

Copy to Board for Approval

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: COMMUNITY SERVICES AGENCY

BOARD AGENDA # *B-4

Urgent

Routine

AGENDA DATE September 16, 2008

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Issue a Request for Proposal (RFP) for the Provision of Employment Services to Former Foster Youth participating in the Transitional Housing Program-Plus (THP-Plus) Program-Community Services Agency

STAFF RECOMMENDATIONS:

1. Authorize the General Services Agency (GSA) Purchasing Division to issue a Request for Proposals (RFP) on behalf of the Community Services Agency for the provision of employment services to former foster youth participating in the THP-Plus Program for the contract period of January 1, 2009 through June 30, 2010.

FISCAL IMPACT:

The estimated total cost of the employment services contract will not exceed \$216,000 over the eighteen-month period. Appropriations and estimated revenues in the amount of \$72,000 to support this agreement have been included in the Agency's Fiscal Year 2008-2009 Final Budget. The ongoing appropriations and revenues for the awarded contract will be included in CSA's Services and Support budget requests to the Board for the succeeding fiscal year. Funding for THP Plus is provided through an annual State allocation that reimburses 100% of allowable program expenses. There is no additional cost to the General Fund associated with the agreement.

BOARD ACTION AS FOLLOWS:

No. 2008-656

On motion of Supervisor Grover, Seconded by Supervisor Monteith

and approved by the following vote,

Ayes: Supervisors: O'Brien, Grover, Monteith, and Vice-Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: Mayfield

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

DISCUSSION:

In 2001, Assembly Bill 427 established the Transitional Housing Program-Plus (THP-Plus) program, to address the needs of a growing group of at-risk youth who age-out or emancipate from the foster care system. In Stanislaus County, approximately 40 youth emancipate from foster care and the probation system annually. The in-depth Aging Out Study by California State University, Stanislaus (Garcia et al., 2004) indicated the lack of housing and employment assistance as major challenges for youth emancipating from the foster care system. Nearly all the interviewed youth experienced multiple housing changes and drifted between part-time and full-time “service” industry jobs, particularly fast food. Unemployment and/or low wage entry level jobs are contributing factors for homelessness of former foster youths. The goal of the THP-Plus program is that every youth participant has secure, stable housing after graduation from the program and is progressing with his/her life goals in the area of education, physical/mental well-being, connections to the community, employment and self-sufficiency.

Community Services Agency is requesting to issue a Request for Proposal (RFP) for the provision of employment services to former foster youth participating in the THP-Plus program. The goal of the RFP is to provide strategies related to engaging former foster youth in work-related or academic activities that lead to self-sufficiency/independence. The range of services prepare the THP-Plus program youth participant for the workforce and/or include academics as a pathway to earning a high school diploma or General Educational Development (GED) certificate, life and work skills, and retention strategies in new and current employment.

Stanislaus County will consider any qualified and innovative proposals. Priority shall be given to programs currently serving the needs of former foster youth who demonstrate effectiveness in engagement of the target population as outlined in the attached RFP.

The awarded contract will be outcome-based and outcomes will be monitored and evaluated throughout the eighteen-month period.

CSA will return to the Board upon completion of the RFP process with a final contract recommendation.

POLICY ISSUE:

Approval of this request to issue an RFP supports the Board’s priorities of *A healthy community, Effective partnerships* and *Efficient delivery of public services* by providing services needed to enhances the lives of former foster youth in our community.

STAFFING IMPACT:

There is no staffing impact associated with this request.



Transitional Housing Program-Plus
Implementation of Employment Services Program
Community Services Agency
Child and Family Services Division

Proposal Deadline: October 24, 2008
By 2:30 P.M.
Stanislaus County
General Services Agency
Purchasing Division
1010 Tenth Street, Suite 5400
Modesto, CA 95354

IN ORDER TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED BY STANISLAUS COUNTY GENERAL SERVICES AGENCY PURCHASING DIVISION NO LATER THAN OCTOBER 24, 2008 AT 2:30 P.M. PROPOSALS RECEIVED AFTER THE DEADLINE, EVEN IF POSTMARKED PRIOR TO OCTOBER 24, 2008, WILL BE RETURNED UNOPENED TO THE PROPOSER.

**STANISLAUS COUNTY
COMMUNITY SERVICES AGENCY
REQUEST FOR PROPOSAL
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**STANISLAUS COUNTY
COMMUNITY SERVICES AGENCY
REQUEST FOR PROPOSAL**

Notice is hereby given of the intent of the Stanislaus County Board of Supervisors to accept proposals and award a contract(s) based on competitive bidding by qualified proposers to provide employment services to former foster youth participating in the Transitional Housing Program-Plus (THP-Plus) Program. The employment services have been categorized within eleven program components. Funding for the services will be provided through an annual appropriation available to Stanislaus County Community Services Agency through the California Department of Social Services.

THP-PLUS Program Employment Components:

The 11 major program components are:

1. Job Readiness Assistance
2. Job Search Assistance
3. Job Placement (temporary or permanent)
4. Job Retention Services
5. Vocational Training Placement Services
6. Vocational Training Retention Services
7. General Educational Development (GED) Preparation
8. General Educational Development (GED) Testing and Successful Certification
9. Bridging Activities
10. Supportive Services
11. Advocacy Services

Further definition of program components may be found on pages seven (7) through ten (10) of this bid package.

THP-Plus Philosophy

In 2001, Assembly Bill 427 established the THP-Plus program, to address the needs of a growing group of at-risk youth who age out or emancipate from foster care system. In Stanislaus County, approximately 40 youth emancipate from foster care and probation system annually. The in-depth Aging Out Study by CSUS Stanislaus (Garcia et al., 2004) indicated lack of housing and employment assistance as major challenge for youth emancipating from the foster care system. Nearly all the interviewed youth experienced multiple housing changes and drifted between part-time and full-time "service" industry jobs, particularly fast food. Unemployment and/or low wage entry level jobs are contributing factors for homelessness of former foster youths.

As the data above suggested, there are significant challenges for emancipated youth in our county. Additional challenges include job training and post secondary education. Youth leaving the foster care system have an even greater array of personal and social barriers than other youth that affect their ability to find and

retain employment. For these youth, the ability to succeed is dependent upon obtaining assistance to overcome or cope with barriers such as: lack of motivation, low self-esteem, lack of training, high costs and lack of adequate housing, and the lack of transportation and child care services.

The THP-Plus program is a 24-month Transitional Housing program for 20 former foster youth ages 18-24. In Stanislaus County the youth participant receives a stipend for housing that includes utilities and food amounting to \$500.00 a month paid directly to the housing provider. At the seventh month, the youth starts to pay his/her share of the rent. Employment plays a key role to ensure the youth is capable of contributing to the cost by the end of the sixth month. Participants will gradually increase their financial contributions as they progress through the program. The goal at the end of the 24-months is the participating youth will have the ability to pay and sustain their own housing costs and move to an apartment of their own.

With the proposed services the youth participants will have a greater opportunity to overcome barriers to economic independence and move forward to a life of self-sufficiency. They can earn a G.E.D. certificate or high school diploma, access a tutor or mentor, have the ability to improve their computer literacy skills, learn life and work maturity skills (such as time and anger management, conflict resolution, problem-solving, building self-esteem, team building skills), gain work experience, learn employment retention techniques, and technical skills.

Collaboration with governmental agencies, educational institutions, training providers, behavioral health providers, and community based organizations is essential in ensuring a diverse network of services and work-related activities that are accessible to County's former foster youth. Stanislaus County has an opportunity to enhance services offered to our former foster youth and provide new services that will assist them toward self-sufficiency through this Request for Proposal (RFP) process.

The goal of the THP-Plus program is that every youth participant has secure, stable housing after graduation from the program and is progressing with his/her life goals in the area of education, physical/mental well-being, connections to the community, and employment.

Request for Proposal Design:

The goal of this proposal is to provide strategies related to engaging former foster youth in work related or academic activities that lead to self-sufficiency/independence. The range of services prepare the THP-Plus program youth participant for the workforce, including academics as a pathway to earning a high school diploma or General Educational Development (GED) certificate, life and work skills, and retention strategies in new and current employment. Stanislaus County will consider any innovative proposal for program components detailed on the following pages. Priority may be given to proposals that provide innovative services and utilize innovative strategies to effectively motivate the target population former foster youth to participate and work towards their goal of self-sufficiency.

Proposers may:

- Submit a proposal outlining all program components
- Submit a proposal outlining all program components and additional program components not described on pages seven (7) through ten (10) that meets the objectives of the RFP
- Submit a collaborative/multiple agency proposal outlining all program components

Please refer to page six (6) for actual contract dates. Per California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP), Section 23-621, contracts may be renewed with the approval of the CDSS for two additional one (1) year periods.

CSA will determine the funding amount for the awarded contract. Funding will be awarded to a vendor based on services that include activities as described herein or to the formation of new innovative strategies that meet the objectives of the RFP.

Project Funding Source

Employment Services for THP-Plus Youth Participants

\$72,000 from January 1, 2009 through June 30, 2009

\$144,000 from July 1, 2009 through June 30, 2010

Services to be provided to former foster youth participating in the THP-Plus Program. Funding available to local government, public colleges, public education institutions, and private non-profits, and for profit agencies.

Type of contract: Fixed rate, per unit of service basis, with the exception of contracts with local government agencies, public colleges, or to other public education institutions which must be paid on a cost reimbursement basis

Compensation: Contractor shall be compensated for the services provided under this agreement as follows:

- Costs
 1. This is a fixed cost contract.
 2. Contractor shall receive pay points for each customer who completes an established objective.
 3. The contractor will outline relevant pay points for each proposed program component.
 4. Contractor shall make no charge to the customer and shall collect no share of cost.
 5. This contract shall be effective January 1, 2009 through June 30, 2010 with the option to renew up to two subsequent years depending on contractor performance and reauthorization of funding.
 6. Contractor agrees that the costs to be charged to County for contracted services for the term of the contract includes all allowable Contractor costs, both indirect and direct, relative to this contract.
 7. County shall not be required to purchase any definite amount of services nor does County guarantee to Contractor any minimum amount of funds or hours.

Note:

1. Funded through the THP-Plus appropriation available to Stanislaus County Community Services Agency through the California Department of Social Services for 20 participants.
2. Consolidated Application review and evaluation.
3. A recommendation by the Review Committee will be made to the Stanislaus County Community Services Agency and subsequent approval by the Stanislaus County Board of Supervisors.
4. Scorecard and Monitoring Requirements will be included in the final contract.
5. Reauthorization of funding means that the Community Services Agency is not obligated unless they authorize each year's funding. Reasons for non-reauthorization could include, but are not limited to, lack of performance by contractor, and/or loss of revenue sources and /or change of program direction.

Definitions of Program Components

1. Job Readiness Assistance

Job Readiness Assistance means the act of preparation to seek or obtain employment, including life skills training.

Job Readiness Assistance is a THP-Plus employment activity that provides the youth participant with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency.

- Provide up to four (4) weeks of job search training to include both job club and job readiness training
- Maximum of 16 hours per week per participant times four (4) weeks equals a total of 64 hours
- Maybe extended beyond four (4) weeks if it is determined that the participant's performance during the job search training indicated that the job search will result in employment

A comprehensive Job Readiness program case plan may include but is not limited to:

- Life skills techniques
- Job related skills (attendance, punctuality, teamwork, attitude, work ethics, quality of work)
- Instruction in work place expectations
- Preparing an individual to obtain and retain employment
- Networking

In addition this program component may assist in identifying strengths, talents and assess for barriers that may limit or enhance employment opportunities. The program component should make appropriate referrals to community based organizations. The intent of this activity is to acclimate the youth to the world of employment.

2. Job Search Assistance

Job Search means the act of seeking or obtaining employment.

Job Search is a THP-Plus program employment activity in which the youth participant's principal activity is to seek employment. In addition, job search includes providing youth with job leads, looking for suitable openings, making contact with potential employers, applying for vacancies, and interviewing for jobs.

A comprehensive Job Search program case plan may include but is not limited to:

- Job placement assistance
- Teaching job search techniques
- Interviewing skills

- Resume writing
- Supervised job search

3. Job Placement (temporary or permanent)

Job Placement is a THP-Plus program employment activity in which the youth participant is placed in a job (unpaid or paid or as an intern for work experience, temporary or permanent). Supportive services and job tips will be provided to the participants. Job Placement will be verified via the contractor's verification of employment form e-mailed to CSA THP-Plus program social worker. Youth participants should receive positive reinforcement and recognition as they accomplish tasks and learn new skills on the work site.

4. Job Retention Services

Job Retention services are a THP-Plus program employment activity in which the youth participant is assisted to maintain and retain their job. This program component will identify strengths, and talents to develop strategies to improve the youth's motivation to sustain the job. Services will assess barriers that may limit employment opportunities. This program component should include crisis intervention, supportive services, additional training and mentoring/coaching as needed in order to retain their job and be successful.

5. Vocational Training Placement

Vocational Training placement is an activity in which the youth participant identifies during the assessment that he/she is interested in pursuing a vocational school such as computer programming, welding, beauty school etc. The contractor will provide assistance to select the appropriate school (with approval of the CSA THP-Plus program Social Worker), by reviewing and considering all requirements necessary for the participant to successfully complete the training. Contractor will support the youth to complete the enrollment process.

6. Vocational Training Retention Services

Vocational Training Retention Services is a THP-Plus program activity in which the youth will be assisted to maintain and retain their vocational school enrollment. This program component will identify strengths, and talents to develop strategies to improve the youth's motivation to sustain and successfully complete the training. Services will assess barriers that may limit successful completion of the training program. This program component should include crisis intervention and supportive services that include but are not limited to mentoring/coaching in order to ensure success.

7. GED Preparation

The General Educational Development (GED) preparation consists of assessing the youth's skill in the relevant subject areas, assist them with tutoring in weak areas, and provide practice tests.

8. GED Testing and Successful Certification

Provide the necessary motivational support, coaching and encouragement to the THP-Plus program youth to follow through with taking the G.E.D. test and ensure earning the G.E.D. Certificate.

9. Bridging Activities

Bridging Activities may include both soft and technical skills designed to provide the THP-Plus program youth participant an opportunity to enter, maintain, and advance in the workforce. Bridging Activities are to be designed to allow THP-Plus program youth participant to enter at many different skill or education levels.

Bridging Activities may include but not limited to:

- Interpersonal communication
- Conflict resolution
- Life skills
- Family stability and preservation skills
- Work maturity skills
- Time management
- Goal setting
- Problem-solving
- Building self esteem
- Professional dress
- Team building skills
- Prioritization and balancing of multiple issues or projects
- Change management

Bridging Activities may be open entry/open exit to create the greatest opportunity to maximize bridging services while co-enrolled in vocational training or employed, the intent of Bridging Activities is to develop skills that will lead to increased skills, wages, benefits and career opportunities.

10. Supportive Services

Supportive services may include services to help the youth to attend and complete their programs.

Examples of these supportive services are:

- transportation
- uniform for training
- books and other needed school materials

11. Advocacy Services

The intent of Advocacy services is to find successful engagement strategies that will increase and sustain participation in employment or educational activities, provide individualized support, and assist youth in reaching self-sufficiency.

Advocacy services should focus on:

- Reengagement of non-compliant or resistant youth participant
- Assistance with engagement of full participation requirements
- Collaboration with community resources and linking customers as appropriate

Program Outcomes

Expected Outcomes

The expectations of the described program services are to increase participation of the THP-Plus program former foster youth in the programs outlined that will lead to increased skills, wages, and self-sufficiency. Providing a variety of activities will assist in capitalizing and building upon their strengths. This ultimately leads to the ability to utilize their job skills and maintain full time permanent employment. Programs should be designed to engage the participants, maximize actual placements in jobs or vocational schools and reduce unemployment and under-employment among the participants.

PROGRAM PROPOSAL

All proposals must address the following issues within the Proposal Narrative sections:

- THP-Plus program target population
- Experience and outcomes in working with former foster youth
- Previous outcomes in providing services to former foster youth
- Ability to provide services within a community-based setting
- Specific goals for service and the measurement tools and criteria used to evaluate service outcomes
- Assurance that services are provided in an environment culturally and linguistically competent to the foster youth
- How the needs of the target populations will be met
- How youth participants referred to the contracted activities will meet a minimum 75% attendance participation requirement
- How hours of participation will be tracked through record keeping or tracking mechanisms
- How motivational strategies will be used for the target population

Proposals should include:

- Type of service to be provided (description of program component(s))
- Description of a unit of service (for fixed rate contracts)
- Frequency of service (e.g..... work activity – 1 night a week for 6 weeks, etc.)
- Supportive Services, if applicable (e.g..... child care, transportation, etc.)
- Intensity of services (customer driven, comprehensive, etc.)
- Support groups, mentor program, peer program assistance
- Innovative strategies to motivate former foster youth/probation youth participant
- Administrative expertise including ability to; develop and track Outcome Based Contracts; plan and conduct training; and staff development. Prior history will be considered.
- Established fiscal expertise
- Other revenue sources
- Documentation system that records hours of customer participation
- Collaboration with existing community based organizations in the proposal area

General Proposal Specifications

Proposals must demonstrate the ability to accomplish the following:

- Integrate all services provided into a seamless model
- Assist CSA in meeting the employment needs of the target population in order for them to be economically self-sufficient and responsible adult at the end of 24 months of participating in the THP-Plus program
- Services shall be culturally and linguistically appropriate to the populations served
- Services shall be limited to residents of Stanislaus County and individuals enrolled in the THP-Plus program
- Proposer may submit more than one proposal
- Proposers are encouraged to engage community members and consumers of services as participants in planning and implementing this proposal
- Funds may not be used to supplant or substitute other local, private, Federal, State or county grants or awards. The definition of supplanting is contained in 30131.4 of the Revenue and Taxation Code
- Quarterly Scorecard updates will be required as negotiated in the contract
- Establish an Internal Monitoring Plan to monitor and meet the outcomes set forth in this agreement
- Provide Result of Contractor Customer Satisfaction Survey – Contractor will submit a summary report of the results of the Contractor's Customer Satisfaction Survey, by the 30th day of the month following the end of the contract term which will include year to date outcomes

Insurance:

Contractor shall take out, and maintain during the life of this Agreement, with County as certificate holder, insurance policies with coverage at least as broad as follows:

- General Liability. Comprehensive general liability insurance covering bodily injury, personal injury, property damage, products and completed operations with limits of no less than One Million Dollars (\$1,000,000) per incident or occurrence.
- Professional Liability Insurance. **(If Applicable)** Professional errors and omissions (malpractice) liability insurance with limits of no less than One Million Dollars (\$1,000,000) aggregate.
- Automobile Liability Insurance. Contractor must carry combined single limits covering bodily injury, property damage and transportation related pollution liability with limits of no less than One Million Dollars (\$1,000,000) per incident or occurrence.
- Workers' Compensation Insurance. Workers' Compensation insurance as required by the California Labor Code.

***Specific details pertaining to insurance shall be provided upon award of contract.*

Records and Audits:

- Contractor shall be responsible for the procurement and performance of a fiscal and compliance audit. The audit must be conducted in accordance with Government Auditing Standards and the statements must be prepared in conformity with generally accepted accounting principles.

Billing:

- Contractor shall submit billings, in a County specified format, within twenty (20) days following the end of service month. Supporting documentation shall accompany each invoice to include but not limited to: copies of employee time studies and time cards documenting actual time dedicated to these contract services, supporting payroll and fringe benefit journals, copies detailed receipts/invoices of all Contractor costs billed to this Agreement in accordance to approved budget.

Instructions to Proposers

- I. All proposals for services as delineated in the program specifications shall be submitted upon forms in the same format as proposal forms marked Exhibit "A" through "D".
- II. All proposal forms shall be word processed (preferred) or typed and each and every blank pertaining to each of said items proposed shall be completed. No other form will be accepted.* Any erasures or corrections must be made prior to **2:30 p.m., October 24, 2008** and initialed by person making correction(s) or a new proposal shall be submitted.

If a prospective contractor wishes to withdraw the proposal and then resubmit it, that resubmitted proposal must be in at the **Office of the Stanislaus County General Services Agency Purchasing Division no later than 2:30 p.m., October 24, 2008.**

*The Exhibit forms are available electronically in WORD format, for ease of entry and printing. Contact SnowT@stancounty.com.

- III. Proposal Format: Proposals must be signed by an individual authorized to sign formal contracts. Two (2) proposals with original signatures and eight (8) copies are required. No reproduction services are available from Stanislaus County.

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of proposer's capabilities to satisfy the requirements of the RFP. Fancy binding, colored displays, and promotional material are neither necessary, nor desired.

- IV. Proposal Submission: Proposals shall be placed in a sealed envelope inscribed thereon as follows:

Transitional Housing Program-Plus Implementation of Employment Services

REQUEST FOR PROPOSAL

Not to be opened until 2:30 p.m., October 24, 2008.

Completed proposals may be hand delivered to:

**County of Stanislaus
General Services Agency
Purchasing Division
1010 Tenth Street, Suite 5400
Modesto, CA 95354**

or mailed to:

**County of Stanislaus
General Services Agency
Purchasing Division
P.O. Box 3229
Modesto, CA 95353**

In order to be considered, proposals must be received by the Purchasing Division no later than **2:30 p.m., October 24, 2008**. Proposals received after the **October 24, 2008** deadline will be returned to the proposer unopened.

- V. Pre-Proposal Conference: A PRE-PROPOSAL CONFERENCE is scheduled for **10:00 a.m. to 12:00 p.m., Friday, October 3, 2008** at the Community Services Facility - Cafeteria Training Room, located at 251 E. Hackett Rd., Modesto, CA. Proposers are advised to enter through the Family Services entrance. Proposers are advised to park in the front parking lot.

The purpose of this conference is to explain the program requirements and the administrative relationship that will exist between the provider of these services and the County. All questions regarding this RFP must be raised in writing prior to or during the Pre-Proposal Conference. Questions may be mailed to Community Services Agency, Contract Administrator, FO1, P.O. Box 42, Modesto, CA 95353, no later than **Tuesday, September 30, 2008**. All questions will be addressed and answers will be mailed to all proposers within 10 days after the pre-proposal conference. The County reserves the right to decline to respond to any question received after **Friday, October 10, 2008**, if, in the County's assessment, the information cannot be obtained and made available to all potential proposers in a timely manner.

- VI. As it pertains to Welfare and Institutions Code Section 18962(b) (1) and (2) and the State of California Department of Social Services (CDSS) Manual of Policies and Procedures, Section 23-613 and 620, the following criteria shall be utilized in awarding contracts: (1) the originality and effectiveness of the proposer's approach to serving the needs listed in the RFP; (2) the proposer's background and experience in working with CDSS funded programs, local government and projects similar to the one proposed; (3) any cash or in-kind contribution proposed to be included as part of the projects; and (4) the cost shall be weighed as a major factor in making the evaluation. See Section IX.

The Board of Supervisors may postpone the award of this contract(s) until it has had a full and complete opportunity to examine the merits of each proposal. Pursuant to the State of California Department of Social Services Manual of Policies and Procedures, Section 23-620.2, when the County has accepted a proposal for tentative approval, the Board of Supervisors will conduct a hearing on the proposed contract(s) which will be at a regularly scheduled meeting of the Board of Supervisors open to the public. Each proposer shall be mailed a written notice at least five (5) days prior to the board meeting to confirm the meeting date.

- VII. Limitations: This RFP does not commit Stanislaus County to fund any proposals submitted, nor is Stanislaus County liable for any costs incurred in the preparation of program proposals. **Stanislaus County reserves the right to reject any and all proposals received, to negotiate with any and all qualified proposers or to cancel this request in part or in its entirety.**

- /III. Interpretation of Request for Proposal: The proposer must make careful examination of the requirements, specifications, and conditions expressed in the RFP, and fully inform himself as to the quality and character of the services required.

If any person planning to submit a proposal finds discrepancies in or omissions in the RFP, or if he is in doubt as to the true meaning, he may request, in writing, interpretation or correction thereof, from the Stanislaus County General Services Agency Purchasing Division prior to September 23, 2008 or in person at the Pre-Proposal Conference.

The person submitting the request for an interpretation or correction will be responsible for its prompt delivery to the Stanislaus County General Services Agency Purchasing Division. Any change in the RFP will be made only by written addendum and duly issued by the Stanislaus County General Services Agency Purchasing Division to each firm to whom the RFP was issued.

Stanislaus County will not be responsible for any other explanations or interpretations.

IX. Proposal Review and Selection Process

- A. Review Committee: All proposals meeting technical requirements will be scored by the Proposal Review Committee. This committee is responsible for the review and rating of each proposal. The committee will provide the scores and proposals to the Community Services Agency. The Community Services Agency will review the scores and proposals and make a recommendation for contract award and funding level which will go to the Stanislaus County Board of Supervisors.

This committee or Community Services Agency may ask proposers to make verbal presentations to further explain their proposals. If such presentations are required, proposers will be advised as to the time and place for such presentations. Proposers must be prepared to respond within (5) five days of notice by the Proposal Review Committee or Community Services Agency.

Any proposal may be rejected prior to review by the Review Committee if it is incomplete or deviates from specifications in this RFP.

- B. Selection and Award Criteria:

Proposal will be scored based on a “point” system.

All proposals will be reviewed as part of a competitive proposal process. The Proposal Review Committee will evaluate the proposals according to the following criteria:

- 1. Budget Justification and Level of Service (Total maximum = 5 points)

Breakdown as follows:

- a. Demonstrate how the budgeted items will be used to achieve program outcomes.
- b. Demonstrate how the cost of the program relates to the expected outcomes. (Is it worth the money?)

- 2. A comprehensive program description (Total maximum = 30 points)

Breakdown as follows:

- a. Clearly define the program activities for all program components, number of THP-Plus program youth participants anticipated to be served, number of hours and days, and expected outcomes.
- b. Describe customer engagement strategies. Describe what methods will be utilized to motivate and increase THP-Plus program youth participation in the program component
- c. Demonstrate how the services are culturally and linguistically diverse.
- d. Demonstrate how the services are community-based and easily accessible.
- e. Demonstrate how the program collaborates with other organizations.

- 3. Outcomes/impact upon Youth Participants (Total maximum = 30 points)

Breakdown as follows:

- a. Demonstrate how the program activities directly result in achievement of expected outcomes.
- b. Demonstrate how the service delivery design will result in at least a 75% youth participation rate.
- c. Demonstrate an ongoing assessment process that evaluates expected outcomes to actual outcomes.
- d. Demonstrate that the program goal/outcome(s) are SMART: **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imely.

4. Capacity of Proposer-Program Services (Total maximum = 20 points)

Breakdown as follows:

- a. Demonstrate past experience working with former foster youth and outcomes.
- b. Demonstrate experience working with low income and disadvantaged individuals.
- c. Outline capacity of each program component: number of former foster youth participants to be served in a fiscal year and the staff to participant ratio.

5. Capacity of Proposer-Administrative Services (Total maximum = 10 points)

Breakdown as follows:

- a. Demonstrate administrative expertise and capability.
- b. Demonstrate past experience with performance based outcome contracts, if any.
- c. Demonstrate ability to incorporate multiple funding streams and associated fiscal requirements.
- d. Describe the physical space that is available or will be available to conduct operations.

6. Effectiveness Summary (Total maximum = 5 points)

Breakdown as follows:

- a. Demonstrate how your agency's existing mission and vision statements are in line with the mission and vision statements of the Community Services Agency.
- b. Provide a timeline to implement your proposal.

C. Final Selection and Recommendation: Contract award is contingent upon the recommendation of the Stanislaus County Community Services Agency, approval by the Stanislaus County Board of Supervisors, and all appropriate subcommittees. Recommendations for contract award will be made to the Stanislaus County Board of Supervisors by the Community Services Agency. All proposers will be notified in writing of the recommendations made by the Community Services Agency prior to the awarding of contract not less than fourteen (14) days prior to approval of contracts by the Board of Supervisors. Contracts will be negotiated with the proposer(s) whose service approach, experience, financial plan that includes in-kind, price, references and staffing is

most advantageous to Stanislaus County. Funding for proposal will be awarded by Stanislaus County upon condition that the parties can negotiate a written contract.

Protest and Appeal Procedures

General

Potential bidders, proposers, contractors and sub-contractors wishing to protest or appeal procurement or contracting decision by the County of Stanislaus General Services Agency Purchasing Division must follow the procedures provided by this section. Protests or appeals which are not submitted in accordance with these procedures will not be reviewed.

Definitions

- (1) For the purposes of this procedure: "Days" means working days of the County of Stanislaus.
- (2) "Filing Date" or "Submission Date" means the date of receipt by the Stanislaus County General Services Agency Purchasing Division.
- (3) "Interested Party" means an actual or prospective bidder or proposer.
- (4) "Bid" includes the term "offer" or "proposal" as used in the context of formal, informal, or negotiated procurements.

Protest Procedure

- (1) Any bidders, proposers, contractors and sub-contractors may file a written protest with the Stanislaus County General Services Agency Purchasing Agent not later than five (5) days after date of mailing a Notice of Intended Award.
- (2) The protest shall be delivered or sent by registered mail to the Purchasing Agent.
- (3) The protest filed with the Purchasing Agent shall:
 - (a) Include the name, address, and business telephone number of the protestor;
 - (b) Identify the project under protest by name, quotation/bid number, and quotation/bid date;
 - (c) Contain a concise statement of the grounds for protest; provided, however, RFP or bid process and procedures, including evaluation criteria, shall not be proper grounds for protest, and concerns related to those issues should be raised and addressed, if at all prior to the bid or proposal opening date to allow adjustments before evaluation of bids or proposals; and

(d) Provide all supporting documentation, if any. Documentation submitted after filing the protest will not be considered during review of the protest or during any appeal.

Protest Review

- (1) Upon receipt of a protest, the Purchasing Agent shall review all the submitted materials and shall create and retain a written record of the review. The Purchasing Agent shall respond in writing at least generally to each material issue raised in the protest not later than ten (10) days after receipt of the protest.
- (2) If the protested procurement involves federal funds, the Purchasing Agent shall give notice to the interested party that he or she has the right to appeal to the appropriate federal agency which shall be identified by name and address. An appeal hereunder shall be filed with the appropriate agency within five (5) working days of the dispatch of rejection notices to the interested party (ies).
- (3) Purchasing Agent decisions may be appealed in writing to the Stanislaus County Board of Supervisors prior to the contract award date, which is given in the Notice of Intent to Award. The Board of Supervisors shall review and decide the appeal based on the grounds and documentation set forth in the original protest to the Purchasing Agent. The appealing party may be represented by legal counsel if desired. Each party shall bear its own costs and expenses involved in the protest and appeal process, including any subsequent litigation. The decision of the Board of Supervisors shall be final unless the protested procurements are obtained in whole or in part with federal funds.

Negotiations

Stanislaus County reserves the right to negotiate prior to contract execution with any organization submitting a proposal to this RFP. Items that may be negotiable include, but are not limited to, types and scope of services and activities, administrative and program structure, performance criteria. Negotiable items must be consistent with the original proposal submitted, including proposed unit cost. Proposers may not change the terms of their proposal after bid opening.

Proposal Format/Instructions

Each proposer must submit two (2) originals and eight (8) copies of their proposal. Proposal forms must be word-processed (preferred) or typewritten, in a font no smaller than 12 point, and double-spaced. For ease of reference and evaluation, proposals **MUST BE** presented in the sequence described below and all required attachments must be included. For your assistance, a checklist is attached to this RFP. Please label each Exhibit with the appropriate letter.

- I. Table of Contents.
- II. **Exhibit "A"** - Proposal Form. To be completed and signed by an authorized executive of the organization.
- III. **Exhibit "B"** - Contract Budget and Budget Narrative
 - A. Proposer shall supply to Stanislaus County an anticipated budget of expenses to substantiate the costs and/or rates proposed. The budget should reflect costs on an annual basis.
 - B. The budget provided will be attached to and made a part of the final contract, and must be in the format provided. Definitions of terms are attached to the budget format sheets. Line item explanations of all budget items shall be included.
 - C. The budget narrative will contain:
 1. Detail of proposer's staffing for the proposed contract, job specifications for staff to be used, and percentage of time staff will spend providing services.
 2. Rates of pay and fringe benefits that will be paid to employees of contractor if awarded a contract.
 3. Employment taxes and workers' compensation costs.
 4. Duties of all staff that may be used in performance of the contract including officers and consultants.
 5. A Cost Allocation Plan, if applicable. If a prospective Contractor operates more than one program, or is assessed costs by a parent or other corporation, the proposer must submit a Cost Allocation Plan for all such costs contained in the line item budgets. The plan must include each line item when costs are shared with other programs or where the company is assessed a cost or where programs share the same facility. This applies both to personnel and non-personnel costs. Sample Cost Allocation Plan is available upon request.

Each applicable line item must include the total cost, the cost designated to this contract, the costs designated for other programs, and a description or formula used to allocate the costs. The basis for allocating costs for each cost item must be the same for each program or business.

- IV. **Exhibit “C”** - Proposer Experience and History.
- V. **Exhibit “D”** - Proposal Narrative. Attach as Exhibit D, **DOUBLE-SPACED** pages. Instructions for completion are on the Exhibit D.
- VI. The following attachments. Please label the attachments as follows:

Attachment 1: Audited Financial Statements - A complete set of audited financial statements not more than eighteen (18) months old at time of submission, and certified by a private independent Certified Public Accountant or performed by State or County staff under the supervision of a Certified Public Accountant who certifies the audits. The financial statement shall be prepared in conformity with generally accepted accounting principles. Governmental agencies are exempt from this requirement;

Attachment 2: Unaudited Financial Statements - An unaudited financial statement for period ending no earlier than June 30, 2007;

If your organization is not required to complete an audited financial statement please include unaudited financial statement only.

Attachment 3: Line of Credit - Proof of a line of credit or bank statements equal to at least ten percent (10%) of the total proposal amount indicating that the line of credit is specific to proposer only, and the institution through which credit is established;

NOTE: Attachments 1, 2 and 3 should be placed in a separate envelope marked "CONFIDENTIAL" and a copy attached to each proposal submitted. These items will only be reviewed by the Proposal Review Committee and will not be subject to public inspection upon proposal opening.

Attachment 4: Insurance Certification - A letter from the proposer's insurance agent stating that the proposer is able to obtain insurance coverage as follows:

- < General Liability: One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general project, or the general aggregate limit shall be a multiple of the required occurrence limit.
- < Owned/Non-owned and hired automobile liability insurance with limits of no less than One Million Dollars (\$1,000,000) combined single limits for bodily injury and property damage.
- < Workers' Compensation insurance as required by the Labor Code of the State of California.

Additionally, if professional services are included in the proposal, the proposer's insurance agent must also state the proposer is able to obtain Professional Liability Insurance coverage as follows:

- < Professional errors and omissions (malpractice) liability insurance with limits of no less than One Million Dollars (\$1,000,000) aggregate.

Attachment 5: Grievance Policy - A written plan whereby recipients of service shall have the opportunity to express and have considered their views, grievances and complaints regarding the delivery of services. This system will include notification to the recipients of the right to a state hearing or other method of arbitration. A copy of this grievance procedure must be submitted to the County with the proposal;

Attachment 6: Current Organization - A current organization chart for Proposer.

Attachment 7: Staff Resumes - A summary of the experience in the service to be provided, or copies of recent resumes, for each of the Proposer's principal individuals. A job description(s) may be substituted for the resume if the program is not currently staffed. Include the following:

1. Names of principal individuals of present organization.
2. Position or office in present organization.
3. Years of service experience, including capacity, magnitude, and type of work.

Attachment 8: Letters of Reference /Support- Professional letters of reference or support.

Proposal Checklist

This checklist is provided for the use of the proposer and is not required to be submitted with the proposal. This list reflects the information REQUIRED in RFP specifications and will be used by the review panel to determine if the proposer complied with the proposal instructions.

REQUIRED INFORMATION:

Check if complete/present.

Purchasing coversheets (Pages 1-3)

- I. Table of Contents
- II. Exhibit A - Proposal Form
- III. Exhibit B - Contract Budget and Budget Narrative (include Cost Allocation Plan if applicable)

IV. Exhibit C – Proposer’s Experience and History

1. Nature of Licenses
2. Number of Years in Business
3. Number of Years Experience
4. Related Contracts Completed Last Five Years
5. Revenue Sources for current operation
6. Failure or Refusals to Complete Contract
7. Controlling or Financial Interest in Other Firms
8. Business Partners and Associates
9. Pending Litigation
10. Commitments Which May Impact Contract
11. Facilities to be Used in Provision of Services
12. Equipment Owned to be Used in Provision of Services
13. Collective Bargaining Agreement

V. Exhibit D - Proposal Narrative

1. Executive Summary
2. Budget Justification and Level of Service
3. Comprehensive Program Description
4. Outcomes/impact upon THP Plus Program customers
5. Capacity of Proposer
6. Timeline
7. Effectiveness Summary
8. Geographical Target Area

VII. Attachments

1. Audited Financial Statements
2. Unaudited Financial Statements
3. Line of Credit
4. Insurance Certification
5. Grievance Policy
6. Current Organization
7. Staff Resumes
8. Letters of Reference/Support

Proposal Form

BUSINESS NAME OF PROPOSER: _____

LEGAL NAME, IF DIFFERENT: _____

ADDRESS: _____

CHIEF EXECUTIVE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE: _____ FAX: _____

BUSINESS STATUS (please check one):

- Partnership
- Corporation, State in which incorporated
- Sole Proprietorship
- Education
- Government Agency
- Other:

Please specify

TYPE OF ORGANIZATION: Private Non-Profit Public
 Government Other Educational

PROPOSAL AMOUNT (net in-kind, if applicable) \$ _____

NUMBER OF UNITS PROPOSED (if applicable) _____

COST PER UNIT (if applicable) \$ _____

EXHIBIT A (Cont'd)

PROPOSER AGREES:

- A. To provide services and comply with specifications, proposal instructions, and any other pertinent reference, if awarded a contract.
- B. To provide Stanislaus County with any other information necessary for an accurate determination of the proposer's qualifications to perform services.
- C. That Stanislaus County shall have the right to conduct an audit of financial records for the purpose of determining the proposer's financial conditions.
- D. That the proposed price for performing services under this contract includes all costs both direct and indirect.
- E. That this certification shall constitute a warranty, the falsity of which shall entitle Stanislaus County to declare any contract made as a result thereof to be void.
- F. That this certification shall constitute an agreement to the terms and conditions for the provision of services as stipulated herein.
- G. That this proposal is valid and enforceable for 180 days from the proposal opening date of **October 24, 2008**.
- H. That it is understood that funding for this contract is contingent upon the availability of County, State and Federal funds.
- I. To comply with and conform to all applicable provisions of law and regulations. These shall include but not be limited to the Social Security Act, the Civil Rights Act, the Clean Air Act, applicable federal regulations, State Energy Efficiency Plan, California Welfare and Institutions Code, and the California Department of Social Services Manual of Policies and Procedures.
- J. If program services reach capacity, families referred from Community Services Agency will have priority status for services.

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE FOREGOING IS TRUE AND CORRECT:

Signature of Authorized Representative

Date

Printed Name

Title

City

State

Telephone Number

FAX Number

Contract Budget

PROPOSER NAME _____

PERIOD BEGINNING _____ PERIOD ENDING _____

<u>BUDGET CATEGORY</u>	<u>GRANT FUNDS</u>	<u>OTHER FUNDING SOURCES*</u>	<u>IN-KIND†</u>	<u>TOTAL</u>
1. Personnel Services				
a) Salaries				
b) Fringe Benefits				
2. Consultant Services				
3. Operating Expenses‡				
a) Office				
b) Building				
c) Equipment				
d) Insurance & Bonding				
e) Training				
4. Other (itemize)				

TOTALS:

PROPOSER MUST COMPLETE A BUDGET NARRATIVE FOR EACH BUDGET PROPOSAL WHICH FULLY EXPLAINS THE METHODOLOGY USED TO ARRIVE AT EACH LINE ITEM COST.

 * Other funding sources supporting this program.

Line Item Explanations

INSTRUCTIONS: Proposer must provide a detailed explanation of all costs contained in the line item budget.

The following format must be followed and attached to the line item budgets. Fully explain your salaries, fringes, travel policy and other allowable expenses using the format described below.

Salaries to Administrative Staff

Includes compensation for personnel services indirectly related to providing service. The amount charged for administrative salaries shall be reasonable and proper and must be commensurate with amount of time spent on the performance of this contract.

Clerical Salaries

Include salaries to clerical personnel in connection with such duties as typing, filing, preparing payroll, billing, and maintaining adequate accounting records.

Staff Salaries

Wages paid to staff directly related to providing services to clients.

Worker's Compensation Insurance

Includes that portion of Workers' Compensation Insurance premiums for all staff listed above.

Employment Taxes (Indirect)

Includes that portion of payroll taxes allocated to those salaries listed above.

Office Expense

Includes miscellaneous costs in maintaining adequate financial records and administering the program. These include stationery, business forms, copying, printing, postage, bank charges, advertising, and other associated costs.

Legal and Accounting

Includes legal and accounting fees paid to independent contractors for professional services related to administering the program.

EXHIBIT B (Cont'd)

Building Expense (which could include the following four line items):

- Rent-
Includes cost to lease administrative and program offices. In cases where the lease agreement is other than an arm's length transaction, particular attention should be given to see that these costs are reasonable, proper, and comparable to those of similar leases.
- Utilities-
Includes the costs of utilities in maintaining administrative and program offices.
- Janitorial and Maintenance-
Includes the costs of keeping the administrative and program offices clean and in good general repair.
- Telephone-
Includes the base charged for local service and telephone equipment, plus charges for long distance calls which are necessary and proper in administering the program.

Equipment Expense (which could include the following four line items):

- Equipment Lease-
Includes the cost to lease equipment used for program-related purposes
- Equipment Maintenance-
Includes the cost to maintain and service equipment used for program-related purposes.
- Depreciation-
Includes a depreciation of fixed assets computed using a straight-line method and an asset life as determined by the Internal Revenue's ADR class life system or, if the asset is not found in the ADR class file, an asset life which reasonably approximates the actual expected life of the asset.
- Taxes-
Includes taxes on personal and real property owned by the contractor and used for program-related purposes.

Insurance

Includes public liability, and other types of insurance which are necessary, proper, and program related.

Training Costs

Includes tuition, fees, training materials, wages of trainees, etc., designed to increase the effectiveness of bona fide employees.

Travel

Includes travel costs for management, clerical or staff for program-related travel.

EXHIBIT B (Cont'd)

Other Allowable Costs (Specify)

Includes other costs which are allowable, but which are not included in other line items of this budget. These costs should be specified in a manner describing them as closely as possible for determining their allowableness under applicable cost principles. (Costs must conform with federal cost regulations: OMB Circular A-87, A Guide for State and Local Government Agencies: 48 CFR, part 31, Subpart 31.2 (for profit agencies), 41 CFR, Subpart 1-15.2 (for profit agencies), and OMB Circular A-122 (for nonprofit agencies).

Proposer Experience and History

1. List the nature of any licenses held by Proposer, including a license to do business in California (copies of these licenses are not required to be submitted with your proposal, but should be available upon request of the Proposal Review Committee).

2. How many years has Proposer been in business under the present name as well as prior business names? _____

3. How many years of experience have your agency had in providing required, equivalent, or related services? _____

4. List the related contracts (no more than ten) awarded and/or completed during the last five years:

<u>Year</u>	<u>Funding Agency's Name</u>	<u>Contact Person</u>	<u>Type of Services</u>	<u>Contract Amount</u>	<u>Funding Source</u>
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- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

Please note that letters of reference from these contracting agencies are neither required nor desired.

5. List the revenue sources you have for unrelated programs that are currently in operation. Include the amount and types of service.

6. Has Proposer failed or refused to complete any contracts? Explain.

EXHIBIT C (Cont'd)

7. Does Proposer have any controlling or financial interest in any other firms providing equivalent or similar services? Please list.

8. Please provide the names of persons with whom your Proposer has been associated in business as **partners or business associates** in each of the last five (5) years.

9. Is Proposer or any of its principal officers, involved in litigation in connection with any contract? Explain.

10. Does Proposer have any commitments which may impact its ability to perform this contract? Explain.

11. List buildings and/or facilities currently owned or rented or proposed to be owned or rented by proposer that will be used to provide services under this contract:

<u>Type of Facility/ Square Footage</u>	<u>Address/Location</u>	<u>Rented/Leased or Owned?</u>	<u>Annual Rent or Mortgage</u>
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12. List **major** pieces of equipment owned by Proposer which will be used in the direct provision of services:

<u>Description</u>	<u>Qty</u>	<u>Purchase Price</u>	<u>Current Book Value</u>
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13. Does Proposer have any collective bargaining agreements currently in effect within Stanislaus County? (Note: copies of these agreements are not required to be submitted with your proposal).

Proposal Narrative

Instructions for completion:

All pages must be: word processed (preferred) or typed using a font no smaller than 12 point, and be double-spaced.

1. **Executive Summary: (Limited to two double-spaced page)**
The Executive Summary should:
 - Provide a description of the proposed services
 - Outline the expected goal/outcome(s)
 - Demonstrate how the proposer's governing board reflects the community (if applicable)
 - Identify the target population that will benefit from the proposed services
 - Demonstrate how the proposer intends to engage the target population

2. **Budget Justification and Level of Service: (Limited to two double-spaced pages)**
Breakdown as follows: (Total maximum= 5 points)
 - Demonstrate how the budgeted items will be used to achieve program outcomes.
 - Demonstrate how the cost of the program relates to the expected outcomes. (Is it worth the money?)

3. **A comprehensive program description: (Limited to five double-spaced pages per program component)**
Breakdown as follows: (Total maximum= 30 points)
 - Clearly define the program activities for all program components, number of THP-Plus program youth participants anticipated to be served, number of hours and days, and expected outcomes
 - Describe youth engagement strategies. Describe what methods will be utilized to motivate and increase THP-Plus program youth participation in the program component.
 - Demonstrate how the services are culturally and linguistically diverse.
 - Demonstrate how the services are community-based and easily accessible.
 - Demonstrate how the program collaborates with other organizations.

4. **Outcomes/impact upon THP-Plus Youth Participant (Limited to five double-spaced pages)**
Breakdown as follows: (Total maximum= 30 points)
 - Demonstrate how the program activities proposed directly result in achievement of outcomes.
 - Demonstrate how the service delivery design will result in at least a 75% youth participation rate.
 - Demonstrate an ongoing assessment process that evaluates expected outcomes to actual outcomes.
 - Demonstrate that the program goal/outcome(s) are SMART: **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imely.

5. **Capacity of Proposer-Program Services: (Limited to five double-spaced pages)**
Breakdown as follows: (Total maximum =20 points)
 - Demonstrate past experience working with former foster youth and outcomes.
 - Demonstrate experience working with low income and disadvantaged individuals.
 - Outline capacity of each program component: number of customers to be served in a fiscal year and the staff to customer ratio.

6. **Capacity of Proposer-Administrative Services: (Limited to five double-spaced pages)**
Breakdown as follows: (Total maximum = 10 points)
- Demonstrate administrative expertise and capability.
 - Demonstrate past experience with performance based outcome contracts, if any.
 - Demonstrate ability to incorporate multiple funding streams and associated fiscal requirements.
 - Describe the physical space that is available or will be available to conduct operations.

7. **Effectiveness Summary: (Limited to two double-spaced pages)**
Breakdown as follows: (Total maximum = 5 points)
- Demonstrate how your agency's existing mission and vision statements are in line with the mission and vision statements of the Community Services Agency.
 - Included in this section should be a projected timeline and a description of the factors that need to be in place for proposed services to begin.