REQUEST FOR PROPOSAL
FOR
WRAPAROUND ORANGE COUNTY SUPPORT SERVICES

County of Orange
Social Services Agency
October 9, 2009

#FY0910-04
# TABLE OF CONTENTS

1. INTRODUCTION .................................................................................................................................................. 1

2. COUNTY RESPONSIBILITIES .............................................................................................................................. 2

3. TARGET POPULATION .......................................................................................................................................... 2

4. GENERAL REQUIREMENTS .................................................................................................................................. 2

5. SERVICE COMPONENTS ....................................................................................................................................... 4

6. MINIMUM STAFFING REQUIREMENTS ............................................................................................................. 9

7. PROPOSENT INFORMATION .................................................................................................................................. 10
    7.1 REQUIREMENTS ................................................................................................................................................. 10
    7.2 QUESTIONS .......................................................................................................................................................... 11
    7.3 PROPOSENTS’ CONFERENCE .............................................................................................................................. 12
    7.4 RFP CHANGES AND MODIFICATIONS ............................................................................................................. 12

8. INSTRUCTIONS FOR SUBMISSION AND EVALUATION OF PROPOSALS ....................................................... 12
    8.1 DUE DATE .......................................................................................................................................................... 12
    8.2 EVALUATION CRITERIA ................................................................................................................................... 13
    8.3 PROPOSAL PACKAGE ...................................................................................................................................... 13

9. EVALUATION PROCESS ....................................................................................................................................... 16
    9.1 PROPOSAL EVALUATION COMMITTEE ............................................................................................................. 16
    9.2 PROPOSAL SCORING ....................................................................................................................................... 16
    9.3 SITE REVIEW ..................................................................................................................................................... 16
    9.4 FINAL SELECTION ........................................................................................................................................... 16

10. PROTEST PROCEDURES ....................................................................................................................................... 17

11. GENERAL CONTRACT PROVISIONS .................................................................................................................. 18
    11.1 ALTERATION OF TERMS ................................................................................................................................ 18
    11.2 STATUS OF CONTRACTOR ............................................................................................................................ 18
    11.3 DESCRIPTION OF SERVICES, STAFFING ........................................................................................................ 19
    11.4 LICENSES AND STANDARDS ........................................................................................................................... 19
    11.5 DELEGATION AND ASSIGNMENT/SUBCONTRACTS ...................................................................................... 20
    11.6 FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE .................................................. 20
    11.7 NON-DISCRIMINATION .................................................................................................................................. 22
    11.8 NOTICES .......................................................................................................................................................... 24
    11.9 INDEMNIFICATION AND INSURANCE ........................................................................................................... 24
    11.10 CONFLICT OF INTEREST .............................................................................................................................. 28
    11.11 ANTI-PROSELYTISM PROVISION ................................................................................................................ 28
    11.12 SUPPLANTING GOVERNMENT FUNDS ......................................................................................................... 28
    11.13 EQUIPMENT ................................................................................................................................................... 28
    11.14 BREACH SANCTIONS ..................................................................................................................................... 30
    11.15 PAYMENTS ..................................................................................................................................................... 30
    11.16 OVERPAYMENTS .......................................................................................................................................... 31
    11.17 FINAL REPORT .............................................................................................................................................. 32
    11.18 INDEPENDENT AUDIT .................................................................................................................................. 32
    11.19 RECORDS, INSPECTIONS AND AUDITS ....................................................................................................... 32
    11.20 PERSONNEL DISCLOSURE ............................................................................................................................ 33
    11.21 EMPLOYMENT ELIGIBILITY VERIFICATION ............................................................................................... 34
ATTACHMENTS

A. Program Summary
B. Program Management
C. Statement of Experience
D. Statement of References
E. Description Of Services To Be Provided
F. Line Item Budget
G. Budget Narrative
H. Agency Litigation Involvement
I. Required Documents Checklist
J. Definitions

DATES TO REMEMBER

| Written questions due for Proponents’ Conference | October 29, 2009 | 11 |
| Proponents’ Conference | November 4, 2009 | 12 |
| Proposals due | November 19, 2009 | 12 |
| Tentative interviews | January 6, 2010 | 16 |

1 Written protests regarding the RFP and proposal specifications must be received no later than 5:00 p.m. on the fifth (5th) business day prior to the date that the proposals are due. Written protests regarding the recommended award must be received no later than 5:00 p.m. on the fifth (5th) business day following notice of award.
1. INTRODUCTION

Please refer to Attachment J for definitions of Wraparound Orange County related terms and acronyms used in this RFP.

The County of Orange Social Services Agency (SSA) is currently requesting proposals from non-profit organizations to provide Wraparound Orange County (Wraparound OC) Support Services in the form of Parent Partner recruitment, training and support services for contracted Wraparound OC service providers, and Wraparound OC survey services. SSA currently contracts with seven (7) Wraparound OC service providers who provide Wraparound OC services to dependents of the County of Orange and their families. A Parent Partner is teamed with a Wraparound OC service provider’s Care Coordinator to work with the enrolled youth, referred to as Participants, and their families. A Parent Partner must have a combination of life experiences in assisting children with serious emotional or behavioral problems, and a willingness to use personal experiences to assist others. It is also desirable that they have personal experience as a caregiver for a child who has been involved with the County of Orange’s child welfare services, probation department and/or mental health system because of serious emotional/behavioral problems.

A critical element of Wraparound OC is to facilitate parent participation in all stages of the program, and build a “Family Team” around each Wraparound child. The Family Team could include representatives from the Department of Education, a social worker, a probation officer, a clinician, a Care Coordinator, the child’s parent(s), and a Parent Partner. Awarded organization shall be responsible for recruiting, training and supporting Parent Partners, and referring qualified prospective candidates to the Wraparound OC service providers for potential employment. Parent Partners introduce the child’s parent(s) to the Wraparound program, act as the child and family advocate with Wraparound OC, act as liaison between the Family Team and the service systems serving children enrolled in Wraparound OC, and provide supportive services during the entire period the child is receiving services through Wraparound OC.

Additionally, the awarded organization shall be required to maintain up-to-date information on the availability of resources within the community, periodically verify service information with resource providers, and assist Wraparound OC service providers access resource services.

Awarded organization shall be required to complete satisfaction surveys of Participants and their families as determined by SSA in regards to Wraparound OC, including completing telephone interviews with Participants utilizing the Wraparound Fidelity Index survey which measures the impact of Wraparound OC services on the Participant, family and service providers at time of survey.

Contingent upon approval by the Orange County Board of Supervisors, the County intends to award one (1) contract to the proponent determined to be most responsive to the requirements of this Request for Proposal (RFP). The term of the resulting contract will begin on or about July 1, 2010, and terminate on June 30, 2011. The estimated amount available for this initial contract term is $165,000. The contract may be renegotiated and/or renewed, subject to contractor performance and continued funding,
for two additional one-year terms without a competitive bid process, at the sole discretion of the County. The estimated amount available for each additional one-year term is $165,000.

2. **COUNTY RESPONSIBILITIES**

2.1 The County of Orange Wraparound Review and Intake Team (WRIT) and SSA/Wraparound Oversight Group (WOG) shall provide training standards in compliance with guidelines from the California Department of Social Services (CDSS).

2.2 SSA shall provide lead direction in the development and delivery of ongoing Wraparound service training.

2.3 SSA shall provide continuing Wraparound OC related training as necessary.

2.4 SSA shall identify hiring expectations for Parent Partners.

2.5 SSA shall provide survey parameters.

3. **TARGET POPULATION**

The target population of Wraparound OC is children who are, or who would be, placed in a group home licensed by the State at a Rate Classification Level (RCL) of ten (10) or higher. These group homes focus on care for children and adolescents with significant emotional/behavioral disturbance who require the most structure and/or specialized treatment. All recruitment and training shall clearly expound the target population as:

3.1 Children, ages birth (0) to eighteen (18) years, who are dependents or wards of the juvenile court and who would otherwise be placed in group homes licensed by CDSS, at an RCL of ten (10) to fourteen (14).

3.2 Non-dependent children, who are emotionally disturbed youth receiving AB3632 services, who are or would be placed in RCL ten (10) to fourteen (14) CDSS-licensed group homes.

3.3 The families of eligible children described in this Target Population section.

4. **GENERAL REQUIREMENTS**

4.1 **Experience**

Provider must have:

4.1.1 A history of providing parent support and advocacy training or services.

4.1.2 Experience in representing parents, as a classification, on one or more advisory boards, collaboratives, or projects.

4.1.3 One or more parents of special needs children serving on their Board of Directors.

4.1.4 Extensive current knowledge of the child welfare system, probation system and children’s mental health system based on the perspectives of parents with children in these systems.
4.1.5 Knowledge of current formal and informal resources within Orange County and surrounding communities.

4.1.6 Extensive knowledge of a broad range of eligibility requirements, including but not limited to, various forms of medical insurance, Cal-Optima, social security, childcare, school assistance, special education laws and programs, early intervention services, childhood mental health services, regional center services, and other services for families with special needs children.

4.1.7 Experience in successfully engaging parents to work effectively with professionals and other families in the design and delivery of services to seriously emotionally disturbed youth.

4.1.8 Ability to provide services in a manner that is culturally and linguistically appropriate for the population served, and in a setting accessible to diverse communities.

4.1.9 Experience in successfully administrating survey processes and engaging participants in the process.

4.2 Other

4.2.1 Provider shall adhere to Wraparound OC standards as determined and provided by WOG. Provider shall participate with County and/or Wraparound Provider Agency(s) in the development and delivery of ongoing Wraparound OC training. County shall provide continuing training as necessary.

4.2.2 Provider shall adhere to training standards for job specific performance responsibilities for Parent Partner(s) as identified and provided by County.

4.2.3 Provider shall provide training services for Parent Partner(s) geared toward enabling children to remain in the least restrictive, most family-like setting possible.

4.2.4 Provider shall notify County when a Parent Partner is recruited, providing the name and date recruited for each Parent Partner. Provider shall recruit and refer only those prospective Parent Partners who meet the hiring expectations as provided by County.

4.2.5 Provider shall ensure that all potential Parent Partner(s) are notified of the expectation of completing thirty-two (32) hours of mandatory training in Wraparound philosophy and policies. Provider shall provide certification training that shall be held at least two (2) times per calendar year. County will provide Wraparound philosophy and policies to Provider.

4.2.6 Provider shall ensure that all Parent Partner(s) understand that Wraparound OC services may be provided at any location in the County of Orange, twenty-four (24) hours a day, and on any day of the year.
4.2.7 Provider shall continue to develop and implement policies and procedures that are culturally and linguistically appropriate as established and provided by County. Provider shall maintain documentation of such efforts, which may include, but is not limited to:

4.2.7.1 Participation in County sponsored and other applicable training;
4.2.7.2 Availability of literature in multiple languages and formats as appropriate; and
4.2.7.3 Identification of measures taken to enhance accessibility for, and sensitivity to, physically challenged communities.

5. SERVICE COMPONENTS
5.1 Recruitment

Provider shall:

5.1.1 Ensure that any potential Parent Partner is an individual who has experience in managing the care of an immediate family member, or who has been the caregiver for a child, who has been involved with County’s child welfare services, probation department, or mental health system because of serious emotional or behavioral problems; has at least two (2) years full time equivalent experience (paid or unpaid) in accessing services to address serious emotional or behavioral problems; is familiar with community resources; and is willing to:

5.1.1.1 Provide emotional support to the Participant’s family for the entire period the Participant is enrolled in the Wraparound OC program, through face-to-face meetings or via telephone.
5.1.1.2 Be available to the Participant’s family on an on-call basis.
5.1.1.3 Ensure that all persons involved in the Wraparound OC program treat the Participant’s family with respect.
5.1.1.4 Provide resource information to the Participant’s family.
5.1.1.5 Assist the Participant’s family in accessing strengths-based mental health, social services, educational services, and other supports as identified by the Family Team.
5.1.1.6 Assist the Participant’s family in ensuring that services provided are responsive to the Participant’s goals and needs as identified by the Family Team.
5.1.1.7 Assist the Participant’s family in ensuring that the Family Team is participating in all phases of developing and implementing the Participant’s Plan of Care (POC).
5.1.1.8 Assist the Participant’s family in seeking new services or resources needed for the Participant.
5.1.1.9 Participate in monthly Parent Partner meetings.
5.1.1.10 Communicate with Wraparound OC service provider agencies to discuss all problems or issues in providing Wraparound OC services.

5.2 Training

5.2.1 Provider shall hold a one (1) day Parent Partner training once a month for all newly hired Parent Partner(s). In order to hold the training on a convenient date for all parties, the one (1) Parent Partner training may be postponed to a later date upon mutual agreement between the Parent Partner, Wraparound provider agency and Provider.

5.2.2 Provider shall be responsible for retaining in its possession copies of the sign-in sheets collected at each training to verify attendance.

5.2.3 Provider shall ensure that at the completion of training, Parent Partner(s) are familiar with and have a detailed knowledge of the following Wraparound Program Elements:

5.2.3.1 Wraparound Referral Process, including, but not limited to: source of referral, referral reason, referral date, and enrollment date.

5.2.3.2 Intake Concerns, including, but not limited to: abuse/neglect by parent(s), school/community, acting out, alcohol/substance use, and severe aggressiveness.

5.2.3.3 Required Participant Demographics, including, but not limited to: name, gender, unique case number, address, date of birth, race, ethnicity, and primary language of participant and caregiver(s).

5.2.3.4 Placement, including, but not limited to: caregiver’s name and relationship to participant, and placement at the time of participant’s referral.

5.2.3.5 Medical Status.

5.2.3.6 Legal Status.

5.2.3.7 School Status.

5.2.3.8 Participant’s POC Elements, including, but not limited to: needs, types of services/life areas, date authorized, initiated, and discontinued, progress in past month/outcome, continuing service(s), discontinued service(s) and reason, and added service(s) and reason.

5.2.3.9 Assessment(s), including, but not limited to: participant emotional adjustment, participant behavioral adjustment, and family functioning.

5.2.3.10 Family Satisfaction Survey (ies), Wraparound Fidelity Index.
5.2.3.11 Outcome Measurements, including the Participant’s emotional, behavioral and social status.

5.2.3.12 Multi-agency Intervention Data System, when accessible.

5.2.4 Provider shall participate in the Wraparound Training Committee and help conduct Wraparound trainings as requested by County. Training shall include, but not be limited to:

5.2.4.1 Wraparound Four Day Training

- The Wraparound Four Day Training is held at least twice a year to train new Parent Partners, Care Coordinators and Youth Partners, as well as any other new provider and County staff who are required to receive this training as determined by County.

- The Four Day Training is coordinated and provided by the Training Committee which is comprised of staff from the Wraparound service providers, the Wraparound support services provider, and the County.

- Provider will be required to participate in the development of training materials and the provision of training as part of the Training Committee.

- The Four Day Trainings are usually held in the offices of one of the Wraparound OC service provider agencies.

5.2.4.2 Wraparound Overview (three (3) hours)

- The Wraparound Overview is a brief summary of the Wraparound Four Day Training. The Wraparound Overview is usually held monthly for newly hired staff who have not had the opportunity to attend the Wraparound Four Day Training. Attendees may also include staff from other Children and Family Services (CFS) programs and County staff as determined by County.

- Provider will be required to participate in the development of training materials and the provision of training as part of the Training Committee.

- The Wraparound Overviews are usually held in the offices of one of the Wraparound OC service provider agencies.

5.2.5 Provider shall provide a minimum of one (1) Parent Partner support group/training meeting each month. Provider will notify the Wraparound OC service provider agencies and County of the location and times of all Parent Partner support/group training meetings.

5.2.6 Provider shall participate with County, Wraparound Training Committee, and/or Wraparound OC service provider agency(s) in the review and evaluation of Wraparound OC training effectiveness,
modification of Wraparound OC training to meet population needs, and
delivery of ongoing Wraparound OC service training.

5.2.7 Provider may be required to participate in the development of additional
training materials and provision of additional training for Parent
Partners, Care Coordinators, Wraparound OC service provider agency
staff, and County staff, as may be determined by County.

5.3 **Information and Referral Database Development and Maintenance**

Provider shall:

5.3.1 Develop and maintain an information and referral database with up-to-
date information on available resources within Orange County and
surrounding communities, such as community-based organizations
providing food assistance, housing services, children’s recreational
activities, counseling services, automobile repair shops, etc.

5.3.2 Periodically verify service information with community based
organizations and resource providers to ascertain accuracy of
information.

5.3.3 Assist Wraparound OC service providers to access resource services.

5.3.4 Collect data relevant to activities related to the information and referral
database.

5.4 **Additional Responsibilities**

Provider shall:

5.4.1 Complete Family Satisfaction Surveys of Wraparound OC Participants
and their families following the conclusion of Wraparound OC direct
services and, if applicable, Provider Network Program services.

5.4.2 As directed by County, assign Wraparound Fidelity Index (WFI)
identification numbers to Participant families, track families contacted
and response of families, document interview and scheduling times,
collect complete data from Participants, and enter data onto spreadsheets.

5.4.3 Participate in Technical Assistance meetings with County and
Wraparound OC service provider agencies.

5.4.4 Recruit, hire and maintain staff that can provide culturally and
linguistically appropriate services to the diverse population served by
Wraparound OC.

5.4.5 Attend regularly scheduled meetings with County and Wraparound OC
service provider agency staff:

- Training Committee Meeting: meets monthly for one and a half
  (1½) hours to review upcoming training(s).
- Providers’ Meetings: meets the second Monday of each month.
- WRIT Meetings: meets every Wednesday to review and discuss Plans of Care and case assignments.

- Technical Assistance Meetings: meets three (3) times a month for one (1) hour. Meeting dates may vary depending on Wraparound OC service provider's needs for technical assistance.

5.4.6 As directed by County, participate in County’s site review process of Wraparound OC service provider agencies.

5.4.7 Participate as an active member of WRIT.

5.4.8 Train Wraparound OC service provider staff and Parent Partners in the usage of SSA’s Multi-agency Intervention Data System (MIDS).

5.5 Wraparound Reporting Requirements

In addition to the reporting requirements referenced in Paragraph 11.30 of this RFP, Provider shall establish procedures, as approved by County, to document fiscal and service delivery data regarding Wraparound OC Support Services. Provider shall submit to County Wraparound OC Support Services data in formats that include, but not be limited to, month and year-to-date summaries as well as fiscal and service delivery data, and the following:

5.5.1 Monthly Report:

Provider shall develop and submit to County by the fifteenth (15th) day of each month, in a format approved by County, reports providing, but not limited to:

5.5.1.1 The monthly costs incurred for recruiting and training Parent Partner(s);

5.5.1.2 The following service delivery data:

- Description of efforts made to recruit qualified Parent Partner(s);

- Number of inquiries made by parties interested in enrolling in the Parent Partner training program;

- Number of enrollments in the Parent Partner training program;

- Number completing the Parent Partner training program;

- Number of trained Parent Partner(s) referred to any Wraparound OC service provider agency;

- Post-training satisfaction survey, Family Satisfaction Survey, and Wraparound Fidelity Index (WFI) survey results, including “no response” data; and

- Date when mandatory training such as, but not limited to, the Wraparound Four Day Training, the Wraparound Overview and monthly trainings were completed.
5.5.2 Provider shall develop, in a format provided or approved by County, and submit to County quarterly written reports on fiscal and programmatic trends. Programmatic reports shall include a description of the Provider’s progress in implementing the provisions of the awarded agreement, any pertinent facts or interim findings, staff changes, and reasons for any such changes. Provider shall state whether it is or is not progressing satisfactorily in achieving the terms of the awarded agreement and if not, shall specify what steps will be taken to achieve satisfactory progress. In lieu of the quarterly written reports, Provider may meet in person with County’s staff to discuss fiscal and programmatic trends.

5.5.3 Provider shall develop, in a format provided or approved by County, and submit to County monthly written reports on resource development, such as, but not limited to, the number of resources, the type of resources, resource updates, the number of requests for information and referral, the actual number of referrals, the date of the request for information and referral and the response date.

5.5.4 Provider shall comply with County’s request for additional reports regarding the Provider’s progress in providing Wraparound OC Support Services. Reports shall be prepared in a format approved by County. County will provide details as to the nature of the information requested in additional reports, and will allow Provider thirty (30) calendar days to respond.

6. MINIMUM STAFFING REQUIREMENTS

The following indicates the minimum requirements for staff education and experience. Proof of education, experience, and licensure shall be required.

6.1 Wraparound Liaison

6.1.1 Bachelor’s degree in social work, psychology, nursing, occupational therapy, or a related field from an accredited college or university.

6.1.2 One (1) year of related experience.

6.2 Parent Partner Trainer

6.2.1 Bachelor’s degree in social work, psychology, nursing, occupational therapy, or a related field from an accredited college or university.

6.2.2 One (1) year of experience in training.

6.3 Parent Partner Coordinator

6.3.1 Master’s degree in social work, psychology, nursing, education, or a related field from an accredited college or university.

6.3.2 Two (2) years of related experience.
6.4 Data Collection Specialist
  6.4.1 Bachelor’s degree in a Human Services related field from an accredited college or university is preferred.
  6.4.2 Good communication and computer skills.
  6.4.3 Bilingual English/Spanish.
  6.4.4 Ability to complete all required forms.

6.5 Resource Specialist
  6.5.1 Good communication and computer skills.
  6.5.2 Experience working with special needs children.
  6.5.3 Knowledge of community resources.

6.6 Executive Director
  6.6.1 Three (3) years of administrative experience in the development and delivery of a full range of mental health services.
  6.6.2 Three (3) years of experience in program development and supervision, personnel training and supervision, and administration, including a working knowledge of sound fiscal, accounting and budgetary practices.

7. PROPOSENTE INFORMATION

7.1 Requirements
Responses to this RFP must be according to the format, content and sequence set forth in Section 8 of this RFP.

Proposals must be signed by an authorized representative of the Proponent. Proponents shall include a copy of a Board Resolution authorizing a representative of its organization to sign the proposal and/or subsequent agreement. Proposals without an original, authorized signature will be rejected.

This RFP does not commit the County to award a contract or to pay any associated cost. The proposal preparation cost is solely the responsibility of the Proponent.

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

Regardless of any identification otherwise, including marking some or all of the pages as “confidential” or “proprietary,” information in proposals shall become part of the public record and subject to disclosure without further notice to the Proponent. The County shall not in any way be liable or responsible for the disclosure of any such records.
Any proposal may be rejected if it is conditional, incomplete, or deviates from specifications in this RFP. By submitting a proposal, the Proponent agrees to meet all the requirements set forth in the RFP, unless specific exceptions are noted in Attachment A (Program Summary). The County reserves the right to accept any part of the proposal and not be obligated in any way to accept those parts that do not meet with the approval of the County. The County reserves the right to waive, at its discretion, any procedural irregularity, immaterial defect or other impropriety not warranting rejection of the proposal. Any waiver will not excuse a Proponent from full compliance if awarded a contract. Reasons for rejecting any proposal will be supplied to the Proponent. The County, in its sole discretion, reserves the right to cancel this RFP in whole or in part when such cancellation is determined to be in its best interest, pursuant to CDSS Manual of Policies and Procedures, Regulations 23-614.11 – 23-614.17. All proponents will be notified in writing of the specific reasons for such cancellation.

Applicants should follow Generally Accepted Accounting Principles (GAAP) and standards when developing line item budgets.

The County reserves the right to seek additional proposals beyond the final submission date, if, in the County's sole discretion, the proposals received do not meet with the approval of the County.

Proposals must be valid for a minimum of one hundred twenty (120) days from the due date of this RFP.

Although cost is a major consideration, the County may choose not to award the contract to the Proponent who submits the proposal with the lowest cost.

The County of Orange does not require, and neither encourages nor discourages, the use of lobbyists or other consultants for the purpose of securing business.

### 7.2 Questions

The County has attempted to provide all information available with regard to the service component described. It is the responsibility of each Proponent to review, evaluate and, where necessary, request any clarification of information. Questions must be submitted either in writing or by fax by 5:00 p.m. on October 29, 2009, or asked at the Proponents’ Conference. Those questions submitted in writing prior to the Proponents’ Conference should be addressed as follows:

County of Orange Social Services Agency  
Contract Services  
888 N. Main Street  
Santa Ana, CA 92701  
FAX: (714) 541-7414  
Attn: Mary Carson, Contract Administrator

Written responses to questions deemed material will be provided at the Proponents’ Conference, and a summary of both the questions and answers will be available on BidSync following the conference. The County reserves the right
to decline a response to any question(s) if, in the County's assessment, the information cannot be obtained and shared with all potential Proponents in a timely manner.

Proponents are directed to contact only the Contract Administrator to answer questions regarding this RFP.

7.3 Proponents’ Conference
An informational Proponents’ Conference will be held at the Social Services Agency’s Administrative Offices, 888 N. Main Street, Room B173/174, Santa Ana, CA 92701 at 9:00 a.m. on November 4, 2009. The purpose of this Proponents’ Conference is to explain program requirements, to answer questions regarding completion of proposals and time frames, and the RFP process.

7.4 RFP Changes and Modifications
Changes and modifications to the RFP will be made by written addendum only. Changes and modifications to the RFP, including a copy of the Proponents’ Conference Summary, will be distributed electronically on BidSync.

Note: It is each Proponent's responsibility to ensure that they have received all changes and modifications to the RFP. All changes and modifications to the RFP will be posted on BidSync. It is the Proponents’ responsibility to register with BidSync and to keep their e-mail address current. The County cannot guarantee delivery or the delivery date of any material sent via BidSync.

8. INSTRUCTIONS FOR SUBMISSION AND EVALUATION OF PROPOSALS
Proposals will be evaluated and selected through a competitive process. The County will consider the submittal of a proposal to constitute an agreement by the Proponent to all provisions and conditions included in this request. Questions pertaining to this RFP are to be directed to Mary Carson at (714) 245-6192.

Note: While reasonable efforts will be made to send notices to the parties registered with BidSync in a timely manner, the County cannot guarantee delivery or the delivery date of any material sent via BidSync.

8.1 Due Date
Two (2) originals and seven (7) copies (9 total) must be received on or before 4:00 p.m. on November 19, 2009. Proposals must be delivered to:

County of Orange Social Services Agency
Contract Services
888 N. Main Street
Santa Ana, CA 92701
Attn: Mary Carson, Contract Administrator

NO PROPOSAL WILL BE ACCEPTED AFTER THIS DATE AND TIME.
8.2 Evaluation Criteria

The evaluation categories and maximum number of points to be assigned are as follows:

8.2.1 Program Management and Experience
Maximum..........................................45 points

8.2.2 Services to be Provided
Maximum..........................................30 points

8.2.3 Cost of Service Delivery System
Maximum..........................................25 points

8.3 Proposal Package

8.3.1 Proponents must complete an entire set of two (2) originals and seven (7) copies, nine (9) total, of its proposal.

The two (2) original and seven (7) copies of proposals must be submitted in a three-ring binder.

8.3.2 The required documents identified in Section 8.3.5 must be submitted in the order listed on the Required Documents Checklist (Attachment I). Please refer to Attachment I for the documents to be included in the two (2) original proposals, and those to be included in the seven (7) copies.

8.3.3 Proposal packages must be sequentially numbered throughout. In the seven (7) copies, a placeholder noting the page numbers in the original may be inserted for the documents required to be included in the two (2) original proposals only.

8.3.4 Failure to submit proposals in the order listed on Attachment I, or to complete all required attachments fully, may result in rejection of your proposal.

8.3.5 Required Documents:

8.3.5.1 Program Summary (Attachment A)
Authorized signature required on Attachment A.

8.3.5.2 Program Management (Attachment B)

8.3.5.3 Statement of Experience Narrative (Attachment C)
This section includes resumes of all staff already known to the Proponent.

8.3.5.4 Statement of References (Attachment D)
Please note that references from employees of the County of Orange Social Services Agency are not permitted.

8.3.5.5 Description of Services to be Provided (Attachment E)
8.3.5.6 **Budget/Cost of Service**

This section should indicate that proposed costs are reasonable and must show a clear explanation of expenditures including:

- Line Item Budget (Attachment F)
- Budget Narrative (Attachment G)

8.3.5.7 **Agency Litigation Involvement/Debarment** (Attachment H)

Provide Agency Litigation Involvement form (Attachment H) responding to any past and/or current litigation proceedings with your agency. Indicate status of your agency; i.e., presently debarred or ineligible for the award of funds by any federal agency.

8.3.5.8 **Required Documents Checklist** (Attachment I)

This checklist includes documents referenced above as well as additional required documents. Required documents should be placed in the proposal in the order specified in Attachment I.

8.3.5.9 **Organizational Structure, Including Organization Chart**

Provide complete information regarding your existing and/or proposed local organizational structure within Orange County and, where applicable, outside Orange County. An organization chart must be provided.

When the headquarters of the Proponent are located outside of Orange County, show the relationship between the existing or proposed Orange County organization and the main office.

8.3.5.10 **Certificates of Insurance**

The Proponent must submit evidence with the proposal that it has or can obtain all insurance required in Paragraph 11.9 of this RFP, with certificates of insurance evidencing the required coverage.

8.3.5.11 **Financial Statements**

Agencies need to provide a complete financial statement based upon an audit that is not more than eighteen (18) months old by the time of the proposal submission deadline, certified by an independent certified public accountant, as well as a complete unaudited statement that is not more than three (3) months old by the time of the proposal submission deadline. These statements should clearly identify the financial condition of the Proponent's business entity as well as that of its corporate structure, if applicable.

The financial statement will be used in determining the Proponent's financial condition, including the working capital.
position that would permit the Proponent to perform a contract of the size indicated by this RFP.

All required financial statements must be prepared in conformity with Generally Accepted Accounting Principles (GAAP).

8.3.5.12 Certification of Financial Support

If the Proponent intends that another corporation(s) and/or parent organization will provide financial support in any way to the contract, the other organization(s) involved must file a binding certification as to the extent of its (their) support. Such certification must be dated and signed by a corporate officer authorized to make such a commitment.

If the other organization(s) intend(s) to be responsible for any or all operations of the Proponent, this must be certified.

A Proponent that intends to provide for working capital through loans from financial or other institutions must supply a certified commitment from the institution that it will provide a specified maximum line of credit.

8.3.5.13 Form of Business Organization

The Proponent must prepare and submit an affidavit sworn to and executed by the Proponent's duly constituted officers, containing the following information:

- The business name and legal form of the Proponent's business organization; i.e., proprietorship, partnership, corporation or combination.

- A detailed statement indicating whether the Proponent is totally or partially owned by another business, parent organization, or individual.

- A detailed statement indicating the relationship of the Proponent to any business, subsidiary organization, or individual that will be providing services, supplies, material or equipment to the Proponent or in any manner does business with the Proponent under this Agreement.

- One copy of the Proponent's articles of incorporation and bylaws, and any partnership papers and/or joint venture agreements, if applicable.

- Names and addresses of the Advisory Board and/or Board of Directors with a brief statement of their qualifications. Indicate whether there are any vacancies.

8.3.5.14 Affirmative Action Plan
8.3.5.15 Service Delivery Client Grievance Procedure
8.3.5.16 Authorized person(s) to file Proposal and Sign Contracts
8.3.5.17 Policy on Confidentiality
8.3.5.18 Personnel Policies and Procedures
8.3.5.19 Federal and State Exemption Numbers
8.3.5.20 IRS form indicating Employer Identification Number
8.3.5.21 List of all staff by Name, Title, and Hourly Rate

9. EVALUATION PROCESS

9.1 Proposal Evaluation Committee

The County will establish a proposal evaluation committee whose members must have no conflict of interest with any Proponent. Individual committee members will review and evaluate the proposals and qualifications of all responsive Proponents; i.e., Proponents meeting the minimum requirements of the RFP. The Committee may be comprised of representatives of the Social Services Agency and other County agencies/departments and/or other people with community based service delivery expertise.

9.2 Proposal Scoring

After the written proposals have been received, selected Proponent(s) may be invited to participate in oral interviews in order to clarify aspects of their proposal. These interviews may be held with one or more Proponents, as deemed necessary by the proposal evaluation committee, and have been tentatively scheduled for January 6, 2010. Each member of the proposal evaluation committee will individually evaluate and assign ratings, based on the rating criteria listed in Paragraph 8.2 with a maximum of 100 points signifying excellence. The scores will then be compiled for an average score.

9.3 Site Review

If deemed necessary by SSA, for those Proponents accepted for consideration after the initial review of proposals for completeness, SSA staff members will conduct an on-site fiscal and program review. Their findings will be presented to the proposal evaluation committee on a pass/fail basis prior to the completion of the formal scoring process. If Site Reviews are determined to be necessary by SSA, all Proponents shall be provided with the evaluation criteria prior to the Site Reviews.

9.4 Final Selection

Recommendations for the contract award will be presented for approval to the Orange County Board of Supervisors, or their Executive Assistants, as determined by the County’s sole discretion. A contract will be awarded contingent upon such approval.
10. PROTEST PROCEDURES

10.1 Any actual or prospective Proposer or Contractor who alleges a grievance by the solicitation or award of a contract may submit a grievance or protest to the appropriate agency/department Contracts Officer.

10.2 All protests shall be typed under the protester’s letterhead and submitted in accordance with the provisions stated herein. All protests shall include, at a minimum, the following information:

10.2.1 The name, address and telephone number of the protester;
10.2.2 The signature of the protester or the protester’s representative;
10.2.3 The solicitation or contract number;
10.2.4 A detailed statement of the legal and/or factual grounds for the protest; and
10.2.5 The form of relief requested.

Written protests must be sent to:
County of Orange
Social Services Agency
Contracts Officer
888 N. Main Street
Santa Ana, CA 92701

10.3 Protest of Bid/Proposal Specifications

10.3.1 All protests related to bid or proposal specifications must be submitted to the Contracts Officer no later than five (5) business days prior to the close of the bid or proposal. Protests received after the five (5) business day deadline will not be considered by the County.

10.3.2 In the event the protest of specifications is denied and the protester wishes to continue in the solicitation process, they must still submit a proposal prior to the close of the solicitation in accordance with the bid/proposal submittal procedures provided in the proposal.

10.4 Protest of Award of Contract

In protests related to the award of a contract, the protest must be submitted no later than five (5) business days after the notice of the proposed contract award is provided by the Contracts Officer. Protests relating to a proposed contract award which are received after the five (5) business day deadline will not be considered by the County.

10.5 Protest Process

10.5.1 In the event of a timely protest, the County shall not proceed with the solicitation or award of the contract until the Contracts Officer, the County Purchasing Agent or the Procurement Appeals Board renders a decision on the protest.
10.5.2 Upon receipt of a timely protest, the Contracts Officer will within ten (10) business days of the receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.

10.5.3 The County may, after providing written justification to be included in the procurement file, make the determination that an immediate award of the contract is necessary to protect the substantial interests of the County. The award of a contract shall in no way compromise the protester’s right to the protest procedures outlined herein.

10.5.4 If the protester disagrees with the decision of the Contracts Officer, the protester may submit a written notice to the Office of the County Purchasing Agent requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

10.6 Appeal Process

10.6.1 If the protester wishes to appeal the decision of the Contracts Officer, the protester must submit, within three (3) business days from receipt of the Contracts Officer’s decision, a written appeal to the Office of the County Purchasing Agent.

10.6.2 Within fifteen (15) business days, the County Purchasing Agent will review all materials in connection with the grievance, assess the merits of the protest and provide a written determination that shall contain his or her decision on whether the protest shall be forwarded to the Procurement Appeals Board.

10.6.3 The decision of the County Purchasing Agent on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

11. GENERAL CONTRACT PROVISIONS

Any and all contracts awarded will contain at least, but will not be limited to, the following general provisions:

11.1 Alteration of Terms

This Agreement, including any Exhibit(s) attached hereto and incorporated by reference, fully expresses all understandings of the parties and is the total Agreement between the parties as to the subject matter of this Agreement. No addition to, or alteration of, the terms of this Agreement, whether written or verbal, by the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement which is formally approved and executed by both parties.

11.2 Status of Contractor

11.2.1 Contractor is and shall at all times be deemed to be, an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing herein contained shall be construed as creating the relationship
of employer and employee, or principal and agent, between County and Contractor or any of Contractor's agents or employees. Contractor assumes exclusively the responsibility for the acts of its employees or agents as they relate to services to be provided during the course and scope of their employment.

11.2.2 Contractor, its agents and employees, shall not be entitled to any rights and/or privileges of County employees, and shall not be considered in any manner to be County employees.

11.3 Description of Services, Staffing

11.3.1 Contractor agrees to provide those services, facilities, equipment and supplies as described and incorporated herein by reference. Contractor shall operate continuously through the term of this Agreement with the number and type of staff described and as required for provision of services hereunder pursuant to the personnel disclosure provisions of the Agreement.

11.3.2 Subject to thirty (30) days advance notice, Administrator may, in its sole discretion, require changes in staffing patterns in accordance with workload demands related to the number of clients to be served, without changing County’s maximum obligation as set forth in this Agreement.

11.3.3 Upon request of Administrator, Contractor shall send appropriate staff to attend an orientation session and subsequent training sessions given by the County.

11.4 Licenses and Standards

11.4.1 Contractor warrants that it has all necessary licenses and permits required by the laws of the United States, State of California, County of Orange and all other appropriate governmental agencies, and agrees to maintain these licenses and permits in effect for the duration of this Agreement. Further, Contractor warrants that its employees shall conduct themselves in compliance with such laws and licensure requirements including, without limitation, compliance with laws applicable to sexual harassment and ethical behavior.

11.4.2 In the performance of this Agreement, Contractor shall comply, unless waived in whole or in part by Administrator, with all applicable provisions of the California Welfare and Institutions Code (WIC), Title 45 of the Code of Federal Regulations (CFR); Federal Office of Management and Budget (OMB) Circulars A-21, A-122, and A-87; 48 CFR 31.2; and all applicable laws and regulations of the United States, State of California, County of Orange Social Services Agency Regulations and all administrative regulations, rules and policies adopted thereunder as each and all may now exist or be hereafter amended.
11.5 Delegation and Assignment/Subcontracts

11.5.1 Delegation and Assignment:
Contractor shall neither delegate its duties or obligations nor assign its rights with respect to this Agreement, either in whole or in part. Any such attempted delegation or assignment shall be void. The transfer of assets in excess of ten (10) percent of the total assets of Contractor, or any change in the corporate structure, the governing body, or the management of Contractor, which occurs as a result of such transfer, shall be deemed an assignment of benefits under the terms of this Agreement and shall be void.

11.5.2 Subcontracts:
Contractor shall not subcontract for services under this Agreement without the prior written consent of Administrator. If Administrator consents in writing to a subcontract, in no event shall the subcontract alter, in any way, any legal responsibility of Contractor to County. All subcontracts must be in writing and copies of same shall be provided to Administrator. Contractor shall include in each subcontract any provision Administrator may require.

11.6 Form of Business Organization and Real Property Disclosure

11.6.1 Form of Business Organization:
Upon the request of Administrator, Contractor shall prepare and submit, within thirty (30) days thereafter, an affidavit executed by persons satisfactory to Administrator containing, but not limited to, the following information:

11.6.1.1 The form of Contractor's business organization; i.e., proprietorship, partnership, corporation, etc.

11.6.1.2 A detailed statement indicating the relationship of Contractor, by way of ownership or otherwise, to any parent organization or individual.

11.6.1.3 A detailed statement indicating the relationship of Contractor to any subsidiary business organization or to any individual that may be providing services, supplies, material or equipment to Contractor or in any manner does business with Contractor under this Agreement.

11.6.2 Change in Form of Business Organization:
If during the term of this Agreement, the form of Contractor's business organization changes, or the ownership of Contractor changes, or Contractor's relationship to other businesses dealing with Contractor under this Agreement changes, Contractor shall promptly notify Administrator, in writing, detailing such changes. A change in the form of business organization may, at the County's sole discretion, be treated
as an attempted assignment of rights or delegation of duties of this Agreement.

11.6.3 **Real Property Disclosure:**

If Contractor is occupying any real property under any agreement, oral or written, where persons are to receive services hereunder, Contractor shall submit the following information in addition to a copy of the lease, license or rental agreement, as well as any other information requested, prior to the provision of services under this Agreement:

11.6.3.1 The location by street address and city of any such real property.

11.6.3.2 The fair market value of any such real property as such value is reflected on the most recently issued County Tax Collector's tax bill.

11.6.3.3 A detailed description of all existing and pending agreements, with respect to the use or occupation of any such real property. Such description shall include, but not be limited to:

- The term duration of any rental agreement, lease or sublease;
- The amount of monetary consideration to be paid to the lessor, sublessor or licensor over the term of the rental agreement, lease, or sublease;
- The type and dollar value of any other consideration to be paid to the lessor, sublessor or licensor;
- The full names and addresses of all parties to any agreement concerning the real property and a listing of liens (if any) thereof, together with a listing by full names and addresses of all officers, directors and stockholders of any private corporation and a similar listing of all general and limited partners of any partnership which is a party.

11.6.3.4 A listing by full names of all Contractor's officers, directors and/or partners, members of its administrative and advisory boards, staff and consultants, who have any family relationship by marriage or blood with a party to any agreement concerning real property referred to in Subparagraph 11.6.3.3, immediately above, or who have any present or future financial interest in such person's business, whether the entity concerned is a corporation or partnership. Such listing shall also include the full names of all of Contractor's officers, directors, partners and those holding a financial interest. Included are members of its advisory boards, members of its staff and consultants, who have any family relationship by marriage or blood, to an officer, director, or stockholder of the corporation or to any partner of
the partnership. In preparing the latter listing, Contractor shall also indicate the names of the officers, directors, stockholders, or partner(s), as appropriate, and the family relationship which exists between such person(s) and Contractor's representatives listed.

11.6.3.5 True and correct copies of all agreements with respect to any such real property shall be appended to the affidavit described above and made a part thereof. If, during the term of this Agreement, there is a change in the agreement(s) with respect to real property where persons receive services, Contractor shall promptly notify Administrator, in writing, describing such changes.

11.7 Non-Discrimination

11.7.1 In the performance of this Agreement, Contractor agrees that it shall not engage nor employ any unlawful discriminatory practices in the admission of clients, provision of services or benefits, assignment of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, sexual preference, physical or mental disability or any other protected group in accordance with the requirements of all applicable Federal or State law.

11.7.2 Contractor shall develop an Affirmative Action Program Plan which meets the lawful and applicable requirements of the Department of Health and Human Services.

11.7.3 Contractor shall furnish any and all information requested by Administrator and shall permit Administrator access, during business hours, to books, records and accounts in order to ascertain Contractor’s compliance with Paragraph 11.7 et seq.

11.7.4 Contractor shall comply with Executive Order 11246, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60).

11.7.5 Non-Discrimination in Employment

11.7.5.1 All solicitations or advertisements for employees placed by or on behalf of Contractor shall state that all qualified applicants will receive consideration for employment without regard to sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, sexual preference, physical or mental disability or any other protected group in accordance with the requirements of all applicable Federal or State law. Notices describing the provisions of the equal opportunity clause shall be posted in a conspicuous place for employees and job applicants.
11.7.5.2 Contractor shall refer any and all employees desirous of filing a formal discrimination complaint to:

California Department of Social Services
Public Inquiry and Response Bureau
P.O. Box 944243, M.S. 8-3-23
Sacramento, California 94244-2430
Telephone: 1-800-952-5253
1-800-952-8349 (For the hard of hearing)

11.7.6 Non-Discrimination in Service Delivery

11.7.6.1 Contractor shall comply with Title VI and VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Sections 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (i), and (j); California Government Code Section 4450; Title 22, California Code of Regulations Sections 98000-98413; Title 24, California Code of Regulations, Section 3105A(e); the Dymally-Allatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable Federal and State laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42), and any other law pertaining to Equal Employment Opportunity, Affirmative Action and Nondiscrimination as each may now exist or be hereafter amended. Contractor shall not implement any administrative methods or procedures which would have a discriminatory effect or which would violate the CDSS Manual of Policies and Procedures (MPP) Division 21, Chapter 21-100. If there are any violations of this paragraph, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Sections 11135-11139.5, or any other laws, or the issue may be referred to the appropriate Federal agency for further compliance action and enforcement of Subparagraph 11.7.6 et seq.

11.7.6.2 Contractor shall provide any and all clients desirous of filing a formal complaint any and all information as appropriate:

11.7.6.2.1 Pamphlet: “Your California Welfare Programs” (PUB 13)
11.7.6.2.2 Discrimination Complaint Form

11.7.6.2.3 Civil Rights Contacts:

**County Civil Rights Contact:**
Orange County Social Services Agency
Program Integrity
401 S. Tustin Avenue
Orange, CA 92866-2503
Attn: Civil Rights Coordinator
Telephone: (714) 628-8668

**State Civil Rights Contact:**
California Department of Social Services
Civil Rights Bureau
P.O. Box 944243, M.S. 8-16-70
Sacramento, CA 94244-2430

**Federal Civil Rights Contact:**
U.S. Department of Health and Human Services
Office of Civil Rights
50 U.N. Plaza, Room 322
San Francisco, CA 94102

11.8 Notices

All notices, claims, correspondence, reports, and/or statements authorized or required by this Agreement shall be addressed as follows:

**County:** County of Orange Social Services Agency
Contract Services
888 N. Main Street
Santa Ana, CA 92701

**Contractor:** Name of Contractor
Contact Person
Street Address
City, State, Zip Code

All notices shall be deemed effective when in writing and deposited in the United States mail, first class, postage prepaid and addressed as above. Any notices, claims, correspondence, reports and/or statements authorized or required by this Agreement addressed in any other fashion shall be deemed not given. Administrator and Contractor may mutually agree in writing to change the addresses to which notices are to be sent.

11.9 Indemnification and Insurance

11.9.1 Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold Department of Health and Human Services, the State, County, and their elected and appointed officials, officers, employees, agents and those special districts and agencies which County’s Board of Supervisors acts as the governing Board (“COUNTY
INDEMNITEES”) harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Agreement. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or COUNTY INDEMNITEES, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

11.9.2 Without limiting Contractor's liability for indemnification, prior to the provision of services under this Agreement, Contractor agrees to purchase all required insurance at Contractor’s expense and to deposit with Administrator Certificates of Insurance, including all endorsements required herein, necessary to satisfy County that the insurance provisions of this Agreement have been complied with and to keep such insurance coverage and the certificates therefore on deposit with Administrator during the entire term of this Agreement, and beyond, as set forth herein.

11.9.3 Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Agreement shall be covered under Contractor's insurance as an additional insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Agreement. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor, and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Agreement for inspection by County representative(s) at any reasonable time.

11.9.4 All insurance policies required by this Agreement shall declare any deductible or self-insured retention (SIR) in an amount in excess of $25,000 ($5,000 for automobile liability), which shall specifically be approved by the County Executive Office (CEO)/Office of Risk Management. Contractor shall be responsible for reimbursement of any deductible to the insurer. Any self-insured retentions (SIRs) or deductibles shall be clearly stated on the Certificate of Insurance.

11.9.5 If Contractor fails to maintain insurance acceptable to County for the full term of this Agreement, County may terminate this Agreement.

11.9.6 The policy or policies of insurance required herein must be issued by an insurer licensed to do business in the State of California (California Admitted Carrier). If the insurer is not licensed to do business in the State of California, Administrator retains the right to approve or reject the insurer after a review of the insurer's performance and financial
ratings by the County Executive Office (CEO)/Office of Risk Management.

11.9.7 The policy or policies of insurance required herein must be issued by an insurer with a minimum rating of “A- (Secure Best’s Rating)” and a minimum financial rating of “VIII (Financial Size Category),” as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States** or by going on-line to “ambest.com.”

11.9.8 The policy or polices of insurance maintained by Contractor shall provide the minimum limits and coverage as set forth below:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Minimum Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Occurrence*</td>
</tr>
<tr>
<td></td>
<td>Annual Aggregate*</td>
</tr>
<tr>
<td>Commercial General Liability with broad form property damage and contractual liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td></td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Automobile Liability (covering all owned, non-owned and hired vehicles)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Workers' Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td></td>
<td>Statutory</td>
</tr>
<tr>
<td>Employer's Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

* Organizations with multiple contracts with County may be required to carry increased aggregate limits of coverage as determined by the County of Orange/Office of Risk Management.

11.9.9 All liability insurance, except Professional Liability, required by this Agreement shall be at least $1,000,000 combined single limit per occurrence. Professional Liability may also be provided on a “Claims Made” basis. The minimum aggregate limit for the Commercial General Liability policy shall be $2,000,000.

11.9.10 The County of Orange shall be added as an additional insured on all insurance policies required by this Agreement with respect to the services provided by Contractor under the terms of this Agreement (except Workers' Compensation/Employers' Liability). An additional insured endorsement evidencing that the County of Orange is an additional insured shall accompany the Certificate of Insurance.

11.9.11 All insurance policies required by this Agreement shall be primary insurance, and any insurance maintained by the County of Orange shall be excess and non-contributing with insurance provided by these policies. An endorsement evidencing that Contractor's insurance is primary and non-contributing shall specifically accompany the
Certificate of Insurance for the Commercial General Liability and Sexual Misconduct Liability.

11.9.12 All insurance policies required by this Agreement shall give the County of Orange thirty (30) days notice in the event of cancellation. This shall be evidenced by an endorsement separate from the Certificate of Insurance. In addition, the cancellation clause must include language as follows, which edits the pre-printed ACORD certificate:

“SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENT OR REPRESENTATIVE.”

11.9.13 All insurance policies required by this Agreement shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

11.9.14 If Contractor's Professional Liability policy is a "claims made" policy, Contractor shall agree to maintain professional liability coverage for two (2) years following completion of this Agreement.

11.9.15 The Commercial General Liability policy shall contain a severability of interests clause.

11.9.16 Contractor is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or be self-insured in accordance with provisions of that code. Contractor will comply with such provisions and shall furnish County satisfactory evidence that Contractor has secured, for the period of this Agreement, statutory Workers' Compensation insurance and Employers' Liability insurance with minimum limits of $1,000,000 per occurrence.

11.9.17 If Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by County Procurement Office or Administrator, award may be made to the next qualified proponent.

11.9.18 County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Agreement. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

11.9.19 County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable
certificates of insurance and endorsements with Administrator incorporating such changes within thirty (30) days of receipt of such notice, this Agreement may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

11.9.20 The procuring of such required policy or policies of insurance shall not be construed to limit Contractor’s liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

11.9.21 The County of Orange Certificate of Insurance and the Special Endorsement for the County of Orange can be utilized to verify compliance with the above-mentioned insurance requirements in place of commercial insurance certificates and endorsements.

11.10 Conflict of Interest

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to Contractor’s employees, agents, relatives, subcontractors, and third parties associated with accomplishing the work hereunder.

Contractor’s efforts shall include, but not be limited to, establishing precautions to prevent its employees or agents from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the County.

11.11 Anti-Proselytism Provision

No funds provided directly to institutions or organizations to provide services and administer programs under 42 U.S.C. Section 604(a)(1)(A) shall be expended for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

11.12 Supplanting Government Funds

Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Agreement with any funds made available under this Agreement. Contractor shall not claim reimbursement from the County for, or apply sums received from the County with respect to, that portion of its obligations which have been paid by another source of revenue. Contractor agrees that it shall not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution or compensation for purposes of obtaining Federal, State or County funds under any Federal, State, or County program without prior written approval of Administrator.

11.13 Equipment

11.13.1 All items purchased with funds provided under this Agreement or which are furnished to Contractor by the County which have a single unit cost of at least five thousand dollars ($5,000), including sales tax, shall be considered Capital Equipment. Title to all items of Capital Equipment
purchased vests and will remain in the County as such shall be
designated by Administrator. The use of such items of Capital
Equipment is limited to the performance of this Agreement. Upon the
termination of this Agreement, Contractor shall immediately return any
items of Capital Equipment to the County or its representatives, or
dispose of them in accordance with the directions of Administrator.

Contractor further agrees to the following:

11.13.1.1 To maintain all items of Capital Equipment in good working
order and condition, normal wear and tear excepted.

11.13.1.2 To label all items of Capital Equipment, do periodic inventories
as required by Administrator and to maintain an inventory list
showing where and how the Capital Equipment is being used, in
accordance with procedures developed by Administrator. All
such lists shall be submitted to Administrator within ten (10)
days of any request therefore.

11.13.1.3 To report in writing to Administrator immediately after
discovery, the loss or theft of any items of Capital Equipment.
For stolen items, the local law enforcement agency must be
contacted and a copy of the police report submitted to
Administrator.

11.13.1.4 To purchase a policy or policies of insurance covering loss or
damage to any and all Capital Equipment purchased under this
Agreement, in the amount of the full replacement value thereof,
providing protection against the classification of fire, extended
coverage, vandalism, malicious mischief and special extended
perils (all risks) covering the parties' interests as they appear.

11.13.2 The purchase of any Capital Equipment by Contractor shall be requested
in writing, shall require the prior written approval of Administrator, and
shall fulfill the provisions of the Agreement which are appropriate and
directly related to Contractor's services or activity under the terms of the
Agreement. The County may refuse reimbursement for any costs
resulting from Capital Equipment purchased, which are incurred by
Contractor, if prior written approval has not been obtained from
Administrator.

11.13.3 No personal computers or any component thereof may be purchased with
funds provided under this Agreement, regardless of purchase price,
without prior written approval of Administrator. Any personal
computers or any component thereof purchased shall be in accordance
with computer specifications provided by Administrator, be subject to
the same inventory control conditions specified in Subparagraphs
11.13.1.1 – 11.13.1.4, and, at the sole discretion of Administrator, shall
become the property of the County of Orange upon termination of this
Agreement.
11.14 Breach Sanctions

Failure by Contractor to comply with any of the provisions, covenants, or conditions of this Agreement shall be a material breach of this Agreement. In such event Administrator may, in its sole discretion, and in addition to immediate termination and any other remedies available at law, in equity, or otherwise specified in this Agreement:

11.14.1 Afford Contractor a time period within which to cure the breach, which period shall be established at sole discretion of Administrator; and/or

11.14.2 Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or

11.14.3 Offset against any monies billed by Contractor but yet unpaid by the County those monies disallowed pursuant to 11.14.2, above.

Administrator shall give Contractor written notice of any action pursuant to this paragraph, which notice shall be deemed served on the date of mailing.

11.15 Payments

During the term of this Agreement, the County shall pay Contractor, monthly in arrears, for actual allowable costs incurred and paid by Contractor pursuant to this Agreement, as defined in OMB Circular A-122, or as approved by Administrator. However, County, in its sole discretion, may pay Contractor for anticipated allowable costs that will be incurred by Contractor for June 2011, during the month of such anticipated expenditure.

11.15.1 Claims:

All claims must be submitted monthly by Contractor on a form approved by Administrator. All claims submitted to the County must be supported with source documents including, inter alia, a monthly statement of services, general ledgers, supporting journals, time sheets, invoices, canceled checks, receipts, and receiving records, some of which may be required to be copied and submitted with each monthly invoice. The source documents that Contractor must submit with each monthly invoice shall be determined by Administrator and/or the County's Auditor-Controller. Contractor shall retain all financial records in accordance with Paragraph 11.19 (Records, Inspections and Audits) of this Agreement.

Payments should be released by the County within a reasonable time period of approximately thirty (30) days after receipt of a correctly completed claim form and required supporting documentation.

11.15.2 Final Claim/Settlement:

Any and all claims must be received by Administrator no later than August 30, 2011 at 5:00 p.m., said date being approximately sixty (60) days after termination of this Agreement. Claims received after this date
and time may not be reimbursed. Administrator may, in its sole discretion, modify the date upon which the final claim must be received, upon notice to Contractor.

The basis for final settlement shall be the actual allowable costs as defined in Title 45 of the Code of Federal Regulations and OMB Circular A-122, incurred and paid by Contractor pursuant to the Agreement; limited, however, to the maximum obligation of the County. In the event that any overpayment has been made, the County may offset the amount of the overpayment against the final payment. In the event overpayment exceeds the final payment, Contractor shall pay the County all such sums within five (5) days of notice from the County. Nothing herein shall be construed as limiting the remedies of the County in the event an overpayment has been made.

11.15.3 Late Claim(s):

11.15.3.1 Contractor acknowledges that invoices and supporting documentation are due to Administrator no later than the fifteenth (15th) calendar day of the month following service delivery.

11.15.3.2 Contractor further acknowledges that, at the sole discretion of Administrator, claims and supporting documentation received sixty (60) days after the due date are subject to a ten percent (10%) reduction of the total invoiced amount.

11.15.3.3 Contractor further acknowledges that claims and supporting documentation that have not been received one hundred twenty (120) days after the due date constitute a breach of this Agreement in accordance with the provisions in Paragraph 11.14 and Subparagraph 11.15.2 of this Agreement. Administrator may, at its sole discretion, cease Wraparound Assignments to Contractor based on such breach.

11.16 Overpayments

Any payment(s) made by the County to Contractor in excess of that to which Contractor is entitled under this Agreement shall be repaid to County, in accordance with any applicable regulations and/or policies in effect during the term of this Agreement, or as established by County procedure. Any overpayments made by the County which result from a payment by any other funding source shall be repaid, at the discretion of Administrator, to the County or the funding source. Unless earlier repaid, Contractor shall make repayment within thirty (30) days after the date of the final audit findings report, and prior to any administrative appeal process. In the event an overpayment owing by Contractor is collected from the County by the funding source, then Contractor shall reimburse the County within thirty (30) days thereafter, and prior to any administrative appeal process. Contractor agrees to pay all costs incurred by the County necessary to enforce the provisions set forth in this paragraph.
11.17 Final Report
Contractor shall complete and submit to Administrator a final report within sixty (60) days after the termination of this Agreement, which shall summarize the activities and services provided by Contractor during the term of this Agreement. Contractor and Administrator may mutually agree in writing to modify the date upon which the final report must be submitted.

11.18 Independent Audit
Contractor shall provide Administrator with a copy of a financial audit, and/or an organization-wide audit in compliance with OMB Circular 133, and/or a compliance audit within two (2) months of the end of term of the agreement, but not later than August 30, 2011.

11.19 Records, Inspections and Audits
11.19.1 Financial Records:
11.19.1.1 Contractor shall prepare and maintain accurate and complete financial records. Financial records shall be retained, by Contractor, for a minimum of five (5) years from the date of final payment under this Agreement or until all pending County, State and Federal audits are completed, whichever is later.

11.19.1.2 Contractor shall establish and maintain reasonable accounting, internal control and financial reporting standards in conformity with generally accepted accounting principles established by the American Institute of Certified Public Accountants (AICPA) and to the satisfaction of Administrator.

11.19.2 Inspections and Audits:
11.19.2.1 The Department of Health and Human Services, Comptroller General of the United States, Director of the California Department of Social Services, State Auditor-General, Administrator, the County's Auditor-Controller and Internal Audit Department, or any of their authorized representatives, shall have access to any books, documents, papers and records, including medical records, of Contractor which any of them may determine to be pertinent to this Agreement for the purpose of financial monitoring. Further, all the above mentioned persons have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Agreement and the premises in which it is being performed.

11.19.2.2 Contractor shall make available its books and financial records within the borders of Orange County within ten (10) days after receipt of written demand by Administrator.

11.19.2.3 In the event Contractor does not make available its books and financial records within the borders of Orange County,
Contractor agrees to pay all necessary and reasonable expenses incurred by the County or the County's designee necessary to obtain Contractor's books and financial records.

11.19.2.4 Contractor shall pay to the County the full amount of the County’s liability to the State or Federal government or any agency thereof resulting from any disallowances or other audit exceptions to the extent that such liability is attributable to Contractor’s failure to perform under this Agreement.

11.20 Personnel Disclosure

11.20.1 Contractor shall make available to Administrator a current list of all personnel providing services hereunder, including resumes and job applications. Changes to the list will be immediately provided to Administrator in writing, along with a copy of a resume and/or job application. The list shall include:

- All full or part-time staff positions by title, including volunteer positions, whose direct services are required to provide the programs described herein;
- A brief description of the functions of each position and the hours each person works each week, or for part-time personnel each day or month, as appropriate;
- The professional degree, if applicable, and experience required for each position; and,
- The language skill, if applicable, for all personnel.

11.20.2 Where authorized by law, Contractor shall conduct criminal record background checks on all employees and/or volunteers who will provide services under this Agreement.

11.20.3 Contractor warrants that all persons employed or otherwise assigned by Contractor to provide services under this Agreement have satisfactory past work records and/or reference checks indicating their ability to perform the required duties and accept the kind of responsibility anticipated under this Agreement. Contractor shall maintain records of background investigations and reference checks undertaken and coordinated by Contractor for each employee and/or volunteer assigned to provide services under this Agreement for a minimum of five (5) years from the date of final payment under this Agreement or until all pending County, State and Federal audits are completed, whichever is later, and in compliance with all applicable laws.

11.20.4 Contractor shall immediately notify Administrator concerning the arrest and/or subsequent conviction, for offenses other than minor traffic offenses, of any paid employee and/or volunteer staff performing services under this Agreement, when such information becomes known to Contractor. Administrator, in its sole discretion, may determine
whether such employee and/or volunteer may continue to provide services under this Agreement and shall provide notice of such determination to Contractor in writing. Contractor’s failure to comply with Administrator’s decision shall be deemed a material breach of this Agreement, pursuant to Paragraph 11.14, above.

11.21 Employment Eligibility Verification

As applicable, Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirement set forth in Federal statutes and regulations. Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

11.22 Enforcement of Child Support Obligations

In order to comply with child support enforcement requirements of the County of Orange, Contractor agrees to furnish to Administrator within thirty (30) days of the award of this Agreement:

(a) in the case of an individual contractor, his/her name, date of birth, Social Security number, and residence address;

(b) in the case of a contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity;

(c) a certification that contractor has fully complied with all applicable Federal and State reporting requirements regarding its employees; and

(d) a certification that contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment, and will continue to so comply.

The failure of Contractor to timely submit the data or certifications required by subsections (a), (b), (c), or (d), or to comply with all Federal and State employee reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of this Agreement, and failure to
cure such breach within sixty (60) calendar days of notice from the County shall constitute grounds for termination of this Agreement.

It is expressly understood that this data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders, and for no other purpose.

11.23 Child and Dependent Adult/Elder Abuse Reporting
Contractor shall establish a procedure acceptable to Administrator to ensure that all employees, volunteers, consultants, or agents performing services under this Agreement report child abuse or neglect to a child protective agency as defined in Penal Code Section 11165.9 and dependent adult or elder abuse as defined in Section 15610.07 of the Welfare and Institutions Code (WIC), to an adult protection agency. Contractor shall require such employee, volunteer, consultant or agent to sign a statement acknowledging the child abuse reporting requirements set forth in Sections 11166 and 11166.05 of the Penal Code and the dependent adult and elder abuse reporting requirements as set forth in Section 15630 of the WIC and will comply with the provisions of these code sections as they now exist or as they may hereafter be amended.

11.24 Confidentiality
Contractor agrees to maintain the confidentiality of its records pursuant to the Welfare and Institutions Code Sections 827 and 10850-10853, the CDSS Manual of Policies and Procedures, Division 19-000, and all other provisions of law, and regulations promulgated thereunder relating to privacy and confidentiality, as each may now exist or hereafter be amended.

All records and information concerning any and all persons referred to Contractor by County or County's designee shall be considered and kept confidential by Contractor, Contractor's staff, agents, employees and volunteers. Contractor shall require all of its employees, agents, subcontractors and volunteer staff who may provide services for Contractor under this Agreement to sign an agreement with Contractor before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to Contractor by County, except as may be required to provide services under this Agreement or to those specified in this Agreement as having the capacity to audit Contractor, and as to the latter, only during such audit. Contractor shall comply with any audits specified in Subparagraph 11.19, provide reports and any other information required by County in the administration of this Agreement, and as otherwise permitted by law.

Contractor shall inform all of its employees, agents, subcontractors, volunteers and partners of this provision and that any person knowingly and intentionally violating the provisions of said State law may be guilty of a crime.

Contractor agrees that any and all subcontracts entered into shall be subject to the confidentiality requirements of this Agreement.
With respect to children under the jurisdiction of Orange County Juvenile Court, Contractor must receive prior written approval of the Juvenile Court before allowing any child to be interviewed or photographed by any publication or to appear on any radio or television shows or make any other public appearance. Such approval shall be requested through child’s Social Worker or Probation Officer.

All materials prepared for, and/or relating to actions taken by the Juvenile Court and furnished by County to Contractor shall require prior written approval of the Juvenile Court for release.

Contractor agrees to maintain the confidentiality of its records with respect to Juvenile Court actions, in accordance with the Juvenile Court’s Confidentiality and Release of Information Policy and Order of January 28, 1997, as it now exists or may hereafter be amended.

11.25 Copyright Access

The Department of Health and Human Services, the California Department of Social Services and the County shall have a royalty-free, nonexclusive and irrevocable license to publish, translate, or use, now and hereafter, all material developed under this Agreement including those covered by copyright.

11.26 Waiver

No delay or omission by either party hereto to exercise any right or power accruing upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be performed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition or agreement herein contained.

11.27 Petty Cash

Contractor is authorized to establish a petty cash fund in an amount not to exceed two hundred and fifty dollars ($250.00).

11.28 Publicity

Information and solicitations, prepared and released by Contractor, concerning the services provided under this Agreement, shall state that the program, wholly or in part, is funded through County, State and Federal government funds.

11.29 County Responsibilities

Administrator will provide consultation and technical assistance and will monitor the performance of Contractor in meeting the terms of this Agreement.

11.30 Reports

Contractor shall provide information deemed necessary by Administrator to complete any State-required reports related to the services provided under this Agreement.
Contractor shall maintain records and submit reports containing such data and information regarding the performance of Contractor's services, costs or other data relating to this Agreement as may be requested by Administrator, upon a form approved by Administrator. Administrator may modify the provisions of this paragraph upon written notice to Contractor.

11.31 Energy Efficiency Standards

As applicable, Contractor shall comply with the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (Title 24, California Code of Regulations).

11.32 Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions

Contractor shall be in compliance with Section 319 of Public Law 101-121 pursuant to 31 U.S.C. 1352 and the guidelines with respect to those provisions set down by the Federal Office of Management and Budget (OMB) and published in the Federal Register dated December 20, 1989, Volume 54, No. 243, pp. 52306-52332. Under these laws and regulations, it is mutually understood that any contract that utilizes Federal monies in excess of $100,000 must contain and Contractor must comply with the following provisions:

A. The definitions and prohibitions contained in the clause at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in subparagraph B of this certification.

B. The offeror, by signing its offer, hereby certifies to the best of his or her knowledge, and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

C. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

11.33 Political Activity

Contractor agrees that the funds provided herein shall not be used to promote, directly or indirectly, any political party, political candidate or political activity, except as permitted by law.

11.34 Termination Provisions

11.34.1 Administrator may terminate this Agreement without penalty immediately with cause or after thirty (30) days’ written notice without cause, unless otherwise specified. Notice shall be deemed served on the date of mailing. Cause shall be defined as any breach of contract, any misrepresentation or fraud on the part of the Contractor. Exercise by Administrator of the right to terminate this Agreement shall relieve County of all further obligation under this Agreement.

11.34.2 Upon termination, or notice thereof, Contractor agrees to cooperate with Administrator in the orderly transfer of service responsibilities, active case records, and pertinent documents.

11.34.3 The obligations of County under this Agreement are contingent upon the availability of Federal and/or State funds, as applicable, for the reimbursement of Contractor's expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the Orange County Board of Supervisors each fiscal year this Agreement remains in effect or operation. In the event that such funding is terminated or reduced, Administrator may immediately terminate this Agreement, reduce County's maximum obligation, or modify this Agreement, without penalty. The decision of Administrator shall be binding on Contractor. Administrator shall provide Contractor with written notification of such determination. Contractor shall immediately comply with Administrator's decision.

11.35 Governing Law and Venue

This Agreement has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this Agreement, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange
County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for trial to another county.
<table>
<thead>
<tr>
<th>Name of Applicant Agency:</th>
<th>Name and Title of Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Agency:</td>
<td></td>
</tr>
<tr>
<td>The RFP is restricted to Private Non-Profit agencies.</td>
<td>Telephone Number:</td>
</tr>
<tr>
<td></td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Address, Telephone and Fax Number:</td>
<td>Address(es) Where Services Will Be Delivered:</td>
</tr>
</tbody>
</table>

**Amount Requested (Maximum available funding is $165,000 per fiscal year):**

Annual Yearly Budget: _______________; OR

Year 1: _______________ Year 2: _______________ Year 3: _______________

If raises are anticipated during the potential three (3) year funding period, please include estimates in your annual budgets. Please note anticipated level of funding shall remain the same for each contract period.

**Language Capability:**

- [ ] English
- [ ] Vietnamese
- [ ] Spanish
- [ ] Other _______________

**Number of Full-Time Equivalent (FTE) Staff:**

- [ ] (FTE) Administrative Staff
- [ ] (FTE) Direct Service Staff

**Compliance with Requirements of Request for Proposal:**

- [ ] Agency will comply with all requirements set forth in the Request for Proposal.
- [ ] Agency will comply with all requirements set forth in the Request for Proposal, with the following exceptions:

  (attach additional sheets as necessary).

Proposals shall be signed by an authorized signature for the applicant.

**An unsigned proposal will be rejected.**

I certify that the information provided in this proposal is true and correct to the best of my knowledge and that I have been duly authorized by applicant's governing body or other authority to file this proposal.

Signature: ____________________________ Date: _______________

Print/Type Name: ____________________________ Title: ____________________________
Name of Applicant Agency:_____________________________________________________________  

Describe how this project will be administered. Provide the names, experience, education, language capabilities, and any other information you feel is pertinent of the individuals who will be directly administering the program.
STATEMENT OF EXPERIENCE

INSTRUCTIONS: Answer all of the following questions. If more space is needed, attach additional sheets of paper. If a question does not apply to your organization, answer with a full negative response rather than stating "Not Applicable".

1. Attach current and valid copies of any agency licenses to do business in California.

2. Attach resumes of all known staff and indicate which positions each person will fill in your proposal.

3. Identify the legal business status of your organization, i.e., non-profit corporation, for-profit corporation, partnership, sole proprietorship, joint venture, etc.: __________________________

4. How many years has your agency been in business under its present name? _________________
   a) Number of years doing business under related and/or prior business name? _______________
   b) Please list name(s) and dates: ____________________________________________________
      ________________________________________________________________________________

5. Please list any contracts for programs and services that you have provided in the past five (5) years which are related to the services requested in this RFP.

<table>
<thead>
<tr>
<th>Year</th>
<th>Dollar Amount Of Services</th>
<th>Contract Agency</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has your agency failed or refused to complete a contract? ☐ YES ☐ NO
If YES, please explain:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

List all major equipment which will be used for the direct provision of services:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
6. Describe your organization’s experience in providing the types of services requested in this RFP. In particular, describe your experience in providing services to recruit, train and represent parents of special needs children.

7. Describe your organization’s history of providing parent support and advocacy training or services.

8. Describe your organization’s history of representing parents, as a category, on one or more advisory boards, collaboratives or projects.

9. Provide the name(s) of parent(s) of special needs children serving on your organization’s Board of Directors.

10. Describe your organization’s experience in dealing with the child welfare system, probation system, and children’s mental health system based on the perspectives of parents with children in these systems.

11. Describe your organization’s experience with using, and linking parents to, current formal and informal resources within Orange County and surrounding communities.

12. Describe your organization’s experience in assisting families with eligibility requirements in regards to forms of medical insurance, Cal-Optima, social security, childcare, school assistance, special education laws and programs, early intervention services, childhood mental health services, regional center services, and other services for families with special needs children.

13. Describe your organization’s experience in successfully engaging parents to work effectively with professionals and other families in the design and delivery of services to seriously emotionally disturbed youth.

14. Describe your organization’s experience in administrating surveys and successfully eliciting responses from targeted population(s).
Name of Applicant Agency: ________________________________________________________________

Contractor must provide names and addresses of three (3) current references for similar scope of services previously provided and brief description of service rendered, in addition to telephone number, and contact person.  *NOTE:  The references provided should not be employees of SSA.*

<table>
<thead>
<tr>
<th>Dates of Service</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Services Provided:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Dates of Service</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Services Provided:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Dates of Service</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Services Provided:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
Name of Applicant Agency: __________________________________________________________

INSTRUCTIONS: Answer all of the following questions in the order presented; restating the number and question before each response. If a question does not apply to your organization, answer with a full negative response rather than stating "Not Applicable." Note: Attach as many additional sheets of paper as needed but each sheet must be clearly labeled with the header noted at the top of this page and consecutively numbered.

1. Describe in detail the services to be provided.

2. Describe your organization’s strategy to recruit and train Parent Partners.

3. Describe your organization’s strategy to provide parent support and advocacy.

4. Describe your organization’s strategy to represent the perspectives of parents with children in the child welfare system, probation system, and children’s mental health system.

5. Describe your organization’s strategy to link families with current formal and informal resources within Orange County and surrounding communities.

6. Describe your organization’s strategy to guide families through the requirements for medical insurance, Cal-Optima, social security, childcare, school assistance, special education laws and programs, early intervention services, childhood mental health services, regional center services, and other services for families with special needs children.

7. Describe your organization’s strategy to engage parents to work effectively with professionals and other families in the design and delivery of services to seriously emotionally disturbed youth.

8. Describe your organization’s strategy in administrating Wraparound OC related surveys to Participants, families and agency provider staff.

9. Discuss the project’s start up activities and major ongoing activities, as well as a plan for subcontracting, if applicable. If subcontractors are to be used, list each one and identify the responsibilities, tasks, schedule and costs, resumes of key personnel and contractual relationships.

10. List the number and positions of all staff (paid and volunteer) to be involved in providing services under this program. List professional certificates, licenses, degrees, experience, etc., where appropriate.

11. Describe staff training, supervision, and use of consultants, if any, during this project.

12. What will be your days and hours of service delivery?
13. What are your proposed facility locations?

14. How will the services you intend to deliver be culturally and linguistically appropriate? (See demographic data provided below.)

Since July 2001, Wraparound Orange County has served a total of 1,739 youth and their families. The following charts describe Wraparound Orange County’s demographic population.

- A little more than half of youth served are male.
- The majority of youth at entry are from the age group of 13-15 years. The average age at first referral is 13.
- There is an ethnically diverse population served.
- From July 1, 2001 to December 31, 2008, the total number of referrals received was 1,880. The majority of referrals came from the Social Services Agency and Probation.
Name of Applicant Agency: _______________________________________________________

**A. SALARIES AND EMPLOYEE BENEFITS**

1) Salaries - List each position to be funded by this award.

<table>
<thead>
<tr>
<th>Position(s)</th>
<th>Full-Time Equivalent (FTE)*</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Service Positions</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>Administrative Positions</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>$</td>
</tr>
</tbody>
</table>

**Sub-Total Salaries:** $  

*FTE = Amount of time employee works on this program. State as a percentage based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

<table>
<thead>
<tr>
<th>Type of Employee Benefit</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Service Staff</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Sub-Total Employee Benefits** $  

**Percentage Benefits** %  

**TOTAL SALARIES AND EMPLOYEE BENEFITS** $
### SERVICES AND SUPPLIES

1) **Services** - List any consultant(s) or contract services

<table>
<thead>
<tr>
<th>Name of Consultant(s)/Contract Services</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Audit</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Sub-Total Services $ 

2) **Supplies**

<table>
<thead>
<tr>
<th>Item*</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Expense</td>
<td>$</td>
</tr>
<tr>
<td>Program Expense</td>
<td>$</td>
</tr>
<tr>
<td>Telephone</td>
<td>$</td>
</tr>
<tr>
<td>Mileage</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Sub-Total Supplies $ 

TOTAL SERVICES AND SUPPLIES $ 

*Provide detail on each item in Attachment G.*
C. OPERATING EXPENSES

<table>
<thead>
<tr>
<th>Item*</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Lease/Rental</td>
<td>$</td>
</tr>
<tr>
<td>Equipment Lease/Rental*</td>
<td>$</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Utilities</td>
<td>$</td>
</tr>
<tr>
<td>Insurance (Refer to General Contract Provisions for Insurance Requirements)</td>
<td>$</td>
</tr>
<tr>
<td>Other*</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Operating Expenses

TOTAL BEING REQUESTED

*Provide Detail on Attachment G

(1) Although this RFP is to solicit proposals for an initial twelve (12) month period, the contract may be renewed for two additional one-year periods at the sole discretion of the County under the same terms and conditions. If you wish to propose increases to any of your budgeted line items for contract years two and three, you will need to submit separate budgets for each of those years. If salary increases are anticipated during the potential three (3) year funding period, please include estimations in your annual budgets and footnote percentages to increase. Hourly rates and/or ranges may not be increased during the initial twelve (12) month contract period or during the two additional one year periods. Increases in any budgeted line items, including salary ranges, for years two and three shall not be considered if annual budgets for those years are not submitted. Please note anticipated level of funding will remain the same for each contract period.
D. REVENUE

List all of your organization's current and projected sources and amounts of revenue, including the program for which you are submitting a proposal, for the period July 1, 2010 through June 30, 2011.

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Revenue Expiration Date</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Revenue $ 

ALLOCATE COSTS AMONG ALL PROGRAMS FOR THE PERIOD OF JULY 1, 2010 THROUGH JUNE 30, 2011, USING A COST RATIO (INCLUDE THE PROGRAM FOR WHICH YOU ARE SUBMITTING A PROPOSAL)
D. REVENUE

List all of your organization's current and projected sources and amounts of revenue, including the program for which you are submitting a proposal, for the period July 1, 2010 through June 30, 2011.

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Revenue Expiration Date</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Contributions</td>
<td>On-going</td>
<td>$ 75,000.00</td>
</tr>
<tr>
<td>2. Fundraisers and Special Events</td>
<td>On-going</td>
<td>$ 500,000.00</td>
</tr>
<tr>
<td>3. Endowment Revenue</td>
<td>On-going</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td>4. DOL Grant – Transportation Services Contract</td>
<td>September 20, 2009</td>
<td>$ 150,000.00</td>
</tr>
<tr>
<td>5. Regional Center of Orange County – Independent Living Skills Program Contract</td>
<td>June 30, 2010</td>
<td>$ 500,000.00</td>
</tr>
<tr>
<td>6. Department of Rehabilitation – Supported Employment Services Contract</td>
<td>September 30, 2009</td>
<td>$ 600,000.00</td>
</tr>
<tr>
<td>7. County of Orange/SSA – Child Abuse Intervention Services Contract (proposal)</td>
<td>June 30, 2010</td>
<td>$ 85,000.00</td>
</tr>
</tbody>
</table>

Total Revenue $2,110,000.00

ALLOCATE COSTS AMONG ALL PROGRAMS FOR THE PERIOD OF JULY 1, 2010 THROUGH JUNE 30, 2011, USING A COST RATIO (INCLUDE THE PROGRAM FOR WHICH YOU ARE SUBMITTING A PROPOSAL)

<table>
<thead>
<tr>
<th>Program</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contributions</td>
<td>4 %</td>
</tr>
<tr>
<td>Fundraisers and Special Events</td>
<td>24 %</td>
</tr>
<tr>
<td>Endowment Revenue</td>
<td>9 %</td>
</tr>
<tr>
<td>DOL Grant – Transportation Services</td>
<td>7 %</td>
</tr>
<tr>
<td>Regional Center of Orange County – Independent Living Skills</td>
<td>24 %</td>
</tr>
<tr>
<td>Department of Rehabilitation – Supported Employment Services</td>
<td>28 %</td>
</tr>
<tr>
<td>County of Orange/SSA – Child Abuse Intervention Services (proposal)</td>
<td>4 %</td>
</tr>
<tr>
<td></td>
<td>100 %</td>
</tr>
</tbody>
</table>
Name of Applicant Agency:_________________________________________________________

Describe/Explain each budgeted line item from Attachment F.

**Personnel:** (Give job descriptions for all positions in your budget, even if previously done. Indicate hourly range for each job description. Use extra sheets if necessary.)

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FTE</th>
<th>HOURLY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Minimum Qualifications

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FTE</th>
<th>HOURLY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Minimum Qualifications

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FTE</th>
<th>HOURLY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Minimum Qualifications
Provide a detailed breakdown of expenses in space provided below for each item asterisked (*) on Attachment F. Use extra sheets if necessary.

**Facilities Expense:**

**Office Supplies:**

**Telephone:**

**Postage:**

**Other:**
Agency Name and Address:_____________________________________________________________

Agency Involvement in Litigation

Check YES or NO to the following questions. If a YES answer is checked, please explain fully the circumstances and include discussion of the type of program involved as well as the potential impact on this program, if funded.

1. Is the organization or any of its principal officers involved in litigation now or within the last two years?  □ Yes  □ No

2. Is the Executive Director involved in litigation? □ Yes  □ No

3. Are any members of the Board of Directors unable to be bonded? □ Yes  □ No

4. Are any key staff members unable to be bonded? □ Yes  □ No

5. Has the Agency or Project Director ever been cited for improper management? □ Yes  □ No

6. Has the Agency or Project Director ever had public or foundation funds withheld? □ Yes  □ No

7. Has the Agency, if nonprofit, ever had its nonprofit status revoked or withheld? □ Yes  □ No

8. Has the Agency, Project Director, or any Key staff member ever been involved in, or cited for, any civil rights violation? □ Yes  □ No

Response Section (Use extra pages, as necessary)

Completed By:__________________________________________

Name and Title
**REQUIRED DOCUMENTS CHECKLIST**

**ATTACHMENT I**

**INSTRUCTIONS:** Please submit the following documents in the order listed on this form. All items to be submitted in the two (2) original proposal packages are in the first column, marked with an X (submit in three-ring binders). All items to be submitted in the other seven (7) copies of the proposal are designated with an X in the second column. It is not necessary to include items in the third column in the proposals by the due date. However, those documents may be requested at a later date or be provided at the time of contract negotiations.

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Original Packages (2)</th>
<th>Copy Packages (7)</th>
<th>Submitted Upon Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment A (See Section 8.3.5.1)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Attachment B (See Section 8.3.5.2)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Attachment C, including resumes of all known staff (See Section 8.3.5.3)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Attachment D (See Section 8.3.5.4)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Attachment E (See Section 8.3.5.5)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Attachment F (See Section 8.3.5.6)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Attachment G (See Section 8.3.5.6)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Attachment H (See Section 8.3.5.7)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachment I (See Section 8.3.5.8)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Structure, Including Organizational Chart (See Section 8.3.5.9)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificates of Insurance (as required in Section 8.3.5.10)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Statements (as required in Section 8.3.5.11)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification of Financial Support (as referenced in Section 8.3.5.12)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form of Business Organization (as required in Section 8.3.5.13)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Article of Incorporation (as required in Section 8.3.5.13)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bylaws (as required in Section 8.3.5.13)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Names and Addresses of Advisory Board and/or Board of Directors with statements of their qualifications - Indicate vacancies, if any (as required in Section 8.3.5.13)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Affirmative Action Plan</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Service Delivery Client Grievance Procedure</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Authorized person(s) to file Proposal and Sign Contracts</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Policy on Confidentiality</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Personnel Policies and Procedures</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Federal and State Exemption Numbers</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>IRS form indicating Employer Identification Number</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>List of all staff by Name, Title and Hourly Rate</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Assembly Bill (AB) 3632
The special education program under the rules and regulations of Chapter 26.5 of Division 7 of Title 1 of the Government Code, commencing with Section 7570. Also known as “Chapter 26.5.”

Care Coordinator
Contractor staff that develops and leads the Family Team, and guides the evolution of a Plan of Care that is family centered and effective in safely transitioning Participant to the least restrictive family setting with minimal reliance on formal support systems.

Caregiver
Child’s natural/biological parent, foster parent, or other relative who provides emotional, physical and/or financial support.

Case Number
A unique identifier established by the County of Orange Social Services Agency (SSA) for each Participant in Wraparound OC.

Children and Family Services (CFS)
A Division of SSA. Participants’ Assigned Senior Social Workers (SSW) are CFS employees.

Dependent
A child who is under the jurisdiction of the Orange County Juvenile Court as a result of abuse and/or neglect and is under the supervision of SSA.

Eligible Child
Child who meets any of the following criteria:
- Has been adjudicated as either a dependent or ward of the juvenile court pursuant to Welfare & Institutions Code (WIC) Sections 300 or 602 and who would be placed in a group home licensed by the California Department of Social Services (CDSS) at a rate classification level of ten (10) to fourteen (14).
- Would be voluntarily placed in out-of-home care pursuant to Section 7572.5 of the Government Code (AB3632).
- Is, or would be, placed in a group home licensed by CDSS at a rate classification level of ten (10) to fourteen (14).
- Criteria may be expanded to meet additional eligibility qualifications as determined by the Administrator and/or Wraparound Oversight Group.

Enrollment Date
Date a child is enrolled in a Senate Bill (SB) 163 slot.

Family(ies)
Participant’s parent and siblings and other relatives related to the Participant by blood, marriage or non-related extended family connection. Families are the adults committed to a Participant and able to meet the Participant’s needs. In most cases, the family will be a Participant’s birth family or kin. In some cases, it may be a step-parent or blended family that has a significant healthy attachment. In other cases, it will be an adoptive family or a foster family with the potential to become a permanent family for the Participant. And, in rare circumstances, a family must be developed. In most cases, the Participant will be
able to identify the family that has a commitment to him/her or has the potential to develop a commitment. Family members may include extended family or others who are seen by the Participant as significant and supportive.

**Family Representative**
Anyone that has a meaningful connection with the Participant and who is seen by the Participant as significant and supportive such as a family member, relative, neighbor, or football coach.

**Family Team**
A group that forms to meet the needs of an eligible child through whatever means possible. In order to ensure family voice and ownership in the Plan of Care, every effort shall be made to ensure family members and family representative(s) constitute a minimum of fifty percent (50%) of the Family Team. This team includes the Participant and:

- Participant’s parent(s) and/or selected family members, family representative, foster parent, or guardian;
- The appropriate representative of the primary jurisdictional agency [SSW, Deputy Probation Officer (DPO), Mental Health Case Manager (MH Case Manager), etc.;]
- Relevant counseling or mental health representatives; and
- Any other person(s) influential in the Participant’s and/or Participant’s family’s lives who may be instrumental in developing effective services and/or whomever the Participant’s family wants to participate.

**Life Area**
Areas of basic human needs including: Family Relationships; Living Environment; Educational; Vocational/Work; Social/Recreational; Financial; Cultural; Emotional/Psychological; Medical/Health; Spiritual; Safety; and Legal. At its sole discretion, Administrator may, with written notification to Contractor, add, delete and/or modify life areas.

**Multi-Agency Intervention Data System (MIDS)**
Database system which is being developed to track data and create reports through the collaborative efforts of SSA, HCA, and Probation and contracted Wraparound Providers. This system will replace the paper system currently utilized to collect data and generate reports for Wraparound OC.

**Parent Partner**
Contractor staff that provides support to the Family Team, and the parent in particular. The Parent Partner will have personal experience with the services for an emotionally/behaviorally disturbed person through the County’s Welfare Services, Probation, or Mental Health System, based on their relationship to a consumer.

**Participant**
A child who meets the criteria for an Eligible Child as defined in this attachment and has been accepted into a Pre-Enrollment, Enrollment, or Post-Enrollment capacity.
Plan Of Care (POC)
Written plan, including by reference any Juvenile Court order(s), developed and signed by the Family Team which includes the following elements:

- A statement of an overall goal or vision for the Participant and Participant’s family.
- The strengths of the Participant and Participant's family.
- Needs, as defined by specific life areas, that must be met to achieve the goal of the Participant and Participant’s family.
- Proactive and reactive Safety Plans.
- The type, frequency, and duration of intervention strategies and activities.
- Financial responsibility for the components of the Plan of Care.
- Desired outcomes of Wraparound OC.

Provider Network Program
A network to provide specific services to children and families served by SSA and in partnership with the County of Orange Health Care Agency (HCA) and Probation Department for children and families served through Wraparound OC. Network Providers deliver diverse and tailored services through a fee-for-service and outcome-based approach. The Provider Network Program is also known as Child Welfare Services Redesign Supportive Services (CWSRSS).

Rate Classification Level (RCL)
The level established by CDSS for a residential treatment or group home. The RCL process uses a point system to measure the level or intensity of care and supervision provided. Points are based on the number of hours per child per month of services provided in Child Care and Supervision, Social Work Activities, and Mental Health Treatment Services.

Referral
Term to signify providing effective linkage of a Participant to a Care Coordinator and Parent Partner for provision of Wraparound OC services.

Resource Specialist
An individual who will research and develop community-based resources, and maintain an information and referral database to assist Wraparound OC direct service providers.

Satisfaction Surveys
Surveys to measure Participant’s, Participant’s family’s, and the Referring Agency’s overall satisfaction with Wraparound OC, and its specific aspects in order to identify problems and opportunities for improvement.

Technical Assistance Meeting
A structured meeting held when the Wraparound OC service provider or referring party feels they have reached a challenge in the Wraparound process with a particular family. The provider agency or referring party can request assistance from the Wraparound
Review and Intake Team (WRIT) to provide support and assistance in moving the team forward. WRIT facilitates the meeting attended by the referring party, their supervisor, and the provider agency’s Care Coordinator, Parent Partner, and County.

**Ward(s)**
Any person who is under the age of eighteen (18) years when he or she violates any law of the State of California defined as a crime, is within the jurisdiction of the juvenile court, which may adjudge such person to be a ward of the court and place the person under supervision by the Probation Department pursuant to Section 602 of the Welfare and Institutions Code.

**Wraparound Fidelity Index (WFI)**
A survey process that measures eleven (11) elements of the Wraparound process for Wraparound OC Participant(s), Participant’s primary caregiver, Parent Partner, and Care Coordinator. The survey instrument is completed through brief, confidential telephone interviews with families who agree to participate in the project.

**Wraparound Orange County (Wraparound OC)**
A collaboration administered by SSA in partnership with HCA and Probation. Through this collaboration, a highly individualized approach is developed for a child in, or at risk of, group home placement. The goal is to maximize the capacity of a family to meet the child’s needs, and prevent or reduce residential placement.

**Wraparound Oversight Group (WOG)**
Group that includes Executive Director or Deputy Director level representatives from SSA/CFS; HCA/Behavioral Health Services; and Probation. This group receives reports from Administrator regarding program, fiscal, contract, evaluation, and training; ensures collaboration between agencies; and develops policy recommendations in keeping with Wraparound OC Plan as approved by the County of Orange Board of Supervisors. WOG directs the reinvestment of any cost savings that may accrue as a result of Wraparound OC implementation.

**Wraparound Provider Agency**
Organization under contract with SSA to implement Wraparound OC to a specific number of Participants and other eligible children.

**Wraparound Review and Intake Team (WRIT)**
Group that includes parent representatives as well as representatives from SSA, HCA/Behavioral Health Services, and Probation. This team reviews eligibility for Wraparound OC, establishes the rate per CDSS directives, and provides consultation to Contractor in the Family Review Process.

**Wraparound Training Committee**
Committee that includes staff from Administrator, County, Contractor and Wraparound Provider Agencies, and is responsible for the development and coordination of Wraparound OC training and training materials.