Prevention & Early Intervention Program
Request for Response
April 24, 2015

Children & Families Commission of Orange County
SECTION 1. BACKGROUND AND INTENT

BACKGROUND

The Children and Families Commission of Orange County (Commission) in collaboration with the County of Orange Social Service Agency (SSA) is currently requesting responses to build a Prevention & Early Intervention (PEI) Program for families who may benefit from supportive parenting services that would reduce the risk of stressful situations in the home.

In 2013, there were 5076 families that had an initial report to the County of Orange Social Service Agency’s Child Abuse Registry (CAR) in which it was noted that the family had at least one child between the ages of 0 to 5. Of these reports, 73% did not receive further intervention by the Child Welfare Agency based on SSA determination. While many of these families are not mandated recipients or considered qualified for services, they still face circumstances that place them at risk for future incidences of child abuse and neglect. Statistics from previous years indicate that 40% of these families subsequently have reports to CAR, more serious than the first.

According to a recent study authored by Emily Putnam-Hornstein, “birth records for all children born in California in 2006 were linked to statewide child protection records through 2012; 5.2% were reported for abuse or neglect prior to age 1. Following an initial report, 81.9% of infants remained in the home, the majority (60.7%) of whom were re-reported within 5 years.” This study underscores the importance of serving families who are at risk for maltreatment or abuse who do not qualify for services through SSA.

The purpose of the PEI Program is to create a voluntary support structure for these families. This voluntary program will strengthen families by connecting them to community services that will help them manage the circumstances that are putting stress on their family unit, thereby reducing family stress and the potential for abuse.

INTENT

This Request for Response (RFR) specifically seeks responses from agencies that are interested in serving as an administrative entity (or Hub agency) to coordinate services for PEI families through a multi-disciplinary collaboration of Community Service Providers (CSPs). The Hub agency will be responsible for creating and managing the multi-agency collaboration and for referring eligible families to participating CSPs in a manner that will best serve the family’s needs.

The intent is to develop an outcome based agreement with a Hub agency serving in the capacity of a fiscal and administrative lead to a collaboration of community service providers that will provide

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1 Orange County Social Services Agency, Child Abuse Registry Statistics Report


Prevention & Early Intervention RFR
family strengthening services to eligible families. In responding to this RFR, the successful Respondent must demonstrate that the collaboration they are proposing will measurably and significantly reduce risk in the home. To further this objective, the successful Respondent must be willing to participate in an evaluation design and implementation to measure the true impact of their program when compared to what would have happened in the absence of the intervention. This is called a “counterfactual” evaluation because it considers whether or not, in the case of a child abuse prevention program, those treated would have actually committed further child abuse if they had not participated in the program. Using statistics from SSA, the successful Respondent will develop counterfactuals with the Commission and SSA and use these counterfactuals as an evaluation design to measure the effectiveness of the program.

The successful Respondent will be the Hub agency and collaborative that proposes the best program design that meets the objectives of this RFR. The chosen Respondent will enter into contract negotiations with the Commission and Memorandum of Understanding negotiations with SSA to develop program objectives including but not limited to the following areas:

- Outcome measures
- Payment structure
- Finalizing program design
- Creating an MOU to guide the sharing of confidential client information

The success of the program will be measured against the counterfactuals through a decline in the number of PEI families who re-enter the Child Welfare System with a CAR report and substantiated CAR report within 6, 12, 18, 24, 30 and 36 months of completing the PEI Program.

Reducing children’s risk of exposure for abuse or neglect is a shared outcome of the Commission and SSA. Through a carefully managed system of family referrals, outreach and case management, it is the Commission and SSA’s shared objective to reduce subsequent referrals and substantiated referrals to CAR and measure the results throughout the process. The Hub agency will be responsible for supporting the system development, managing the implementation of the referral program, and ensuring CSP active engagement in the reporting and evaluation process.

Contingent upon approval by the Commissioners, the Commission intends to award one (1) two-year contract to the Respondent whose proposal is determined to be the most responsive to the requirements of this Request for Response (RFR). The term of the resulting contract will begin on or about October 1, 2015, and terminate on September 30, 2017. The estimated amount available for each year of the two-year contract will be between $230,000 and $250,000 per year for an estimated maximum of between $460,000 and $500,000 for two years. Subject to contractor performance, achievement of desired outcome measurements and continued funding, the
Commission reserves the right to award two (2) additional one year terms without a competitive bid process.

SECTION 2. DESCRIPTION OF PROPOSED SERVICES

The Commission is seeking to contract with an organization to serve as a Hub agency for the PEI Program. The Hub agency will be responsible for receiving referrals from SSA for potential prevention and early intervention services for families where a CAR report is received but does not meet the legal threshold for further SSA intervention. The PEI program must support families that meet the following criteria:

- Families for which this is the first CAR report
- One or more children in the household are under the age of five
- Families’ whose CAR report, based on the determination of SSA, will not receive further intervention by the Child Welfare Agency

The Hub agency shall assess the SSA referral to ensure compliance with the program eligibility criteria. After determining that criteria have been met, the Hub agency shall review all of the information about the family to identify the most appropriate Community Service Provider (CSP) within the collaborative to refer the family. Part of the contract negotiation discussions with the selected Hub agency will involve determining the program design for the referral process; however, the anticipated referral process is expected to resemble the model described in the following paragraphs and graphic below. The CSP is responsible for engaging the family into voluntary family strengthening services that are evidence based or promising practices. Once families voluntarily accept services CSP will conduct a pre-assessment, family strengthening services, referrals to additional services if needed and conduct post assessment once services have been completed.

Critical to the delivery of service is the establishment of a Memorandum of Understanding (MOU) between SSA, the Hub Agency and the CSPs. This MOU is an agreement between SSA and the Hub Agency and will grant legal access to confidential information about eligible PEI families. This MOU will govern the flow of information exchanged between SSA, the Hub Agency and the CSPs in the collaborative. Included in this MOU will be a schedule for meetings to determine the CSP the identified family will be assigned to. The MOU will identify the entities involved in the family referral meeting, as well as the time, place, location and duration of the meetings.

During the contract negotiation process with the selected Hub agency and participating CSPs, the Commission will provide technical assistance to all partners to develop an appropriate MOU. To obtain an electronic copy of a sample MOU, please contact Rhonda Diaz at (714) 834-5310 or Rhonda.diaz@cfcoc.ocgov.com. The Commission will work with all parties to ensure compliance requirements are addressed in a manner that is attainable by all partners.
THE ROLE OF THE HUB AGENCY

The Hub agency shall serve as the administrator that will coordinate services for the PEI Program. The Hub agency will be the fiscal agent and the lead agency in the collaboration. **The Hub agency will not provide services directly to eligible families, but will be responsible for managing a collaborative of experienced, diverse CSP’s.** The Hub agency will be tasked with communicating and working with both the Commission and SSA. The Hub agency will be responsible for the following duties and services.

- **Development and Management of CSP Collaborative:**

  The Hub agency shall create and manage a collaborative of experienced, diverse Orange County CSP’s to provide services to families engaged in the PEI Program. The Hub agency is the entity responsible for coordinating communication between itself, the Commission, SSA and the CSPs. The Hub agency shall keep all parties apprised of matters pertaining to the

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1. HUB Agency, selected by CFCOC and SSA, to lead a collaborative and be accountable for referral system, data collection and program management
2. Community Service Partners are service providers who will provide direct services, including data reporting, and coordinate their work through a HUB Agency
3. Pre and Post service assessments will be a standardized, evidence based tool that all service providing agencies will use
The PEI Program in a timely manner. The Hub agency shall facilitate frequent meetings with the Commission, SSA and CSP's, and must record and document meetings for review.

The Hub agency shall enter into MOU with all the CSPs. The MOU shall:

- Serve as an agreement for services to be provided to PEI families and will include the estimated number of families that each CSP can provide services to, identification of a universal pre and post assessment tool, identify evidence or promising practice family strengthening service that will be used by each CSP, and a description of the family situations that will be referred to this each CSP.

- Detail the data reporting responsibilities of the Hub agency and the CSP.

- Describe the staff responsible for: providing services and their training in the service area, including how the CSP will maintain and update training, intake, reporting, billing, data collection, reporting and assessment, and pre and post program documentation.

- Provide an inventory of additional services that PEI families may have access to either by referral or as an additional service provided by the CSP.

**Referrals Process to Appropriate CSPs:**

The Hub agency shall develop a referral matrix which details the logic behind how family referrals are made to a designated CSP. The referral matrix should explain the factors the Hub agency will consider in assigning a family to a CSP based on the information the Hub agency has received from SSA. The referral matrix should describe in detail what the Hub agency priorities are in assigning the family to a CSP, for example, the top priority is service expertise, the second priority is demographics. The referral matrix should succinctly explain the logic behind the CSP referral process and reflect mutual agreement between Hub and CSP about the types and number of families targeted for service by that CSP.

**Data Collection & Reporting:**

Success of the PEI Program will be measured by a decline in the number of families who re-enter the Child Welfare System for a CAR report of substantiated maltreatment or abuse completing this program. The Hub agency will serve as the contact organization to the outside evaluating entity. The Hub agency is responsible for ensuring CSP reporting in the following ways:

- Family has accepted or declined

- Family pre and post assessment results into an online performance management and client outcome reporting system.
- Tracking family participation in CSP services in an online case management system.

- **System Quality and Improvement:**

  The Hub agency will be responsible for regularly collecting and reviewing the administrative data collected by itself and its CSP partners to identify successful practices and areas for improvement. Working with the CSPs, the Commission, the outside evaluator and SSA, the Hub agency will regularly review the effectiveness of the implementation, including effective strategies for family acceptance of services; maintaining families’ engagement in services; data compliance and reporting, and similar issues.

- **Administration and Fiscal Management**

  - The Hub agency will be responsible for fiscal oversight of this Agreement, including staffing, direct and indirect costs, CSP billing and reimbursement.

**THE ROLE OF COMMUNITY SERVICE PROVIDERS (CSP)**

Participating CSPs shall be responsible for providing PEI services that are rated as evidence based or promising practices. Each CSP will be required to describe the evidence based or promising practice family strengthening service that will be utilized, along with documentation that staff providing services are trained and will continue to receive on-going training.

- **Family Engagement** - CSP will develop engagement strategy to outreach to eligible families.

- **Conduct Family Assessment** - Once families have agreed to voluntarily engage in the family strengthening service offered, CSP will conduct a pre assessment on family. The assessment tool must be universally used by all CSPs in the collaborative and must be evidence based or promising practice.

- **Family Strengthening Services** - CSP will provide the families with the evidence or promising practice family strengthening services as specified in the MOU with the HUB agency.

- **Referrals** - CSP will likely need to provide the family with additional referrals and assist with linkage to other need services that are identified during the assessment or service period. The CSP is expected to utilize their knowledge of existing services and make appropriate referrals for PEI families.

- **CSP Reporting** - CSPs are responsible for collecting data on the eligible families, this includes but is not limited to;
  - Family accepting services
● Family declining services and information regarding reason for declining services
● Pre and Post assessment results
● Intensity and frequency of services provided to the family
● Additional referrals made to family and whether the family was able to connect with services
● Successfully completion of services

SECTION 3. PAYMENT STRUCTURE

The first year payment structure for the Hub agency will be based on implementing the program and will resemble a traditional cost-reimbursement contract. Subsequent years may be based on progress payments for outcomes achievement.

The Hub agency shall be the fiscal agent for this Agreement. The Hub agency shall limit its own administrative costs to a maximum of 25%-35% of the annual contract award. Variations in administrative costs may be determined based on what tasks the Hub agency has identified for itself inside the collaborative. For example, the administrative budget should include costs associated with the tasks related to maintaining communication with and reporting to SSA, all the administration of the collaborative (e.g. meetings, referral network, and data reporting accountability), and progress payments to the CSP.

The remaining funding (65 to 75%) will be for outcome payments made to CSP’s. The specific structure of those outcome based payments will be a major component of the negotiation process between the successful Respondent and the Commission. Examples of the components of the negotiations include but are not limited to payment structure, frequency of payments, and achievement of benchmarks that will trigger payments. Rigorous data evaluations will be required as part this performance based contract structure. It is our intent to link payments to achievement of key milestones such as family engagement in services; family completion of programs; and stabilization in the home based on a reduction of CAR reports and substantiated CAR reports. For example:

A. **Example**: First payment, 25% of maximum fee for service amount, may be made once the family has agreed to participate in voluntary family strengthening services. Payment is made once family has signed data confidentiality agreement and pre assessment has been entered into online client and outcome tracking system.

B. **Example**: Second payment, 50% of maximum fee for service amount, may be made once family completes all services and a post assessment is completed and entered into the online system.

C. **Example**: Third and final payment, 25% of maximum fee for service amount, may be made once family does not have an additional substantiated CAR report for six (6) months post services.
After selection of the most qualified proposal, the Commission will negotiate a payment structure using this above framework to guide negotiations. If negotiations are unsuccessful within sixty (60) days, the Commission may opt to enter negotiations with the next most qualified Respondent.

SECTION 4. INSTRUCTIONS FOR SUBMITTAL

All agencies interested in submitting a proposal must submit the mandatory Letter of Intent (Exhibit 1) by May 8, 2015 at 3:00pm by email at prop10@cfcoc.ocgov.com.

Proposals must be signed by an authorized representative of the Respondent. Proposals without an original, authorized signature will be rejected.

This RFR does not commit the Commission to award a contract or to pay any associated cost. The proposal preparation cost is solely the responsibility of the Respondent. Proposals must be valid for a minimum of one hundred twenty (120) days from the due date of this RFR.

The proposal package, described below, must be received on or before 3:00 p.m. on June 24, 2015. NO PROPOSAL WILL BE ACCEPTED AFTER THIS DATE AND TIME.

Proposals must be delivered to:
Children and Families Commission of Orange County
Contract Services
Attn: Kim Goll, Operations & Strategy Director
1505 E. 17th Street, Suite 230
Santa Ana, CA 92705

The proposal must clearly meet all of the requirements of this RFR. The Respondent is solely responsible for reviewing all requirements and instructions to ensure that each is clearly addressed in the proposal. Respondents that deviate from format requirements risk having deviating pages removed from their proposal.

The Commission may reject any proposal that is conditional, incomplete, or deviates from the specifications in this RFR. The Commission reserves the right to waive, at its sole discretion, any procedural irregularity, immaterial defect, or other impropriety deemed reasonably correctable or not warranting rejection of the proposal.

Proposal package will consist of one (1) hard/paper copy of all sections (A-G) with original signatures on cover sheet and letter of commitment submitted in a 3 ring binder and one thumb drive with an electronic copy of all sections (A-G) in PDF format. The proposal package should use the Attachment forms provided in this RFR. Please limit responses to the page limit identified for each section and submit single space (must be on 8.5 by 11 inches pages, 12 point font, 1 inch margins).
A. Response Cover Sheet - Use form included as Attachment 1
B. Hub Narrative Description - LIMITED TO SEVEN (7) PAGES
C. Hub Agency Documents - Copy of the most recent audited financial statements for the Hub agency, IRS organization’s status, and current list of the Board of Directors must be submitted with the proposal (Not included in page limits)
D. Hub Budget and Narrative Attachment 1A (Not included in page limits)
E. CSP Narrative Description – (Each CSP may have up to three [3] pages to answer the questions)
F. Matrix of CSP Collaborative Services use form included as Attachment 2 (Not included in page limits)
G. Letter of Commitment signed by each CSP Executive Director in the collaborative and the signature of the Executive Director of the organization applying to be the Hub agency. Use form included as Attachment 2A (Not included in page limits)

TIMELINE

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<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>April 24, 2015</td>
<td>Release of Request for Response</td>
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<tr>
<td>May 8, 2015</td>
<td>• Submit questions regarding response to <a href="mailto:Prop10@cfcoc.ocgov.com">Prop10@cfcoc.ocgov.com</a></td>
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<td>• All interested agencies must submit a Letter of Intent by 3:00pm at <a href="mailto:Prop10@ocgov.com">Prop10@ocgov.com</a></td>
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<tr>
<td>May 11, 2015</td>
<td>Respondents Bidder’s Conference</td>
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<tr>
<td>Morning Session – 9 am</td>
<td>MUST RSVP ATTENDANCE TO RHONDA DIAZ BY THURSDAY, MAY 7, 2015 AT <a href="mailto:Rhonda.diaz@cfcoc.ocgov.com">Rhonda.diaz@cfcoc.ocgov.com</a></td>
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<tr>
<td>Afternoon Session – 3 pm</td>
<td>Location: 1505 E. 17th St., Suite 201</td>
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<td></td>
<td>Santa Ana, CA 92705</td>
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<td>714-361-1417</td>
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<tr>
<td>May 18, 2015</td>
<td>Online Posting of answers submitted at the Commission website <a href="http://www.childrenandfamiliesoc.com">www.childrenandfamiliesoc.com</a></td>
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<tr>
<td>June 24, 2015</td>
<td>Proposals must be delivered by 3:00pm</td>
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<td></td>
<td>Location: Children and Families Commission of OC 1505 East 17th Street Suite 230</td>
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<td>Santa Ana</td>
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<td>August 1, 2015</td>
<td>Applicants notified of collaborative response selected to enter into contract negotiations with the Commission</td>
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B. HUB NARRATIVE DESCRIPTION – LIMITED TO SEVEN (7) PAGES
1. **Organization Structure** - Provide information regarding the existing local (i.e. Orange County) organizational structure of the Hub agency. If the headquarters are located outside of Orange County, agency must show the relationship between the existing or proposed Orange County agency and the main headquarters.

2. **Management Team** - Identify staff who will serve as key management for the PEI Program including their position, title, qualifications, duties, and experience and expertise in managing a collaborative. It is expected that a primary manager with commensurate experience and qualifications will be designated.

3. **Agency Qualifications** - Describe agency expertise in managing collaboratives. Explain how the Hub agency will manage the multi-agency collaborative. The narrative shall describe innovative ideas of how the Hub agency will provide leadership for the collaborative, manage conflict between CSPs, and demonstrate how the relationships and communication with the Commission, SSA and CSPs will be managed. Please note any experience the agency has with child abuse prevention.

4. **Evaluation Experience** - Describe agency experience in data reporting. Indicate expertise in data sharing and working with confidential client information.

5. **Performance Management Experience and Approach** - As this Agreement will be an outcomes based contract, please demonstrate understanding about the use of appropriate metrics for assessing the success of the program model and describe how the necessary data could be acquired. This section should describe how your organization has and is committed to using performance data for program improvement, accountability and learning within the overall collaborative.

6. **Referral Matrix Description** - Explain the collaborative’s referral matrix, detailing the logic behind how family referrals will be made to the designated CSP. The referral matrix should explain the factors that the Hub agency will consider in assigning a family to a CSP based on the information the Hub agency has received from SSA. The referral matrix should describe in detail what your agency’s priorities are in assigning a family to a specific CSP, for example, the top priority is service expertise, the second priority is demographics.

7. **Pre and Post Assessment Tool** - Provide information on the evidence based or promising practice family assessment tool that will be used for every family that is engaged in services across the CSP. Include a description of the assessment tool including but not limited to, citations and summaries of relevant published peer-reviewed research studies conducted on the program, a brief description of the program, and training and cost (if any) required for use.

**C. HUB AGENCY DOCUMENTS**
Please provide a hard copy and an electronic copy of your latest audited financial statement, IRS organization status, and current list of Agency Board of Directors (NOT INCLUDED NARRATIVE PAGE LIMITS).

D. ADMINISTRATIVE BUDGET FORMS AND NARRATIVE DESCRIPTION

The Hub agency shall submit a proposed budget and narrative for the administration of the program. Respondent should follow Generally Accepted Accounting Principles (GAAP) and standards when developing line item budgets to be submitted to the Commission. Please see attached budget form in Attachment 1A.

E. CSP NARRATIVE DESCRIPTION - LIMITED TO THREE (3) PAGES PER CSP IN THE COLLABORATIVE
(For example a collaborative with 5 CSPs will be allowed up to 15 pages with up to 3 pages for each CSP)

The Hub agency in collaboration with the CSP respondents must submit the following for each CSP partner.

1. Family Strengthen Service Description - Please provide information on the evidence based or promising practice family strengthening service that will be used for families engaged in services for each CSP. Only include programs that are listed on the matrix under Attachment 2. Include a description of the service including but not limited to, citations and summaries of relevant published peer-reviewed research studies conducted on the program, a brief description of the program, and training and cost (if any) required for use

2. Family Engagement - Explain your CSP collaborative’s strategy for engaging families eligible for the PEI Program to volunteer for family strengthening services.

3. Referral Network - Describe how the CSP will leverage existing relationships with other non collaborative member or entities such as faith based organizations, food banks, family resource centers, non profits, etc. to provide services to clients that complement the services provided by the CSP and that address additional needs of the families. For example, while the CSP can provide family strengthening and case management services to a PEI family, the CSP should also be prepared to have a team of informal providers that are able to provide additional services to the family such as food, shelter or medical services as needed.

4. Data Reporting - Explain CSP experience with data reporting, data sharing and client confidentiality. Include CSP experience and strategy to manage data collection efforts

F. MATRIX OF CSP COLLABORTIVE SERVICES

Complete Attachment 2 matrix that summarizes the service(s) each CSP will use including:

- Identify and describe the family strengthening service the CSP will be using. Describe the evidence based or promising practice(s) that will be using, specifically name, the number of
staff trained along with their experience, program capacity, ongoing costs if any and how on-going training will be provided.

- Specific information regarding target population for family strengthening services, including but not limited to geographic area (if not countywide), family demographics. The CSP must demonstrate cultural competency in serving the needs of the families assisted by this RFR.

G. LETTER OF COMMITMENT

The Executive Director from each participating CSP agency must sign the Letter of Commitment (Attachment 2A). One Letter of Commitment shall be submitted with each Hub agency proposal and signed by the Executive Director of each CSP that will be part of the collaborative. CSPs may sign several Letters of Commitment for different agencies who are applying to be the Hub agency. By signing the Letter of Commitment, the CSP Executive Director is agreeing that they have read and reviewed the RFR, application, referral matrix, and is also committing to use the universal pre and post assessment tool identified and agreed to by the collaborative. The Executive Director also is agreeing to negotiate and attests to the accuracy of the CSP obligations in the proposal. The Executive Director of the organization applying to be the Hub agency shall also sign the Letter of Commitment.

PROPOSAL QUESTIONS

The Commission has attempted to provide all information available with regard to the services described in this RFR. It is the responsibility of each Respondent to review, evaluate and, where necessary, request clarification of information. Respondents may not contact any Commission staff directly in regards to this RFR. All questions and requests for additional information regarding this RFR must be received via email to Prop10@ocgov.com no later than May 8, 2015 by 3:00 p.m. and/or asked at the Respondent’s Bidder’s Conference on May 11, 2015. There will be a 9 a.m. session and a 3 p.m. session available for Respondent’s to attend. The information presented at both sessions will be the same. Both sessions are located at:

1505 E. 17th Street, Suite 201
(CASA Training Room)
Santa Ana, CA 92705
714-361-1417

An RSVP to Rhonda Diaz at Rhonda.diaz@cfcoc.ocgov.com by Thursday, May 7, 2015 is required to attend one of the sessions of the Respondent’s Bidder’s Conference. A written summary of all questions and answers posed via email and at the conference will be available on the Commission website at www.childrenandfamiliesoc.com by May 18, 2015 at 3 p.m.

Respondents interested in applying for the RFR MUST submit a Letter of Intent (Exhibit 1) by May 8, 2015 by 3:00 p.m. Questions and requests for additional information may also be included in the Letter of Intent.
The Commission reserves the right to request additional financial information to verify Hub agency’s past and current financial status. This information includes, but is not limited to: the most recent independent audit, Cash Flow Statement of Activities (Income Statement), and Statement of Financial Position (Balance Sheet).

The CSP may submit Letters of Commitment to provide services for multiple agencies who are applying to be the Hub agency.

SECTION 5. EVALUATION CRITERIA AND PROCESS

A comparative evaluation shall assess the Respondent’s response according to the following criteria:

- Likelihood that the organization and program model will deliver its stated outcomes, as well as the magnitude of those outcomes;
- The strength of the existing evidence base for assessing program impact;
- Demonstrated willingness and capability to collaborate effectively with government organizations, non-profit agencies and other entities;
- Collaborative’s familiarity with rigorous evaluation methods including the ability to monitor success and measure outcomes, including counterfactuals;
- Management of Collaboration including fiscal strength, collaborative management, partner accountability, and data collection and reporting;
- Leveraging of Existing Community Resources
  - County Geographic coverage of services
  - Subject matter coverage to address variety needs in targeted families
- Cost effectiveness of the model proposed. Hub agency proposals that clearly delineate what administrative costs cover and maximize funds to include as many administrative tasks as possible will be weighted higher in the evaluation process.

PROPOSAL EVALUATION PANEL, PROPOSAL INTERVIEW & SCORING, FINAL SELECTION & COMMISSION APPROVAL TO ENTER IN CONTRACT NEGOTIATIONS

An evaluation panel will be established consisting of representatives of the Commission, SSA, other County agencies/departments, and/or members of the community with community-based service delivery expertise. Panel members will demonstrate no conflict of interest with any Respondent. The evaluation process will consist of a thorough review of the Respondent’s proposal and qualifications.
After the written proposals have been received, selected Respondent(s) may be invited to participate in oral interviews in order to clarify aspects of the proposal. Interviews may be held with one or more Respondents, as deemed necessary by the proposal evaluation panel.

Each member of the proposal evaluation panel will individually evaluate the proposals and panel members will discuss the strengths and weaknesses of the each proposals and make a recommendation based on the consensus of the panel. The successful Respondent will be approved by the Commission to enter contract negotiations.

**AWARDING OF CONTRACT BASED ON SUCCESSFUL CONTRACT NEGOTIATIONS**

The selected Respondent will enter into negotiation discussions with the Commission to develop counterfactual and program objectives to include but not be limited to: outcome measures, payment structure, finalizing program design, and negotiate with SSA to create the MOU that will govern the flow of confidential information exchanged between SSA, the Hub Agency and the CSPs in the collaborative. The Commission may negotiate contract terms with the selected Respondent(s) prior to award and expressly reserves the right to negotiate with several Respondents simultaneously and, thereafter, to award a contract to the Respondent(s) offering the most favorable terms to the Commission. Negotiations may or may not be conducted with Respondents; therefore, proposal must contain Respondent’s most favorable terms and conditions. The awarding of a contract will be based on the completion of successful contract negotiations. The selection and award may, at the Commission’s sole discretion, be made without discussion with any Respondents.

**SECTION 6. REQUEST FOR RESPONSE GENERAL INFORMATION**

The funding or portions of the funding for the contract resulting from this RFR may be contingent upon the State budget; receipt of funds from and/or obligation of funds by the Federal government to the State and from the State to the County; Commission funding; and inclusion of sufficient funding for the services hereunder in the budget approved by the Commissioners for each fiscal year covered by said contract. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, the contract may be immediately terminated, reduced or modified without penalty.

As a condition of the Commission, all applicants who are recommended for funding are required to comply with the terms and provisions of the Commission’s standard grant agreement. To obtain an electronic copy of Commission’s standard grant agreement, please contact Rhonda Diaz at (714) 834-5310 or Rhonda.diaz@dfcoc.ocgov.com.

**ELIGIBLE AND INELIGIBLE RESPONDENTS; DISQUALIFICATION**

Any agency which specializes in child abuse prevention and family strengthening services located within Orange County or with means to establish an office in Orange County with experience
managing a multi-agency collaborative and the ability to provide services in accordance with the scope of work detailed in this RFR are eligible to submit a proposal. The Commission reserves the right to disqualify any Respondent on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the Commission.

RIGHT OF ACCEPTANCE/REJECTION/CANCELLATION AND RIGHT TO MODIFY RFR

Any proposal may be rejected if it is conditional, incomplete, or deviates from specifications in this RFR. The Commission reserves the right to accept any part of the proposal and not be obligated in any way to accept those parts that do not meet with the approval of the Commission. The Commission in its’ sole discretion, reserves the right to cancel this RFR in whole or in part when such cancellation is determined to be in its best interest.

The Commission reserves the sole right to interpret or change any provision of the RFR at any time prior to the proposal submission date. Any and all interpretations or changes will be in the form of a written addendum, which will be posted on the Commission website at www.occhildrenandfamilies.com and/or addressed in the Respondents’ Bidder’s Conference. Addendums will become part of the RFR and resultant agreement. Respondent will be responsible for ensuring they have reviewed all changes and modifications to the RFR as posted on the Commission website.

Should any addendum require information not previously requested, the Commission, at its’ sole discretion, may determine a time extension is required for the submission of proposals, in which case an addendum will indicate the revised proposal submission due date.

The Commission will not be responsible for any spoken instructions given by any employees of the Commission in regard to the proposal instructions specifications or proposal documents as described in this RFR.

CONFIDENTIALITY

Proposals are not to be marked as confidential or proprietary. Proposals submitted in response to this RFR are subject to public disclosure as permitted by the California Public Records Act and State regulations. Additionally, all proposals will become the property of the Commission. The Commission reserves the right to make use of any information or ideas in the proposals submitted.

Regardless of any identification otherwise, including marking some or all of the pages as “confidential” or “proprietary,” information in proposals will become part of the public record and subject to disclosure without further notice to the Respondent. Proposals should not include personal identifier information such as social security numbers, dates of birth, criminal clearance documents, etc., in resumes or other documents. The Commission shall not in any way be liable or responsible for the disclosure of any such records.
MANDATORY LETTER OF INTENT

Complete and Submit by email at Prop10@ocgov.com
Form is due by May 8, 2015 at 3:00pm

Yes, I am/we are interested in submitting a response to the Request for Response for the Prevention and Early intervention Program.

Primary Contract for Response submittal is:

Name_____________________________________________________________
Organization _______________________________________________________ 
Street Address______________________________________________________
City, State, Zip_____________________________________________________
Telephone__________________________________________________________
Fax________________________________________________________________
Email_______________________________________________________________

With this form, please submit in writing any questions you have about the RFR.
# Response Cover Sheet

<table>
<thead>
<tr>
<th>Hub Agency’s Legal Name:</th>
<th>Agency’s DBA, if any:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Agency’s Address/Principal Place of Business:</th>
<th>Other Office Location:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Name of Prevention and Early Intervention Collaborative:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposal Contact Person (Name and Title):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Phone:</th>
<th>Contact Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Agency’s website:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency’s Total Annual Budget:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Number of full time employees:</th>
<th>Number of part time employees:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Number of years Agency has been in business:</th>
</tr>
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<tbody>
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</tbody>
</table>

I have read and understand the Request for Proposals and this Proposal submitted in response to the RFR, including all supporting materials, and acknowledge and affirm that the information submitted is true and correct.

Authorized Signature: ___________________________________________________________

Print Name: _________________________________________________________________

Title: ________________________________________________________________
# HUB ADMINISTRATIVE BUDGET

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Funds Due 7/1/14 – 6/30/15</th>
<th>Funds Due 7/1/15 – 6/30/16</th>
<th>Funds Due 7/1/16 – 6/30/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Direct Project Expenses</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Indirect/Administrative</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS DUE</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

**MAXIMUM PAYMENT OBLIGATION: $__________**

- Please attach a narrative description of all budget categories including:
  - Staffing including FTEs, titles, qualifications, and job duties for each member of the staff whose time would be billed to the PEI Hub’s administrative budget.
  - Direct Project Expense describing the expense and its relationship to the PEI program.
  - Subcontractors describe agency or individual estimated amount of cost and brief description of services that will be provided.
  - Indirect Costs including services of the accounting staff, cost of utilities, local telephone service and communication infrastructure and salaries of personnel engaged in providing a broad range of departmental support activities. Indirect costs are to be prorated and specifically based on this Agreement only.
# MATRIX OF CSP COLLABORATION SERVICES

Collaboration Name: 

Hub Agency Name and Number of CSPs: 

<table>
<thead>
<tr>
<th>CSP NAME</th>
<th>EVIDENCE BASED OR PROMISING PRACTICE</th>
<th>TARGET POP.</th>
<th>TOTAL SERVICE CAPACITY FOR PROGRAM</th>
<th>EST. CAPACITY FOR PEI PROGRAM</th>
<th>LEVERAGED FUNDING SOURCE</th>
<th>GEOGRAPHIC LOCATION</th>
<th>NUMBER OF STAFF Trained</th>
<th>MISC. INFO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Agency</td>
<td>Triple P</td>
<td>Single Parents</td>
<td>100</td>
<td>75</td>
<td>CFCOC</td>
<td>Tustin</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Parents as Teachers</td>
<td></td>
<td>Families</td>
<td>50</td>
<td>25</td>
<td>HCA</td>
<td>Santa Ana</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Parent Child Interaction Therapy</td>
<td></td>
<td>Families</td>
<td>75</td>
<td>15</td>
<td>Various</td>
<td>Santa Ana Lake Forest</td>
<td>10</td>
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</tbody>
</table>
LETTER OF COMMITMENT

As the Executive Director of my agency, by signing this Letter of Commitment I am agreeing that my agency will serve as a Community Service Provider if ___________________________ is chosen as the Hub Agency for this Agreement. I have read and reviewed the RFR, application, referral matrix (Attachment 2), and agree to sign the MOU. I am also committing to use the universal pre and post assessment tool identified and agreed to by the collaborative. I agree to negotiate and attest to the accuracy of the CSP obligations in the proposal. In the role of a CSP I further commit the agency to:

- Identify and describe the family strengthening service the CSP will be using. Describe the evidence based or promising practice(s) that will be using, specifically name, the number of staff trained in that along with their experience, program capacity, ongoing costs if any and how on-going training will be provided for that.

- Provide specific information regarding geographic area if not countywide cultural, racial and economic population the Prevention & Early Intervention Program is designed to serve.

- Specify the CSPs intent to leverage existing relationships with other agency’s and create new partnerships to best meet the needs of the Prevention & Early Intervention families.

Signature: ___________________________  Agency: ___________________________
Signature: ___________________________  Agency: ___________________________
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Signature: ________________________________   Agency: ________________________________
Signature: ________________________________   Agency: ________________________________
Signature: ________________________________   Agency: ________________________________

Executive Director’s Signature of Organization applying to be the Hub Agency:
Signature: ________________________________   Agency: ________________________________