...](#)
- [Scope of Work.docx](#)

*Response required

6.5.2. [Description of the Program*](#)

Please describe the program beyond what is in the Scope of Work. What will participants' experience be? What will the content of the programming be?

Maximum response length: 2500 characters

*Response required

6.5.3. [Meeting the Needs of the Community*](#)

- How will the approach you are proposing be effective, culturally responsive, and trauma-informed?
- How do the activities meet the needs of the community?

Maximum response length: 2500 characters

*Response required

6.5.4. *Measuring Progress**

How will you know the program is successful in its efforts? What processes will you use to measure progress and change course if needed?

Maximum response length: 2500 characters

*Response required

6.6. Budget

6.6.1. *Budget Documents**

Download and read the Budget Template Instructions and Example. Then download, complete, and upload the Fillable Budget Template. Complete a separate budget for the applicant agency and each sub-contractor (if applicable).

- [Budget Template Instruction...](#)
- [Budget Template example.pdf](#)
- [Fillable Budget Template bl...](#)

*Response required

6.6.2. *Sustainability**

- Describe your organization's sustainability efforts over the past three years.
- Provide at least 2 attainable strategies your organization will implement between FY 2027-2030 to help sustain funding for the proposed programs when the funding term ends.

Maximum response length: 2500 characters

*Response required

6.7. Certifications

Please complete each certification below. Some require you to download, complete and then upload a document.

6.7.1. *Confidential Company Information (if applicable)*

The County will treat all information submitted in a proposal as available for public inspection once the County has selected a contractor. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Code Section 7920.000 et seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal, and present such information in this section as part of your response package. Click "File Upload" below to upload your confidential documents.

6.7.2. *Contractor Certification of Compliance**

WHEREAS it is in the best interest of Sacramento County that those entities with whom the County does business demonstrate financial responsibility, integrity and lawfulness, it is inequitable for those entities

with whom the County does business to receive County funds while failing to pay court-ordered child, family and spousal support which shifts the support of their dependents onto the public treasury.

Therefore, in order to assist the Sacramento County Department of Child Support Services in its efforts to collect unpaid court-ordered child, family and spousal support orders, the following certification must be provided by all entities with whom the County does business:

CONTRACTOR hereby certifies that either:

- ☐ (a) the CONTRACTOR is a government or non-profit entity (exempt)
- ☐ (b) the CONTRACTOR has no Principal Owners (25% or more) (exempt)
- ☐ (c) each Principal Owner (25% or more), does not have any existing child support orders
- ☐ (d) CONTRACTOR'S Principal Owners are currently in substantial compliance with any court-ordered child, family and spousal support order, including orders to provide current residence address, employment information, and whether dependent health insurance coverage is available. If not in compliance, Principal Owner has become current or has arranged a payment schedule with the Department of Child Support Services or the court.

*Response required

6.7.3. Contractor Certification of Compliance Cont...*

New CONTRACTOR shall certify that each of the following statements is true:

- A. CONTRACTOR has fully complied with all applicable state and federal reporting requirements relating to employment reporting for its employees; and
- B. CONTRACTOR has fully complied with all lawfully served wage and earnings assignment orders and notices of assignment and will continue to maintain compliance.

NOTE: Failure to comply with state and federal reporting requirements regarding a contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment constitutes a default under the contract; and failure to cure the default within 90 days of notice by the County shall be grounds for termination of the contract. Principal Owners can contact the Sacramento Department of Child Support Services at 1-866-901-3212, by writing to P.O. Box 269112, Sacramento, 95826-9112, or via the Customer Connect website at www.childsup.ca.gov.

☐ Yes

☐ No

*Response required

6.7.4. Non-Collusion Affidavit*

I state that I am authorized to make this affidavit on behalf of my agency, and its owners, directors, and officers. I am the person responsible in my agency for the price(s) and the amount of this proposal.

I state that:

- A. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder, except as disclosed below in the exceptions field (accept with exceptions).
- B. That neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and that they will not be disclosed before proposal opening.
- C. No attempt has been made or will be made to induce any agency or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal/bid or other form of complementary proposal.
- D. The proposal by my agency is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any agency or person to submit a complementary or other noncompetitive proposal.
- E. My agency, its affiliates, subsidiaries, officer, directors and employees are not currently under investigation by any governmental agency and have not in the last five years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- F. No current or previous employee of the Commission (employed by Commission within the last calendar year) has been involved or is currently involved in any manner, directly or indirectly, with bidder's response or considerations in responding to this request.

I understand and my agency understands and acknowledges that the above representations are material and important, and will be relied upon by the Commission in awarding the contract(s) for which this proposal is submitted. I understand and my agency understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Commission of the true facts relating to the submission of proposals/bids for this contract. Any violation of this certification shall render bidder's response invalid. In such a case, bidder's response will be immediately disqualified.

☐ Please confirm

*Response required

6.7.5. Certification Regarding Debarment and Suspension*

CONTRACTOR agrees to comply with 45 CFR Part 76.100 (Code of Federal Regulations), which provides that federal funds may not be used for any contracted services, if CONTRACTOR is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

I (We) certify to the best of my (our) knowledge and belief, that CONTRACTOR named in this application / proposal and its principals:

7. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
8. Have not within a three (3)-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;
9. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
10. Have not within a three (3)-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
11. Shall notify COMMISSION within ten (10) days of receipt of notification that CONTRACTOR is subject to any proposed or pending debarment, suspension, indictments or termination of a public transaction.
12. Shall obtain a certification regarding debarment and suspension from all its subcontractors that will be funded through this Agreement.
13. Hereby agree to terminate immediately, any subcontractor's services that will be/are funded through this Agreement, upon discovery that the subcontractor is ineligible or voluntarily excluded from covered transactions by any federal department or agency.

☐ Please confirm

*Response required

6.7.6. *Fiscal and Risk Assessment Questionnaire**

Download the below documents, complete, and upload.

- [Fiscal and Risk Assessment ...](#)

*Response required

6.7.7. *Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on Sacramento County products and services for a period of one (1) year.**

☐ Please confirm

*Response required

6.7.8. *Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on Sacramento County products and services for a period of one (1) year.**

☐ Please confirm

*Response required

6.7.9. *Complete the Non-Supplantation Certification**

Download the below document, complete it, and upload it.

- [Non-Supplant Cert.pdf](#)

*Response required

6.7.10. *Complete the Anti-Tobacco Policy**

Download the below document, complete it, and upload it.

- [Anti-Tobacco Policy.pdf](#)

*Response required

6.7.11. *Agency Audit**

All proposals must include the most recent and complete audited financial statement by an independent, certified public accountant, for a fiscal period not more than 18 months old. The audited financial statement must show evidence of solvency and adequacy of accounting practices. If an audited financial statement is not available, please submit a Federal Income Tax Return (Form 990). If the audit covers a parent firm, the parent firm shall be party to the contract. The Commission may require other information in lieu of the certified audit, if it is of equal value in determining the fiscal stability of the proposer.

Proposers **may** request an exemption from this requirement, provided all the following stipulations are met:

- A. The proposer's total annual budget is no more than \$100,000;
- B. Requested funding for the proposed project does not exceed \$50,000; and
- C. Audited financial statements do not exist.

Upload your audit or written request for exemption detailing how A-C, above, apply to your agency's situation.

*Response required

6.7.12. *Certification that Application is True and Correct**

Download the below documents, complete, and upload.

- [Certification.pdf](#)

*Response required

6.8. [Appendices](#)

6.8.1. [Organizational Chart*](#)

Upload your organizational chart here; it should reflect the staffing for the entire organization and show how the staffing for this program would fit in the larger organization.

*Response required

6.8.2. [Resumes / Job Descriptions*](#)

Upload resumes of key project staff (or job description if position is not yet filled).

*Response required

6.8.3. [Subcontractor / Consultant Information](#)

Upload resumes / descriptions of subcontractor(s) and consultant(s) (if applicable).

6.8.4. [Letters of Commitment / Memorandums of Understanding](#)

Letters of Commitment or Memorandums of Understanding are required from each collaborative partner involved in this effort, signed by the organization's authorized designee.

Collaborative partners are individuals or organizations that will assist with and support your program. They **will not be paid** if this proposal is funded.

Each letter must include evidence of the tangible, specific commitments for persons, time, and resources (services and/or supplies) for carrying out the program.

7. Sacramento County Standard Terms and conditions

A. BID/QUOTE/PROPOSAL TERMS AND CONDITIONS: All of the terms and conditions of the bid, quote, or proposal against which this agreement is applied, are hereby incorporated.

B. INVOICING & PAYMENT: Upon timely submission of itemized invoices by vendor/contractor, payment shall be made per the terms of this agreement and for the prices stipulated for supplies delivered and/or services rendered after inspection and acceptance. Deductions, if any, may be made from payment as provided by this agreement. Payment on partial deliveries may be made whenever amounts due so warrant or when requested by the vendor/contractor and approved by the Commission. In connection with any cash (payment) discount specified in this agreement, time will be computed from the date of complete delivery of the supplies, equipment or services as specified, or from date correct invoices are received by the Commission, whichever is later. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the County warrant or check.

C. HOLD HARMLESS: The vendor/contractor shall hold the First 5 Sacramento Commission, the County of Sacramento, its officers, agents, servants and employees harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this order, and agrees to defend, at his own expense, any and all actions brought against the Commission, the County of Sacramento, or himself because of the unauthorized use of such articles.

D. DEFAULT BY VENDOR/CONTRACTOR: In case of default by vendor/contractor, the Commission may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor/contractor, the difference between the price named in the contract or purchase order and actual cost thereof to the Commission. Prices paid by the Commission shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.

E. RIGHT TO AUDIT: The Commission reserves the right to verify, by examination of vendor/contractor's records, any and all invoiced amounts.

F. ASSIGNMENT: This contract or purchase order is not assignable by vendor/contractor either in whole or in part, without the prior written approval of the Commission.

G. SUCCESSORS: This agreement shall be binding upon to the benefit of the successors and assigns of the respective parties hereto.

H. ALL UNDERSTANDINGS IN WRITING: It is mutually understood and agreed that no alteration or variation of price, quantity, supplies and/or services, and any terms of this contract shall be valid unless made in writing and signed by the parties hereto, and that no oral understandings or agreements shall be binding.

I. FORCE MAJEURE: The parties will not be held liable for delays or failure in fulfillment of conditions of purchase order or contract resulting from events beyond the reasonable control of such parties. Such events include, but are not be limited to strikes, riots, acts of war, epidemics, acts of government, fire,

power failures, nuclear events, earthquakes, acts of terrorism, severe weather events and other disasters.

J. VENDOR/CONTRACTOR TERMS AND CONDITIONS: The Commission's standard terms and conditions shall govern any contract awarded. If, after award of contract, vendor/contractor provides additional terms or conditions, and there is a conflict between the terms and conditions of the parties, Commission's terms and conditions shall govern.

K. INFORMATION TECHNOLOGY ASSURANCES: Vendor/contractor shall take all reasonable precautions to ensure that any hardware, software, and/or embedded chip devices used by vendor/contractor in the performance of services under this agreement, other than those owned or provided by Commission, shall be free from viruses. Nothing in this provision shall be construed to limit any rights or remedies otherwise available to Commission under this agreement.

L. COMPLIANCE WITH FAMILY SUPPORT ORDERS: Vendor/contractor hereby certifies that it's principal owner(s) is in substantial compliance with Sacramento County's DCSS Program, federal and state laws regarding lawfully served orders for child, family and spousal support, including wage reporting and assignment of wages. (Failure to comply with such orders and cure the default within 90 days of notice by the Commission shall be grounds for termination of the contract or purchase order).

M. COMPLIANCE WITH ALL LAWS, LICENSES AND PERMITS: In the performance of their duties, Vendor/contractor shall comply with all applicable federal, state, and county statutes, ordinances, regulations, directives, and laws and this contract shall be deemed to be executed within the State of California and construed with and governed by the laws of the State of California. Vendor/contractor shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento and all other appropriate governmental agencies, including any certification and credentials required by Commission. Failure to comply with all laws, licenses and permits shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Contract.

8. Additional Terms and Conditions

Bidder Responsibility: You are expected to be thoroughly familiar with all specifications and requirements of this bid. Your failure or omission to examine any relevant form, article, site or document will not relieve you from any obligation regarding this bid. By submitting a response, you are presumed to concur with all terms, conditions and specifications of this bid unless you have specifically, by section number, raised objection.

Awards:

- Make a contract award to one or more proposers.
- Make contract awards for all the services offered in a proposal or for any portion thereof.
- Reject any or all proposals received in response to this RFP, or to cancel and/or reissue this RFP if it is deemed in the best interest of the Commission to do so.
- Negotiate, make changes, or terminate awards due to budgetary or funding changes or constraints.
- Negotiate changes to proposal submissions.
- Enter into negotiations with a proposer that submitted the next highest-rated proposal, or issue a new RFP, if a competitor that is selected through this RFP fails to accept the terms of the Commission contract.
- Determine the amount of resources allocated to a successful proposer.
- Require information in addition to the proposal for further evaluation, if necessary.
- Check references and share any information it may receive with the evaluation committee.
- Request additional documents, information, or further clarification to make a decision.
- Require successful proposer(s) sign a Commission contract.
- Authorize renewal of contracts based on availability of funds and the success of the selected agency in meeting the measurable outcomes stated in the contract.

Indemnification: The contractor shall indemnify, defend and hold harmless the Commission, the County, its officers, agents, employees, and representatives, from and against any and all claims, losses, liabilities, or damages, demands and action including payment of reasonable attorneys' fees, arising out of or resulting from the performance of resulting contract, caused in whole or in part by any negligent or willful act or omission of the contractor, its officers, agents, employees, representatives, or anyone directly or indirectly acting on behalf of the contractor, regardless of whether caused in part by a party indemnified hereunder.

Termination:

- A. Commission may terminate any resulting contract without cause upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by Commission to contractor and it is later determined that contractor was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).
- B. Commission may terminate any resulting contract for cause immediately upon giving written notice to contractor, should contractor materially fail to perform any of the covenants contained in resulting contract in the time and/or manner specified. In the event of such termination, County may proceed with the work in any manner deemed proper by Commission . If notice of termination for cause is given by Commission to contractor and it is later determined that contractor was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.
- C. Commission may terminate or amend any resulting contract immediately upon giving written notice to contractor, 1) if advised that funds are not available from external sources for resulting contract or any portion thereof, including if distribution of such funds to the Commission is suspended or delayed; 2) if funds for the services and/or programs provided pursuant to resulting contract are not appropriated by the State; 3) if funds in Commission's yearly proposed and/or final budget are not appropriated by Commission for resulting contract or any portion thereof; or 4) if funds that were previously appropriated for resulting contract are reduced, eliminated, and/or re-allocated by Commission as a result of mid-year budget reductions.
- D. If any resulting contract is terminated under paragraph A or C above, contractor shall only be paid for any services completed and provided prior to notice of termination. In the event of termination under paragraph a or c above, contractor shall be paid an amount which bears the same ratio to the total compensation authorized by resulting contract as the services actually performed bear to the total services of contractor covered by resulting contract, less payments of compensation previously made. In no event, however, shall Commission pay contractor an amount which exceeds a pro rata portion of the resulting contract total based on the portion of the resulting contract term that has elapsed on the effective date of the termination.
- E. Contractor shall not incur any expenses under any resulting contract after notice of termination and shall cancel any outstanding expenses obligations to a third party that contractor can legally cancel.

Public Agency Participation: It is intended that any other public agency including those identified in the solicitation (i.e., city, district, public authority, public agency, municipality and other political sub-division or public corporation of California) located in California shall have the option to participate in any award made as a result of this solicitation. The Commission shall incur no financial responsibility in connection with orders issued or delivered by another public agency. Each public agency using this contract shall accept sole and full responsibility for placing of orders and making payments to the contractor. In addition to the above, the contractor shall provide the same level of indemnification and

insurance protection to each of the participating agencies ordering products and/or services under any award made as a result of this solicitation.

Payments (E-Payables)

The County of Sacramento has partnered with Bank of America to implement a card payment program, ePayables, offered to County's suppliers/contractors/vendors. This preferred payment method will reduce paper waste and expedite payments to recipients. Traditional forms of payment (hardcopy checks) remain.

ePayables will not affect payment terms and conditions of any existing contract. Once an invoice is approved for payment, an electronic remittance advice will be sent to the recipient's email instead of a hardcopy check. The remittance advice will include statement-type information such as: invoice numbers, dates, and invoice amounts. Payments can be retrieved with a County designated account number assigned to the contractor. For more information, go to www.bankofamerica.com/epayablesvendors or contact the Sacramento County Department of Finance at 916-874-7411 (epayables@saccounty.gov).

Late Payments: Should the county be late in making payments against invoices submitted correctly and timely, any interest levied by the vendor for payments shall be limited by the Section 926.10 of the California Government Code.

Reports:

- A. CONTRACTOR shall, without additional compensation therefor, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by COMMISSION concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COMMISSION shall explain procedures for reporting the required information.
- B. CONTRACTOR agrees that, pursuant to Government Code section 7522.56, COMMISSION shall make best efforts to determine if any of its employees or new hires providing direct services to the county are members of the Sacramento County Employees' Retirement System (SCERS). CONTRACTOR further agrees that it shall make a report bi-annually (due no later than January 31st and July 31st) to the COMMISSION with a list of its employees that are members of SCERS along with the total number of hours worked during the previous 6 months. This report shall be forwarded to where Notice is sent pursuant to resulting contract.

9. Good Neighbor Policy

The Commission is a political subdivision of the County of Sacramento and the State of California, that is mandated by state and federal law to provide certain services to all residents of the County, and that also provides non-mandated, desired or necessary services to enhance the well-being and quality of life for its residents. Such services are provided within the territorial boundaries of all cities within Sacramento County and in the unincorporated areas of the County.

County facilities are generally located in close proximity to the constituent population served, and in areas that are easily accessible to public transportation. The siting of facilities is ultimately a County responsibility. The County requires its departments to have conducted reasonable outreach to affected neighborhoods in siting County facilities. The County takes into consideration a whole range of factors, including location of clients served, proximity of other related services needed by clientele, and any neighborhood revitalization plans and adoption siting policies of cities. The County will solicit the affected city's input and recommendation as to location, but retains the ultimate decision as to the parameters of the search area and determination of the most appropriate sites.

As a general rule, the County does not do site searches for programs, services or facilities operated by non-county entities that may receive County funding, but requires contractors to have conducted reasonable outreach to affected neighborhoods. The County contracts for services, but does not dictate the location of the facility. All businesses within the incorporated and unincorporated areas of the county must be in good standing with whatever city or County zoning laws apply in order to receive funding.

The County of Sacramento is committed to being an integral part of the neighborhoods and communities in which it is located and will implement measures in order to minimize the impact of such facilities on those neighborhoods and communities. Through its placement and management of facilities and its provision of appropriate services, the County endeavors to enhance revitalizing and strengthening of neighborhoods and communities.

This policy is focused on those County-owned and County-leased facilities and those service providers under contract with the County where programs provide direct service to County constituents that have a potential impact on neighborhoods through increased traffic, noise, trash, parking, people congregating, and security risks to neighborhoods and program participants.

Generalized good neighbor policies that prohibit loitering, require litter control services, mandate removal of graffiti, provide for adequate parking and restroom amenities, require landscape and facility maintenance consistent with the neighborhood and require identification of a contact person for complaint resolution have general application to all county facilities and programs.

Good neighbor policies will also address specific and individualized impacts of proposed facilities and services based on actual circumstances which must be determined through a case by case analysis.

This policy applies only to County-owned and leased facilities and those service providers under contract with the County if the facility programs and projects provide direct services to County constituents. In addition, these service facilities must have a potential impact on neighborhoods and communities

through increased traffic, noise, trash, parking, people congregating, and security risks to both neighborhoods and program participants.

The County requires, with regard to the actual location of a particular facility or service, that all applicable zoning laws have been complied with. The focus of this good neighbor policy does not include the propriety of the location of a facility or program in a properly zoned neighborhood or community.

While location is a consideration and input from cities, neighborhoods and communities will be sought, the ultimate decision as to location rests with the County.

Once a facility is sited and in compliance with zoning laws, the intent of this policy is to identify physical impacts and measures to mitigate those impacts so as to be an integral part of the neighborhood and community the County serves.

Provision A: Establish a cooperative relationship with all cities, neighborhoods and communities for planning and siting facilities and contracting for services where the service or project has a high impact on the neighborhood and mitigation of those physical impacts is necessary.

Provision B: Promote decentralization of County services where feasible as a means to improve accessibility and service delivery and reduce physical impact on the environment, neighborhoods and communities.

Provision C: Promote collocation of services, where feasible, as a way to enhance efficiency and reduce costs in the delivery of services.

Provision D: Promote exploration of innovative ways to increase accessibility to services that could also reduce physical impacts on the environment, neighborhoods and communities.

Provision E: Establish early communication with affected cities, neighborhoods and communities as a way to identify potential physical impacts on neighborhoods and to establish mitigation as necessary as well as appropriate property management practices so as not to be a nuisance.

Provision F: Maintain ongoing communication with cities, neighborhoods and communities as a way to promote integration of facilities into the community, to determine the effectiveness of established good neighbor practices, and to identify and resolve issues and problems expediently.

Provision G: Establish generalized good neighbor practices for high impact facilities, services and projects that include:

- Provision of adequate parking
- Provision of adequate waiting and visiting areas
- Provision of adequate restroom facilities
- Provision for litter control services
- Provision for removal of graffiti
- Provision for control of loitering and management of crowds

- Provision for appropriate landscape and facility maintenance in keeping with neighborhood standards
- Provision for identification of a contact person for complaint resolution
- Provision in contracts for the County to fix a deficiency and deduct it from the money owed to the program if the program fails to fix them.
- Provision to participate in area crime prevention and nuisance abatement efforts.

Provision H: Establish specific good neighbor practices for high impact facilities, services and projects based on a factual analysis of circumstances that would require more oversight and extraordinary measures to ensure the resolution of problems as they occur.

Provision I: Establish requirements that all facilities, services and projects be in compliance with various nuisance abatement ordinances and any other provision of law that applies.

Provision J: Establish a central point of contact, within the County, for resolving non-compliance with this Good Neighbor Policy when all other administrative remedies have been exhausted. This requires contact with funding agencies, site contacts, call report logs, database maintenance, and trend analysis.

Provision K: Conduct a periodic review of all sites and projects included in this policy to determine the effectiveness of the application of the Good Neighbor Policy.

Provision L: Continued non-compliance by contractor to this policy and its provisions may result in contract termination and ineligibility for additional or future contracts.

GOOD NEIGHBOR POLICY STANDARD CONTRACT LANGUAGE

The following language will be incorporated into any resulting contract:

- A. CONTRACTOR shall comply with COUNTY's Good Neighbor Policy. CONTRACTOR shall establish good neighbor practices for its facilities that include, but are not limited to, the following:
 - 1. Provision of parking adequate for the needs of its employees and service population;
 - 2. Provision of adequate waiting and visiting areas;
 - 3. Provision of adequate restroom facilities located inside the facility;
 - 4. Implementation of litter control services;
 - 5. Removal of graffiti within seventy-two hours;
 - 6. Provision for control of loitering and management of crowds;
 - 7. Maintenance of facility grounds, including landscaping, in a manner that is consistent with the neighborhood in which the facility is located;
 - 8. Participation in area crime prevention and nuisance abatement efforts; and

9. Undertake such other good neighbor practices as determined appropriate by COUNTY, based on COUNTY's individualized assessment of CONTRACTOR's facility, services and actual impacts on the neighborhood in which such facility is located.
- B. CONTRACTOR shall identify, either by sign or other method as approved by the DIRECTOR, a named representative who shall be responsible for responding to any complaints relating to CONTRACTOR's compliance with the required good neighbor practices specified in this Section. CONTRACTOR shall post the name and telephone number of such contact person on the outside of the facility, unless otherwise advised by DIRECTOR.
- C. CONTRACTOR shall comply with all applicable public nuisance ordinances.
- D. CONTRACTOR shall establish an ongoing relationship with the surrounding businesses, law enforcement and neighborhood groups and shall be an active member of the neighborhood in which CONTRACTOR's site is located.
- E. If COUNTY finds that CONTRACTOR has failed to comply with the Good Neighbor Policy, COUNTY shall notify CONTRACTOR in writing that corrective action must be taken by CONTRACTOR within a specified time frame. If CONTRACTOR fails to take such corrective action, COUNTY shall take such actions as are necessary to implement the necessary corrective action. COUNTY shall deduct any actual costs incurred by COUNTY when implementing such corrective action from any amounts payable to CONTRACTOR under this Agreement.
- F. CONTRACTOR's continued non-compliance with the Good Neighbor Policy shall be grounds for termination of this Agreement and may also result in ineligibility for additional or future contracts with COUNTY.