



"Empower, Support, Protect"

Human Services Department
COUNTY OF SONOMA

Employment & Training Division

SonomaWORKS **Employment Services**

Request for Proposals

*Issue Date: November 9, 2010
for services beginning July 1, 2011*

Funding Source: CalWORKs

Program Title: Temporary Assistance for Needy Families

Catalog of Federal Domestic Assistance Number: 93.558

Federal Funding Agency: Department of Health and Human Services

**Proposals are due by 5:00 p.m. on
Tuesday, December 14, 2010**

County of Sonoma
 Human Services Department
 Employment & Training Division
 SonomaWORKS
Employment Services
 Request for Proposals
Table of Contents

Request for Proposals Schedule iii

PART ONE – GENERAL INFORMATION 1

I. Introduction..... 1

II. SonomaWORKS Services Overview 2

III. Participant Eligibility..... 2

IV. Funding Availability..... 2

V. Funding Period 2

VI. Funding Contingencies..... 2

PART TWO – PROGRAM DESCRIPTION 4

I. County-wide Services..... 4

II. Initial Job Search (IJS) 4

III. Other Job Search (OJS) 6

IV. Business Representatives 8

V. Participation Support Team 10

PART THREE – PROPOSAL DEVELOPMENT 11

I. Requesting an RFP 11

II. Bidders’ Conference 11

III. Notice of Intent 12

IV. Proposal Deadline 12

PART FOUR - INSTRUCTIONS FOR PROPOSAL PREPARATION..... 13

I. Proposal Submission Requirements..... 13

II. Notice of Intent 13

III. Proposal Summary 13

IV. Proposal Checklist..... 13

V. Proposal Narrative..... 14

VI. Budget Instructions and Forms..... 16

VII. Agency Exhibit Packet 16

VIII. General Proposal Conditions 17

PART FIVE – PROPOSAL REVIEW 19

I. Proposal Review and Grant Award Process Overview 19

II. Minimum Qualifications 19

III. Proposal Review Committee 19

IV. Evaluation and Scoring..... 20

V. Rejection of Proposal 21

PART SIX – CONTRACTING REQUIREMENTS	22
I. General Requirements	22
II. Fiscal Provisions.....	22
III. Type of Agreement	23
IV. Contractor Responsibilities.....	24
V. Contractor Requirements	24
VI. Monitoring.....	25
VII. Reporting.....	26
VIII. Record Keeping.....	26
PART SEVEN – PROPOSAL FORMS	27
A. Notice of Intent to Submit a Proposal	
B. Proposal Cover Sheet	
C. Proposal Checklist	
D. Budget Instructions & Budget Forms	

ATTACHMENT A – SONOMAWORKS ON-LINE INFORMATION

Sonoma County Human Services Department
Employment & Training Division
SonomaWORKS Employment Services

Request for Proposals Schedule

Release of RFP	November 9, 2010
Bidders' Conference Training and Assessment Center 2227 Capricorn Way, Room A&B Santa Rosa, CA 95407	November 17, 2010 1:30 p.m. – 3:30 p.m.
Notice of Intent to Submit a Proposal Due	November 23, 2010
Proposal Submission Deadline	December 14, 2010 5:00 p.m.
Proposal Review	December 14 through January 6, 2011
Release of Funding Recommendations	January 7, 2011
Workforce Investment Board Executive Committee acts on Proposal Review Committee funding recommendations	January 12, 2011
Contract Negotiations	Ongoing
Board of Supervisors Action	March 22, 2011
Services Begin	July 1, 2011

***With the exception of the proposal submission deadline,
all dates are subject to change.***

PART ONE – GENERAL INFORMATION

I. Introduction

This Request for Proposals (RFP) is being issued by the County of Sonoma Human Services Department, Employment & Training Division (County), which offers employment and training services to residents of Sonoma County. The purpose of this RFP is to procure a single service provider to deliver Employment Services to participants in SonomaWORKS, Sonoma County's Welfare-to-Work program, which provides employment assistance, training, and benefits to families applying for or receiving cash aid. The Employment Services program provides assistance to SonomaWORKS participants in finding unsubsidized employment through the services described in Part Two of this RFP – *Program Description*.

The long-term goal of SonomaWORKS is to have program participants become self-sufficient: able to meet their basic needs of housing, food, child care, transportation, clothing, and related work expenses without the need for public assistance. Employment Services is one of the activities offered to SonomaWORKS participants to assist them in meeting that goal.

While proposed programs must be consistent with SonomaWORKS requirements, proposers are encouraged to develop and implement innovative approaches that will engage clients in Employment Services activities in order to assist the County in achieving a successful work participation rate (WPR), while enhancing the County's ability to move individuals into employment and assist them in achieving self-sufficiency.

The work participation rate (WPR) is a requirement of the CalWORKs program. CalWORKs requires recipients to be employed or participate in welfare-to-work activities, based on their individualized Welfare to Work plans, for a specified number of hours per week. Specifically, adults in single parent families must participate in work or approved education or training activities for 32 hours. An adult recipient in a two-parent family must participate for 35 hours per week. CalWORKs legislation also created participation exemptions for individuals temporarily unable to participate.

This RFP includes all of the information and forms necessary to submit a proposal for the SonomaWORKS Employment Services program and describes the conditions under which proposals will be received, reviewed, and funded. For links to additional on-line information about the program, see Attachment A.

On February 2, 1998, the County of Sonoma Human Services Department implemented SonomaWORKS in response to the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and the state's California Work Opportunity and Responsibility to Kids (CalWORKs) legislation. The Federal Deficit Reduction Act of 2005, signed into law in February 2006, reauthorized the Temporary Assistance for Needy Families (TANF) program and added stricter work participation requirements. New requirements were effective October 1, 2006. SonomaWORKS provides a range of services that are intended to help participants find work. The Human Services Department is also a partner in Job Link, Sonoma County's One Stop employment system.

The County's SonomaWORKS Plan is available for review at the Employment & Training Division Administrative Office, 2227 Capricorn Way, Suite 207, Santa Rosa, CA 95407.

II. SonomaWORKS Services Overview

SonomaWORKS is administered by the Sonoma County Human Services Department's Employment & Training Division.

Upon application to SonomaWORKS, participants attend an intake orientation to SonomaWORKS as well as an appraisal of their current situation, including their employment status. If a participant is unemployed and appropriate for employment services, they are referred to an Initial Job Search (IJS) program to assist them in finding employment. This Initial Job Search is a four-week, 40 hour-per week, opportunity for the job seeker to have instruction, guidance and support in a disciplined and organized environment to find a job and develop career plans.

If, after the Initial Job Search component, a participant is still unemployed or is underemployed, they are referred to an individual assessment where County staff and the participant develop a Welfare-To-Work plan to outline a strategy and the services necessary for them to obtain unsubsidized employment. As part of this Welfare-To-Work plan, a participant may be referred to another opportunity to find employment, Other Job Search (OJS). In an effort to keep clients engaged, they may be assigned to "bridge activities" in the intervals between the major components of their Welfare-To-Work plan.

III. Participant Eligibility

Employment & Training Division (E&T) staff will determine eligibility for all participants enrolled in programs described in this RFP. Participants are referred to an individual assessment where E&T Division staff and the participant develop a Welfare-To-Work plan to obtain unsubsidized employment. Staff will also provide case management services for eligible participants, including the authorization and payment of any supportive services needed to participate in assigned activities, such as child care and transportation. Staff will be solely responsible for referrals to programs under this RFP. It is estimated that 780 clients will be referred to the SonomaWORKS Employment Services program in 2011-12.

IV. Funding Availability

The Human Services Department has estimated that approximately \$855,920 will be available to fund the Employment Services program. A single contract will be funded to provide county-wide services.

V. Funding Period

Grant funds will be available for the program year beginning July 1, 2011 through June 30, 2012. No obligation or commitment of funds will be allowed beyond this grant period. The contract may be renewed for up to two program years after the first program year depending on funding availability and satisfactory contractor performance.

VI. Funding Contingencies

Funds are provided by the U.S. Department of Health and Human Services, under the general administration of the State of California Department of Social Services.

Funds are received by the Sonoma County Board of Supervisors and are administered by the Sonoma County Human Services Department, with the policy recommendations of the Sonoma County Workforce Investment Board.

All awards are subject to funding availability. Final agreement amounts are subject to agreement negotiations with the County. State and federal funding levels are uncertain and subject to change. The actual funding allocation may be increased or reduced, and the agencies selected through this RFP may be required to increase or reduce program expenditures accordingly. Failure by the County and its contractors to achieve a successful work participation rate (WPR) may result in significant funding reductions to agreements in future years. Agreements may be cancelled in accordance with the County's agreement policy (see *Part Six: Contracting Requirements*).

As of the date of the release of this RFP, there has been no official confirmation from the State of California as to the allocation amount and availability of funds for the 2011– 2012 program year. The County is releasing this RFP in anticipation that funding will be received. Final funding allocations could result in renegotiation of final agreement amounts with the selected agency or cancellation of agreement.

PART TWO – PROGRAM DESCRIPTION

I. County-wide Services

Proposers must demonstrate the ability to serve participants in all parts of the county. Proposers are encouraged to provide services in reasonable proximity to the participants' home. Participant population estimates are distributed as follows:

Area of Residence	Percent of Participants
Central County – includes Santa Rosa, Rohnert Park	70%
North County – includes Windsor, Healdsburg, Cloverdale	10%
West County – includes Sebastopol, Russian River area	10%
South County - includes Petaluma, Sonoma Valley	10%

II. Initial Job Search (IJS)

Initial Job Search is a supervised job search activity with the goal of obtaining unsubsidized employment for participants and initiating a structured career plan. IJS is typically the first activity or component that SonomaWORKS participants will be referred to after their initial application for services.

IJS Services

The services to be provided under IJS must include, but are not limited to, the following:

- A. Intake of participants referred from the County. Intake includes, but is not limited to, providing an orientation to services available from the service provider, reviewing the individual employment needs of each participant, and ensuring that each participant has the supportive services that they need in order to successfully participate.
- B. Introductory job search workshops, which allow new clients to begin sessions, shall be provided at least every two weeks. IJS must be four weeks in duration. A full array of IJS services shall be provided each week.
- C. In rare circumstances, clients may be authorized to attend job search activities for up to two additional weeks, for a total of six weeks, on a case-by case basis as authorized by County staff, based on evidence that the client will benefit and obtain employment as a result of the longer participation.

- D. Clients must participate in program activities for 40 hours per week. During the first two weeks of participation, a minimum of 32 of the 40 hours must be spent in closely supervised, structured job search. The balance of the 40 hours will be spent in other job search activities, including workshops, closely supervised by the service provider. Proposals should specify all activities which will serve to make up the 40 hour requirement for all four weeks of the activity. Proposals should also outline the means by which activities will be monitored and daily supervision will be provided to the clients in order to assure that clients are engaged in job search.
- E. The County uses the CalWIN case data system, which runs eligibility and benefits determinations, and case maintenance, application registration, and statistical reporting functions. Client attendance must be entered into the CalWIN system by day three of client's enrollment and weekly thereafter. Hard-copy proof of client attendance, with original signatures, must also be sent to the County twice monthly.
- F. Assessment tests provided by the County must be administered to the client in the first two weeks of IJS.
- G. Standardized job search and career planning curriculum offered through workshops must include job search skills such as workplace expectations and job readiness; resume writing; completing job applications; job interviewing skills; setting career goals; and networking and support. Throughout, curriculum must focus on self-sufficiency and development of career goals. With the information from test results, clients shall begin to build a career development plan that promotes job progression through a career ladder approach.
- H. Proposers are expected to offer current state-of-the-art job-finding techniques. Emphasis shall be placed on practicing for job success by requiring participants to treat IJS as they would an actual job by dressing in appropriate workplace clothing, arriving on time, managing their child care and transportation issues and developing life and job skills as a vehicle for future employment success.
- I. Life skills curriculum shall also be provided, and shall include personal money management and budgeting, organizational skills and time management, parenting skills, problem-solving techniques, appropriate work behaviors, stress and anger management, balancing work and family, and decision-making.
- J. Individualized, intensive employment counseling must be provided by qualified contractor employees, who possess relevant counseling skills in employment, personal motivation and success achievement.
- K. Bus tickets and gas vouchers (authorized and supplied by the County) may be distributed to participants according to individual need.
- L. Proposals must demonstrate the ability to work with clients who have been identified as learning disabled. Contractor staff shall be required to attend mandatory training in sensitivity and awareness of learning disabled

persons and coordinate referrals with the Employment & Training Division's Learning Enhancement & Achievement Project (LEAP) Coordinator.

- M. Proposals must demonstrate the ability to serve all participants referred by the County, including those with disabilities and non-English speaking clients.
- N. Proposals must show the ability to place participants into unsubsidized employment, provide post-placement follow-up at three intervals: 30 days, 60 days, and 180 days, and explain how performance requirements will be met.

Performance Outcomes for IJS

The service provider is expected to place a minimum of 40% of IJS enrollees into unsubsidized employment within 30 days of the participants' last day in the IJS component. This is a reduction from the previous goal of 50% placement into unsubsidized employment in acknowledgement of the current difficult economy. Contractor is expected to show a 70% retention rate, 180 days after placement, for clients obtaining jobs.

III. Other Job Search (OJS)

Other Job Search is a supervised job search activity for participants who have been employed or engaged in other Welfare-to-Work activities. These participants may have previously been through IJS. The goal of OJS is to obtain unsubsidized employment for participants. Participants are typically referred to Other Job Search in conjunction with other Welfare-to-Work activities. The length of OJS, and number of hours required in the program, is determined by County staff for each participant and is outlined in the participant's Welfare-To-Work plan.

OJS Services

The services to be provided under the OJS component must include, but are not limited to, the following:

- A. Intake of individuals referred from the County. Intake responsibilities include, but are not limited to, providing an orientation to the program's services; reviewing the individual employment needs of each participant; and ensuring that each participant has the supportive services that they need in order to successfully participate.
- B. Services and workshops which allow new referrals to begin on a weekly or bi-weekly basis, on a day separate from the start of IJS.
- C. Job search hours must accommodate participants' schedules as identified by the County on the Welfare-To-Work plan.
- D. Proposers are expected to offer current state-of-the-art job finding techniques.
- E. Curriculum shall be determined for each participant on an as-needed basis, providing a menu of services available to meet individual needs of each participant. Standardized job search and career planning curriculum offered

through workshops must include job search skills such as workplace expectations and job readiness; resume writing; completing job applications; job interviewing skills; setting career goals; and networking and support. Throughout, curriculum must focus on self-sufficiency and development of career goals. Clients shall construct a career development plan with the assistance of testing that promotes job progression through a career ladder approach.

- F. Life skills curriculum also must be provided, and shall include personal money management and budgeting, organizational skills and time management, parenting skills, problem-solving techniques, appropriate work behaviors, stress and anger management, balancing work and family, and decision-making.
- G. It is expected that clients will report daily to the contractor site to get job leads, network with other clients, attend group job search support activities, as well as attend specific workshops designed to foster the skills needed for job search, job retention and skills that promote self-sufficiency.
- H. Client attendance must be entered into the CalWIN system by day three of client's enrollment and weekly thereafter. Hard-copy proof of client attendance, with original signatures, must also be sent to the County twice monthly.
- I. Emphasis shall be placed on practicing for job success by requiring participants to treat OJS as they would an actual job by dressing in appropriate workplace clothing, arriving on time, managing their child care and transportation issues and developing life and job skills as a vehicle for future employment success.
- J. Individualized intensive employment counseling shall be performed by qualified contractor staff members who possess relevant counseling skills in employment, personal motivation and success achievement.
- K. Bus tickets and gas vouchers (authorized and supplied by the County) may be distributed to participants according to individual need.
- L. Proposal must demonstrate the ability to work with clients who have been identified as learning disabled. Contractor staff shall be required to attend mandatory training in sensitivity and awareness of learning disabled persons and coordinate referrals with the Employment & Training Division's Learning Enhancement & Achievement Project (LEAP) Coordinator.
- M. Proposal must demonstrate the ability to serve all participants referred by the County, including those with disabilities and non-English speaking clients.
- N. Proposal must show the ability to place participants into unsubsidized employment, provide post-placement follow-up at three intervals: 30 days, 60 days, and 180 days, and explain how performance requirements will be met.

Performance Outcomes for OJS

Contractor is expected to place a minimum of 40% of OJS enrollees into unsubsidized employment within 30 days of participants' last day in the OJS component. Contractor is expected to show a 70% retention rate, 180 days after placement, for clients obtaining jobs.

IV. Business Representatives

As a link between SonomaWORKS Employment Services and the employer community, this program includes the services of business representatives to provide outreach services to employers and provide labor market information and job development assistance to E&T staff. The service provider must ensure adequate county-wide delivery of services. One business representative must be bilingual (Spanish/English) and will serve as the Bilingual Community Resource Specialist (BCRS).

Business representatives shall be responsible for marketing the services of Job Link (Sonoma County's One-Stop employment and training system) to Sonoma County employers in an effort to address workforce development needs. Business representatives shall be out-stationed at Job Link to work with employers, county and state agencies and community-based organizations to fulfill the needs of both employers and job seekers.

Services Provided by Business Representatives

Services to be provided by the business representatives must include, but are not limited to, the following:

- A. Outreach to local employers to identify employment needs and job openings and to provide information to employers about job seekers, including participation in the development of job fairs.
- B. Identify employer skills needs for all community partners to facilitate job placement by partnering agencies.
- C. Coordinate with Job Link and SonomaWORKS staff to disseminate information on local labor market trends, employer needs, and job openings. As the need arises, workshops may be required to be offered at the Job Link office.
- D. Attend staff meetings at Job Link and SonomaWORKS to report on current local labor market trends, industry trends, and current and future job openings available in all sectors, as identified through their contacts with employers. Labor market information shall be provided through both oral presentations at staff meetings and in written reports to staff.
- E. Participate on Job Link committees to coordinate services to employers and report to the Job Link Steering Committee on business representative activities.
- F. Coordinate and assist with SonomaWORKS and Job Link job fairs.
- G. Work with employers, the Workforce Investment Board, the Economic Development Board, the State of California Employment Development

Department, the North Bay Leadership Council, the Labor Market Information Division of EDD, and any other appropriate agencies or associations, to assist in the creation and identification of new job opportunities for job seekers.

Additional Services Provided by Bilingual Community Resource Specialist

In addition to the services outlined above, the bilingual community resource specialist must perform the following duties:

- A. Provide outreach to Spanish-speaking community groups.
- B. Educate employers on the advantages of hiring Spanish-speaking individuals.
- C. Assist employers in recruiting Spanish-speaking employees.
- D. Identify employers who hire Spanish-speaking employees.
- E. Work directly with Spanish-speaking individuals to identify possible job opportunities.
- F. Provide a minimum of two orientations or workshops in Spanish each month at a location determined by county staff.

Minimum Qualifications for a Business Representative

Staff assigned to the business representative positions must meet the following qualifications:

- A. At least three years experience in marketing or sales of services, and/or customer service experience.
- B. Knowledge of employment and training issues and the local labor market in Sonoma County.
- C. Ability to work as a team member in a collaborative setting involving numerous agencies; able to report to and coordinate with numerous agency personnel.
- D. Skilled communicator: interviewing, explaining, making presentations, able to resolve conflicts in a work setting, strong interpersonal skills and marketing and sales ability.
- E. Commitment to helping the employers and employees of Sonoma County to create employment opportunities and fulfill employer labor and training needs.
- F. Experience in job creation, job development and employer engagement.
- G. Bachelor of Arts degree or equivalent professional work experience.

Performance Goals for Business Representatives

Business representatives shall be responsible for setting and meeting goals for job listings and employer contacts in the following categories. Specific monthly goals and outcomes shall be established during contract negotiations.

- A. Employer Contacts
- B. Employer Presentations
- C. Referrals to employer resource available from the Employment Development Department (EDD)
- D. Information to Job Link and SonomaWORKS staff
- E. Job Listings by Company
- F. Total Job Openings

Reporting Requirements for Business Representatives

A written monthly report including the following details must be submitted to the Job Link Steering Committee and SonomaWORKS staff:

- A. List of employers contacted
- B. List of job openings entered into CalJOBS, or equivalent internet system for linking employer job listings and job seeker résumés
- C. Possible future openings
- D. Employment outlook by industry
- E. Local labor market information
- F. Industry trends

Specific details of the information to be included in this report will be developed during contract negotiations.

V. Participation Support Team

The service provider will provide a participation support team to enhance the rate of client participation in the Employment Services program. The participation support team's task is to create an atmosphere of support and empowerment by providing resources and problem-solving strategies that facilitate and encourage participation in Employment Services. The participation support team will encourage client participation through telephone calls, home visits, problem solving strategies, childcare and transportation assistance, and connection to other community resources. Members of the participation support team must be well-versed in countywide community resources, and may provide gas vouchers, bus tickets, local child care information, and community contacts for food and other emergency needs.

Through coordination with the County, participation support team members will be authorized to obtain client signatures on the Welfare-To-Work plan during home visits. The goal of the participation support team is to address and eliminate real or perceived barriers to participation in Employment Services and to reduce the number of times a client must visit the SonomaWORKS office. The participation support team will communicate extensively with provider and county employees, such as employment service specialists and employment and training counselors.

PART THREE – PROPOSAL DEVELOPMENT

I. Requesting an RFP

To request an RFP, please contact:

Donna Irizary
(707) 565-8507
FAX: (707) 565-8515
E-mail: dirizary@schsd.org

An RFP can also be picked up at the Employment & Training Administration office, 2227 Capricorn Way, Suite 207, Santa Rosa, between 8:00 a.m. and 5:00 p.m. daily, excluding Saturdays, Sundays and holidays. RFPs will also be available at the Bidders' Conference and on the Sonoma County Workforce Investment Board website <http://www.sonomawib.org> under "What's New."

II. Bidders' Conference

The County recommends that all potential proposers attend a Bidders' Conference scheduled for **Wednesday, November 17, 2010** from 1:30PM to 3:30PM. The purpose of the Bidders' Conference is to further explain program criteria, answer any questions on proposal completion, and inform all interested parties of the specific requirements and allowable activities under the RFP. The Bidders' Conference will be held in the Training & Assessment Center, Rooms A&B (North Entrance), at 2227 Capricorn Way, Santa Rosa. A map to the location can be found at the Job Link website, <http://www.socojoblink.org/>.

Attendance at the Bidders' Conference is strongly encouraged as important information that may have been unavailable when the RFP was released may be provided at the conference to facilitate the preparation of your proposal. So that County staff may prepare answers in advance, we ask that questions about this RFP be submitted in writing before the Bidders' Conference. Questions regarding this RFP should be faxed, mailed, or e-mailed by **Tuesday, November 16, 2010** to:

Sonoma County Human Services Department
Attn: Tracy Repp, Program Planning Analyst
2227 Capricorn Way, Suite 207
Santa Rosa, CA 95407-5486
Fax: (707) 565-8515
E-mail: trepp@schsd.org

All proposers are encouraged to review RFP materials prior to attending the Bidders' Conference. Please bring your copy of the RFP to the meeting. The Bidders' Conference is intended to be the primary source of information for all potential proposers. No questions about the development of proposals will be answered after the Bidders' Conference. County staff members will not be allowed to provide assistance in writing proposals, and may only answer technical questions regarding the RFP.

After the Bidders' Conference, a summary of the questions and answers discussed at the Bidders' Conference will be available on the Internet at www.sonomawib.org, under "What's New."

III. Notice of Intent

If you intend to submit a proposal, you are strongly encouraged to complete a Notice of Intent to Submit a Proposal and return it no later than November 23, 2010. Submission of this form will not obligate your organization to submit a proposal. The submission of the Notice of Intent form provides county staff with the information necessary to prepare for the evaluation and scoring process.

IV. Proposal Deadline

Proposals must be received no later than **5:00 p.m., Tuesday, December 14, 2010.**

One signed original and eight (8) copies of the proposal, plus an electronic copy in Microsoft Word and Excel formats (**no PDF documents**) on CD or other electronic media, should be mailed or delivered to the attention of:

Al Redwine, Program Development Manager
Sonoma County Human Services Department
Employment & Training Division Administration
2227 Capricorn Way, Suite 207
Santa Rosa, CA 95407

Up to the closing date, the County will accept hand-delivered, mailed, and courier-delivered proposals between 8:00 a.m. and 5:00 p.m. daily, excluding Saturdays, Sundays and holidays. Receipts for hand-delivered proposals will be provided.

Due to the need for original signatures, proposals may not be faxed, or electronically transmitted.

We recommend that all proposals sent through the US Postal Service be sent by certified registered mail, return receipt requested. A postmark is not adequate to demonstrate that submission deadlines were met, and any proposal mailed must be **received**, regardless of when it was postmarked, **by 5:00 p.m., Tuesday, December 14, 2010.** There is no basis for a dispute of disqualification of your proposal for not meeting the deadline.

Late proposals will not be accepted.

PART FOUR - INSTRUCTIONS FOR PROPOSAL PREPARATION

I. Proposal Submission Requirements

One signed original and eight (8) copies of the proposal, plus an electronic copy in Microsoft Word and Excel formats (no PDF documents) on CD-ROM or other electronic media must be submitted by the due date and time. No late proposals will be accepted.

The proposal must include a Table of Contents and be formatted as follows:

- 12 point font
- Single spaced
- Single sided
- Sequentially numbered pages, formatted to include total number of pages (i.e., Page 1 of 27)
- Single stapled
- Three-hole punched

The proposal must be no more than 27 pages (not including letters of support and the agency packet) in total length as shown below:

Documentation	Maximum Number of Pages
Proposal Summary	1
Proposal Checklist	1
Table of Contents	1
Proposal Narrative	8
Budget Forms	12
Miscellaneous Attachments	4
Maximum Number of Pages	27

II. Notice of Intent

Complete the Notice of Intent to Submit a Proposal (Proposal Form A) and return no later than November 23, 2010.

III. Proposal Summary

Complete the Proposal Summary as indicated on Proposal Form B.

IV. Proposal Checklist

Complete the Proposal Checklist as indicated on Proposal Form C.

V. Proposal Narrative

Please provide information as requested in the following outline. Your response should be specific, complete, and concise. Narrative response must be limited to eight (8) pages.

A. Program Location

1. Location of administrative office, including agency name, address.
2. Location where proposed services will take place, including address.

B. Program Design

1. Program Name
2. Program Design

- a. Services: Describe in detail the services that you intend to provide and your delivery system. Address each program component as described in Part Two of the RFP.
- b. Program Development: Describe your effectiveness in successfully providing the services requested in this RFP, or similar services, including past performance working effectively with individuals who have barriers to employment.
- c. Self Sufficiency: Describe the strategies that will be used to assist the families to reach self sufficiency.
- d. Performance Management: Describe the strategies that will be used to achieve the performance outcomes listed in Part Two of the RFP.
- e. Inclusion: Describe how culturally inclusive services will be provided to all participants (regardless of their primary language).
- f. County-wide Services: Describe how services will be delivered on a county-wide basis including providing access to public transportation.

C. Agency Staffing:

List all staff positions that will be funded in any part by the proposed program. For each position, specify the percent of time that will be allotted to the program, and, in the Agency Exhibit Packet, including job descriptions and qualifications outlining the functions and responsibilities of each position and organizational chart of the agency.

D. Participant Tracking Systems:

1. Describe the system that you will use to track and document participant activities and report required data elements and outcomes accurately.
2. Describe how performance will be determined and documented.

E. Agency Background

1. Agency Experience:

Describe agency's experience in providing services to the targeted population.

2. Agency Management:

Give a general description of fiscal capabilities and organizational structure including a brief description of the accounting system. Agencies recommended for funding may be required to provide a signed statement from a certified public accountant attesting to their ability to manage federal funds.

3. Fiscal and Management Plan:

Provide specific narrative descriptions of your fiscal management plan. This section is intended to ensure that agencies seeking funds have systems in place to handle the required accounting and paperwork.

- a. Financial Reports: Describe internal financial reports and frequency.
- b. Agency Fiscal Staffing: Identify the agency staff member responsible for each of the following functions: fiscal contact for the County, check signing, bank reconciliation, financial reports, payroll tax reports, and posting accounting records.
- c. Accounting System: Briefly describe the accounting system of the agency. Describe the cost allocation methodology used by your agency to apportion costs to multiple funding sources, include the type and description of accounting records and books of entry. For information on regulations, please refer to Office of Management and Budget (OMB) Circular A-87: Cost Principles and Guidelines.
- d. Indirect Costs: If claiming indirect costs, provide an Indirect Cost Rate plan, or current negotiated rate letter, approved by a cognizant federal agency, for the agreement year, in accordance with Federal Office of Management and Budget Circular A-122, Cost Principles for Non-Profit Organizations.
- e. Audit: Include the date of your agency's last audit.
- f. Fund Distribution: State the percentage of funding provided to the program by funds provided in this RFP.
- g. Leverage of Funds: If funds will be used to leverage additional funding, name the source of leveraged funds and any match requirements.
- h. Program Management: Indicate self-evaluation and internal monitoring system reports and frequency, including the mechanism to take appropriate corrective action.

- i. Coordination with the County: Identify the agency staff positions responsible for completing and submitting fiscal and programmatic documents to the Sonoma County Human Services Department.

VI. Budget Instructions and Forms

Proposers must submit a line item budget for Employment Services, using the budget forms provided in Part Seven of this RFP: *Proposal Forms*. Instructions for completing these forms are also included in this section. Final budgets for selected service providers are subject to negotiation.

VII. Agency Exhibit Packet

Additionally, one copy of an Agency Exhibit Packet will be required each year that an agency submits a proposal for services. The Agency Exhibit Packet is to be submitted electronically and must meet the proposal submission deadline of Tuesday, December 14, 2010 by 5:00 p.m. for consideration. The following documents must be included in the Agency Exhibit Packet and submitted to the county, regardless of whether they were submitted in a previous year:

- A. The proposal must demonstrate that service provider staff has adequate and appropriate background and experience. **Job descriptions/qualifications** for each of the proposed job classifications must be submitted in the Agency Exhibit Packet.
- B. An agency **Personnel Policy**, including agency holiday and vacation policies, should be submitted in the Agency Exhibit Packet.
- C. Copies of **current certificates of insurance and endorsements**, as detailed in Part Six, Section V of this RFP, must be submitted in the Agency Exhibit Packet. **Agreements cannot be signed, nor claims paid without current certificates and endorsements on file.**
- D. To verify fiscal integrity, the proposer must submit one copy of their latest completed **agency audit report or financial statement** and the accompanying management letter from their auditor in the Agency Exhibit Packet.
- E. The proposer must demonstrate that they have the administrative and fiscal capabilities to manage contracted funds effectively. An **organizational chart** must be attached in the Agency Exhibit Packet.
- F. The proposer must submit a **cost allocation plan** that will demonstrate their method of dispersing costs across various funding sources and programs.
- G. If claiming indirect costs, the proposer must include a copy of their **Indirect Cost Rate Plan, or current negotiated rate letter** approved by a cognizant federal agency. For more information on Indirect Costs, see Part Six – Contracting Requirements, II. Fiscal Provisions, Item D of this RFP referencing Federal Office of Management and Budget Circular A-122, Cost Principles for Non-Profit Organizations.

VIII. General Proposal Conditions

- A. All awards are contingent upon the receipt of state and federal funding by the County. Actual funding allocations may be reduced, and the agencies selected through this RFP may be required to reduce program expenditures accordingly.
- B. The County reserves the right to not fund any proposal submitted and may cancel this RFP process at any time.
- C. The County reserves the right to fund proposals fully, or in part, if it is in the best interest of the County to do so.
- D. If no more than one proposal is received in response to this solicitation, the County reserves the right to classify this procurement as a failed competition, and either reissue the RFP or enter into a single source agreement with the respondent.
- E. Only actual costs charged solely to the Employment Services program may be included in the proposal budget summary. Only costs associated with providing program services are covered by this funding.
- F. The proposal must contain accurate and complete information as requested in this RFP. County reserves the right to disqualify any proposal that contains inaccurate information.
- G. The County reserves the right to withdraw an agreement funding award if it is determined that the award was based on false information provided by the proposer.
- H. The County shall not be liable for any expenses incurred by the proposer in the preparation of the proposal. The proposals shall not include any such expenses as part of the line item budget.
- I. Proposals will be reviewed as initially submitted. Except as requested by the County, no changes, additions, or re-submissions will be accepted after the initial deadline for submission.
- J. All proposals and all materials submitted with proposals will become the property of the County and will not be returned. The County also reserves the right to solicit additional information from any responding agency after the proposals have been received (including requests of on-site interviews), to reject any and all proposals, and to make an award according to its own best interest.
- K. Proposals will become a matter of public record and subject to the Public Records Act after awards are made. If there are any portions of the proposal that proposers do not wish released upon request, this must be noted on the specific page or pages of the proposal on which the proprietary information appears, and must include an explanation as to why the information is proprietary and should not be made public.
- L. The County reserves the right to make changes to the program design, performance goals, and service delivery systems described in this RFP.

- M. The County has the right to reject proposals that do not conform to program goals and objectives, and may request redesign after submission. Incomplete proposals will be disqualified.
- N. Proposals submitted in response to this solicitation are not legally binding documents. An agreement for services will be negotiated and becomes legally binding after both parties have signed the document.

PART FIVE – PROPOSAL REVIEW

I. Proposal Review and Grant Award Process Overview

The evaluation and scoring component for this RFP will consist of two phases:

- A. A review conducted by County staff to ensure that each proposal meets the minimum qualifications for proposal acceptance outlined below.
- B. Evaluation and scoring of each proposal by a proposal review committee.

Upon completion of the proposal review process, recommendations for funding will be forwarded to the Sonoma County Workforce Investment Board (WIB) or its Executive Committee for approval. The funding recommendations of the WIB will then be submitted to the Sonoma County Human Services Department Director who will make recommendations to the Sonoma County Board of Supervisors for approval and authority to execute Agreements.

If, in response to this solicitation, no more than one proposal is received, County reserves the right to classify this procurement as a failed competition and either reissue the RFP or, if the proposal meets the minimum qualifications as listed below, enter into a single source agreement with the respondent.

II. Minimum Qualifications

County staff will review and score all proposals received for the following minimum qualifications on a “pass/fail” basis.

- A. The proposal was submitted by the closing time and date.
- B. The proposal was prepared in accordance with the Proposal Submission Requirements described in Part Four, Section I and includes all of the required forms and information requested in this RFP.
- C. All the required services that the RFP specifies are described in the proposal.
- D. The agency meets federal, state, and local CalWORKs guidelines.
- E. The agency is fiscally solvent and is not on a federal or state debarment list. (<http://www.epls.gov>)
- F. The proposal complies with all other provisions of the RFP.

Only those proposals meeting the minimum qualifications will be forwarded for evaluation and scoring by the proposal review committee. If only one proposal is received, it will not be forwarded to the proposal review committee, but, at County’s discretion, may be recommended for a single source agreement, as stated in Section I, above.

III. Proposal Review Committee

If more than one proposal is received, a proposal review committee will score each proposal that meets the minimum qualifications. As part of the evaluation and scoring process the proposal review committee may decide to interview proposers in person. Travel costs are not covered for interviews.

When proposals are being scored and funding recommendations are being made, the proposal review committee can only base their scoring and subsequent recommendations on the information contained in the proposals. The proposal review committee members cannot make assumptions, nor consider their personal knowledge or experience, regarding the proposing agencies and/or proposed services. In order to ensure that all proposing agencies are reviewed in a fair and equitable manner and to ensure that no agency is given unfair advantage, the scores and recommendations are based solely on the proposals that are submitted and the manner in which those proposals address the requirements of the RFP.

IV. Evaluation and Scoring

A proposal evaluation system, which includes a point system for rating each proposal, will be used to review all proposals that meet minimum qualifications, unless only one proposal is received. Each proposal will be evaluated on the criteria identified below. The proposal review committee may define and assign point values to additional subcategories of these criteria, if needed to further distinguish competing proposals.

A. Quality of Design – 55 points

1. Describes a realistic plan for providing the services as outlined in this RFP.
2. Clearly describes the program design services to be provided. Addresses each of the required services and outcomes as outlined in Part Two of this RFP.
3. Demonstrates that participants will have access to services described in the proposal, including providing access to public transportation.
4. Describes how the program will assist the County in achieving its work participation rate (WPR).
5. Demonstrates effectiveness in successfully providing the services requested in this RFP, or similar services, and has past performance working effectively with individuals who have barriers to employment.
6. Demonstrates the ability to provide culturally-inclusive services, including accommodations for language and/or cultural differences related to life skills and employment situations.

B. Organizational/Financial Strengths – 15 points

1. Budget is complete and accurate, with appropriate justification and a reasonable cost allocation methodology demonstrated in the budget back up documentation.

2. Demonstrates that agency staff has adequate and appropriate background and experience where required.
3. Clearly outlines the organizational structure and demonstrates that the agency has the capacity to operate the program.

C. Planned Performance Outcomes – 15 points

1. Clearly illustrates how the program will result in the desired outcomes.
2. Demonstrates past experience in satisfying program performance and outcome requirements, and assuring accountability.
3. Describes past experience in satisfying program methods for gathering and reporting performance and participant data in an accurate and timely manner.

D. Coordination and Linkages – 15 points

1. Describes how the program will cooperate and be coordinated with Job Link, the Sonoma County Human Services Department, and other relevant public and private agencies.
2. Describes specific linkages with related agencies, particularly those providing services to outlying areas of the county.
3. Demonstrates ability and describes a method to link with other public and private resources.

V. Rejection of Proposal

Any proposal shall be disqualified prior to scoring if it:

- is received at any time after the exact time and date set for receipt of proposals.
- is incomplete or fails to meet the minimum qualifications of the RFP.

In the event a proposal is disqualified as described above, written notification will be mailed to the proposer describing the reasons for disqualification.

If the proposer wishes to dispute the disqualification, or a decision of the proposal review committee, a copy of the County's dispute resolution process can be obtained by contacting Tracy Repp at 707-565-8505, or trepp@schsd.org.

PART SIX – CONTRACTING REQUIREMENTS

I. General Requirements

Funded service providers must comply with all federal, state, and County regulations, directives, policies, and procedures pursuant to the SonomaWORKS program.

Funded service providers must have services available no less than 40 hours per week, Monday-Friday, from at least 8:30 a.m. to 4:30 p.m. (with the exception of County-observed legal holidays), 52 weeks per year, including lunch and breaks, unless otherwise approved by County.

Funded service providers must comply with County agreement provisions. Agreements will be written for one year from July 1, 2011 through June 30, 2012, with renewal possible through June 30, 2014, subject to the achievement of performance goals and funding availability.

All locations at which services are provided must meet the following conditions: they must be adequately supervised; maintained in a safe and sanitary condition; accessible to handicapped individuals, in compliance with federal and state laws; nonsectarian; and within reasonable walking distance to public transportation.

If multiple agencies submit a proposal as a consortium, a single agency must serve as the lead agency. The lead agency will be required to be the fiscal agent. All other service providers requesting funding under the proposal will be required to subcontract with that agency. The lead agency must demonstrate its capacity to oversee collaborative projects by either showing past success or clearly outlining a plan for oversight. A written agreement, outlining a partnership plan between all participating agencies, must be submitted and is subject to approval by County prior to agreement development.

Please note: the terms *service provider* and *contractor* are used interchangeably in this RFP.

II. Fiscal Provisions

Service providers funded to deliver services described in this RFP must comply with the following regulations governing the use of federal and state funds:

- Federal Office of Management and Budget (OMB) Circular A-87: Cost Principles and Guidelines.
- OMB Circular A-133: Audit Requirements.
- OMB Circular A-122: Cost Principles - applicable to their particular organization.
- State Department of Social Services Manual Section 23-600: Contract Awards and Negotiations.

Information regarding OMB Circulars is available on the web at:
[http:// www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html)

- A. Budgets submitted in response to the RFP will be negotiated on a line item basis. Line items will be evaluated in terms of their reasonableness and necessity in relation to provision of services.
- B. Fiscal monitoring will be performed on all agreements for those amounts claimed as costs to the agreement. County may contract out fiscal monitoring services.
- C. Cost reports shall be fully supported by accounting documentation. Salary and benefit costs allocated to this program shall be supported by detailed time sheets. Service provider must maintain adequate payroll documentation (detailed time sheets sometimes called "functional time sheets") to support compensation paid to bona fide employees. Reimbursement of salary and benefit costs must be based on actual time spent on the program, not on the program budget or "projected" expenses. Federal funds may only be expended for the purpose of which they were awarded. Compliance with all federal and state accounting regulations (such as OMB A-122 for non-profit entities) is required.
- D. When claiming indirect costs under the agreement, service provider must submit an Indirect Cost Rate plan or current negotiated rate letter, approved by a cognizant federal agency, within 30 days of the execution of the agreement for the agreement year, in accordance with Federal Office of Management and Budget Circular A-122, Cost Principles for Non-Profit Organizations.
- E. All equipment requests will be evaluated for their necessity and reasonableness in carrying out the program. All equipment requests must explain in detail how the equipment will be used in the performance of services.
- F. Food items are not allowable - including employee coffee, treats for participants, open houses and other refreshments. Paper goods such as plates and napkins are also not allowable.
- G. Service provider employees can only be reimbursed for travel expenses (e.g. airfare, lodging) and meals while traveling outside the boundaries of Sonoma County. Mileage expenses, incurred while doing business within the county, are acceptable.
- H. If a consortium of agencies is submitting a proposal, a lead agency must be responsible for overseeing and monitoring its partners. Partners should have similar budget requests for similar items. All other service providers requesting funding under the proposal will be required to subcontract with that agency.

III. Type of Agreement

Agreements will be administered on cost-reimbursement basis; service provider will bill County monthly. Service providers are required to provide detailed line-item budgets on forms provided in Part Seven of this RFP. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that County is charged a fair

and equitable portion of any indirect or shared costs attributable to services performed under this agreement.

IV. Contractor Responsibilities

The agency awarded an agreement to provide services will be responsible for the following:

- A. Providing and training qualified staff to plan and administer the program.
- B. Providing specified services to eligible participants.
- C. Maintaining required paperwork associated with SonomaWORKS.
- D. Coordinating with County staff to ensure that required performance reports and fiscal claims are submitted promptly and in entirety.
- E. Attending mandatory in-service training sessions and meetings. This includes participating in meetings and workgroups to address work participation rates (WPR).
- F. Implementing a strategy for effective program evaluation and continuous improvement.

V. Contractor Requirements

The agency selected as a service provider will be under agreement with the County to provide the services and activities indicated in this RFP, as approved by the Workforce Investment Board and the Sonoma County Board of Supervisors. The agreement will include specific program specifications, program performance standards, a line-item budget, and administrative assurances. The targeting of specific populations for services will be required as a condition of the agreement.

In order to contract for SonomaWORKS funds, an agency must:

- A. Be legally capable of entering into an agreement, and be able to provide proof of the ability to administer SonomaWORKS programs (e.g., previous experience administering employment and training programs or other related service programs).
- B. Be fiscally solvent and not on a federal or state debarment list.
- C. Provide documentation of current fiscal and compliance audits, as required by law.
- D. Provide Articles of Incorporation and evidence of current corporate status, as filed with the California Secretary of State.
- E. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements.
- F. Comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
- G. Comply with applicable state and federal requirements of the Clean Air Act, the Clean Water Act, and the Energy Conservation Act.
- H. Ensure that reports and/or documents contain accurate information.

- I. Comply with requirements for lobbying, debarment, non-discrimination and drug-free workplace certification.
- J. File required certificates of insurance and endorsements with County.
County must receive current certificates of insurance and endorsements before an agreement can be signed or invoice paid

The insurance requirements are as follows:

1. Comprehensive General Liability in an amount not less than \$1,000,000 Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage. The County of Sonoma and its Officers, Employees, and Agents are to be covered as additional insured.
 2. Workers' Compensation as required by state law.
 3. Automobile Liability in an amount not less than \$1,000,000 combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles.
 4. Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after 30 days prior written notice has been given to the County of Sonoma.
- K. Agree to indemnify the County of Sonoma from liabilities and damages arising from the performance of the agreement, unless otherwise negotiated.
 - L. Comply with any other requirements that may be subsequently incorporated into the agreement.

VI. Monitoring

Routine monitoring of all programs may be conducted by employees of the County, state, or federal government. The service provider selected for this program may be visited at any time by representatives of the Workforce Investment Board, the County of Sonoma, the State of California, the United States Department of Health and Human Services, the contractors of these units of government, and others who have a direct concern in administration of this funding.

All agency records must be available for inspection. All areas of the program will be subject to examination, which may include, but not be limited to, inspection of participants' case files, attendance records, and financial bookkeeping records. Participants may be interviewed to verify eligibility, ensure required procedures are being followed, and to ensure provision of adequate services as prescribed by agreement.

In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies partnering with the service provider to ensure provision of agreed-upon services. In the event that agreement requirements are not met, de-obligation of the agreement's funding may be considered if all other

corrective actions fail to improve grantee's compliance with agreement requirements or performance goals.

VII. Reporting

Service provider shall be responsible for submitting accurate management information reports and forms on time and in the manner prescribed by the County. Service provider will coordinate development and submission of information with the County.

Service provider will ensure that fiscal claims are submitted in entirety and the manner prescribed by the County. Service provider shall receive reimbursement for costs by submitting monthly cost statements together with a request for payment by the tenth day of the following month.

It is the responsibility of the service provider to ensure that written documentation verifying participant attendance is submitted, to County twice monthly, on the 1st and 16th of each month.

Service provider will be required to provide the following reports:

- A. Fiscal Reports, including monthly expenditure reports developed in cooperation with the County, and a line item cost report based on actual expenditures
- B. Monthly Performance Reports (MPR) by the 10th day of the month after services are provided that will include data elements to be specified by the County during contract negotiations.
- C. Financial and performance closeout reports at the end of the agreement to reconcile statistical and financial information.

VIII. Record Keeping

Service provider will be expected to maintain complete up-to-date and accurate records and management controls. Individual case files shall be maintained on each participant, and will include, but not be limited to, comprehensive assessment documentation, progress and participation in activities, comprehensive case notes, referrals made, services received from other providers, and information on the performance outcomes stated in this RFP.

Service provider will be expected to maintain complete fiscal and accounting records including, but not limited to, backup documentation to the agreement budget, and demonstration of acceptable accounting methods to disburse costs.

PART SEVEN – PROPOSAL FORMS

- A. Notice of Intent to Submit a Proposal
- B. Proposal Cover Sheet
- C. Proposal Checklist
- D. Budget Instructions & Budget Forms

Sonoma County Human Services Department
SonomaWORKS Employment Services
Request for Proposals

NOTICE OF INTENT TO SUBMIT A PROPOSAL

If you intend to submit a proposal for this RFP, please complete the information below and return this form by **November 23, 2010**. This will not obligate your organization in any way and failure to submit a notice of intent will not disqualify you from applying.

PLEASE RETURN THIS FORM TO:

Al Redwine, Program Development Manager
Sonoma County Human Services Department
Employment & Training Division
2227 Capricorn Way, Suite 207
Santa Rosa, CA 95407-5486

OR FAX IT TO:

(707) 565-8515
Attention: Al Redwine

Agency or Consortium:		
Agency Address:		
Executive Director Name and Phone Number:		
	Program Contact Person:	Fiscal Contact Person:
Name:		
Telephone Number:		
Fax Number:		
E-Mail:		

TYPE OF ORGANIZATION:		
<input type="checkbox"/> County or City	<input type="checkbox"/> Indian Tribe/Organization	<input type="checkbox"/> Transportation Agency
<input type="checkbox"/> Education Agency	<input type="checkbox"/> Faith Based Organization	<input type="checkbox"/> Housing Agency
<input type="checkbox"/> Private For-Profit	<input type="checkbox"/> Community Based Organization	
<input type="checkbox"/> Other:		

Sonoma County Human Services Department
SonomaWORKS Employment Services
 Request for Proposals

PROPOSAL COVER SHEET

PROPOSER OR LEAD AGENCY INFORMATION:

Agency Name:		
Address:		
State Employer Tax #:		
	Program Contact Person:	Fiscal Contact Person:
Name:		
Telephone Number:		
Fax Number:		
E-Mail:		

TYPE OF ORGANIZATION:

- | | | |
|---|---|--|
| <input type="checkbox"/> County or City | <input type="checkbox"/> Indian Tribe/Organization | <input type="checkbox"/> Transportation Agency |
| <input type="checkbox"/> Education Agency | <input type="checkbox"/> Faith Based Organization | <input type="checkbox"/> Housing Agency |
| <input type="checkbox"/> Private For-Profit | <input type="checkbox"/> Community Based Organization | |
| <input type="checkbox"/> Other: | | |

Proposal Summary:

Certification

To the best of my knowledge and belief, all information in this proposal is true and correct. The document has been duly authorized by the Governing body of the Proposer and the Proposer will comply with all of the requirements of the RFP if an agreement is awarded.

 Typed Name of Authorized Representative

 Title

 Signature

 Date

Sonoma County Human Services Department
SonomaWORKS Employment Services
Request for Proposals

PROPOSAL CHECKLIST

Agency name: _____

The Proposer certifies that all documents listed below are valid as of the date of this proposal and that current, dated copies have been submitted with this proposal (or a previous proposal during the same fiscal year). All items must be included in response to the Request for Proposals in order to meet minimum qualifications unless otherwise noted. Please organize proposal materials in the order listed below.

Check items included in this order in the proposal (one original and eight copies):

- 1. Proposal Summary
- 2. Proposal Checklist
- 3. Table of Contents
- 4. Proposal Narrative
- 5. Budget Forms
- 6. Miscellaneous Attachments
(List in Table of Contents)

Check each item enclosed in the **Agency Exhibit Packet** (only one copy of the agency packet is required per fiscal year) as submitted with this proposal or a previous proposal during the same fiscal year.

- 1. Job Descriptions/Qualifications
- 2. Agency Personnel Policy
- 3. Certificates of Insurance and Endorsements
- 4. Agency Audit Report or financial statement
- 5. Organization Chart
- 6. Cost Allocation Plan
- 7. Indirect Cost Rate Plan or Current
Negotiated Rate Letter *(if claiming indirect cost)*

Sonoma County Human Services Department
SonomaWORKS Employment Services
Request for Proposals

Budget Instructions and Forms

I. Cost Allocation Guide

The Cost Allocation Guide is a guide to assist in the assignment of costs to either the “Program” or the “Administration” cost categories and can be found at:

<http://www.sonomawib.org/documents/CostAllocation.pdf>

II. Budget Forms

A. Program Budget Summary (Budget Form 1)

Complete a budget summary for the program. The amounts on the Program Budget Summary should be based on the calculations on Budget Forms 2, 3, and 4.

B. Budget Line Item Calculation (Budget Form 2)

Complete Budget Line Item Calculation forms for all included budget items. Please provide specific calculation methodology. See Section III below for further information.

C. Staff Salaries/Staff Benefits (Budget Forms 3 & 4)

Complete the Staff Salary and Benefits pages. There are separate forms for staff salaries (Budget Form 3) and for staff fringe benefit costs (Budget Form 4).

III. Program Budget Guidelines

Purpose: The following budget calculation guidelines are provided to assist the proposer in accurately demonstrating the costs of the program, to facilitate reviewer’s understanding of requested amounts, and to assist the proposer to provide a rationale and support for the amount of funds requested on the Program Budget Summary.

Item 1 ADMINISTRATIVE STAFF SALARIES

Use Budget Form 3 to calculate salaries for administrative staff such as directors, financial officers, and analysts.

Item 2 DIRECT STAFF SALARIES

Use Budget Form 3 to calculate salaries for staff that work directly with clients.

Item 3 CLERICAL STAFF SALARIES

Use Budget Form 3 to calculate salaries for office and clerical support staff.

Item 4 ADMINISTRATIVE STAFF BENEFITS

Use Budget Form 4 to calculate administrative staff benefits.

Item 5 DIRECT STAFF BENEFITS

Use Budget Form 4 to calculate direct staff benefits.

Item 6 CLERICAL STAFF BENEFITS

Use Budget Form 4 to calculate clerical staff benefits.

Item 7 RENT OR LEASE OF FACILITY

Provide the addresses for any facilities that will be used for this program on Budget Form 2 Budget Line Item Calculation. Identify total square footage and total monthly rent or mortgage amount. Specify the amount of rent or mortgage, calculated based on square footage assigned to the program and the number of months included in this proposal.

Item 8 UTILITIES & BUILDING MAINTENANCE

Describe costs for water, heat, garbage, and custodial/maintenance services as they will be charged to the program. Provide basis for cost allocation, e.g., total utilities costs multiplied by program cost ratio. *Cost ratio may be based on square footage or full-time-equivalent staff devoted to the program or other method (please specify).*

Item 9 INSURANCE

Indicate type of coverage, total premium, and cost budgeted to program. Provide basis for arriving at amount charged to the program, e.g., total insurance costs multiplied by program cost ratio or other method (please specify).

Item 10 OFFICE SUPPLIES & CONSUMABLES

Provide basis for arriving at amount charged to the program, e.g., total office supply costs multiplied by program cost ratio or other method (please specify).

Item 11 CLIENT SUPPLIES

Specify costs per participant (e.g. folders, pens, resume paper etc.) X estimated number of participants to be served.

Item 12 COMMUNICATIONS & TELEPHONE

Specify costs of telephone, cellular phones, internet access, etc. Assign to cost categories, provide basis for allocation, e.g., total communications costs multiplied by program cost ratio or other method (please specify).

Item 13 TRAVEL & STAFF MILEAGE

Provide the purpose and justification for any out-of-county travel. For staff mileage costs use a calculation such as # of staff X estimated miles per month X 12 months X the proposing agency's current mileage reimbursement rate.

Item 14 STAFF TRAINING & CONFERENCES

Provide the purpose and justification for any conferences or trainings attended by agency staff. Sample calculation = Fee X number of staff X rate charged to program.

Item 15 EQUIPMENT RENTAL & LEASE

Identify equipment rented (e.g. copier, fax) and provide the basis for the amount charged to the program, e.g., equipment rental costs multiplied by program cost ratio or other method (please specify).

Item 16 EQUIPMENT MAINTENANCE

Provide description of service (e.g., maintenance or repair) and estimated cost. Explain basis for cost estimate such as monthly cost X length of the program.

Item 17 ADVERTISING & MARKETING

Briefly explain the purpose for any advertising & marketing. Identify the intended medium and the method used for allocating the advertising & marketing costs to the program.

Item 18 PRINTING & DUPLICATING

Include costs for all printing & duplication services. Explain the basis for the amount charged to the program such as monthly cost X number of months.

Item 19 POSTAGE

The cost of postage and delivery costs related to the program. Identify the method used to allocate the costs to the program.

Item 20 CONSULTANTS & PROFESSIONAL SERVICES

Identify, describe, and provide justification for each service to be provided by a consultant or through a professional services agreement. Provide allocation basis if expense is being split between different programs.

Item 21 AUDIT

Provide audit costs associated with this agreement and the basis for the portion charged to the program. Note: Agencies that receive less than \$500,000 in federal funding may not charge audit costs to the agreement.

Item 22 SMALL TOOLS & EQUIPMENT

Any small tools & equipment purchased with funds from this program must follow the County's guidelines for equipment purchase. Provide justification and the purpose for the small tools & equipment, the amount that will be charged to the program, and if they will be retained by the participants, staff, or agency.

Item 23 BOOKS & EDUCATIONAL AIDS & MATERIALS

Identify and provide justification for the items that will be purchased, and specify if they will be retained by the participants, staff, or agency.

Item 24 TUITION & FEES

Identify, describe, and provide justification for any tuition and/or fees that will be charged to the program. Provide calculation and description to support any payment of tuition or fees.

Item 25 INDIRECT COST

If claiming indirect costs, an approved Indirect Cost Rate Plan or current negotiated rate letter approved by a cognizant federal agency must be included in Agency Exhibit Packet. Sample calculation = indirect cost rate X base amount (the rate's "base" is decided when the indirect cost rate is developed, and is typically either the total direct costs or the total direct salaries).

Item 26 FIXED ASSETS & EQUIPMENT PURCHASED

Fixed assets & equipment are items which cost more than \$5,000. All fixed assets & equipment purchased under the program will be the property of the

County. Provide a list of items and their costs to be provided through this agreement.

Item 27 PARTICIPANT WAGES

All wages paid to participants must be supported by time sheets and appropriate payroll documentation. Wages are calculated in the same manner as all other salary costs.

Item 28 PARTICIPANT BENEFITS

All wage-based fringe benefits provided to participants such as workers' compensation, unemployment insurance, FICA, health insurance, etc.

Item 29 PARTICIPANT INCENTIVES

Provide a brief description and purpose for any incentives provided directly to participants. Identify what form the incentives will take (e.g., cash, gift cards, etc.). Also describe when and why a participant would receive an incentive.

Item 30 TESTING

Provide a brief description and purpose for testing fees or materials that will be charged to the program.

Item 31 OTHER: (Specify)

Provide a brief description of the item and the calculation method for each item listed as "Other".

PROGRAM BUDGET SUMMARY

Budget Form 1

Program Name: SonomaWORKS Employment Services		CONTRACT NUMBER		
Agency Name:		Fiscal Year: 2011 - 2012		
Item No	Program Budget Item	COST CATEGORIES		
		Program Costs	Admin. Costs	TOTALS
1	Administrative Staff Salaries			
2	Direct Staff Salaries			
3	Clerical Staff Salaries			
4	Administrative Staff Benefits			
5	Direct Staff Benefits			
6	Clerical Staff Benefits			
7	Rent or Lease of Facility			
8	Utilities / Bldg. Maintenance			
9	Insurance			
10	Office Supplies, Consumables			
11	Client Supplies			
12	Communications / Telephone			
13	Travel / Staff Mileage			
14	Staff Training / Conferences			
15	Equipment Rental / Lease			
16	Equipment Maintenance			
17	Advertising / Marketing			
18	Printing & Duplication			
19	Postage			
20	Consultants / Professional Services			
21	Audit			
22	Small Tools & Equipment			
23	Books & Educational Aides / Materials			
24	Tuition & Fees			
25	Indirect *			
26	Fixed Assets **			
27	Participant Wages			
28	Participant Benefits			
29	Participant Incentives			
30	Testing			
31	Other: (Specify)			
PROGRAM BUDGET TOTALS:				
Percentage of Costs to Total Budget:				

* Must include approved indirect cost rate plan or negotiated rate letter

** Equipment over \$5000

BUDGET LINE ITEM CALCULATION

Budget Form 2

Agency Name: _____

Fiscal Year: 2011 - 2012

Item # _____			PROGRAM	ADMIN
Expenditure Category: _____	Total _____			
Description of Calculation Method Used:				
Item # _____			PROGRAM	ADMIN
Expenditure Category: _____	Total _____			
Description of Calculation Method Used:				
Item # _____			PROGRAM	ADMIN
Expenditure Category: _____	Total _____			
Description of Calculation Method Used:				

STAFF SALARY CALCULATION

Agency Name: _____

Fiscal Year: 2011 - 2012

Position Title	Hrs/Mo. to Prog.	X	# of FTE	X	Hourly Rate	X	# of Months	=	Total Salary	Program Salary	Admin Salary
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
		X		X		X		=			
Totals											

Proposer's Work Week: _____

*Position and basis for allocation to cost categories must be consistent with proposed Statement of Work and supported by agency job positions.
Time sheets shall be maintained by all staff for this program. This documentation will be reviewed during fiscal monitoring visits.*

STAFF FRINGE BENEFITS CALCULATION

Budget Form 4

Agency Name: _____

Fiscal Year: 2011 - 2012

Position Title	Total Salary	Wrkrs' Comp	UI	FICA	Health Insur.	Other (specify)	Total Benefits	Program Total	Admin Total
Totals									

SonomaWORKS ON-LINE INFORMATION

CalWORKs: <http://www.cdss.ca.gov/calworks/default.htm>

SonomaWORKS: <http://www.sonomaworks.org>

Sonoma County Job Link/WIB: <http://www.socojoblink.org>

Sonoma County Workforce Investment Board: <http://www.sonomawib.org/>

More information on the Work Participation Rates:

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl07/pdf/07-03.pdf>

http://www.lao.ca.gov/handouts/socservices/2007/Federal_State_Welfare_Reform_Overview_032807.pdf

The County's SonomaWORKS Plan is available for review at the Employment & Training Division Administrative Office, 2227 Capricorn Way, Suite 207, Santa Rosa, CA 95407.