



County of Solano  
Department of General Services  
Central Services Division

**PURCHASING SERVICES  
SOLANO COUNTY**

**AMENDMENT**

**REQUEST FOR PROPOSAL  
IN-HOME TREATMENT AND COUNSELING  
SERVICES**

**RFP NUMBER: G099-112-14**

**FINAL DATE FOR SUBMISSION: MARCH 11, 2014; 5:00 PM (PST)**

SUBMIT RFP TO:	RFP COORDINATOR
Solano County Central Services 675 Texas Street Suite 2500 Fairfield, CA 94533	Karen Poole (707) 784-6321 <a href="mailto:kdpoole@solanocounty.com">kdpoole@solanocounty.com</a>

This document is available electronically on the County's website at  
[www.solanocounty.com](http://www.solanocounty.com)

Any vendor participating in this solicitation is required to have a vendor application on file with the County. This application may be downloaded from the above website. Include the application with your proposal. Proposers are responsible for frequently checking the County's website for any changes or information relating to this RFP.

# GENERAL SERVICES DEPARTMENT

MICHAEL J. LANGO  
DIRECTOR

KANON R. ARTICHE  
DEPUTY DIRECTOR



CENTRAL SERVICES

DIANNE E. LUNA, C.P.M.  
CENTRAL SERVICES MANAGER

February 21, 2014

Pursuant to RFP No. G099-112-14, In-Home Treatment and Counseling Services, the County of Solano has amended this RFP to reflect the below changes:

1. County's response to vendor questions.
2. Bid submission due date has been changed from February 27, 2013 5:00 P.M. to March 11, 2014, 5:00 P.M.

All other terms and conditions and other requirements contained in the RFP remain unchanged. Also, please complete amendment acknowledgement letter (attached) and return with proposal.

If vendor has already submitted a proposal for this solicitation, a revised proposal may be resubmitted, and prominently marked "revised proposal per amendment". Any resubmitted proposal must be received in the Purchasing Services Office as indicated by the submission date and time.

The County of Solano thanks you for your expressed interest in its RFP and looks forward to your proposal.

Respectfully,

A handwritten signature in blue ink that reads "Karen Poole".

KAREN POOLE  
RFP COORDINATOR

Attachments: Amendment Acknowledgement

## SOLANO COUNTY'S RESPONSE TO VENDOR QUESTIONS

Q. 1. Is there a page limit for the proposal?

A. 1. No, however, the RFP submittal shall be in accordance with Section 5 of RFP.

Q.2. Can you please clarify the funding amount to be allocated for each of the three funding streams mentioned in the RFP [Youthful Offender Block Grant (YOBG); State Family Preservation (SFP); Juvenile Justice Crime Prevention Act (JJCPA)?

A.2. YOBG- Juvenile Detention Facility, Juvenile Field Supervision, \$ 629,100.00  
SFP- Family Preservation, \$ 202,500.00  
JJCPA- Juvenile Day Reporting Centers, \$ 146,200.00

Q.3. Can the three funding streams referenced in the RFP be integrated or blended to support effective service delivery?

A.3. No. There needs to be three separate budget proposals for each funding streams and for each year as indicated in the RFP. Further clarification can be found on the County's amendment to this RFP. Separate invoices are submitted for approval of payment for each identified grant.

Q.4. Given the expense of the evidenced based models referenced in this RFP, is it possible to provide one of the services mentioned and not the others?

A.4. Statement of Purpose shall be amended to state:

"The County of Solano, Probation Department, hereinafter referred to as the County, intends to secure a contract to provide County-referred youth and their families with treatment and counseling services in-home, on-site at Probation specialized program(s), under Probation community supervision and/or Juvenile Detention Facilities in-custody implementing evidence-based practice models such as: Multisystemic Therapy (MST) model, Trauma Informed Care model, and Multidimensional Treatment Foster Care (MDFC) model. No, the Contractor must provide all services such as in custody support, in home support, office visits and phone call support.

Q.5. Page 2 of the RFP reads "...the following evidence-based practice models: Multi-systemic Therapy (MST) model, Trauma Informed Care model, and Multidimensional Treatment Foster Care (MDFC) model. Can you please clarify that one of the service models to be implemented is MTFC (Multidimensional Treatment Foster Care) and not MDFT (Multidimensional Family Therapy)?

A.5. Statement of Purpose shall be amended to state:

"The County of Solano, Probation Department, hereinafter referred to as the County, intends to secure a contract to provide County-referred youth and their families with treatment and counseling services in-home, on-site at Probation specialized program(s), under Probation community supervision and/or Juvenile Detention Facilities in-custody implementing evidence-based practice models such as: Multisystemic Therapy (MST) model, Trauma Informed Care model, and Multidimensional Treatment Foster Care (MDFC) model.

MST recognizes that each system plays a critical role in a youth's world and each system requires attention when effective change is needed to improve the quality of life for youth and their families.

MTFC is an intensive therapeutic foster care alternative to institutional placement for adolescents who have problems with chronic antisocial behavior, emotional disturbance, and delinquency. MTFC activities include skills training and therapy for youth as well as

behavioral parent training and support for foster parents and biological parents.

Trauma-informed care is a treatment approach that explicitly acknowledges the role trauma plays in people's lives, including youth in the juvenile justice system.

Service delivery approach will need to utilize a trauma informed care, as noted above, such as, but not limited to sexual and/or physical abuse, domestic violence household, substance abuse household, abandonment etc.

Q.6. Is there an associated placement rate Aid to Families with Dependent Care (AFDC-Foster Care) with the MTFC model, since a substantial part of the program cost is for care and supervision?

A.6. No, there is no associated placement rate.

Q.7. Is there associated Early Periodic Screening Diagnosis and Training (EPSDT) funding with the MTFC model?

A.7. No. CWS has this funding.

Q.8. What is the expected number of youth to be served under this contract? What is the expected number of youth to be served under each tier of service?

A.8. Unknown projections. Some youth may start treatment services while detained at the Juvenile Detention Facility and continue with treatment services while at home with the family in the community. Based on funding stream provided, Proposer shall indicate how many clients they can provide service to each year.

Q.9. Are staff delivering services required to be Masters-level?

A.9. Staff delivering services will only need the required the certifications and qualifications for the delivery; MST, MDFC and Trauma Informed Care.

Q.10. What is the expected service duration for each tier of service?

A.10. Proposer will need to identify from their experience with these services what is the expected duration of services; potentially by on a case by case basis for the minor and his/her family.

Q.11. Are supplemental attachments (attachments outside of what are already required by the RFP) allowed?

A.11. If additional attachments are necessary to fully detail and define the proposal, then their inclusion is encouraged.

Q.12. Section 5.2.2.3.1 requests "A current written bank reference, in the form of a standard business letter, indicating that the Proposer's business relationship with the financial institution is in positive standing" and Section 5.2.5.1 requests "A positive bank reference in lieu of audited financial statements." Are positive bank references required in both of the sections referenced above? Or should the bidder provide only one bank reference? If only one is required, in which section should the bidder submit a bank reference?

A.12. Two current written, positive credit references, in the form of standard business letters are required to be submitted with proposal. It is necessary to include them only one time.

Q.13. Would other EB service models be acceptable for this RFP such as Thinking for a Change, Nurturing Parenting, GEM (Girls Education and Mentoring (gang survivors/rape etc), Why Try, or would this be reason to reject/not respond to a proposal?

A.13. Refer to Section 3, 3.12 and 3.13  
3.12 Proposal of Alternate Services

Proposals of alternate services (*i.e.*, proposals that offer something different from that requested by the RFP) may be considered non-responsive and rejected.

### 3.13 Proposal of Additional Services

If a Proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of the County.

The cost for any such additional services must be incorporated into the required cost amount(s) provided in the Cost Proposal so that all proposals may be equitably evaluated. The Proposer shall not propose un-requested rates as separate, additional rates for additional services. (Refer to Section 5.3 of this RFP for Cost Proposal requirements.) Proposer would need to define and detail the benefits of using these models over the ones indicated in the RFP.

Q.14. Do you want three customer references of current projects AND 3 customer references on completed projects, OR can this be a combination of both current and completed projects for a total of THREE references?

A.14. RFP Technical Proposal Evaluation criteria 1.4 shall be amended to read: Proposer is to provide customer references for similar projects representing three accounts currently serviced by the Proposer AND three customer references on completed projects. (A total of 6 references).

Q.15. Are any risk level assessments or pre-screening/ on-going tools given to the youth and family to determine level of need and services?

A.15. Yes, Juvenile Assessment and Intervention System (JAIS) Risks/Needs Assessment and Juvenile Sexual Offense Recidivism Risk Assessment Tool JOSORRAT-II (Sex Offenders only).

Q.16. In the past year what percent of youth have had a mental health diagnosis?

A.16. The percentage of youth with mental health diagnosis is unknown.

Q.17. How many service providers could be selected for this project?

A.17. The County's preference is to have one service provider to provide all three indicated service areas. The County reserves the right to make an award in whole or in part or of any varying combination if in the best interest of the County.

Q.18. "The County of Solano, Probation Department, hereinafter referred to as the County, intends to secure a contract to provide County-referred youth and their families with treatment and counseling services in-home, on-site at Probation specialized program(s), under Probation community supervision and/or Juvenile Detention Facilities in-custody using a three-tiered service continuum, implementing the following evidence-based practice models: MST model, Trauma Informed Care model, and MDFC model..."

When we first read this we interpreted it to mean that if we had one of those three models (MST, Trauma Informed Care, MTFC) then we were okay. Now, as we re-read it the implication seems to be that the county is requiring contract agencies to offer services that use all three of these models. As an agency with extensive Trauma Informed Care expertise – but no training in MST or MTFC – are we eligible to apply?

A.18. RFP Section 1.1 amended to state:

The County of Solano, Probation Department, hereinafter referred to as the County, intends to secure a contract to provide County-referred youth and their families with treatment and counseling services in-home, on-site at Probation specialized program(s), under Probation community supervision and/or Juvenile Detention Facilities in-custody using a three-tiered service continuum, implementing the following evidence-based

practice models such as MST model, Trauma Informed Care model, and MDFC model...”

Yes, the Proposer is eligible to submit a proposal.

Q.19. How much of the services are anticipated to take place in the homes of the clients, or in the hall, or clinic based?

A.19. The Proposer shall explain how it would provide all of the services described in the Minimum Requirement section of the RFP and address all service locations, tasks, activities, timelines, and other pertinent information.

Q.20. The sample budget form states “overhead is limited to 10% of payroll expenses.” Is this correct? Should it read 10% of total expenses?

A.20. Proposers shall provide their indirect cost rate as part of their cost proposal. This RFP does not set any limit on any indirect or overhead costs. However, proposers, prior to the preparation of an indirect cost rate proposal, are encouraged to review and determine if the costs proposed are reasonable, allowable, and allocable.

For Non-Profit Organizations: OMB Circular A-122 (2CFR Part 230)

Commercial Organizations: Federal Acquisition Regulation (Part 31.2)

Q.21. Certificate of Insurance (5.2.2.3.3): For the proposal, can we provide evidence of insurance without having the actual certificate of insurance?

A.21. Yes, however, the successful proposer will be required to provide a certificate of insurance as specified in the RFP, 10 days prior to start of contracted services.

Q.22. Grant period: Says 26 months on page 2, but indicates 27 months for budget. Which is correct?

A.22. 27 months is correct. First year: April 1, 2014-June 30, 2014; Second year: July 1, 2014-June 30, 2015; Third year: July 1, 2015-June 30, 2016

Q.23. Is the project budget sheet available in excel?

A.23. No.

Q.24. What is allowable in the profit line of the budget? Is it allowable for nonprofit to include a profit and if so is there a cap?

A.24. Non-Profit Organizations should refer to guidance under OMB Circular A-122. Proposer shall be able to provide a complete and accurate budget, with appropriate justification demonstrated in the budget detail.

Q.25. Is this an existing program/contract or new dollars?

A.25. YOBG, JJCPA and Family Preservation grants are awarded every fiscal year. These funds have been previously awarded to Solano County Probation Department.

Q.26. Is there any requirements for the Budget Narrative (budget detail) such as formatting or anything else?

A.26. Budget detail should follow the format in attachment 9.2.1. Budget narrative does not require any special formatting.

Q.27. What does it mean by “a reasonable administrative cost proposal” (Proposal Evaluation Criteria III.2)? How is this different from Criteria III.1 “complete and accurate budget”?

A.27. Section III.1 represents the entire budget detail the Proposer must provide.

Section III.2 Proposers costs will be evaluated and determined reasonable if there are no obvious signs of over or under budgeting administrative, indirect or overhead costs. The Administrative Cost Proposal is your indirect or overhead costs.

Q.28. Can there be just one Budget Narrative to represent the three time periods (Attachment 9.2.1) or does each time period need its own budget detail?

A.28. Each time period needs its own budget detail.



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This document may be found at [www.solanocounty.com](http://www.solanocounty.com).  
Updates and any amendments will be posted on the same website.

**DATE OF AMENDMENT: FEBRUARY 21, 2014**

**ACKNOWLEDGEMENT**

This Amendment must be signed and returned with your proposal, or otherwise acknowledged, prior to the Closing Date and Time listed on the RFP cover sheet. If you have already submitted a proposal and need to make corrections, submit a corrected proposal with this Amendment prior to the Closing.

\_\_\_\_\_  
Offeror

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**RETURN WITH PROPOSAL**