

COUNTY OF TUOLUMNE
Department of Social Services
Issued: 04/29/2020



REQUEST FOR QUALIFICATIONS (RFQ)

TUOLUMNE COUNTY RESOURCE FAMILY HOME (TCRFH) QUALITY
PARENTING AND CAREGIVING RESPITE SERVICES

Deadline for Submission of Proposals:
Ongoing

For an electronic version of this RFQ, go to:

<http://www.tuolumnecounty.ca.gov>

(Click on "Bids, RFQs & RFQs")

* This RFQ will remain open. Qualifications received will be evaluated promptly for potential inclusion on the County's Qualified Provider List. Notice of this open RFQ will be published at least annually.

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SECTION ONE: ACTIVITIES AND TIMELINES

ACTIVITY	DATE
• Release of published RFQ	04/29/2020
• Advertise & Solicit RFQ	4/29/2020 & 5/2/2020
• Deadline for receiving all questions	Ongoing
• Deadline for RFQ responses to be received by County	Ongoing

SECTION TWO: GENERAL RFQ SUMMARY

The County of Tuolumne, through its Health and Human Services Agency, Department of Social Services, hereinafter referred to as the “County”, is requesting proposals from qualified Resource Families (formerly known as Foster Families) interested in providing Quality Parenting and Caregiving RESPITE Services at the Tuolumne County Resource Family Home (TCRFH), formerly known as the Emergency Children’s Shelter.

The County intends to contract with an unlimited number of qualified applicants. In the event RESPITE services are needed, the qualified individuals on the list will be contacted. If a qualified applicant is not available to provide RESPITE services, the County will continue to contact qualified providers on the list to provide contracted services.

California law and federal law provide specific employment restrictions for retirees and/or current County employees that desire to contract with the County.

For CalPERS retirees: if the work you will perform as a contractor is the same or similar to work you performed as an active employee or is work that is performed by active employees, it is most likely subject to the PERS retired annuitant restrictions, meaning the employment is disallowed and the County will not be able to enter into a contract with you.

For current County employees: California and federal law prohibit a current employee from contracting with its employer while being an active employee. If an employee is interested in becoming an independent contractor, the employee must consider separation from employment with the County, however should the employee retire, he/she may be subject to the CalPERS retired annuitant laws. Should a current County employee respond to a RFQ while in active employment status, the employee must separate from employment prior to award of the contract.

No County time is allowed to be used to prepare for or work on a response to a County RFQ.

SECTION THREE: PROGRAM BACKGROUND AND OVERVIEW

Child Welfare Services clients are often struggling with substance abuse, mental illness, and interpersonal violence within the co-occurring contexts of poverty, social problems, and cultural differences. The complex interaction of psychological states and presenting problems require the program have team members who are knowledgeable and committed to this population, and who understand their obstacles of logistical issues, child-related concerns, court mandates, and the negative consequences of Child Welfare Services involvement.

When parents and caregivers cannot care for their children, the Resource Family (formerly known as foster family) must be able to provide the loving, committed, skilled care that the child needs while working effectively with the system to achieve the best permanency option for that child. When successful, the Resource Families work with agency staff and the child's parents/caregivers as a team to support the child. Tuolumne County Child Welfare Services is seeking a contractor who supports the family, not just the youth, in hopes of reunifying the child with his/her family.

The County of Tuolumne, through its Department of Social Services (DSS) seeks to establish a list of qualified persons ("Qualified Provider List") interested in providing Quality Parenting and Caregiving RESPITE Services (formerly known as ECS Management RESPITE Services) at the Tuolumne County Resource Family Home (formerly known as the Emergency Children's Shelter). A qualified individual's placement on the Qualified Provider List does not in any way guarantee being chosen for RESPITE services when the need arises. The County cannot accept proposals from any individual who is currently employed with the County of Tuolumne (California Government Code §29708).

The responsibility of this position is to provide Quality Parenting and Caregiving RESPITE Services at the County owned Tuolumne County Resource Family Home when the contracted Quality Parenting and Caregiving individual requires respite as mandated in the Agreement. Contracted Quality Parenting and Caregiving Services providers are provided respite at a rate of four (4) days per month, and four (4) one-week vacations per Agreement per year, for a total of seventy-six (76) days. However, in the event of unforeseen circumstances the need for respite could exceed these allotments.

SECTION FOUR: SCOPE OF SERVICES

It is the County's intent to establish a Qualified Provider List to provide Quality Parenting and Caregiving RESPITE Services at the County owned Tuolumne County Resource Family Home. The selected individual(s) will be responsible for working closely with the child, his or her family, County staff, and community partners who may also work with children placed in the home.

Duties of the RESPITE Quality Parenting and Caregiving provider will include:

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- Residing at the home twenty-four (24) hours a day each day of scheduled respite;
- Providing care consistent with Resource Family Approval (RFA) RFA written directives set by the California Department of Social Services (CDSS), to ensure a safe and stable environment for the children in care;
- Remain in compliance with RFA written directives at all times;
- Maintain current RFA certification;
- Providing transportation for children to school, visitations, and other appointments;
- Providing nutritionally balanced meals and snacks for the children;
- Maintaining working relationships with County staff and community partners;
- Reporting and documenting the needs and behaviors of the children placed at the home;
- Maintaining a safe and sanitary environment at the home, including basic housekeeping duties; and
- Attending required meetings and trainings

All Federal, State, County and Agency policies, protocols and standards will be followed.

SECTION FIVE: MINIMUM QUALIFICATIONS

- A. Minimum Qualifications:** The Review Committee will consider all applicants whose qualifications comply with the following criteria:
- Must provide certificate of Resource Family Approval.
- B. Other Desired Qualifications:**
- Knowledge of Tuolumne County demographics.
 - Knowledge of child development, including developmental milestones, principles of individual and group behaviors, attachment and placement issues, boundary setting, and behavior modification.
 - Basic knowledge of the Juvenile Court process.
- C. Married and/or single Resource Families** may not have children or relatives residing in their care during the period providing respite services unless approved in writing by the Health and Human Services Director or her designee.
- D. Must be willing to accept children of all ages, and genders from birth to 17+ years of age, for up to ninety (90) days.**

SECTION SIX: PROPOSAL PACKAGE REQUIREMENTS

A. PROPOSAL FORMAT

This RFQ (including attachments) will also be available on the Tuolumne County website at: <http://www.tuolumnecounty.ca.gov>. Click on “Bids, RFQs & RFQs” in the Business section.

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B. PROPOSAL ELEMENTS

The term of a contract awarded under this RFQ will be for one (1) year with an option to extend for at least four (4) additional years. The design of this RFQ response is at the discretion of the applicant but must include the information listed below.

A. COVER SHEET – print, complete and sign cover sheet (Attachment 1).

B. RESOURCE FAMILY APPROVAL CERTIFICATE

SECTION SEVEN: RFQ PROCESS

A. SUBMITTAL OF PROPOSALS

Sealed proposals must be received at the Health and Human Services Agency Department of Social Services.

Proposals are to be addressed as follows:

**TCRFH Quality Parenting and Caregiving RESPITE Services RFQ
Tuolumne County Department of Social Services
20075 Cedar Road North
Sonora, CA 95370**

Attention: Jema Padavana, Staff Services Analyst
Proposer's name and return address must also appear on the envelope.

Proposals will be received only at the address shown above. It is the sole responsibility of the proposer to send or deliver their proposal. No e-mailed or facsimile proposals will be considered.

B. SUBMITTER'S QUESTIONS

Questions regarding the RFQ must be submitted exclusively in writing to the County. The County will use an addendum to the RFQ to post any questions received, along with written responses, on the County website, www.tuolumnecounty.ca.gov, (click on "Bids, RFQs & RFQs" in the Business Section). **It is the responsibility of the proposers to check the County website to review the questions and responses.** Any oral responses to questions are not binding on the County.

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Questions should be addressed to:

County of Tuolumne
Department of Social Services
Attn: Jema Padavana, Staff Services Analyst
20075 Cedar Road North
Sonora, CA 95370

-OR-

Email: JPadavana@co.tuolumne.ca.us

C. COSTS OF DEVELOPING THE PROPOSAL

All costs incurred in the preparation of a proposal are the responsibility of each proposer and will not be reimbursed by the County.

D. PROPOSAL TERMS AND CONDITIONS

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of the RFQ. By the submission of a proposal, the proposer certifies that if awarded a contract, proposer will make no claim against the County based upon ignorance of or misunderstanding of the specifications.

The Cover Sheet (Attachment 1) of each proposal stipulates that each applicant accepts all terms and conditions contained in the RFQ. Each applicant shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and shall be subject to disclosure, if requested by a member of the public.

By submitting a proposal, each proposer certifies that all statements in this proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the County's option, of declaring any contract made, as a result thereof, null and void. Proposals shall be completed, executed, and submitted in accordance with the instructions of this RFQ. If a proposal is not submitted in the format specified in this RFQ, it may be rejected, unless the County determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. The County may give the proposer an opportunity to cure any deficiency resulting from a minor irregularity or an immaterial or inconsequential defect, or County may waive such deficiency, whichever is most advantageous to the County.

E. SUCCESSFUL PROPOSAL AS PART OF CONTRACT SERVICES

Proposals received in response to this solicitation, at the County's discretion, may serve as basic terms and conditions for the ultimate contract. Therefore, proposers are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The County reserves the right to negotiate modifications or revisions to any awarded contract.

1. EVALUATION OF PROPOSALS

The objective is to perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a contractor(s) that best satisfies the County's requirements. The following describes the evaluation process and associated components.

2. SELECTION PROCESS

- a. The County shall name, for the purpose of evaluating the proposals for this RFQ, a Review Committee composed of representatives from the County. The County may also elect to include as part of the Review Committee qualified representatives from other agencies or entities.
- b. Proposal documentation requirements set forth in this RFQ are designed to provide guidance to proposers concerning the type of information that will be used by the Review Committee. Proposers shall be prepared to respond to requests by the Review Committee for additional items deemed necessary to assist in the evaluation process.
- c. The Review Committee will review the submitted applications for conformity with the qualifications requested in this RFQ. All applicants who are deemed qualified by the Review Committee will be placed on the County's Qualified Provider List in the order received. An applicant's placement on the Qualified Provider List does not in any way guarantee being chosen for RESPITE services. Providers will be chosen based on the needs of children in care at the time of need for RESPITE services.
- d. The County reserves the right to contract with multiple qualified providers to best coordinate and accommodate reasonable hours and days which, in the sole judgment of the County best accomplishes the desired results. The County also reserves the right to determine the order in which it contracts with qualified providers to allow the greatest flexibility in coverage. Additional qualified providers shall be added to the Qualified Provider List as qualified applications are received.
- e. All qualified applicants will be notified of their placement on the Qualified Provider List. The County will notify, in writing, each qualified provider whose application is selected for contract award and of the general assurances and certifications required.

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- f. Negotiation: The County reserves the right to negotiate with any individual, agency or organization on the Qualified Provider List. Items that may be negotiable include: term of contract (Agreement), and schedule.
- g. Contractor shall be compensated for services performed in an amount not to exceed Seven Thousand Five Hundred Dollars (\$7,500) per fiscal year. The Contractor shall be paid One Hundred Dollars (\$100) per day for performance of services.
- h. Applications Not Selected: Applicants whose applications are determined not to qualify will be notified in writing of the rejection according to Section 11 of this RFQ.
- i. Applicants listed on the Qualified Provider List may request removal from the List in writing to the County.

3. **EVALUATION CRITERIA & SCORING**

The Review Committee will evaluate the submitted applications to determine each applicant's responsibility and responsiveness. A responsible applicant is one whose application substantially complies with all requirements described in Section 4 of this RFQ.

4. **AWARD**

Awards will be made to qualified applicants whose services will be advantageous to the County, with all factors considered. The County will negotiate with qualified applicants to develop the contract (Agreement) for mutual satisfaction. Applicants will receive mailed Award/Non-Award notification(s).

Proposers are advised County reserves the following prerogatives:

- To reject any or all proposals;
- To consider historic information and fact, whether gained from the proposer's proposal or any other source, in the evaluation process; and
- The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and the County is under no obligation to solicit such information if it is not included with the proposal. Failure of the individual or firm to submit such information may cause an adverse impact on the evaluation of the proposal.

F. **OTHER REQUIREMENTS**

In order to contract with the County of Tuolumne, a proposer must meet the following requirements:

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- Make available to the County its federal Tax Identification Number (TIN) or Social Security Number (SSN).
- Comply with all Federal, State and local rules, regulations and policies, including but not limited to:
 - Standard contract language of the County; and,
 - Insurance coverage to include worker's compensation, general liability, auto liability and professional liability, unless waived by the County.
- Meet the requirements for audit of its expenditures if required in the above documents.

G. NON-DISCRIMINATION

Non-Discrimination: The Contractor selected through this RFQ shall provide services without discrimination based on race, creed, color, ethnic or linguistic identification, gender or sexual preference, disability or handicap or any other basis prohibited by law.

H. PROTEST/APPEAL PROCESS

The following procedure is provided in the event that a proposer wishes to protest the RFQ process or appeal the recommendation to award a contract for RFQ once the Notices of Award/Non-Award have been issued.

- Any protest must be submitted in writing to Tuolumne County Department of Social Services, 20075 Cedar Road North Sonora, CA 95370, and Attention: Jema Padavana, Staff Services Analyst.
- The protest must be submitted before 3:00pm of the tenth (10th) business day following the date of the Notice of Non-Award.
- The protest must contain a complete statement of the basis for the protest. The protest must include the name, address, telephone number and e-mail address of the person representing the protesting party.
- The procedure and time limits are mandatory and are the proposer's sole and exclusive remedy in the event of a bid protest.

Proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

Upon receipt of written protest/appeal, the Health and Human Services Agency Director will review and provide an opportunity to settle the protest/appeal by mutual agreement, will schedule a meeting to discuss or issue a written response to advise of an appeal/protest decision within five (5) business days of receipt of the appeal/protest.

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I. PUBLIC RECORDS ACCESS

Proposers should be aware that submitted proposals are subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the proposers to clearly identify information in their proposals that they consider to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

All information regarding the proposals will be held as confidential until such time as the Review Committee has completed its evaluation and, or if, contract negotiations are complete.

SECTION EIGHT: CONTRACT INFORMATION
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A. TERM/TERMINATION

The term of the initial contract awarded under this RFQ will be for May 1, 2020 through June 30, 2021. By mutual agreement, this contract may be extended for four annual extensions, under the following circumstances:

- The County receives adequate funding to extend program operations;
- The Contractor has achieved demonstrable success by meeting all of the contract's service requirements;
- The County continues to need the services purchased under this RFQ;
- The Contractor is willing and able to modify the services provided to best meet the needs of the program as determined by the County.

The contract will be subject to termination by either party upon thirty (30) days' advance, written notice of intent to terminate. The County may terminate the contract at any time, without written notice, upon a material breach of contract by the Contractor.

B. FUNDING AVAILABILITY

It is mutually agreed that if the County budget of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the County shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement. County budget decisions are subject to the discretion of the Board of Supervisors.

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If funding for any fiscal year is reduced or deleted by the County budget for purposes of this program, the County shall have the option to either cancel this Agreement with no liability occurring to the County or offer an Agreement amendment to Contractor to reflect the reduced amount.

C. INSURANCE

The County shall provide a vehicle to be used only for the purpose of performing TCRFH Quality Parenting and Caregiving duties and is responsible for any losses arising from this activity. The County will provide coverage accordingly. The contractor will be added as additional insured for the purposes of this contract only.

For any non TCRFH-related business, Contractor must use her own vehicle and must have insurance on her own vehicle.

D. HOLD HARMLESS

Contractor shall indemnify, defend, save, protect and hold harmless County, its elected and appointed officials, officers, employees, agents and volunteers (collectively, "County") from any and all demands, losses, claims, costs, suits, liabilities and expenses for any damage, injury or death (collectively, "Liability") arising directly or indirectly from or connected with the services provided hereunder which is caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, consultants, or any person under its direction or control and shall make good to and reimburse County for any expenditures, including reasonable attorney's fees, the County may make by reason of such matters and, if requested by County, shall defend any such suits at the sole cost and expense of Contractor. Contractor's obligations under this section shall exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor shall not be required to indemnify County for the proportion of Liability a court determines is attributable to the negligence or willful misconduct of the County.

If such indemnification becomes necessary, the County Counsel for the County shall have the absolute right and discretion to approve or disapprove of any and all counsel employed to defend the County. This indemnification clause shall survive the termination or expiration of this Agreement.

SECTION NINE: ATTACHMENT

ATTACHMENT 1: COVER SHEET

Subject: PROPOSAL FOR TCRFH QUALITY PARENTING AND CAREGIVING RESPITE SERVICES

- This proposal is submitted for consideration of award under the Request for Qualifications.
- I accept the terms and conditions contained in the Request for Qualifications.
- I certify that all statements in this proposal are true.

A. Proposal Format:

Item		YES	NO
1.	One original proposal marked "Original" plus 3 copies of the proposals.		

B. Proposal Package:

Item		YES	NO
1.	Cover Sheet (signed) - Use Attachment 1		
2.	RFA Certificate		

AUTHORIZED SIGNATORY			
Name (Printed)			
Signature			
Date			
Address			
Phone Number		Fax	
E Mail Address			

As the Authorized Signatory, you will retain primary financial and legal responsibility for this contract, if awarded.