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"Empower, Support, Protect"

Human Services Department
COUNTY OF SONOMA

Adult & Aging Services Division
AREA AGENCY ON AGING

Older Americans Act Services FY 2015-2017

Request for Proposals

For Services for Seniors, Adults with
Disabilities, and Caregivers

For services beginning July 1, 2015

**Proposals are due by 2:00 p.m. on
Thursday, December 11, 2014**

Sonoma County Human Services Department

Adult & Aging Services Division

Older Americans Act Funded Services for Seniors Programs

Request for Proposal

SIGNIFICANT DATES..... 1

PART ONE – GENERAL INFORMATION 2

PART TWO – PROGRAM DESIGN..... 5

PART THREE – PROPOSAL DEVELOPMENT 6

PART FOUR – INSTRUCTIONS FOR PROPOSAL PREPARATION..... 8

PART FIVE – PROPOSAL REVIEW13

PART SIX–CONTRACTING REQUIREMENTS AND PROPOSAL CONDITIONS16

PART SEVEN – FORMS AND ATTACHMENTS.....21

Sonoma County Human Services Department
Adult & Aging Services Division

**Older Americans Act Funded Services for Seniors
SIGNIFICANT DATES**

Release of RFP	Wednesday, October 22, 2014
Deadline for Proposers' Questions	5:00 p.m. Wednesday, October 29, 2014
Bidders' Conference Adult & Aging Services Division 3725 Westwind Blvd, Suite 101 Santa Rosa	Thursday October 30, 2014 9:00 a.m. – Noon Carnelian Room
County's Responses to Questions posted to Sonoma County Purchasing Department Website	Tuesday, November 4, 2014
Notice of Intent to Submit a Proposal *MANDATORY*	Friday, November 7, 2014
Proposal Submission Deadline	2:00 p.m. Thursday, December 11, 2014
Evaluation of Proposals <i>Proposal Review Committee may request in person interview in January 2015 - TBD</i>	Thursday, December 11, 2014 to Wednesday, March 3, 2015
Area Agency on Aging Planning & Funding Committee acts on Funding Recommendations <i>Planning & Funding Committee may request in person interview on this date</i>	Wednesday, March 4, 2015
PUBLIC HEARING Area Agency on Aging Advisory Council acts on Funding Recommendations - and -	Wednesday, March 18, 2015
Release of Funding Recommendations to Award	
Filing a Protest Deadline	5 p.m. Thursday, March 26, 2015
Contract Negotiations	Wednesday, March 19, 2015 to Tuesday, May 19, 2015
Board of Supervisors Action (date subject to change without notice)	Tuesday, June 2, 2015
Services Begin	Wednesday, July 1, 2015

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

PART ONE – GENERAL INFORMATION

I. Introduction and Overview

This Request for Proposals (RFP) is being issued by the Sonoma County Human Services Department, Adult & Aging Division (County), through the Sonoma County Area Agency on Aging (AAA) program. The AAA is part of a national system of Area Agencies on Aging created by the Older Americans Act. The AAA's mission is to "provide leadership, services, and advocacy to promote the dignity, independence, and quality of life for seniors, adults with disabilities, and their caregivers." The AAA and its Advisory Council plan, coordinate, and allocate Older Americans Act funds for services for persons 60 years of age and older in Sonoma County.

Typically a Request for Proposal is released every four years for services described herein. This RFP is being released with a 2-year cycle; July 1, 2015 through June 30, 2017 to align with the creation of the AAA Four Year Area Plan for 2016-2020. The AAA Area Plan outlines the major goals and objectives to be achieved in each four year period.

The next procurement is scheduled for release in 2016, at which time there will be a 4-year cycle; July 1, 2017 through June 30, 2021.

II. Eligible Proposal Applicants

Eligible proposers include private non-profit or public non-profit agencies, and private for-profit agencies.

Agencies may choose to deliver services alone or establish partnerships with other organizations and submit a single proposal as a consortium.

If multiple agencies submit a proposal as a consortium, a single agency must serve as the lead agency. The lead agency will function as the fiscal agent and as a coordinator of services among agencies, ensuring that all services are available to older adults in the region(s) and providing oversight, information exchange, and administrative and fiscal support. A lead agency is required to establish formal agreements with the other service providers included in the proposal. A lead agency must demonstrate its capacity to oversee collaborative projects by either showing past success or clearly outlining a plan for oversight. If a proposal includes a consortium, a written agreement outlining a partnership plan between all participating agencies must be submitted with the proposal and is subject to approval by County prior to agreement finalization.

III. Service Area

The interest of the RFP is for provision of county-wide services. Proposals may be submitted for one region, multiple regions, or a single proposal for county-wide services.

If a proposal is not received for one or more of the designated geographic regions, service providers awarded contracts in the adjacent areas must either provide outreach to or coordinate service in those areas to ensure that county-wide services are provided. This can be attained either by providing direct service or by entering into a subcontract relationship.

The six geographic areas and estimated number of residents 60 years and older in each region are as follows: (population source: U.S. Census 5-year estimates from 2008-2012)

REGIONS	Total Seniors 60+ Years in Each Region	% of 60+ in County
1. Central Cotati, Fulton, Rohnert Park, Santa Rosa	46,585	46%
2. Coastal The Sea Ranch to Bodega Bay	3,844	4%
3. North Cloverdale, Geyserville, Healdsburg, Windsor	12,261	12%
4. Sonoma Valley Kenwood to town of Sonoma	12,241	12%
5. South Bloomfield, Penngrove, Petaluma, Two- Rock, Valley Ford	15,638	15%
6. West Cazadero, Duncans Mills, Forestville, Graton, Guerneville, Occidental, Monte Rio, Rio Nido, Sebastopol	10,639	11%
TOTAL	101,208 Seniors in Sonoma County	100%

IV. Funding

A. Categorical Breakdown

It is estimated that \$ 2,126,000 will be available in the 2015-16 fiscal year.

Funding is broken down into eleven (11) service categories. Proposals may be submitted to provide one service, multiple services, or all 10 services.

Approximate allocation distribution for county-wide services:

1. Adult Day Program	\$117,000
2. Alzheimer's Day Program	\$58,000
3. Caregiver Support Program	\$190,000
4. Case Management	\$131,000
5. Congregate Meals	\$303,000
6. Health Insurance Counseling & Advocacy Program (HICAP)	\$455,000
7. Health Promotion	\$18,000
8. Home Delivered Meals	\$611,000
9. Legal Services	\$48,000
10. Ombudsman Program	\$137,000
11. Transportation	\$58,000

Funding for the agreement offered through this RFP is budgeted for the fiscal year beginning July 1, 2015 and ending June 30, 2016, and may be renewed for up to one additional fiscal year, depending on funding availability and service provider performance. No obligation or commitment of funds will be allowed beyond this grant period.

Funds are provided by the Older Americans Act, under the general administration of the State of California Department of Aging. Funds are received by the Sonoma County Board of Supervisors and are administered by the County of Sonoma Human Services Department.

Proposers must have the capacity to provide the services outlined in this RFP beginning July 1, 2015. There will be no start-up costs or advanced funds provided. Proposers must also demonstrate that they have the capacity to increase their service levels if additional funding is identified.

State and federal funding levels are uncertain and subject to change, therefore all awards are subject to funding availability. The actual funding allocation may be increased or reduced, and the service provider(s) selected through this RFP may be required to increase or reduce program expenditures accordingly.

B. Funding Priorities

Older Americans Act funding provides services to individuals 60 years of age or older, with preference given to those in economic and social need with particular attention to low income minority older individuals and older individuals residing in rural areas. The AAA is committed to assist in funding a continuum of care whenever possible. Given the increase in the 85+ population, services designed to assist the frail elderly, persons with disabilities, their caregivers, and persons at risk of losing their independence will be the priority of the AAA. To review the AAA Planning & Funding Committee and AAA Advisory Council funding policies for FY 2015-2017 please refer to Attachment N: Funding Policy in Part Seven.

V. Upstream Investments Policy

The Upstream Investments Policy is sponsored by the Sonoma County Board of Supervisors and is a prevention-focused model that targets the factors that lead to societal problems by intervening early with evidence-based programs and policies to reduce the occurrence of these problems before they require more drastic and expensive services.

Proposers are encouraged to provide a Resolution of Alignment to show support of Upstream principles. The Sonoma County Upstream Investments website can be found at www.sonomaupstream.org. To view the Resolution of Alignment template, please refer to Proposal Form F: Upstream Resolution of Alignment.

VI. Bonus Points – Local Preference

It is the policy of the County to promote employment and business opportunities for local residents and firms on all contracts and give preference to local residents, workers, businesses and consultants to the extent consistent with the law and interests of the public. A Local Service Provider is defined as a business or consultant who has a valid physical address located within Sonoma County from which the vendor or consultant operates or performs business on a day-to-day basis, and holds a valid business license if required by a city within the jurisdiction of Sonoma County.

For quantitative evaluations of proposals, the locality of the service provider shall be included as an evaluation criterion in RFPs. Five extra points shall be provided in the total rating score for local service providers. If there is more than one service provider being considered and the providers are competitively matched in terms of other criteria, local service providers should be selected. If hiring sub-consultants, the County strongly encourages using local service providers. More information about the County's purchasing policies can be found on: www.sonoma-county.org/purchasing/selling.htm

PART TWO – PROGRAM DESIGN

I. Program Model/Scope of Work

The Older Americans Act categorizes Area Agency on Aging funded services into specific titles relating to Older Americans Act regulation. Categories of services for this RFP are:

1. Title IIIB Supportive Services
2. Title IIIC Nutrition Services
3. Title IIID Health Promotion/Medication Management
4. Title IIIE Family Caregiver Support Programs
5. Title VII Health Insurance Counseling & Advocacy Program (HICAP)

Details of the program model and scope of work for each of the Older American Act (OAA) funded services in Sonoma County of this RFP are to be the basis for the proposal narrative submitted in the proposal packet. Refer to Part Seven, Forms and Attachments; Section II Program Design, Attachments A through K for details and requirements for each service provision. Clearly identify the service to be provided by including the name of the service in the title of the proposal narrative and the level of funding requested.

If proposing to provide more than one service, a separate program narrative for each service must be included in the proposal packet. For example, if the service provider is proposing to provide Adult Day and Alzheimer's Day program services, one separate proposal narrative for each service must be included and **submitted as one proposal packet**.

A. Older American Act Funded Services In Sonoma County

Attachment A – Adult Day Program (Title IIIB)

Attachment B – Alzheimer's Day Program (Title IIIB)

Attachment C – Caregiver Support Programs (Title IIIE)

Attachment D – Case Management (Title IIIB)

Attachment E – Congregate Meals (Title IIIC-1)

Attachment F – Health Insurance Counseling & Advocacy Program (HICAP) (Title VII)

Attachment G – Health Promotion/Medication Management (Title IIID)

Attachment H – Home Delivered Meals (Title IIIC-2)

Attachment I – Legal Services (Title IIIB)

Attachment J – Ombudsman Program (Title IIIB, State, and Federal Funding)

Attachment K – Transportation (Title IIIB)

B. **All services are to be offered free of charge (22 CCR 7638.9 (a-c))**. A donation for services can be requested if all of the following are in place:

- 1) Each senior is provided with the opportunity to voluntarily contribute to the cost of the service by developing a suggested contribution schedule.
- 2) Processes are in place to protect the privacy of each senior with respect to contribution made.
- 3) Established procedures are in place to safeguard and account for all contributions.
- 4) Income received from donations shall be considered Program Income and must be reported in monthly report and spent before being reimbursed for authorized costs.

PART THREE – PROPOSAL DEVELOPMENT

I. Mandatory Notice of Intent

If you intend to submit a proposal, you are required to complete a Notice of Intent to Submit a Proposal (Proposal Form A attached herein) and return it no later than the Notice of Intent deadline in the Schedule on page 1 of this RFP. Submission of this form will not obligate your organization to submit a proposal. The submission of the Notice of Intent form provides the County with the information necessary to prepare for the evaluation and scoring process.

II. Requesting an RFP

To request an RFP, please contact:

Allegra Wilson

Phone : (707) 565-5950

E-mail: awilson@schsd.org

An RFP is available on the Sonoma County Purchasing Department website at:

<http://www.sonoma-county.org/purchasing/rfps.htm>

III. Written Questions

All questions regarding the content of this RFP must be submitted in writing, either at the Bidders' Conference or by e-mail to Tracy Repp at trepp@schsd.org by the date indicated in the Schedule on page 1. Questions will not be accepted by phone. The County's responses to all questions posed will be available on the Sonoma County Purchasing Department website at: <http://www.sonoma-county.org/purchasing/rfps.htm>, by the date indicated in the Schedule on page 1.

IV. Bidders' Conference

All potential proposers are strongly encouraged to attend the Bidders' Conference at the date, time, and location detailed on the Schedule on page 1. The Bidders' Conference will be held at the Adult & Aging Services office at 3725 Westwind Blvd, Santa Rosa, in the Carnelian Room. The Carnelian Room can be reached by going to the office and asking Reception to direct you.

The purpose of the Bidders' Conference is to inform all interested parties of the specific requirements and allowable activities under the RFP and to answer questions about the services requested.

Information will be provided at the conference which could facilitate the preparation of your proposal. The Bidders' Conference is intended to be a source of information for all potential proposers. For other resources, please refer to Attachment L: On-Line Information. County staff cannot assist in the preparation of proposals.

All proposers are encouraged to review RFP materials prior to attending the Bidders' Conference. Please bring your copy of the RFP to the conference.

After the Bidders' Conference, a summary of the questions and answers discussed at the Bidders' Conference will be available on the Internet at the Sonoma County Purchasing Department's website at: <http://www.sonoma-county.org/purchasing/rfps.htm>.

I. Proposal Deadline

Proposals must be received by **2:00 p.m. on December 11, 2014.**

One (1) signed original and six (6) copies of the proposal packet, (total of 7) plus an electronic copy in Microsoft Word and Excel formats (**no PDF documents**) on flash drives or other electronic media, should be mailed or delivered to the attention of:

Allegra Wilson
Sonoma County Human Services Department
3725 Westwind Blvd Ste 101
Santa Rosa CA 95403

Up to the closing date and time, 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 2:00 p.m. on December 11, 2014.** There is no basis for a dispute of disqualification for not meeting the deadline.

Late proposals will not be accepted.

PART FOUR – INSTRUCTIONS FOR PROPOSAL PREPARATION

I. Notice of Intent (Mandatory)

Potential proposers are required to complete the Notice of Intent to Submit a Proposal (Proposal Form A) and return no later than Monday, November 3, 2014.

II. Proposal Format

Proposers must submit seven (7) separate hard copies and one (1) electronic copy of their proposal packet.

1. One (1) copy with original signatures, which will be identified as the original.
2. Six (6) reproductions of the original, and each of which will be identified as a copy.
3. One (1) complete copy in Microsoft Office and Excel formats (PDF documents will be accepted only for original documents not available in Word or Excel format) on CD or other electronic media.

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

1. 12 point font
2. Single spaced
3. Single sided
4. Sequentially numbered pages (i.e., Page 1 of 17), starting with Proposal Narrative and continuing through Miscellaneous Attachments)
5. Binder clipped; do not use staples, binders or section dividers
6. Three-hole punched

Additionally, the proposal must be no more than 20 pages in total length and organized as shown below:

Order	Proposal Documents	Maximum Number of Pages
1	Proposal Cover Sheet (<i>Proposal Form B</i>)	1
2	Proposal Checklist Form (<i>Proposal Form C</i>)	1
3	Table of Contents	1
4	Proposal Narrative If applying for more than one service, include one proposal narrative for each provision of service submission	12 per proposal narrative
5	Miscellaneous Attachments	5
	Maximum Number of Pages	20
6	Budget Forms	<i>not included in page count</i>
7	Attestation of County Contract (<i>Proposal Form E</i>)	<i>not included in page count</i>
8	Agency Exhibit Packet (<i>refer to Section III(I) for document list</i>)	<i>not included in page count</i>
9	Resolution of Alignment with Upstream Investments (<i>Proposal Form F</i>)	<i>(Optional) not included in page count</i>

III. Proposal Submission Requirements

A. Proposal Cover Sheet

Complete the Proposal Cover Sheet (*Proposal Form B*) as provided in Part Seven, Forms.

B. Proposal Checklist

Complete the Proposal Checklist (*Proposal Form C*) as provided in Part Seven, Forms.

C. Table of Contents

Include structure and page numbers for your proposal.

D. Proposal Narrative

Please provide information as requested below. **Additional program specific requirements are to be included in proposal narrative(s) as described in Part Seven, Section II-Program Design, Attachments A through K.** Your response should be specific, complete, and concise. Provide one proposal narrative for each Older Americans Act funded service to be provided by your agency (refer to Part Two, Section I (A) for list)

1. Program Design

- a) Describe in detail the design of the program and the system by which the agency will provide the specified Older Americans Act service or services in the proposed region(s) that demonstrate quality, innovative approaches. If service provision for a selected service occurs at multiple location sites (such as multiple sites for Congregate Meals and Adult Day programs) describe the approach for coordinated services between each site.
- b) Provide the number of unduplicated older adults or caregivers to be served and the number of service units provided each fiscal year.
- c) Include the client/staff ratio, days and hours of operation, and average daily number of seniors served.
- d) Provide the geographic region(s) of the County your program will serve. Intent of the RFP is to provide services county-wide.
- e) Describe agency's experience in providing similar services to low income older adults, people living with disabilities and their caregivers, and Latino or other minority groups such as the Lesbian, Gay, Bisexual, Transgender/transsexual (LGBT).
- f) Describe your methods and/or strategies that will be used for outreach and recruitment to attract the populations described in item (e) above.
- g) Describe your process for screening, documentation of eligibility, and assessment, and a plan for services meant to address the needs of program participants.
- h) Describe how your agency will address barriers and needs of the populations described in item (e) above.
- i) Describe your agency's experience in working with multi-cultural, multi-lingual clientele and your ability to provide culturally-inclusive services.

- j) Describe your agency's ability to adapt services to address future needs, including the ability to effectively expand the program if additional funding is identified and becomes available
 - k) Indicate the type of license your program holds (if applicable), the date of the issue, and the date of the outcome of the latest review.
 - l) Describe the role volunteers will provide to the program. Include your plan for recruiting, training, and supervising volunteers. Attach volunteer job descriptions.
2. Performance Standards and Data Collection
- a) Describe the system that your agency will use to track and document funding source, program participants, and their activities. Also describe how you will ensure that required data elements and outcomes are recorded timely and accurately. Include any prior experience meeting performance measures and goals for similar programs, and address plans to achieve performance measures required by the County.
 - b) Describe how performance will be monitored, documented and reported.
 - c) Describe how the proposed program will achieve the desired program outcomes. Describe short-term and long-term positive outcomes for program activities.
 - d) Identify the methods and strategies that will be used to achieve stated outcomes. Provide realistic estimates of your success rates based on your experience or the results of programs that are judged to be effective.
3. Coordination and Collaboration
- a) Describe how your agency connects or partners with other agencies for needed services. Explain how will you collaborate with and make referrals to these agencies and services to ensure that all older adults, people living with disabilities, and their caregivers requesting assistance will be referred to the appropriate services, describing established community collaborations in the region.
 - b) Describe collaboration and/or partnering to deliver the most effective services to have the greatest possible community impact and to promote program sustainability.
4. Agency's Organizational/Financial Position
- a) Specify all staff positions to be associated with the program and outline the functions and responsibilities for each position.
 - b) Give a general description of fiscal capabilities and organizational structure including a brief description of the accounting system as follow:
 - i. Financial Reports: Describe internal financial reports and frequency.
 - ii. Fiscal Staffing: Name the staff member responsible for each of the following functions: fiscal contact for the Human Services Department, check signing, bank reconciliation, financial reports, payroll tax reports, and posting accounting records.
 - iii. Accounting System: Briefly describe the accounting system used by the agency. Describe the cost allocation methodology used to apportion costs to multiple funding sources, include the type and description of accounting records and books of entry.

- iv. Program Management: Indicate self-evaluation and internal monitoring system reports and frequency, including the mechanism to take appropriate corrective action and monitoring of subcontractor performance, if applicable.
5. Plan for Joint Proposals or Subcontracting, if applicable.
 - a) Submit a statement regarding intent to subcontract. If subcontractors are to be used, list each subcontractor and identify responsibilities, tasks, schedule, and costs and contractual relations. All subcontractors must be approved by the County prior to finalization of the contract. Proposer is fully responsible for any subcontractor.
 - b) If multiple agencies submit a proposal as a consortium, a single agency must serve as the lead agency. The lead agency will be held accountable for the fiscal and administrative responsibility of the program. The lead agency must maintain all program and financial records for at least (5) five years.
 - c) Describe the organizational structure that will be used with other partners in the collaborative.
 - d) Provide specific, detailed information on how the agencies will work together and how assignments will be made.
 - e) Attach Memoranda of Understanding (MOUs) between the lead agency and each of the partners in the Miscellaneous Attachment section of your proposal. Agreements must be developed and executed prior to finalization of the prior to finalization of the contract.

E. Budget Instructions and Forms

Proposers must submit separate detailed line-item budgets using the budget forms provided in Part Seven of this RFP. Instructions for completing these forms are also included in this section. Final budgets for selected service providers are subject to negotiation.

Budgets submitted in response to the RFP will be negotiated on a line item basis. Line items will be evaluated for their necessity and importance in the provision of services.

F. Attestation Regarding County Contract

To acknowledge willingness to accept the sample contract terms or to identify specific exceptions to the sample contract, proposers must complete the Attestation Regarding County Contract (Proposal Form E) as provided in Part Seven, Forms.

G. Resolution of Alignment with Upstream Investments

To demonstrate your agency's commitment to upstream, the County is encouraging that agencies provide a resolution of alignment. Information on how to create a Resolution of Alignment can be found on the County's Upstream Investment website at www.sonomaupstream.org. To view the Resolution of Alignment template, please refer to Proposal Form F: Upstream Resolution of Alignment.

H. Miscellaneous Attachments

If the Proposal includes subcontractors or partners, MOUs or Letters of Intent supporting collaboration must be attached. Please keep the number of pages for any other attachments to a minimum and list all attachments in the Table of Contents.

I. Agency Exhibit Packet

One copy of an Agency Exhibit Packet will be required with the proposal for services. 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:

1. Job descriptions/qualifications of agency staff.
2. List of Board members and their contact information.
3. Agency Emergency Plan.
4. Agency Personnel Policy.
5. One copy of latest completed agency audit report or financial statement and the accompanying management letter from the auditor.
6. Agency organizational chart.
7. Cost allocation methodology or plan.
8. Indirect Cost Rate Plan or current negotiated rate letter approved by a cognizant federal agency if claiming an indirect cost rate.

PART FIVE – PROPOSAL REVIEW

I. Proposal Review and Grant Award Process Overview

The evaluation and scoring of proposals for the Older Americans Act Services program will consist of two phases:

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

County employees will not participate in the selection process when those employees have a relationship with a person or business entity submitting a proposal which would subject those employees to the prohibition of Section 87100 of the Government Code. Any person or business entity submitting a proposal who has such a relationship with a County employee who may be involved in the selection process shall advise the County of the name of the County employee in the proposal.

Upon completion of the proposal review process, recommendations for funding will be forwarded to the Sonoma County Area Agency on Aging Advisory Council Planning & Funding Committee and the Sonoma County Area Agency on Aging Advisory Council for approval. The funding recommendations of the AAA Advisory Council will then be submitted to the Sonoma County Board of Supervisors for approval and authority to execute agreements.

Any and all disputes must be in writing and must comply with the timelines and procedures set forth in the Appeals Process. Please see [Attachment M](#).

II. Minimum Qualifications

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

1. The proposal was submitted before the closing time and date.
2. The proposal was prepared in accordance with the Proposal Submission Requirements and includes all of the required forms requested in this RFP.
3. The proposing agency demonstrates the ability and agrees to meet all Federal, State, and local compliance requirements.
4. The proposer is fiscally solvent and is not on a federal or state debarment list. (www.sam.gov)

Only those proposals meeting the minimum qualifications will be forwarded for evaluation and scoring by the review committee. Proposals that fail to meet minimum qualifications will be disqualified.

If only one proposal for a specific program is received, it will not be forwarded to the review committee, but, at the County’s discretion, may be recommended for a single source agreement.

In the event a proposal is disqualified, written notification will be mailed to the proposer describing the reasons.

If the proposer wishes to dispute the disqualification, or a decision of the review committee, please refer to the Appeals Process (Attachment M) and submit before the deadline stated in the Schedule on page 1 of this RFP.

III. Proposal Review Committee

If more than one proposal is received for geographic regions, a review committee will score each proposal that meets the minimum qualifications. As part of the evaluation and scoring process, the proposal review committee and AAA Planning & Funding 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 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, except when only one proposal is received for a region. This system will ensure uniformity in evaluating proposals and will identify the rationale for funding recommendations. The review committee may define and assign point values to additional subcategories of these criteria, if needed, to further distinguish competing proposals. All proposals will be evaluated on each criteria identified below.

Per Older Americans Act Regulations: (22 CCR §7352 (d) and CCR §7354 (b)) All of the following shall be considered:

1. Price
2. The originality and effectiveness of the proposal
3. The background and experience of the bidder
4. Qualification of the bidder's personnel
5. Reporting requirements and procedures
6. Adequacy of the service/program plan or methodology
7. Adequacy of the bidder's facilities and resources
8. Cost-effectiveness of the bidder's service/program
9. Comparability of the objectives in the bid/proposal to the objectives specified in the RFP

A. Quality of Design – 50 points scoring criteria

Proposal clearly describes plan for implementation and/or coordination of each item described in PART FOUR, Section III (D)(1) and Part Seven, Section II-Program Design, Attachments A through K – Program Design.

B. Financial/Organizational Strengths – 25 points

Proposal clearly describes plan for implementation and/or coordination of each item described in PART FOUR, Section III (D)(4) – Agency’s Organizational/Financial Position as well as the following:

1. Budget is complete and accurate, with appropriate justification and a reasonable cost allocation methodology demonstrated in the budget backup 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.
4. Demonstrates past experience and effective methods for gathering and reporting data in an accurate and timely manner.

C. Planned Performance Outcomes and Data Collection – 20 points

Proposal clearly describes plan for implementation and/or coordination of each item described in PART FOUR, Section III (D)(2) – Performance Standards and Data Collection.

D. Coordination and Collaboration – 5 points

Proposal clearly describes plan for implementation and/or coordination of each item described in PART FOUR, Section III (D)(3) – Coordination and Collaboration

E. Bonus Points – Local Preference (0 or 5 Bonus Points)

Proposing agency meets the requirements of a local agency described in Part One, Section VI – Bonus Points.

PART SIX–CONTRACTING REQUIREMENTS AND PROPOSAL CONDITIONS

I. General Requirements to Contract with the County

The funded service provider(s) must comply with all federal, state, and County regulations, directives, policies, and procedures pursuant to the Older Americans Act (OAA). Refer to *Attachment L – On-line Information* for further information.

- A. All locations at which services are provided must meet the following conditions:
1. Must be adequately supervised.
 2. Maintained in a safe and sanitary condition.
 3. Accessible to disabled individuals.
 4. Have an emergency plan in place.
 5. In compliance with federal and state laws.

If agency's location(s) cannot meet these requirements, please provide a detailed explanation.

- B. Selected service provider(s) will be responsible for the following:
1. Providing services specified in this RFP.
 2. Maintaining a skilled workforce to administer the program with on-going training to ensure that the needs of the targeted population can be adequately addressed.
 3. Coordinating with County staff to ensure that required reports and fiscal claims are submitted in entirety, accurately, and on time.
 4. Coordinating with County staff and attendance at County required meetings or training sessions and regularly scheduled meetings.
 5. Tracking and documenting program outcomes, goals as requested by the County.
 6. Providing culturally and linguistically competent services.
 7. Coordinating with the County to implement a strategy for effective program evaluation and continuous improvement.

II. Fiscal Provisions

- A. Contractor will ensure that the fiscal claims are submitted in entirety and in the manner prescribed by the County. Financial closeout reports shall be submitted at the end of the agreement to reconcile financial information.
- B. Agreements will be paid by cost-reimbursement. Contractor will bill County monthly by the tenth day of the following month. 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.
- 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. Contractor must maintain adequate payroll documentation (i.e. detailed 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. Local Non-Federal Match. Most programs require that Contractor provide local, non-federal funds as program match. In most cases the match can be either cash or in-kind. The amount of the match requirement depends upon the specific program. The minimum required match by program area is as follows:
 - 1. Titles IIIB, IIIC, and IIID require minimum match of ten percent (10%).
 - 2. Title IIIE requires minimum match of twenty-five percent (25%).
 - 3. HICAP requires no match.
- E. 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.
- F. Contractor 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. Reimbursement follows state employee guidelines.
- G. Contractor funded to deliver services described in this RFP must comply with the following regulations governing the use of federal and state funds:
 - 1. Federal Office of Management and Budget (OMB) Circular A-87: Cost Principles and Guidelines.
 - 2. OMB Circular A-133: Audit Requirements.
 - 3. OMB Circular A-122: Cost Principles - applicable to their particular organization.
 - 4. State Department of Social Services Manual Section 23-600: Contract Awards and Negotiations.Information regarding OMB Circulars is available on the web at:
www.whitehouse.gov/omb/circulars
- H. If multiple agencies submit a proposal as a consortium, a single agency must serve as the lead agency. The lead agency will function as the fiscal agent and as a coordinator of services among partner agencies by providing oversight, information exchange, and administrative and fiscal support. A lead agency is required to establish formal agreements with the other agencies included in the proposal. A lead agency must demonstrate its capacity to oversee collaborative projects by either showing past success or clearly outlining a plan for oversight. If a proposal includes a consortium, a written agreement outlining a partnership plan between all participating agencies must be submitted with the proposal and is subject to approval by County prior to agreement finalization.
- I. Payments may be withheld if reports are not provided timely and/or accurately. Payments may also be withheld if documentation provided by the Contractor for use by County is inaccurate, incomplete, or lacks supporting documentation or evidence.

III. Monitoring

Routine monitoring of programs may be conducted by county, state, or federal staff. Service provider(s) may be visited at any time by representatives of the AAA Advisory Council, Human Services Department, the County of Sonoma, the State of California, the Department of Aging or contractors of these units of government, and others who have a direct concern in administration of Older Americans Act projects.

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 and applications and inspection of financial bookkeeping records. Older adult participants may be interviewed to verify eligibility to ensure that proper personnel procedures required under the Older Americans Act are being followed and to ensure provision of adequate services as prescribed by agreement.

In addition, monitoring may include interviews with staff or volunteers of agencies partnering with the contractor to ensure provision of agreed-upon services. If after all other corrective action fails to improve provider's compliance with agreement requirements or performance goals, the County reserves the right to discontinue contract renewal during the 2 year RFP cycle.

IV. Record Keeping

Service provider(s) will be expected to maintain complete, up-to-date and accurate records and management controls.

- A. Program data must be entered, updated and maintained in the SAMS data and case management system. The individual case file must contain, at a minimum, all required eligibility and appropriate back up documentation as needed. Other documentation requirements may be included as determined by the County or other funders.
- B. Other documentation requirements may be included as determined by the County or other funders.
- C. Service provider will be expected to maintain complete fiscal and accounting records including, but not limited to, backup documentation to the contract budget and demonstration of acceptable accounting methods to disburse costs. Records are required to be kept until service provider is notified that the California Department of Aging audit is complete.
- D. Service provider will be expected to maintain confidentiality of all applications and records per county, state and federal regulations.

V. Legal Requirements to Contract with Sonoma County

Service providers will sign an agreement with the Sonoma County Human Services Department to provide the services and activities indicated in this RFP. A sample contract can be found on the Sonoma County Purchasing Department website at www.sonoma-county.org/purchasing/selling.htm.

- A. Proposers must be willing to provide the required insurance and accept the terms of this sample agreement. With few exceptions, the terms of the County's standard agreement will not be negotiated. Indemnification language will not be negotiated.
- B. Proposals submitted shall include Proposal Form E – Attestation of County Contract confirming that (i) the proposer has reviewed the sample agreement and will agree to the terms contained therein if selected, or (ii) all terms and conditions are acceptable to the proposer except as noted specifically in the proposal. A proposer taking exception to the County's sample agreement must also provide alternative language for those provisions considered objectionable to the proposer. Please note that any exceptions or changes requested to the Agreement may constitute grounds to reject the proposal.
- C. Failure to address exceptions to the sample agreement in your proposal will be construed as acceptance of all terms and conditions contained therein.

- D. Submission of additional contract exceptions after the proposal submission deadline may result in rejection of the consultant's proposal.
- E. In order to contract with the County, service providers must:
 - 1. Be legally capable of entering into an agreement and be able to provide proof of the ability to administer Older Americans Act programs.
 - 2. Be fiscally solvent and not on a federal or state debarment list.
 - 3. Provide documentation of current fiscal and compliance audits, as required by law.
 - 4. Provide Articles of Incorporation and evidence of current corporate status, as filed with the California Secretary of State.
 - 5. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements.
 - 6. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
 - 7. Comply with applicable state and federal requirements for the Clean Air Act, the Clean Water Act, and the Energy Conservation Act.
 - 8. Comply with requirements for lobbying, debarment, non-discrimination and drug-free workplace certification.

VI. General Proposal Conditions

- A. County reserves the right to not fund any proposal submitted and may cancel this RFP process at any time.
- B. County reserves the right to fund proposals fully, or in part, if it is in the best interest of County to do so.
- C. If no more than one proposal is received in response to this solicitation, 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.
- D. Only actual costs charged solely to this program may be included in the proposal budget summary. Only costs associated with providing program services are covered by this funding.
- E. The proposal must contain accurate and complete information as requested in this RFP. County reserves the right to disqualify any proposal that contains inaccurate or incomplete information.
- F. County reserves the right to withdraw the funding award if it is determined that the award was based on false information provided by the proposer.
- G. 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.
- H. Proposals will be reviewed as initially submitted. Except as requested by County, no changes, additions, or resubmissions will be accepted after the initial deadline for submission.
- I. The selected proposal shall be made part of the contract by reference.
- J. The County may negotiate modifications after the proposal has been selected to assure that all necessary program requirements are covered before the contract is signed.
- K. All proposals and all materials submitted with proposals will become the property of County and will not be returned. County also reserves the right to solicit additional

information from any responding agency after the proposals have been received, to reject any and all proposals, and to make an award according to its own best interest.

- L. 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 with the word "Confidential" on the top right hand corner of the specific page or pages of the proposal on which the confidential information appears, and must include an explanation as to why the information is confidential and should not be made public. The County will consider a proposer's request for exemptions from disclosure; however, the County will make a decision based upon applicable laws. An assertion by a proposer that the entire proposal, or large portions, is exempt from disclosure will not be honored.
- M. County reserves the right to make changes to the program design, performance goals, and service delivery systems described in this RFP.
- N. County has the right to reject proposals that do not conform to program goals and objectives, and may request redesign after submission.
- O. 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 executed the contract. The selected service provider's proposal will be made part of the contract and included by reference.

PART SEVEN – FORMS AND ATTACHMENTS

TABLE OF CONTENTS

I. Proposal Forms

- Proposal Form A – Notice of Intent to Submit a Proposal
- Proposal Form B – Proposal Cover Sheet
- Proposal Form C – Proposal Checklist
- Proposal Form D – Budget Instructions
- Proposal Form E – Attestation of County Contract
- Proposal Form F – Upstream Resolution of Alignment Template (encouraged)

II. Program Design and Resources

Program Design:

- Attachment A – Adult Day Program
- Attachment B – Alzheimer’s Day Program
- Attachment C – Caregiver Support programs
- Attachment D – Case Management
- Attachment E – Congregate Meals
- Attachment F – Health Insurance Counseling & Advocacy Program (HICAP)
- Attachment G – Health Promotion
- Attachment H – Home Delivered Meals
- Attachment I – Legal Services
- Attachment J – Ombudsman Program
- Attachment K – Transportation

Resources:

- Attachment L – On-line Information
- Attachment M – Appeals Process
- Attachment N – Funding Policy
- Attachment O – Title III-C Nutrition Program Standards
- Attachment P – California Statewide Guidelines for Legal Assistance

III. Budget Forms

- Budget Form A – Adult Day Program
- Budget Form B – Alzheimer’s Day Program
- Budget Form C – Caregiver Support programs
- Budget Form D – Case Management
- Budget Form E – Congregate Meals
- Budget Form F – Health Insurance Counseling & Advocacy Program (HICAP)
- Budget Form G – Health Promotion
- Budget Form H – Home Delivered Meals
- Budget Form I – Legal Services
- Budget Form J – Ombudsman Program
- Budget Form K – Transportation

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 **Monday, November 3, 2014** . This will not obligate your organization in any way. **Failure to submit a notice of intent will disqualify you from applying.**

PLEASE RETURN THIS FORM TO:

Tracy Repp, Program Planning Analyst
 Sonoma County Human Services Department
 Adult & Aging Services Division
 3725 Westwind Blvd Ste 101
 Santa Rosa, CA 95402

OR FAX OR EMAIL TO:

(707) 565-5982
 trepp@schsd.org
 Attention: Tracy Repp

PROPOSAL(S) TO PROVIDE SERVICES FOR:

- | | |
|---|---|
| <input type="checkbox"/> Adult Day Program | <input type="checkbox"/> Home Delivered Meals |
| <input type="checkbox"/> Alzheimer's Day Program | <input type="checkbox"/> Health Promotion |
| <input type="checkbox"/> Caregiver Support Programs | <input type="checkbox"/> Legal Assistance |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Ombudsman Program |
| <input type="checkbox"/> Congregate Meals | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Health Insurance Counseling & Advocacy (HICAP) | |

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"/> Education Agency | <input type="checkbox"/> Transportation Agency |
| <input type="checkbox"/> Private or Public For-Profit | <input type="checkbox"/> Faith Based Organization | <input type="checkbox"/> Housing Agency |
| <input type="checkbox"/> Community Based Organization/Not-For-Profit | | |
| <input type="checkbox"/> Other: | | |

GEOGRAPHIC REGION:

- One geographic region (please specify region):
- Multiple geographic regions (please specify regions):
- County-wide services

PROPOSAL COVER SHEET

PROPOSAL(S) TO PROVIDE SERVICES FOR:

<input type="checkbox"/> Adult Day Program	<input type="checkbox"/> Home Delivered Meals
<input type="checkbox"/> Alzheimer's Day Program	<input type="checkbox"/> Health Promotion
<input type="checkbox"/> Caregiver Support Programs	<input type="checkbox"/> Legal Assistance
<input type="checkbox"/> Case Management	<input type="checkbox"/> Ombudsman Program
<input type="checkbox"/> Congregate Meals	<input type="checkbox"/> Transportation
<input type="checkbox"/> Health Insurance Counseling & Advocacy (HICAP)	

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

List names and addresses of subcontracting individuals/organizations below:

--

Please provide a statement regarding entitlement to the County's Local Preference Policy for services (if applicable):

--

TYPE OF ORGANIZATION:

<input type="checkbox"/> County or City	<input type="checkbox"/> Education Agency	<input type="checkbox"/> Transportation Agency
<input type="checkbox"/> Private or Public For-Profit	<input type="checkbox"/> Faith Based Organization	<input type="checkbox"/> Housing Agency
<input type="checkbox"/> Community Based Organization/Not-For-Profit		
<input type="checkbox"/> Other:		

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

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 Coversheet
2. Proposal Checklist
3. Table of Contents
4. Proposal Narrative(s)
5. Budget Forms
6. Attestation Regarding County Contract
7. Resolution of Alignment with Sonoma County Upstream Investments (encouraged)
8. Miscellaneous Attachments (*List in Table of Contents*)

The following items comprise the **Agency Exhibit Packet** (only one copy of each item listed below is needed)

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*)

Budget Instructions and Forms

I. Budget Forms

Each service has its own budget to complete. Please refer to the attached budget form workbooks and complete the form that pertains to your proposal(s). Each workbook contains an Instructions tab and a Budget Worksheet Example tab.

II. 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 in providing a rationale and support for the amount of funds requested on the Program Budget. The individual categories listed on the program budget form are suggestions and may be substituted with categories that align with the proposer's financial reporting system.

Personnel Salaries

Use Page 1 to calculate salaries for all staff that will be charging time to the program. This includes direct, administrative and clerical staff.

Personnel Benefits

Use Page 1 to report the payroll taxes and fringe benefits for all staff that will be charging time to the program as identified.

Travel & Training

Staff mileage and travel may be charged to the program if the trip is required by, and specifically for the benefit of the program. Mileage and travel costs will be reimbursed at the current state employee guideline rate. If any out-of-county travel is charged to the program the agency must identify the purpose of the trip and provide justification for charging the travel to the program.

Equipment

Equipment costing \$500 or more per item may not be purchased without prior approval from the Area Agency on Aging. Invoices must be provided with the Close-out. All Equipment is the property of the County of Sonoma.

Consultants

This line can be used to capture the costs for all subcontracts and other services provided by a consultant or through a professional services agreement. This might include the total costs for subcontractors in a consortium arrangement, the cost of a payroll service, audit costs (Note: agencies that receive less than \$500,000 in federal funding may not charge audit costs to the agreement), or the cost of any other consultant whose services are required specifically for the benefit of the program. 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.

Please note that in a consortium arrangement, the agency submitting this budget must serve as the lead agency and fiscal agent for the consortium and will be

responsible for the management, performance and monitoring of all subcontractors' fiscal and programmatic operations. Detailed financial and programmatic information must be maintained by the lead agency and available to all monitors and county staff. The lead agency is required to establish a formal agreement with each of the subcontractors that requires them to adhere to all of the rules, regulations and requirements of the agreement between the lead agency and the County of Sonoma. If a proposal includes a consortium, a written agreement, outlining a partnership plan between all participating agencies, must be submitted with the proposal and is subject to approval by County prior to agreement finalization.

Rent / Building Maintenance

Identify total square footage and total monthly rent or lease amount. Calculate the portion of the monthly cost to be charged to the program (based on the ratio between square footage used by the program and the total square footage) and multiply it by the number of months included in this proposal.

Communications

Specify the costs that will be charged to the program for telephone, cellular phones, internet access, etc. Demonstrate the cost allocation methodology used to assign these costs to the program.

Utilities

Identify all utilities and maintenance cost that will be charged to the program (e.g., water, gas, electric, trash, janitorial, etc.) and the method in which they are allocated to the program. *Cost ratio may be based on square footage, full-time equivalent (FTE) staff devoted to the program, or some other method (please explain).*

Office Supplies / Printing / Postage

Identify all costs associated with the basic operations of the agency's office. These costs can include, but are not limited to, basic office supplies (paper, envelopes, pens, etc.), supplies for client use (folders, calendars, resume paper, etc.), printing and duplication services, postage and delivery services, and any other justifiable office expense. Explain the cost allocation methodology used to assign each of these costs to the program, and be specific if different cost allocation methodologies are used for different items. Provide justification if any of these items will be directly charged solely to the program.

Employee Screening/Testing

Identify costs associated with required screening and /or testing of employees who will be directly charging to the program.

Repairs & Maintenance

Also, list & describe the costs associated with the maintenance and repairs of any equipment used by the program (i.e., repairs, maintenance agreements, etc.). Explain the cost allocation methodology used to assign these costs to the program.

Outreach / Advertising

Identify costs associated with outreach and advertising used to directly promote the program.

Outside Services

Identify costs associated with the program that are performed by an outside service other than a consultant or contractor.

Insurance

Indicate the type of coverage, total premium, and amount charged to the program. Explain the cost allocation methodology used to assign these costs to the program.

Publications / Memberships

Identify and provide justification for the items that will be purchased, and specify if they will be retained by the participants, staff, or agency. These might include items for a staff or client resource library, testing materials, study guides, educational books for clients, and others. Memberships for staff or the agency that are specific to the program may be included here. Explain the cost allocation methodology used to assign each of these costs to the program. Provide justification if any of these items will be directly charged solely to the program.

Other: (Specify)

This line can be used to capture any justifiable expense that is not included in the line items above. Provide a brief description of the item, justification for the expense, and the calculation method for each item listed as "Other".

Indirect Costs @ 8%

If claiming indirect costs, the rate should be entered in the line item description and an approved Indirect Cost Rate Plan or current negotiated rate letter approved by a cognizant federal agency must be included in the 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).

ATTESTATION REGARDING COUNTY CONTRACT

Successful proposers are required to enter into a contract with the County of Sonoma. A sample copy of the County's standard contract is available for review at: www.sonomawib.org/docs/SampleContractforPosting.doc.

Please review the Sample Standard County Contract and complete the following responses:

1. I have reviewed the Sample County Contract.
 Yes No

2. Should my proposal be approved for funding, my agency/ I will be willing to enter into a contract with the Sonoma County Human Services Department under the terms outlined in the Sample County Contract.
 Yes (If "Yes", skip to #4.)
 No

3. If "No", identify any terms in the Sample County Contract that you would propose changing and how:

4. By signing below, I certify that:
 - I have read the Sample County Contract.
 - I either:
 - a) Agree to enter into a contract with the Sonoma County Human Services Department under the terms outlined therein, or
 - b) Have herein identified in #3 above any terms within the Sample County Contract that my agency/ I would propose changing and how.

SIGNATURE (Must be signed by an individual with the legal authority to enter into a contract with the County of Sonoma.)

Name and Authorized Signature	Title	Date
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TEMPLATE (SAMPLE)

for Upstream Investments Resolutions of Alignment

(Organizations are invited to use this template as they develop a resolution aligning their organizational practices with the Upstream Investments Initiative. Organizations are encouraged to use their own wording and their own resolution format as appropriate.)

USE ORGANIZATIONAL LOGO OR LETTERHEAD

UPSTREAM RESOLUTION of ALIGNMENT

Aligning [ORGANIZATION] Practices and Activities With the Upstream Investments Initiative

RESOLUTION of [ORGANIZATION]

The following sample WHEREAS statements can be used in whole or in part depending on which parts of the Upstream Initiative the Organization feels most closely aligned with.

WHEREAS, the County of Sonoma is sponsoring a community-wide strategic initiative called Upstream Investments with the following **mission**: To facilitate the implementation of prevention-focused policies and interventions that increase equality and reduce monetary and societal costs for all residents of Sonoma County.

WHEREAS, the Upstream Investments **vision** for all residents of Sonoma County is that poverty is eliminated and all people have an equal opportunity for quality education and good health in nurturing home and community environments.

WHEREAS, the Upstream Investments Initiative is designed to target the following **Factors**:

Social and economic factors

Poverty and racial/ethnic disparities
Community conditions
Public opinion, public policy, and laws

Family and individual factors

Family dysfunction
Negative peer influences
Early antisocial behavior

WHEREAS, the Upstream Investments Initiative seeks to promote four community **goals**:

1. The whole community is engaged in supporting the healthy development of children.
2. Community members have access to education and training and are adequately prepared for the challenges of the future.
3. All community members are well sheltered, safe, and socially supported.
4. Sonoma County has a thriving diverse economy that produces economic security for all.

PROPOSAL FORM F

WHEREAS, the Upstream Investments Initiative seeks to expand **funding** for Model Upstream Programs and also seeks to promote **organizational practices** that support the Upstream Vision.

WHEREAS, the Upstream Investments Strategic Initiative promotes the implementation of **outcomes-based practices** including Evidence-Based Practices, Promising Practices, and Emerging Practices.

WHEREAS, Twenty-two **indicators of success** will inform the community about the success of Upstream Investments.

- | | |
|---|--|
| 1. Reduced child maltreatment | 14. Reduced homelessness |
| 2. Reduced youth binge drinking | 15. Reduced juvenile arrests |
| 3. Reduced youth drug use | 16. Reduced adult arrests |
| 4. Reduced youth depression | 17. Reduced domestic violence |
| 5. Reduced youth tobacco use | 18. Reduced gang membership |
| 6. Reduced teen births | 19. Improved youth connectedness |
| 7. Reduced obesity | 20. Reduced poverty |
| 8. Improved pre-school attendance | 21. Reduced unemployment |
| 9. Improved 3 rd grade reading | 22. Improved health insurance rates |
| 10. Improved 3 rd grade math | 23. Reduce hip fractures |
| 11. Improved high school completion | 24. Increase fruit and vegetable consumption |
| 12. Improved higher education | 25. Increase physical activity |
| 13. Improved housing affordability | 26. Increase dental care for children |

NOW, THEREFORE, BE IT RESOLVED that [ORGANIZATION] shares the Upstream Investments **mission, goals**, commitment to improving the **indicators of success**, and **vision** and has aligned its organizational practices with the Upstream Investments Initiative as follows:

The organization should write one or more statements that specifically illustrate how the organization is aligned with the Upstream Investments Initiative.

- ✓ Explain how the Organization's **mission/vision** are aligned with the Upstream mission/vision.
- ✓ List which Upstream **Indicators of Success** are promoted by the organizations practices and programs.
- ✓ Make a commitment to submitting the Organization's programs to the **Portfolio of Model Upstream Programs**. Or, list the Organizations' programs that are already on the Portfolio of Model Upstream Programs.
- ✓ Identify the level of Organizational **funding** dedicated to upstream investments.
- ✓ Describe any **organizational practices** that reflect upstream principles (such as strategic planning, policies, budget activities, resource deployment, or contracting).

PROPOSAL FORM F

- ✓ Describe **collaborations** with other organizations that promote Upstream Investments.
- ✓ List ways that the Organization is **promoting** community-wide knowledge and understanding of Upstream Investments (such as posting a link to SonomaUpstream.org on the Organization's website or including Upstream Investments in Organizational publications).

Approved and adopted the _____ day of _____ 20____. I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the

[ORGANIZATION GOVERNING BODY]

Following Roll Call Vote: Ayes: _____
 Nos: _____
 Absent: _____

Clerk/Secretary for **[ORGANIZATION GOVERNING BODY]**