



State of California—Health and Human Services Agency California Department of Public Health



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PUBLIC COMMENT REQUESTED

March 5, 2015

The California Department of Public Health, Office of Health Equity (CDPH-OHE) is requesting public comment on the California Reducing Disparities Project (CRDP) Phase 2 Draft Pre-Solicitation for Statewide Evaluation Team. Today's release is for the purpose of gathering public comment only. The public comments that we receive will be used to help finalize the solicitation document. CDPH is concurrently releasing Draft Pre-Solicitations for the CRDP Phase 2 Technical Assistance Providers, Implementation Pilot Projects and Capacity Building Pilot Projects. These documents can be found at: http://bit.ly/CRDP_2. In order to ensure high quality solicitations that meet program objectives and community needs, the Office of Health Equity is asking interested stakeholders, subject matter experts and community members to review the Draft Pre-Solicitations and provide feedback on how to improve the documents. We invite feedback on all sections of the Draft Pre-Solicitations, but are particularly interested in receiving feedback on the following areas:

- Program evaluation guidelines and evaluation plan components
- Minimum and desired qualifications for Proposers or Applicants
- Scoring criteria

In reviewing Draft Pre-Solicitations, commenters are encouraged to consider the following overarching questions: What elements work? What elements could be improved? Are any important elements missing? Are instructions for Proposers or Applicants clear? Please comment on each draft separately so that comments can be submitted to the appropriate email address. Make comments specific referencing the line number and explaining why a change is warranted and how the change would improve the pre-solicitation.

All comments for the Statewide Evaluation Team must be submitted in writing by March 25, 2015 to CRDPEvaluator@cdph.ca.gov

CDPH is not soliciting any applications or proposals at this time. The draft pre-solicitations are being released for public comment only. CDPH will review all submitted comments and revise the draft pre-solicitations as appropriate. Final solicitations will be released upon completion of the revision process.

Thank you for your interest and help to improve the California Reducing Disparities Project.

Draft Pre-Solicitation

**California Reducing Disparities Project
(CRDP) Phase 2 Statewide Evaluation Team**



DRAFT: CRDP-01
State of California
California Department of Public Health
Office of Health Equity
March 5, 2015

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I. Introduction

A. Administrative Section

1. Key Action Dates

Key activities and times for this Solicitation are presented below. This is a tentative schedule. Any updates to this schedule will appear as an addendum to this Solicitation. Question: Should we label and number our tables and figures throughout and change the related references in the text?

ACTIVITY	ACTION DATE
Solicitation release date	X
Written question submittal deadline	X + 14
Questions and Answers posted	X + 21
Deadline to submit requirements change requests	X + 24
Final date for proposal submission	X + 63
Notice of intent to award	X + 91
Proposed award date	X + 98
Contract start date	Y
Contract end date	Y+ 5 Years

2. Authority and Available Funding

This procurement will be conducted under the authority of the California Welfare and Institution Code Sections 5814 and 5897. All disputes will be resolved by the Department of Public Health under such authority. The decisions of the CDPH Director are considered final.

The total amount payable for the agreement awarded under this Solicitation shall not exceed \$10.25 million dollars. The Contract shall be for a term of 5 years.

The proposed Contract is valid and enforceable only if sufficient funds are made available by the Budget Act of the appropriate fiscal year for the purpose of the Contract. If full funding does not become available, CDPH will either cancel the resulting Contract or amend to reflect reduced funding and reduced activities.

3. Resolution of differences between Solicitation and contract language

If an inconsistency or conflict arises between the terms and conditions appearing in the final contract and the proposed terms and conditions appearing in this Solicitation, any inconsistency or conflict will be resolved by giving precedence to the contract.

4. CDPH Rights

In addition to the rights discussed elsewhere in this Solicitation, CDPH reserves the right to do any of the following:

- Modify any date or deadline appearing in this Solicitation.
- Issue clarification notices, addenda, alternate Solicitation instructions, forms, etc. If this Solicitation is clarified, corrected or modified, CDPH will post all clarification notices and/or Solicitation addenda on BidSync.

5. Questions and Requirements Change Requests

Questions and requirements change requests must be directed to **CRDPEvaluator@CDPH.ca.gov**. You may submit written questions and requirements change requests via email by the deadline specified in Section I. A.1. Responses will be posted on the BidSync in the timeline specified in Section I. A.1 Any verbal communication with CDPH CRDP staff concerning this Solicitation is not binding on the State and shall in no way alter a specification, term or condition of the Solicitation.

This Solicitation includes a number of requirements on the Proposer, including format, content and qualifications. Proposers may request requirements be changed if they believe any of the requirements are inappropriate or unduly limit competition. Requests must be emailed to the address specified above and must be received by the date specified in Section I. A.1. Requests will be evaluated on a case-by-case basis.

6. Contact Information

Contact
Phone
Address

7. Proposers' Responsibilities for Submitting a Proposal:

Proposers must take the responsibility to:

- Carefully read this entire Solicitation;
- Ask the appropriate questions in a timely manner;
- Submit all required responses in a complete manner by the required date and time;
- Make sure that all procedures and requirements of the Solicitation are followed and appropriately addressed; and
- Carefully reread the entire Solicitation before submitting a Proposal.

B. Background

The California Reducing Disparities Project (CRDP) is a project of the California Department of Public Health's Office of Health Equity. CRDP is funded by the Mental Health Services Act (MHSA) of 2004 to support and strengthen mental health programs in California.

MHSA

California voters passed Proposition 63 (now known as the Mental Health Services Act or MHSA) in November 2004. The MHSA provides increased funding, personnel and other resources to support mental health programs and monitor progress toward statewide goals for children, transition age youth, adults, older adults and families. The Act addresses a broad continuum of prevention, early intervention and service needs and the necessary infrastructure, technology and training elements that will effectively support this system.

The MHSA allocates 20% of the Mental Health Services Fund for Prevention and Early Intervention (PEI) as a key strategy to prevent mental illness from becoming severe and disabling and improve timely access for underserved populations. PEI programs emphasize strategies to reduce negative outcomes that may result from untreated mental illness: suicide, incarcerations, school failure or dropout, unemployment, prolonged suffering, homelessness and removal of children from their homes.

Mental Health Disparities

The CRDP was developed in response to the disparities that exist in mental health care for diverse populations. Mental health disparities are well documented, especially as they relate to access, availability, quality and outcomes of care. Two major reports identified mental health disparities among racial/ethnic population groups as a national problem (Mental Health: Culture, Race and Ethnicity: A Supplement to Mental Health: A Report of the Surgeon General (DHHS, 2001) and The President's New Freedom Commission on Mental Health's Report Achieving the Promise: Transforming Mental Health Care in America (DHHS, July 2003)). Continuing disparities are troubling, particularly given California's diversity and large populations suffering from these disparities.

Populations targeted by the CRDP are unserved, underserved or inappropriately served in the mental health system (DHHS, 2003). Collectively, racially and ethnically diverse populations experience a greater disability burden from emotional and behavioral disorders. According to the report, "The mental health system has not kept pace with the diverse needs of racial and ethnic minorities, often underserving or inappropriately serving them." Additionally, "racial and ethnic minorities bear a greater burden from unmet mental health needs and thus suffer a greater loss to their overall health and productivity" (DHHS, 2001). These disparities have been attributed to an inadequate

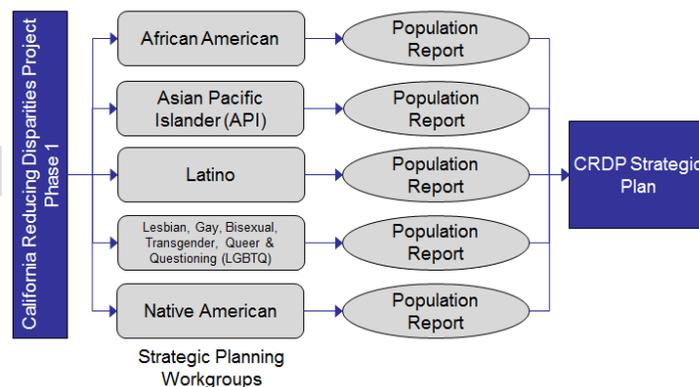
ability of publicly funded mental health systems to understand and value the need to adapt service delivery processes to the histories, traditions, beliefs, languages and values of diverse groups (DHHS, 2001). This inability results in misdiagnosis, mistrust and poor utilization of services by ethnically/racially diverse populations (Snowden, 1998; Takeuchi, Sue, & Yeh, 1995).

CRDP

Funded by the MHA and seeking to answer former U.S. Surgeon General David Satcher’s call for national action to reduce mental health disparities, the CRDP was launched in 2009 by the former California Department of Mental Health. CRDP consists of two phases (to date). Phase 1, to be completed in 2015, focuses on the development of a strategic plan to reduce mental health disparities, while Phase 2, to be completed in or about 2020, focuses on implementation of the CRDP strategic plan.

CRDP Phase 1

In Phase 1, each of the five targeted populations (African American; Asian Pacific Islander; Latino; Lesbian, Gay, Bisexual, Transgender and Queer/Questioning; and Native American) established a Strategic Planning Workgroup (SPW), which in turn engaged community members in an effort to identify promising Community-Defined Evidence Programs (CDEP) and recommendations for reducing mental health disparities for that population. The findings from each SPW’s community engagement process were compiled into a Population Report. The Population Reports were then compiled into a single, comprehensive (draft) Strategic Plan. (The Population Reports and Draft Strategic Plan are available in the Bidder’s Library). This process is outlined in the figure below. The strategic plan has two primary components: 1) goals and strategies to reduce mental health disparities in California; and 2) recommendations to CDPH on what CRDP Phase 2 should look like and how Phase 2 funding should be used.



As part of Phase 1, the California MHA Multicultural Coalition (CMMC) was formed in 2011 to integrate cultural and linguistic competence into the public mental health system. The Coalition provides information to educate key stakeholders and policy

decision makers on issues surrounding mental health in historically unserved, underserved and/or inappropriately served communities. Moreover, the Coalition is tasked with increasing awareness regarding mental health disparities in general.

CRDP Phase 2

CRDP Phase 2 is designed to build on and implement strategies developed in Phase 1 and identified in the CRDP Strategic Plan. Phase 2 focuses on strengthening and demonstrating effectiveness of population-specific interventions and developing and reinforcing infrastructure to effectively deliver mental health services to impacted populations.

CRDP Phase 2's vision is a California in which all individuals, regardless of race, ethnicity, sexual orientation or gender identity, receive quality mental health prevention and treatment services delivered in a culturally and linguistically competent manner. Its goals include:

- Demonstrate through a rigorous, community-participatory evaluation process that selected CDEPs are effective in preventing or reducing the severity of mental illness
- Upon completion of Phase 2, to increase funding of validated CDEPs by other, non-CRDP sources, including county mental health agencies
- Support changes in statewide and local mental health delivery systems and policies that will reduce mental health disparities among unserved, underserved and inappropriately served populations

CRDP Phase 2 is guided by the following principles, which serve as the basis for its structure and framework:

- **Do business differently.** Doing business differently has been a focus of CRDP from the start. Doing business differently involves attentive listening and genuine consideration of community and CRDP partner input in order to be responsive to community needs. Doing business as usual has contributed to disparities; therefore, reducing disparities will need to involve doing business differently.
- **Build community capacity.** To sustain efforts to reduce mental health disparities beyond the period of CRDP Phase 2 funding, it is necessary to invest in creating community capacity and supporting community-based organizations.
- **Fairness.** A program designed to reduce disparities must not perpetuate disparities. Contracts should be awarded based on merit and only after all interested parties have been invited to apply and if needed, provided with tools and services to support their application.
- **System change.** CRDP does not exist in a vacuum. If the effort to reduce disparities begun with CRDP Phases 1 and 2 is to be sustained beyond the period of funding, then Phase 2 needs to address the context and bigger picture

within which CRDP exists. This will allow smoother integration of Phase 2 funded programs into the larger mental health care delivery system.

There are five elements to Phase 2:

- **Pilot Projects** – Pilot Projects are the central component of CRDP Phase 2. Pilot Projects are existing Community-Defined Evidence Projects (CDEP) that are providing culturally competent prevention and early intervention services to members of a CRDP target population. CDEPs include sets of practices that communities have used and determined to yield positive results as determined by community consensus over time, that may or may not have been measured empirically but have reached a level of acceptance by the community (Community-defined Evidence Project Working Group, 2007). Phase 2 funds would allow a CDEP to expand to reach more clients and be rigorously evaluated to determine its effectiveness. Pilot Projects may include projects identified in the Population Reports, as well as additional projects that may not have been included in the Phase 1 process, but show promise of effectively addressing mental health. We are defining mental health loosely to allow for holistic approaches that show promise.

Validation of CDEPs is important because many funding and reimbursement opportunities are tied to evidence-based practices. Validating CDEPs can help them be established as evidence-based practices. Evidence-based practices are approaches to prevention or treatment that are validated by some form of documented scientific evidence. This includes findings established through controlled clinical studies, but other methods of establishing evidence are valid as well. Seeking recognition as an evidence-based practice will be optional for pilots, as it may not be appropriate for all populations and/or pilots.

There will be two stages for the Pilot Project component. Stage one is Capacity Building and lasts six months. Projects will be selected based on need, potential and likelihood for success. Through the Capacity Building process, they will be provided with technical assistance and training in order to develop organizational capacity to apply for Implementation Pilot Project grants. Stage two is Implementation. During the Implementation Stage, Pilot Projects will expand, implement and evaluate their CDEP. All Pilot Projects will be selected through a competitive process, based on the review of their applications.

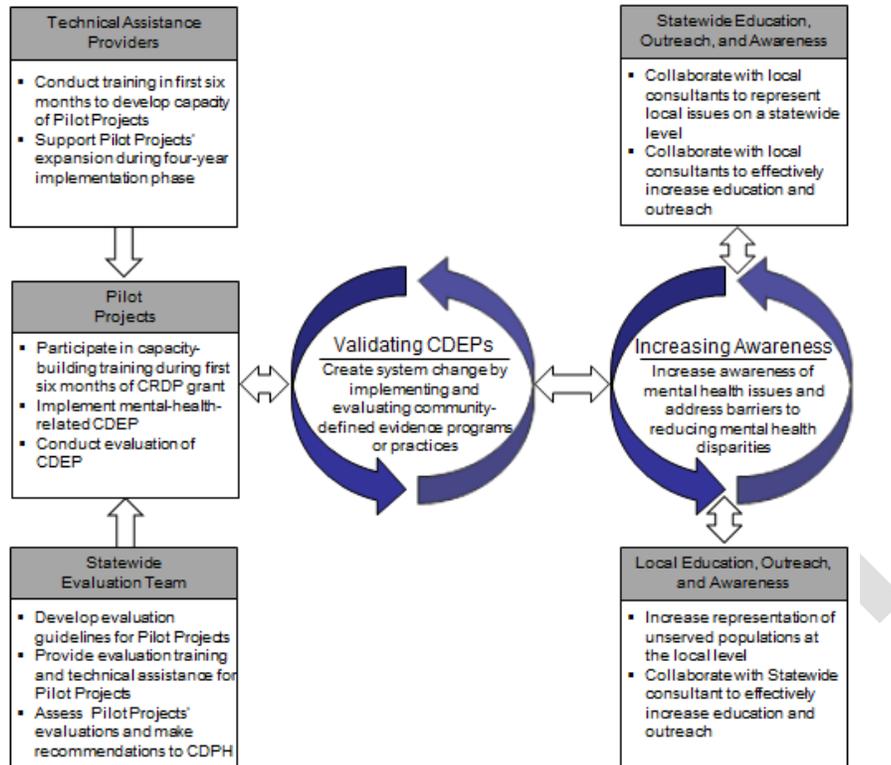
- **CRDP Advisory Committee** – In Phase 2, the CRDP Advisory Committee will consist of representatives from communities around the state. It will advise CDPH CRDP staff on community needs and best practices to guide the integration of cultural and linguistic competence into the public mental health system.
- **Education, Outreach and Awareness Consultants** – In CRDP Phase 2, education and outreach regarding the needs of underserved communities and effective strategies to address these disparities will be bolstered at the statewide and local levels. One statewide consultant and up to five local consultants will be engaged to

help bring together community stakeholders and resources to address mental health disparities. The Local Education, Outreach and Awareness Consultants will work to increase awareness of mental health issues in impacted communities and inform local policy makers and administrators about issues impacting underserved, underserved and inappropriately served communities. In addition, the local education and outreach providers will seek to identify and implement collaborative processes through which representatives from the impacted communities can more effectively work with county administrators to reduce mental health disparities by increasing access to care and improving quality of care and service outcomes.

- Technical Assistance – Five population-specific Technical Assistance (TA) Providers will be established in CRDP Phase 2. During the Capacity Building stage, the TA Providers will be expected to work with Pilot Projects to develop their administrative and programmatic capacities and support them in their application process for the CRDP Phase 2 Implementation Pilot Projects. During the Implementation phase, the TA Providers will focus on supporting the Pilot Projects by working to improve administration and operations, identifying and securing additional resources and building strategic partnerships to better serve communities.
- Evaluation – The purpose of Phase 2 evaluations is to demonstrate the effectiveness of CDEPs, to help Pilot Projects improve operations and interventions and to determine the overall effectiveness of CRDP in reducing mental health disparities in the target populations. Evaluations will be performed by a Statewide Evaluation Team and by evaluators at each Pilot Project and will be organized at three levels:
 - 1) Individual pilot programs supported by the Statewide Evaluation Team will evaluate their projects to determine the effectiveness of interventions in preventing and/or reducing the severity of mental illness and/or promoting mental health in the communities that they are serving;
 - 2) Population leads from the Statewide Evaluation Team will prepare guidelines to ensure a certain level of consistency across the Pilot Projects for each population group. This will include common outcome measures and evaluation methods/approaches; and
 - 3) Every component of the CRDP (including Pilot Projects, Technical Assistance Providers, etc) will be assessed by the Statewide Evaluation Team to determine if each individual component and the CRDP taken in whole are effective in addressing mental health disparities.

Though the Phase 2 Pilot Project evaluations will be managed and owned by the individual Pilot Projects, the Statewide Evaluation Team will be responsible for providing guidance and support to each of the Pilot Projects to develop appropriate community participatory evaluations (defined in Section VI. L. Definition of Terms) as defined by their respective communities. The Statewide Evaluation Team will provide Pilot Projects with technical assistance and training related to evaluation.

The image below illustrates the relationship between these elements:



CRDP Phase 2 is anticipated to be funded at \$60 million and allocated between the Contractors as follows:

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Element	Total Funding	Number of Contracts/ Grants	Funding Term	Maximum Funding per Contract per Year
Local Education, Outreach and Awareness Consultants	\$2,000,000	5	4 years	\$250,000
Statewide Education, Outreach and Awareness Consultant	\$1,000,000	1	4 years	\$250,000
Pilot Projects <i>Capacity Building</i>	\$600,000	15	6 months	\$40,000
<i>Implementation</i>	\$39,900,000	35	4 years	\$285,000
Technical Assistance Provider	\$6,250,000	5	5 years	\$250,000
Statewide Evaluation Team - Evaluation TA - Overall Evaluation	\$6,000,000 \$4,250,000	1	5 years	\$1,200,000 \$500,000

Proposers may respond to multiple CRDP Phase 2 component solicitations. However, no organization shall be awarded multiple CRDP Phase 2 grants.

C. Purpose and Description of Services

The purpose of this Solicitation is to secure a Contractor to serve as the CRDP Statewide Evaluation Team. The CRDP Statewide Evaluation Team is integral to Phase 2 and will work closely with the Pilot Projects, Technical Assistance providers, and the Statewide and Local Education, Outreach and Awareness Consultants, as well as CDPH staff. The Statewide Evaluation Team must provide services in a manner that is both culturally and linguistically competent and closely adheres to the guidelines as outlined in the American Evaluation Association Public Statement on Cultural Competence in Evaluation (Fairhaven, MA. Retrieved from www.eval.org). **The Contractor will provide services throughout California.**

For a detailed description of services, see Section II. Scope of Work.

II. Scope of Work

A. Overview

Objectives

Objective 1: Evaluate Overall CRDP Phase 2 Effectiveness in Identifying and Implementing Strategies to Reduce Mental Health Disparities

The Contractor shall develop guidelines and evaluate the effectiveness of CRDP Phase 2 in reducing mental health disparities. Determination of program effectiveness must involve the development of metrics and baselines to address the following questions:

- How effective are CRDP strategies and operations at preventing and/or reducing the severity of mental illness in California's historically unserved, underserved and/or inappropriately served communities?
- How can CRDP strategies and operations be strengthened?
- What are vulnerabilities or weaknesses in CRDP's overarching strategies and operations?

Objective 2: Determine Effectiveness of Community-Defined Evidence Programs

The Contractor shall evaluate the effectiveness of CRDP Phase 2 Pilot Projects in preventing and/or reducing the severity of mental illness in historically unserved, underserved and/or inappropriately served communities. The evaluation of Pilot Project effectiveness must address the following questions:

- Is each Pilot Project effective in preventing or reducing the severity of targeted mental health conditions in its clients?
- Do funded Pilot Projects meet criteria for identification as evidence-based practices?
 - Have Pilot Projects applied to evidence-based practice registries?
 - If they have applied, have they been accepted?

Objective 3: Build Evaluation Capacity of Pilot Projects

The Contractor shall work with the Capacity Building and Implementation Pilot Projects to help build their capacity to conduct evaluations of their program's effectiveness on an ongoing basis. This shall include development of guidance materials, as well as ongoing support, both on a planned and as-needed basis.

Objective 4: Support CDPH in Developing Evaluation Systems and Guidelines and in Communicating Evaluation Results

The Contractor shall provide necessary support to CDPH staff. This shall include regular communication and consultation with staff, evaluation subject matter expert services and planning and leadership for the statewide symposium.

As outlined below, each of the objectives aligns with one or more responsibilities, which will be fulfilled by one or more deliverables.

Objectives	Responsibilities	Deliverables
Objective 1: Evaluate Overall CRDP Phase 2 Effectiveness in Identifying and Implementing Strategies to Reduce Mental Health Disparities	1. Plan and perform programmatic evaluation of the CRDP	5. Final Evaluation Plan 13. Statewide Evaluation
	4. Work with CDPH staff to identify necessary data	5. Final Evaluation Plan 7. Evaluation Database
Objective 2: Determine Effectiveness of Community-Defined Evidence Programs	2. Develop and support implementation of evaluation guidelines for implementation pilots	6. Best Practices Review
Objective 3: Build Evaluation Capacity of Pilot Projects	7. Provide technical assistance to pilot projects	11. Evaluation Guidelines Packet 12. Evaluation Technical Assistance
Objective 4: Support CDPH in Developing Evaluation Systems and Guidelines and in Communicating Evaluation Results	3. Advise CDPH on adequacy of Implementation Pilot Project evaluation plans	10. SME Services
	5. Plan, coordinate, convene and present at public conference	14. Statewide Symposium
	6. Serve as subject matter expert	10. SME Services
	8. Maintain regular communication with CDPH CRDP staff	1. Kickoff Meeting 2. Progress Reports 3. Progress Meetings 4. Quarterly Collaboration Meetings 8. Stakeholder Briefings 9. Closeout Meeting

Responsibilities

1. Plan and perform programmatic evaluation of the CRDP. The evaluation shall include an assessment of the CRDP taken as a whole and each component of the CRDP. The programmatic evaluation shall systematically collect necessary data that will be used to answer key questions about the efficacy and efficiency of the program and the use of its funds. The evaluation is expected to assess the strengths

and the limitations of the whole CRDP program design and operations. Moreover, the programmatic evaluation should include identifying key lessons that may be transferable and providing a feedback process to enable ongoing quality improvement, thus, increasing the overall effectiveness of the CRDP.

2. Develop and support the implementation of evaluation guidelines for the Implementation Pilot Projects and coordinate evaluation activities. In order to support the Pilot Projects' evaluations, the Contractor will establish guidelines, timelines and processes. In developing guidelines, the Contractor must balance the need for consistency across pilots with the need for flexibility to address the unique nature of each pilot intervention and population served. The evaluations must incorporate standards and methodology that can be generally accepted by peers in the public policy, mental health and social services fields; and the evaluations must empower the Pilot Projects and the communities they serve, building the capacity to conduct evaluation strategies that are consistent with their needs. It is critical to maintain sufficient flexibility for each individual site to operate in a manner that best reflects its community and addresses its unique needs. To ensure the successful implementation of the guidelines, the Contractor will oversee the process and provide support on an ongoing basis. It is anticipated that there will be approximately 35 Implementation Pilot Projects.

Individual pilot sites, supported by the Contractor, will evaluate their projects to determine the effectiveness of interventions in preventing and/or reducing the severity of mental illness and/or promoting mental health in the communities that they are serving. In providing support to Pilot Projects, the Contractor will give full respect to strategies that are community participatory in nature, employ mixed methods and/or are adjusted to be appropriate for the community needs and/or culture of the target population.

3. Advise CDPH on the adequacy of the Implementation Pilot Projects' evaluation plans and evaluations. The Contractor will review all evaluation plans and evaluations and provide recommendations to CDPH staff regarding the adequacy of the plans and evaluations.
4. Work with CDPH staff to identify data necessary for overall programmatic evaluation and overlapping populations, as well as to develop an effective and efficient data gathering and validation methodology. The Contractor will communicate data collection needs to Pilot Projects, who will be responsible for collecting the data and providing it to the Contractor. The Contractor will compile and analyze the data. Because population groups overlap with each other, including people of mixed background and LGBTQ populations, the Contractor is expected to work closely with each Technical Assistance Provider to ensure that the specific data collection needs of each population are adequately addressed by all Pilot Projects.
5. Plan, coordinate, convene and present at a public conference showcasing Phase 2 findings and results. The Contractor will be responsible for planning, coordinating

and convening a public conference discussing CRDP, CDEPs and results from the CRDP Phase 2 Pilot Projects. The purpose of the conference will be to present the research findings on community-defined evidence with respect to CRDP Phase 2. At the conference, separate presentations will be made on research findings concerning each of the five target populations by each of the population leads from the Statewide Evaluation Team. In addition, the Contractor will be responsible for inviting researchers, community stakeholders and Pilot Project participants in CRDP Phase 2, as well as presenting overall findings.

6. Serve as a subject matter expert to CDPH staff with regard to performing evaluations in a culturally and linguistically competent manner. The Contractor is expected to provide expert advice related to performing both Pilot Project evaluations and CRDP programmatic evaluations using a community-participatory approach in a manner that is both culturally and linguistically competent.
7. Provide technical assistance on evaluation to Capacity Building Pilot Projects and Implementation Pilot Projects. The Contractor should take an empowerment evaluation approach to technical assistance, embodying the principles of capacity building, community ownership and improvement (Fetterman & Wandersman, 2005). The Contractor will support Capacity Building Pilot Projects' efforts to articulate a theory of change, develop a logic model and begin evaluation planning. The Contractor will support Implementation Pilot Projects' efforts by supporting evaluation planning and design, evaluation implementation and seeking evidence-based status. It is anticipated that this technical assistance will include support on how to hire a pilot-level evaluator as well as obtaining formal approval from an Institutional Review Board, if it is necessary. An Institutional Review Board, also known as an Independent Ethics Committee or and Ethical Review Board, provides oversight on some behavioral research involving human test subjects.
8. Maintain regular communication with CDPH CRDP staff. In order to ensure effective communication and collaboration, as well as efficient implementation of CRDP efforts, the Contractor will be responsible for maintaining a regular meeting schedule with CRDP staff, as well as planned one-time meetings (such as kickoff and closeout meetings) and stakeholder briefings.

B. Deliverables

The Contractor is responsible for producing the following deliverables through the course of the Contract. The first seven deliverables described herein are CDPH-defined deliverables, whereas the Proposer will define deliverables 8-12. Within each group, the deliverables described in this Agreement are presented in the order in which they are due.

CDPH-Defined Deliverables

Deliverable 1: Kickoff Meeting

The Contractor shall attend a kickoff meeting with the CDPH CRDP Contract Manager (CM). The Contractor's Project Manager (PM), Contract Administrator and Fiscal Officer shall attend this meeting to discuss the administrative, fiscal and technical aspects of this contract. Prior to the kickoff meeting, the CM will develop an agenda, which the PM may add to, as necessary. The CM will provide an agenda to all potential meeting participants. CDPH CRDP will designate the date and location of this meeting.

The meeting shall include, but is not limited to, the following:

- Administration;
- Detailed review of the scope of work, workplan, schedule and deliverables; and
- Roles and responsibilities.

Deliverable 2: Progress Reports

The Contractor shall provide a progress report at least monthly. The progress reports must include a written narrative that addresses: a summary of key activities, outcomes and findings as a result of the activities; key risks and issues; and next steps.

Deliverable 3: Progress Meetings

The Contractor shall meet with CDPH staff at least monthly to report on the progress and issues related to the performance of the Contract.

Deliverable 4: Quarterly Collaboration Meetings

The Contractor shall meet with CDPH staff and other CRDP Contractors/grant recipients at least quarterly. The purpose of these sessions is to provide mutual feedback in a collaborative, team-building fashion and to collaborate on Phase 2 activities where possible. It is anticipated that these sessions will last two hours and will be held in Sacramento one time per year and by video or teleconference three times per year. It is anticipated that Pilot Project grant recipients shall participate in one collaboration meeting per year. The collaboration meetings shall be organized by CDPH CRDP staff.

Deliverable 5: Final Evaluation Plan

Upon execution of the Contract, the winning Proposer will meet and confer with CDPH to refine the Evaluation Plan submitted in its Proposal. The Contractor shall revise the Evaluation Plan to incorporate CDPH input and deliver to CDPH a Final Evaluation Plan within thirty (30) days of Contract execution.

The Final Evaluation Plan must include:

- Final Key Research Questions;
- Final definition of the elements of the evaluation, inclusive of data requirements;
- Final Contractor's approach to addressing Key Research Questions;
- Final workplan and schedule; and
- Final data collection plan.

The Contractor must provide a data collection plan as a component of the Evaluation Plan. The data collection plan must address key questions concerning the approach to collecting data required for overall CRDP and Pilot Project evaluations. The data collection plan must include a description of the data collection tools that will be used. Additionally, the data collection plan must address the manner in which the Contractor will provide data to CDPH. This shall include a data dictionary to define all data categories consistently across pilot projects to enable uniform analysis.

The Evaluation Plan must include strategies to incorporate population-level evaluation, under the guidance of each population's Lead Evaluator. It is anticipated that each of the targeted populations will have unique needs in terms of evaluation and strategies that are most effective and meaningful. The Evaluation Plan must account for cultural and linguistic differences and plan for flexibility in methods and approaches, while maintaining a minimal level of consistency in the final product.

At the end of each contract year, the Contractor will review the Evaluation Plan, in conjunction with that year's progress reports and identify any needed adjustments and/or updates, as appropriate. The Contractor will propose an Updated Evaluation Plan, review with CDPH staff and adjust as necessary before finalizing.

Deliverable 6: Best Practices and Acceptable Standards Review

In order to establish clear guidelines regarding culturally and linguistically competent evaluation, the Contractor shall conduct a best practices and acceptable standards review and produce a report, focused on culturally and linguistically appropriate, community-participatory and mixed method evaluation approaches. The review should include both evaluation processes and content and should address each of the five target populations. This review may include a literature review, interviews with key stakeholders and subject matter experts, telephone surveys and/or other suitable methods of review.

Deliverable 7: Evaluation Database

The Contractor will be responsible for defining its data collection plan within the scope of the Evaluation Plan. Subsequently, over the course of the Contract, the Contractor shall collect and validate the data in the manner described in the Evaluation Plan and

will develop and maintain a database, which shall be transmitted to CDPH prior to the conclusion of the Contract. In producing the database, the Contractor shall not include any data that could be used to identify specific individuals. CDPH shall retain ownership rights to all data collected within the scope of this Contract.

Deliverable 8: Stakeholder Briefings

After the final evaluation report has been delivered to and approved by CDPH, the Contractor shall provide six oral stakeholder briefings that are supported by presentations and summaries as appropriate. The purpose of the stakeholder briefings will be to review the final evaluation report and the evaluation findings.

The Contractor shall provide separate stakeholder briefings to:

- CDPH staff (one briefing, to be held in Sacramento); and
- Regional stakeholder groups (one briefing in each of the five County Behavioral Health Directors Association of California regions), including service providers, community-based organizations and county and local government staff. The Contractor should provide justification if the proposed location is not the largest city in the region (e.g., the proposed location is more central).

Deliverable 9: Closeout Meeting

The Contractor shall compile a closeout report that summarizes the major efforts, findings and lessons learned from CRDP Phase 2 from the perspective of the Contractor. The Contractor shall deliver the closeout report in person during a meeting with CDPH CRDP to ensure thorough knowledge transfer. The Closeout Meeting must be completed before the end of the term of this Agreement. The PM will determine the appropriate meeting participants and particulars.

Proposer-Defined Deliverables

The Proposer (Proposer is used when providing guidance for responding to this solicitation, while Contractor is used when defining the responsibilities under the contract) is responsible for defining the specific details of the following deliverables, subject to the general construct for each deliverable provided herein. A highly detailed description of the deliverables that the Proposer will provide to CDPH is required to demonstrate the Proposer's understanding of and ability to meet CDPH's needs as specified in this solicitation.

In narrative and illustrative format, as appropriate, describe the specific deliverables the Proposer would provide and a justification for this proposed solution. The Proposer-defined deliverables should include a clear articulation of how the Proposer intends to meet the State's needs by clearly defining the scope of the deliverable and the tangible deliverable the State should expect to receive. The descriptions should include clear

benchmarks and standards by which the Contract Manager can verify completion of each deliverable.

The Proposer will refine the Key Research Questions that are included in this Solicitation in its Evaluation Plan. These research questions will be further refined in discussion with CDPH staff and finalized in the Final Evaluation Plan.

Deliverable 10: Subject Matter Expert Services

The Contractor will act as a subject matter expert, available to advise both CDPH staff and the contracted Technical Assistance Providers, as needed, on matters concerning CRDP Phase 2 and Pilot Project evaluations. The Contractor will be expected to help inform and participate in policy briefings with CDPH staff as needed, up to monthly.

As part of Deliverable 12, the Contractor will provide technical assistance to Capacity Building Pilot Projects (CBPP). Towards the conclusion of the Capacity Building Phase, the Contractor shall advise CDPH staff on each CBPP's viability and preparation for Implementation Phase.

Implementation Pilot Projects will be responsible for refining the proposed evaluation plans submitted with their applications, using guidelines developed by the Contractor. The Contractor must review all CDPH Phase 2 Implementation Pilot Project evaluation plans and advise CDPH on the adequacy of those plans. The Proposer will define the criteria for evaluating the adequacy of the evaluation plans in a manner that is linguistically and culturally competent for each of the five population groups. This will include how each incorporates specific evaluation methods that are appropriate for the population. In addition the Contractor will review each pilot project's proposed evaluation plan and advise pilot projects and CDPH on whether IRB approval will be needed, i.e. does plan constitute research vs. program evaluation. If the Contractor deems IRB approval is needed, the Contractor will provide necessary technical assistance. The Proposer will also define the approach for advising CDPH on the adequacy of the Pilot Project evaluation plans and the process for recommending remediation for inadequacies in the evaluation plans, including providing technical assistance.

The Contractor must review all Implementation Pilot Project final evaluation reports and, by no later than the date defined in the Evaluation Plan, advise CDPH on the adequacy of those reports. The Proposer will include in the Evaluation Plan a checklist of items that will be required in all Pilot Project evaluation final reports. The Pilot Projects must, in advance, be made sufficiently aware of all these required items, through the initial training and ongoing technical support and be provided an opportunity to remediate inadequacies prior to the Contractor submitting recommendations to CDPH.

The Proposer must define the approach to communicating an assessment of the adequacy of the Pilot Project final evaluation reports to CDPH staff and a process for supporting the remediation of inadequacies in the Pilot Project evaluations.

Deliverable 11: CRDP Phase 2 Pilot Project Evaluation Guidelines Packet

Each Pilot Project will develop evaluations of their own program, focusing on the unique needs of the project and the community they are serving. Upon receiving guidelines by the Contractor, the pilot projects will revise their evaluations with technical support from the Contractor. The Contractor will be responsible for coordinating these evaluations. To support these efforts and develop a minimum level of consistency across the Implementation Pilot Projects, the Contractor will develop an Evaluation Guidelines Packet. Guidelines shall be focused on two critical factors: 1) the evaluations must incorporate standards and methodology that can be generally accepted by peers in the public policy, mental health, social policy and social services fields; and 2) the evaluations must empower the Pilot Projects and the communities they serve by building the capacity to conduct evaluations that are consistent with their needs and cultural values. Guidelines are anticipated to include the general parameters of Pilot Project evaluations, core outcome measures that will be collected by all pilot projects, data standards to ensure compatibility, standards of adequacy and rigor, progress-reporting procedures and policies and overall schedule.

These guidelines support the Pilot Project Evaluation Plan (developed by each Pilot Project), which shall address the following questions:

- What is the baseline mental health of the program participants? Where are they starting?
- Is the Pilot Project showing effectiveness? How so? Is the Pilot Project improving outcomes, participation, reducing onset, decreasing stigma or another factor?
- Is the Pilot Project moving towards certification as an evidence-based practice? Though this element is not required or expected of the pilot projects, the Contractor shall issue guidelines for pilot projects that may seek to pursue this option.

It is anticipated that there will be a tension between the need to balance specific, uniform guidelines with flexibility to allow Implementation Pilot Projects to evaluate their programs in the most appropriate manner for their community. The Proposer should detail how it proposes to balance these conflicting needs.

Deliverable 12: CRDP Phase 2 Pilot Project Evaluation Technical Assistance

The Contractor will provide linguistically and culturally competent training and technical assistance to the CRDP Phase 2 Pilot Projects on issues related to evaluation. The Contractor will provide guidance, support and feedback to each of the Pilot Projects as they develop their Pilot Project Evaluation Plan and implement their evaluation, including developing baseline metrics and developing appropriate sample size.

We anticipate that the Pilot Projects will need, at a minimum, technical assistance on the following evaluation-related topics:

- Capacity Building: Articulating theory of change and logic model, developing an evaluation plan, hiring an evaluator
- Implementation: Evaluation planning, design and implementation, measuring the baseline, data collection, engaging community members in the evaluation process, seeking recognition as an evidence-based strategy, hiring an evaluator and obtaining Institutional Review Board approval of research protocols

The Proposer must detail its approach to working with the CRDP Phase 2 Pilot Projects as well as with CDPH staff to promote effective Pilot Project Evaluation Plan development and implementation.

Deliverable 13: Final Statewide Evaluation

The Contractor shall deliver a final evaluation report to CDPH no later than six months after the end of the Implementation Pilot Project funding period of CRDP Phase 2. The Proposer will define the scope of the evaluation report and its approach to incorporating evaluation methods that are appropriate for the populations and the Pilot Projects' strategies.

The Final Statewide Evaluation must clearly and thoroughly address each of the Objectives, in the manner defined in the Final Evaluation Plan. In order to successfully do so, the Final Statewide Evaluation must clearly answer each of the Final Key Research Questions, as defined in the Final Evaluation Plan.

Deliverable 14: Statewide Symposium

Prior to the end of the Implementation Pilot Project funding period of CRDP Phase 2, the Contractor will hold a statewide symposium on the research findings concerning community-defined evidence with CRDP Phase 2.

The Contractor will be responsible for planning, coordinating and convening a public conference to discuss CRDP, CDEPs and results from the CRDP Phase 2 Pilot Projects. The purpose of the conference will be to present the research findings on community-defined evidence with respect to CRDP Phase 2. At the conference, separate presentations will be made on research findings concerning each of the five target populations by each of the respective population lead evaluators. The Contractor will be responsible for inviting researchers, community stakeholders and Pilot Project participants in CRDP Phase 2, as well as presenting overall findings.

It is anticipated that the Symposium will include approximately 200-300 attendees.

III. Qualifications

A. Minimum Qualifications

The Proposer must possess the following qualifications:

1. At least five years of experience in the development and management of mental health program evaluations for government programs.
2. Experience operating and managing a project similar in scope with an annual budget of \$1 million or greater.
3. Organization has an established headquarters or other office in California.

B. Desired Qualifications

Scoring of Proposer qualifications will be based on the following criteria:

1. Proposer's team has significant understanding of and direct experience working with California's African American, Asian Pacific Islander, Latino, Native American and LGBTQ communities in a culturally and linguistically competent manner.
2. Proposer's team can demonstrate support from and a trusted relationship with California's African American, Asian Pacific Islander, Latino, Native American and LGBTQ communities.
3. Proposer's team has significant expertise and academic credentials to perform advanced program evaluations and guide pilot project evaluations.
4. Proposer's team has significant hands-on experience designing and conducting multi-year evaluations for programs that are similar in size and scope to CRDP.
5. Proposer's team has significant hands-on experience guiding pilot project evaluations for community-based organizations, utilizing mixed methods and community-participatory evaluations.
6. Proposer's team has significant experience providing technical assistance to develop organizational capacity for conducting pilot project evaluations utilizing mixed methods and community participatory evaluations.
7. Proposer has significant experience communicating findings to key stakeholder groups, including providing program and policy briefings to high-level officials, and planning and executing large public stakeholder conferences.

IV. Response to Solicitation

A. Required Format for a Proposal

All proposals submitted under this Solicitation must be typed or printed using a standard Times New Roman, Arial or Calibri 12-point font, single-spaced and a blank line between paragraphs. Pages must be numbered, sections titled and printed back-to-back on 8½ x 11-inch paper with a minimum of one-inch margins. Binders are preferred.

B. Number of Copies

Proposers must submit the original and four copies of Volume 1 and Volume 2.

C. Packaging and Labeling

The original and copies of each volume must be labeled "DRAFT: CRDP-01" and include the title of the proposal and the appropriate volume number:

Volume 1 – Section 1, Administrative Section

Volume 1 – Section 2, Technical Section

Volume 2 – Cost Proposal

Include the following label information and deliver your proposal, in a sealed package:

Person's Name	
Phone #	
Proposer's Name	
Street Address	
City, State, Zip Code	
	DRAFT: CRDP-01
	Contact

D. Preferred Method for Delivery

A Proposer may deliver a proposal by:

- U.S. Mail
- Hand delivery
- Courier service

Proposals must be delivered to CDPH CRDP Monday through Friday, 8 a.m. to 5 p.m., prior to the date and time specified in Section I.A. Proposals received after the specified date and time are considered late and will not be accepted. There are no exceptions to this policy. **Postmark dates of mailing are not acceptable in whole or in part, under any circumstances.**

E. Organization of Proposal

VOLUME 1, Section 1, Administrative Section

Cover Letter (1 page maximum: Must be signed by an officer of the firm submitting the Proposal and include contact information. The cover letter must contain a commitment to provide the required services described with the personnel specified in the submission. The letter should certify that the information contained in the Proposal is true and correct.)
Table of Contents
Attachment 1, Required Attachment / Certification Checklist
Attachment 2, Business Information Sheet
Attachment 3, Population Letters of Support
Attachment 4, Customer References
Attachment 5, CCC 307 – Certification
Attachment 6, Payee Data Record
Attachment 7, Darfur Contract Act
Attachment 8, Iran Contracting Certification
Attachment 9a, Non-Small Business Subcontractor Preference Request and
Attachment 9b, Small Business Subcontractor/Supplier Acknowledgement

Attachment 10, Contractor Information Form
Attachment 11, HIPAA Compliance Form
Businesses - Copy of a current business license issued by the government jurisdiction in which the business is located, unless no license is required. <u>Attach an explanation if a license copy cannot be supplied or there is reason to believe no license is required</u> , if applicable.
Corporations - Either a copy of the Certificate of Status issued by California's Office of the Secretary of State or a copy of the firm's <u>active</u> on-line status information downloaded from the California Business Portal website. <u>Attach an explanation if the required documentation cannot be supplied</u> , if applicable.
Nonprofit Organizations - A copy of a current IRS determination letter indicating nonprofit or 501 (c)(3) tax exempt status, if applicable.

VOLUME 1, Section 2, Technical Section

The technical section shall include the following components. For many components, page limits are specified. Within each component, if the Proposal exceeds the page limit, the scoring team shall stop reading at the page limit and shall not consider any information included in subsequent pages.

i. **Workplan (Narrative: 10-Page Maximum, Supporting Tables and Appendices: No Page Limit)**

Describe the Proposer's approach to providing services listed in the Scope of Work, detailing any outstanding features, qualifications and experience. Include any tasks, milestones and/or sub-deliverables that will guide implementation of all deliverables.

At its discretion, Proposer may include tables to help illustrate its Workplan.

The Workplan should include the process for completing all deliverables, including Proposer-defined deliverables and the Final Evaluation Plan. Parts ii & iii, below, should describe the proposed deliverables, as detailed below, not the process by which they will be achieved.

ii. **Proposer-Defined Deliverables (15-Page Maximum)**

Through a series of narratives, describe the specific deliverables the Proposer would provide in response to the needs articulated in the Solicitation and a justification for this proposed solution. The Proposer-defined deliverables should include a clear articulation of how the Proposer intends to meet the State's needs, clearly defining the scope of the deliverable and the tangible deliverable the State should expect to receive. The

descriptions should include clear benchmarks and standards by which the Contract Manager can verify completion of each deliverable.

iii. Proposed Evaluation Plan (Narrative: 15-Page Maximum, Supporting Tables: No Page Limit)

Describe the detailed, comprehensive and customized Proposed Evaluation Plan that demonstrates how your agency would implement the objectives and activities.

The Proposed Evaluation Plan shall include:

- Narrative Overview: Describe the approach to evaluating CRDP in its entirety and the approach for evaluating each component of the CRDP. At a minimum, describe the approach to evaluating how effective the CRDP Phase 2 is in reducing mental health disparities.
- Proposed Research Questions: Answering the broad questions that support Objectives 1 and 2 is at the core of the evaluation. Supporting research questions will be necessary to facilitate answering the questions outlined in the Scope of Work, Objectives section. CDPH has provided the following questions as examples of potential research questions that may be useful. However, CDPH does not consider them adequate or exhaustive and the Proposer is expected to refine and expand upon these examples significantly within its Proposed Research Questions.

Objective 1: Evaluate Overall CRDP Phase 2 Effectiveness in Identifying and Implementing Strategies to Reduce Mental Health Disparities

1. How effective are CRDP strategies and operations at preventing and/or reducing the severity of mental illness and in California's historically unserved, underserved and/or inappropriately served communities?
 - Is CRDP Phase 2 employing effective approaches, strategies and structures?
 - Describe the approaches and strategies used to fulfill the goals of CRDP Phase 2
 - Identify and understand conditions that support and hinder implementation of those strategies; e.g., how did the governance model or engagement with stakeholders support the strategy?
 - Identify and analyze any differences between the approaches, strategies and deliverables developed in each of the proposals (including all CRDP contractors and grantees) and the actual implementation and outcome.
 - Assess how the key approaches and strategies contributed to progress in addressing mental health disparities, including lessons learned.
 - Do CRDP Phase 2 evaluations effectively reflect the unique needs of each targeted population?

- Are these needs appropriately understood?
 - Identify the strategies and approaches used to tie evaluations into these needs.
 - Identify and analyze any differences between the approaches, strategies and deliverables developed in each proposal (including all CRDP contractors and grantees) and the actual implementation and outcome.
 - How do stakeholders feel about the efforts?
 - Have CRDP Phase 2 programs helped develop a better alignment between local government and other providers with the populations they are attempting to serve?
 - Are policy makers, providers and other key stakeholders better informed regarding the unique needs of the targeted communities and effective community-based strategies?
2. How can CRDP strategies and operations be strengthened?
- Were funding levels appropriate for each CRDP component?
 - What could additional funding have achieved?
 - Were funded organizations able to scale operations and use funding efficiently?
 - What portion of funding was used to support organizational overhead?
 - Are Pilot Projects receiving necessary technical assistance and other support?
 - What types of technical assistance have Pilot Projects received?
 - Is this aligned with Pilot Project needs? Are there unmet needs? Was unnecessary technical assistance provided?
 - Have Pilot Projects been successful in securing additional funding?
 - Did CRDP elements effectively interact and work with one another?
 - Were population and geographical divisions appropriate and effective?
 - Is population-based, rather than geographic, technical assistance effective and efficient?
 - Were Local Education, Outreach and Awareness Consultants organized appropriately? Were they able to effectively coordinate and balance the needs of diverse populations?
3. What are vulnerabilities or weaknesses in CRDP's overarching strategies and operations?

- What aspects, if any, received pushback from the community, policymakers or other stakeholders?
- What aspects, if any, did not appear cost effective?
- Were CRDP contractors and grant recipients able to document spending?

Objective 2: Determine Effectiveness of Community-Defined Evidence Programs

1. Is each Pilot Project effective in preventing and/or reducing severity of its targeted mental health conditions in its clients?
 - Have Pilot Projects been shown to be effective prevention/early intervention strategies in the target community for the mental health illnesses they are meant to address?
 2. Are CRDP Phase 2 Implementation Pilot Projects effectively validating Community-Defined Evidence Practices?
 - Is each Pilot Project effective in preventing and/or reducing severity of targeted mental health conditions and in its clients?
 - Do funded Pilot Projects meet criteria for identification as evidence-based practices?
 - Have Pilot Projects applied to evidence-based practice registries?
 - If they have applied, have they been accepted?
- Detailed Approach: Proposer shall describe the approach to answering the questions described above, as well as the additional Proposed Research Questions. The Evaluation Plan covers the Statewide Evaluation, led by the Statewide Evaluation Team, including evaluation of CRDP overall and each of its elements. Support for Pilot Project Evaluations will be described in Proposed-Defined Deliverables 11 and 12. The Detailed Approach will include, at a minimum, the following components:
 1. Proposer’s understanding of the requirements of the evaluation, including key evaluation questions and metrics
 2. Evaluation framework to assess the aims; e.g., context, process, outcomes
 3. Evaluation methods, including:
 - Study Design: Describe the study design, which should include both qualitative and quantitative components. For quantitative analysis, the use of comparison and/or control groups or designs that assess change over time (pre/post) is suggested to enhance the validity of the findings.
 - Study population: Describe the population to be included in the evaluation. Specify inclusion and exclusion criteria as appropriate and the recruitment strategy.

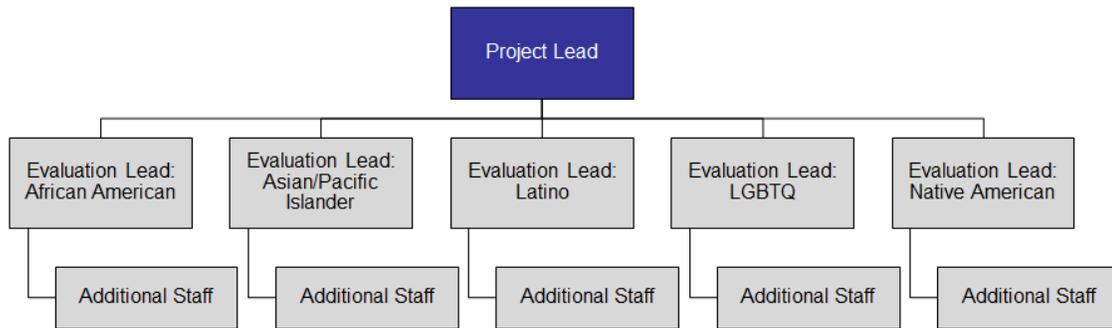
- Data analysis: describe the approach that will be used including sampling strategy and analytic methods.
- Population-level evaluation: Describe the strategies to incorporate population-level evaluation, under the guidance of each population’s Lead Evaluator.

4. Data specification and collection plan:

- The Statewide Evaluation Team is responsible for collecting data necessary for its evaluation, as well as data covering overlapping populations. It is not responsible for collecting data for Pilot Project Evaluations.
- Data sources and data collection methods: describe the data collection approach to answer the Proposed Research Questions, which may include implementing surveys, analysis of existing survey data, focus groups and interviews.
- Overlapping populations’ data collection: While each of the Pilot Projects is designed to serve a particular target population, it is understood that many people are members of multiple target population groups. In particular, this includes individuals of mixed ethnic/racial background and LGBTQ persons (who are members of one or more ethnic/racial communities, as well as members of LGBTQ communities). In order to ensure that the experience of these populations is adequately addressed in the evaluation, it is necessary for each Pilot Project to collect data on these population groups, based on the standards and methods defined in the Final Evaluation Plan. All Pilot Projects will be responsible for collecting data on sexual orientation and gender identity, as well as ethnic/racial background and identification. The Contractor will be responsible for assembling this data, including it in the Final Evaluation and sharing it with each population’s TA Provider, as appropriate. The Proposed Evaluation Plan should include a component that describes the proposed method for collecting data on overlapping population service recipients from each of the Pilot Projects.
- Database: describe the approach and format to developing a database that will be transmitted to CDPH at the conclusion of the project.
- Timeline: describe the timeline that will guide the implementation of the Evaluation Plan, including key timelines and deliverables for the Statewide Evaluation Team, other Contractors and CDPH staff. In addition to the detailed timeline presented in the Evaluation Plan, the major steps shall be included as a component of the Workplan.

iv. Agency and Personnel Qualifications (5-Page Maximum, Supporting CVs: No Page Limit)

1. Describe the organizational structure of the Proposer. Provide an organizational chart of the entire contract team. The organizational chart shall begin with the format defined below.



In addition to including the elements defined in this sample, Proposer should include responsibilities for additional staff and lines of communication with CDPH and other Contractors. The individual defined as the Project Lead may serve as an Evaluation Lead as well.

Because of the diverse needs and nature of the target populations, it is anticipated that the Statewide Evaluation Team will consist of multiple population-specific Lead Evaluators. Because Lead Evaluators must have significant experience with and a deep, personal understanding of the target populations, it would be extremely difficult for a single individual to act as a Lead Evaluator for two populations. It is anticipated that each team will need to have a unique Lead Evaluator for each target population to ensure the team is able to provide evaluation and support for every target population in a culturally and linguistically competent manner.

2. Identify the location of the Proposer's (and Subcontractor's, if applicable) headquarters and satellite office(s) and proposed methods of minimizing costs to the State due to travel.
3. Provide a short description of each team member, addressing required and desired qualifications, as described in Section III (including relevant professional accomplishments, educational achievement, publication history and demonstrated ability to work in a culturally and linguistically competent manner with targeted populations). Describe the relationship between the Proposer and Subcontractor(s) on your team. Indicate any history of a working relationship between the team members, noting any significant successes. As an appendix, that is not included in the page limit, include a Curriculum Vitae (CV) for each key team member.
4. Identify a primary contact person for Proposer (and Subcontractor(s), as applicable).

v. Customer References

Each Proposer shall complete a Reference Form (Attachment 3). Three references for similar projects completed by the Proposer in the last five years are required.

vi. Population Lead Letters of Reference

Each population lead must submit two letters of support from leaders, community members or community-based organizations representing the populations for which s/he is proposing to provide services. The Letters of Support are expected to demonstrate that the proposed population leads are not only culturally and linguistically competent but are also trusted by the communities. This includes:

- Cultural competence, linguistic competence and developed trust with the population as a whole or a subpopulation, including, but not limited to, age, gender, sexual orientation, gender identity, immigration status, national origin and origin language;
- A significant, long-term working relationship between the individual providing the letter of support and the proposed population lead; and
- The individual providing the letter of support has a strong history of working directly with the target population, in the community.

vii. Previous Work Products

Each proposal shall provide at least two examples of government program evaluations utilizing mixed methods and community participatory evaluations. If subcontractor(s) will be providing technical support in a task area, each entity shall submit one example product that demonstrates experience in potential work assignments described in this Solicitation.

Proposer may submit digital copies of prior work products on CD instead of printed copies.

viii. Subcontractors

If subcontractors are proposed, the Proposal must address the following information:

1. Identify the persons or firms.
2. Specify the portions and monetary percentages of the work to be done by the subcontractors.
3. How were the Subcontractors selected and why?
4. Attach CVs for each major subcontract participant.
5. Describe how subcontracted work will be controlled, monitored and evaluated.

VOLUME 2 – Cost Proposal (Sealed Separately from Volume 1)

The Proposer must submit information on the attached Cost Form (Attachment 11). The Cost Form will be deemed the equivalent of a formal proposal submission under the

Public Contract Code 10344. Costs shown must reflect the actual costs that will be charged if awarded a Contract under this Solicitation.

NOTE: The information provided in these forms will **not** be kept confidential.

The total costs entered on this form will become a part of the final Contract. The amounts stated in the Cost Form will be the maximum amount (“shall not exceed” amount) allowable and shall not be increased during the term of the Contract. The Contractor shall only be reimbursed for their actual expenditures which shall not exceed the rates in the Contract.

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V. Scoring Process and Criteria

A. About this Section

This section explains how the Proposal will be reviewed. It describes the review stages, preference points and scoring of all Proposals. Each Proposal will be evaluated and scored based on its response to the information requested in this Solicitation.

During the evaluation and selection process, CDPH CRDP may interview a Proposer either by telephone or in person at CDPH for the purpose of clarification and verification of information provided in the proposal.

B. Proposal Scoring

To analyze all Proposals, CDPH CRDP will organize a Scoring Committee. The Proposals will be analyzed in three stages:

Stage One: Administrative and Completeness Screening (Pass/Fail)

CDPH CRDP will review proposals for compliance with administrative requirements and completeness. Proposals that fail Stage One will be disqualified and eliminated from further review.

Stage Two: Scoring of Technical Proposal (210 points of total score)

Proposals passing Stage One will be submitted to the Scoring Committee to be scored based on the Scoring Criteria in this Section.

Components that are scored Pass/Fail will be reviewed first. If the Proposal receives a Fail on any component, it will be disqualified and eliminated from further review.

Proposals will be scored based on the Proposer's ability to do the work in each particular service area submitted with its Proposal. The Scoring Committee may, at its discretion, seek clarification of any point in the written Technical Proposal through a clarification interview with the Proposer. Proposals must attain a minimum score of 157 total possible points in Stage Two to continue to Stage Three.

Stage Three: Scoring of Cost Proposal (90 points of total score)

Proposals that pass the scoring criteria in Stage Two will have their Cost Proposal reviewed. All Preferences will be applied, if applicable.

Components that are scored Pass/Fail will be reviewed first. If the Proposal receives a Fail on any component, it will be disqualified and eliminated from further review.

The Contract will be awarded to the responsible Proposer that meets the requirements outlined in Stage One and provides the best value to the State, with the highest combined score in Stages Two and Three after application of the Preference Points (See Section V. Scoring Process and Criteria, C. Preference Points).

C. Preference Points

A Proposer may qualify for non-technical preference points such as Small/Micro Small Business and Non-Small Business. Each qualifying Proposer passing the minimum technical evaluation will receive the applicable preference points.

Small / Microbusiness

Proposers who qualify as a State of California certified small business or who self-certify under the Federal Government statutes as a small business will receive five percent preference points based on the highest responsible Proposer's total score if the highest scored proposal is submitted by a business other than a certified small business. A Proposer qualifying for this preference must submit their Small Business Certification.

Non-Small Business

Government Code Section 14838(b)(2) also provides for a non-small business preference. The preference to a non-small business Proposer that commits to small business or micro-business subcontractor(s) participation shall receive a preference of up to a maximum of ten percent of the highest responsive, responsible Proposer's total score. The preference shall be equal to the percentage of the net price the Proposer has committed to small business or micro-business subcontractor(s), up to a maximum of ten percent. A non-small business, which qualifies for this preference, may not take an award away from a certified small business. The small business regulations are located at 2 CCR 1896 et seq. Proposers qualifying for this preference must document the small business status of all subcontractors(s) and submit all applicable Small Business Certifications, issued by the Department of General Services.

D. Scoring Criteria

Specific instructions for each section of the Proposal and the scoring criteria are described below. If this proposal reflects the efforts of a prime contractor and subcontractor(s) or consultant(s), responses should be inclusive of the partner agencies and individuals. It describes the stages, preference points and scoring of all Proposals. A Proposal will be scored based on its response to the information requested in this Solicitation.

The entire scoring process from receipt of Proposals to the posting of the Notice of Proposed Award is confidential.

The identity of the scorers will be kept confidential during the selection process. CDPH CRDP reserves the right to solicit technical input from other internal and external sources. The Scoring Committee will utilize this technical input during the review of the proposals. The proposals will be reviewed in three stages, as described above.

Stage Two and Stage Three will be scored based on the maximum point values, as follows:

- | | |
|-----------------------------------------|------------|
| i. Technical Proposal | 210 points |
| a. Agency and Personnel Qualifications | 60 points |
| b. Population Lead Letters of Reference | 30 points |
| c. Agency Customer References | 20 points |
| d. Proposed Evaluation Plan | 40 points |
| e. Workplan | 30 points |
| f. Proposer-Defined Deliverables | 30 points |
| ii. Cost Proposal | 90 points |

In Stages Two and Three, each member of the Scoring Committee will review the full proposal. Scoring will be based on the following criteria:

Scoring Criteria for Technical Proposal

Agency and Personnel Qualifications (60 Points)

Points will be assigned based on the strength of the agency qualifications submitted by the Proposer. A maximum of 60 points are available for this evaluation element.

The Proposer must submit a description of the agency qualifications and experience that includes prior engagements similar in scope or complexity to the SOW and should not exceed 10 pages; project descriptions should include project start and end dates and total contract value of each project referenced. In addition, the Proposer shall, submit an organization chart outlining the reporting structure as well as roles of all key team members and population leads. A curriculum vitae or resumes of all key staff that will be assigned to the project must be submitted. An acceptable curriculum vitae or resume shall include:

- Staff member's title.
- Staff member's education.
- Applicable credentials, certifications and/or publications
- Current work history.
- Sufficient detail in the resume to allow the CDPH to verify the experience cited.
- Current and past employer's names.

- Start and end dates of current and prior work.

The Agency and Personnel Qualifications will be scored in accordance with the following standards:

Agency and Personnel Qualifications (Mandatory)	Pass/Fail
At least five year of experience in the development and management of mental health program evaluations for California community based organizations and like programs	
Experience operating and managing a project similar in scope with an annual budget of \$1 million or greater	
Organization has an established headquarter or other office in California	
Agency and Personnel Qualifications (Desirable)	Maximum Score
Proposer team has significant understanding and direct experience working with California’s African American, Asian Pacific Islander, Latino, Native American and Lesbian, Gay, Bisexual, Transgender and Questioning communities in a culturally and linguistically competent manner	10 Points
Proposer team can demonstrate support from and a trusted relationship with California’s African American, Asian Pacific Islander, Latino, Native American and Lesbian, Gay, Bisexual, Transgender and Questioning communities	10 Points
Proposer team has significant expertise and academic credentials to perform advanced program and pilot project evaluations	20 Points
Proposer team has significant hand-on experience conducting pilot project evaluations for programs that are similar I	10 Points

size and scope to CRDP	
Proposer team has significant experience providing technical assistance to develop organizational capacity for conducting pilot project evaluations utilizing mixed methods and community participatory evaluations	5 Points
Proposer has significant experience communicating findings to key stakeholder groups, including providing program and policy briefings to high level officials, and planning and executing public stakeholder conferences	5 Points
Total	60 Points

Population Lead Letters of Reference (30 Points)

Each proposed population lead on the Statewide Evaluation Team must submit three letters of references regarding his/her commitment to and understanding of the targeted population. The references submitted must provide insight into the population lead’s experience and commitment to working with the targeted population. The letters must reference specific works and/or projects and impact on the communities that he/she served. CDPH reserves the right to contact the reference for validation purposes. The CDPH will not assign points for references that cannot be validated. Respondents who submit more than three references will not glean additional points. Only the first three references included in the response will be compared. No points will be achieved for a reference that is determined not to be similar in scope or complexity to the SOW.

The Population Lead Letters of Reference will be scored in accordance with the following standards:

Population Lead Letters of Reference (Mandatory)	Pass/Fail
Three Letters of Reference for Each Population Lead (10 Letters total)	
Population Lead Letters of Reference (Desirable)	Maximum Score
Letter validates experience working with targeted population and/or subpopulations in California for a sustained period of time	10 Points/each reference
Letter validates that cultural and linguistic competence for the targeted population and/or subpopulations in California	10 Points/each reference
Letter documents impact of specific works and/or projects on the populations served	10 Points/each reference
Total	30 P/each reference
Score	30 Points Total Average Total of All 10 submitted References

Agency Customer References (20 Points)

- iii. The proposing agency must submit three references for work similar in size and scope using the form provided in Attachment 3. CDPH reserves the right to contact the reference for validation purposes. The CDPH will not assign points for references that cannot be validated. Respondents who submit more than three references will not glean additional points. Only the first three references included in the response will be compared. No points will be achieved for a reference that is determined not to be similar in scope or complexity to the SOW.
- iv. The Agency Customer Reference will be scored in accordance with the following standards:

Agency Customer Reference (Mandatory)	Pass/Fail
Three (3) Customer References for work similar in size and scope	
Agency Customer Reference (Desirable)	Maximum Score
Ability of agency to complete specified scope of work within time and within budget of proposal	5 points/each reference
Ability of agency to provide superior deliverables and services	5 points
Total	20 points

Proposed Evaluation Plan (40 Points)

In a narrative, describe the detailed, comprehensive and customized Evaluation Plan that demonstrates how the Proposer would implement the objectives and activities proposed. Describe how the Proposer intends to measure or prove successful completion of each major task, function or activity.

The Evaluation Plan Table, to be completed by the Proposer (following the guide included in Exhibit A), should include timelines, subcontractor(s) responsible for completing activities and tracking measures that demonstrate completion of deliverables. Evaluation activities should be clearly marked. The Evaluation Plan must be well-organized and comprehensive. In addition, the Evaluation Plan must include the following elements:

- i. The specific steps necessary to complete each portion of the evaluation and which entity is responsible for each step; how each step ties into the overall evaluation; and a detailed timeline covering each activity. A description of how the Proposer's approach would answer the Key Research Questions which are presented in the Evaluation Plan.
- ii. The Evaluation Plan demonstrates the use of culturally and linguistically appropriate approaches and methods.
- iii. The Evaluation Plan includes a data specification and collection plan that includes rigorous, culturally appropriate methods for collecting, validating, verifying and analyzing data.

The proposer shall detail its approach to: collect timely, reliable data that ties in closely to the Key Research Questions, including a range of methodologies; effectively collect data covering overlapping populations; validate and verify data employing appropriate methodologies; analyze data employing appropriate methodologies; and create a database that will allow reliable transmission of data to CDPH

- iv. The Proposed Evaluation Plan will be scored in accordance with the following standards. The standards are presented as benchmarks. Proposals will be scored on a range between these standards:

Points	Interpretation	General Basis for Point Assignment
0	Does not meet requirements	Proposal (i.e., content and/or explanation offered) is inadequate or does not meet CDPH needs/requirements or expectations. The omission(s), flaw(s) or defect(s) are significant and unacceptable.
(Midrange: roughly 75%)	Meets requirements	Proposal (i.e., content and/or explanation offered) is fully adequate or fully meets CDPH needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.
(Max)	Exceeds requirements	Proposal (i.e., content and/or explanation offered) is above average or exceeds CDPH's needs/requirements or expectations. Proposer offers one or more enhancing features, methods, or approaches that will enable performance to exceed our basic expectations.

Workplan (30 Points)

The Proposer shall provide a Workplan and detailed timeline. The timeline will provide a step-by-step account of how the Proposer plans to complete all deliverables (including both CDPH-defined deliverables and Proposer-defined deliverables), including hours required from each key team member. The timeline shall include major steps which are detailed in the Evaluation Plan and display how they fit into the overall project. The Workplan will mirror the steps outlined in the timeline, provide additional detail, describe how each step will be accomplished and list external inputs (from CDPH or other Contractors) that are required for its completion. The Workplan must be well-organized and detailed comprehensive workplan describing the specific tasks that will lead to the completion of each deliverable, including timelines and

due dates. Moreover, the Workplan must identify the team member(s) responsible for each activity and any associated needs from or impacts on CDPH staff and/or other Contractors. The tasks should be sufficiently detailed to clearly articulate the process proposed, with no additional information required.

- v. The Workplan will be scored in accordance with the following standards. The standards are presented as benchmarks. Proposals will be scored on a range between these standards:

Points	Interpretation	General Basis for Point Assignment
0	Does not meet requirements	Proposal (i.e., content and/or explanation offered) is inadequate or does not meet CDPH needs/requirements or expectations. The omission(s), flaw(s) or defect(s) are significant and unacceptable.
(Midrange: roughly 75%)	Meets requirements	Proposal (i.e., content and/or explanation offered) is fully adequate or fully meets CDPH needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.
(Max)	Exceeds requirements	Proposal (i.e., content and/or explanation offered) is above average or exceeds CDPH's needs/requirements or expectations. Proposer offers one or more enhancing features, methods, or approaches that will enable performance to exceed our basic expectations.

Proposer-Defined Deliverables (30 Points)

The Solicitation specifies fourteen deliverables. The scope of nine of these deliverables is defined by the Solicitation. The remaining Proposer-Defined Deliverables are scored in this section.

In a series of narratives, describe the specific deliverables the Proposer would provide in response to the needs articulated in the Solicitation. The Proposer-defined deliverables should clearly articulate how the Proposer intends to meet the State's needs, defining the scope of the deliverable and the tangible deliverable the State should expect to receive. The descriptions should include benchmarks and standards by which the Contract Manager can verify completion of each deliverable.

The Proposer-Defined Deliverables will be scored in accordance with the following standards . The standards are presented as benchmarks. Proposals will be scored on a range between these standards:

Points	Interpretation	General Basis for Point Assignment
0	Does not meet requirements	Proposal (i.e., content and/or explanation offered is inadequate or does not meet CDPH needs/requirements or expectations. The omission(s), flaw(s) or defect(s) are significant and unacceptable.
(Midrange: roughly 75%)	Meets requirements	Proposal (i.e., content and/or explanation offered) is fully adequate or fully meets CDPH needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.
(Max)	Exceeds requirements	Proposal (i.e., content and/or explanation offered) is above average or exceeds CDPH's needs/requirements or expectations. Proposer offers one or more enhancing features, methods, or approaches that will enable performance to exceed our basic expectations.

Scoring Criteria:

i. Deliverable 10: Subject Matter Expert Services

Proposer shall provide detailed description of approach to: provide timely, effective advice; inform and participate in policy briefings; review and advise on Pilot Project evaluation plans, including criteria for evaluating the adequacy of plans incorporating community participatory evaluation; ensure Pilot Projects understand evaluation requirements; and advise on remediation recommendations. (5 points)

ii. Deliverable 11: CRDPH Phase 2 Pilot Project Evaluation Guidelines Packet

Proposer shall provide detailed description of approach to coordinate evaluations and develop guidelines. (5 points)

iii. Deliverable 12: CRDP Phase 2 Pilot Project Technical Assistance

Proposer shall provide detailed description of approach to: provide meaningful guidance, support and feedback to the Pilot Projects; provide the needed level of Technical Assistance; address the questions articulated in the Solicitation; and work with Pilot Projects and CDPH effectively. (5 points)

iv. Deliverable 13: Final Statewide Evaluation

Proposer shall provide detailed description of approach to: meet the specified timeline; conduct the evaluation in a linguistically and culturally competent manner, incorporating community participatory evaluation; and address each of the Objectives and the Research Questions. (10 points)

v. Deliverable 14: Statewide Symposium

Proposer shall provide detailed description of approach to establishing benchmarks and standards to ensure completion and accountability. (5 points)

Scoring Criteria for Cost Proposal

Cost Proposal (90 points, reviewed and evaluated during Stage 3)

The Cost Proposal should include a completed Cost Form (Attachment 11). The Cost Form must identify the costs required to complete the deliverables as outlined in the Scope of Work (SOW).

Scoring Criteria:

- i. The costs are reasonable and appropriate to complete each task outlined in the submitted Workplan. (Pass/Fail)
- ii. The total costs are consistent with Workplan and Evaluation Plan. (Pass/Fail)
- iii. The total cost allocations are appropriately and adequately justified. (Pass/Fail)
- iv. Cost evaluation (90 points)
 - The Proposer with the lowest cost shall be awarded 90 points
 - For all other Proposers, the total cost of the lowest Proposer shall be divided by the total cost of that Proposer and multiplied by 90 points. For example, if the total cost of the lowest cost Proposer is \$900,000 and the cost of another Proposer is \$1,000,000, the result would be:
 $900,000/1,000,000 * 90 = 81$ points.
 - Proposers that include a certified small business will receive additional bonus points, as outlined in Section V.C. Preference Points.

VI. ADMINISTRATION

A. Solicitation Defined

The competitive method used for this procurement of services is a Solicitation. A Proposal submitted in response to this Solicitation will be scored and ranked based on the Scoring Criteria. Every Proposal must establish in writing the Proposer's ability to perform the Solicitation tasks.

B. Important Administrative Details

Cost of Developing Proposal

The Proposer is responsible for the cost of developing a Proposal. This cost cannot be charged to the State.

Confidential Information

CDPH CRDP will not accept or retain any Proposals that are marked confidential in part or in their entirety and Proposers are strongly discouraged from requesting confidential treatment for any of the information contained in a submission.

C. "Commercially Useful Function" Requirements For Certified Small Business or Microbusiness

A certified small business or Microbusiness shall provide goods or services that contribute to the fulfillment of the contract(s) requirements by performing a **commercially useful function (SB/MB)**.

A Contractor(s), subcontractor(s) or supplier(s) will not be considered to perform a **commercially useful function** if the Contractor's, subcontractor's or supplier's role is limited to that of an extra participant in a transaction, contract(s) or project through which funds are passed in order to obtain the appearance of small business, Microbusiness or DVBE participation.

Certified Small/Microbusiness and Non-Small Business Information

Definition

1. **Small business** means a business certified by the Office of Small Business Disabled Veteran Certification (OSDC) in which:
 - i. The principal office is located in California.
 - ii. The officers are domiciled in California.

- iii. The business is independently owned and operated.
- iv. The business, with any affiliates, is not dominant in its field of operation.
- v. And either:
 - a. The business, together with any affiliates, has 100 or fewer employees and average annual gross receipts of \$12,000,000 or less over the previous three years or
 - b. The business is a manufacturer with 100 or fewer employees.

2. Microbusiness means a small business certified by OSCD in which:

- i. The principal office is located in California.
- ii. The officers are domiciled in California.
- iii. The business is independently owned and operated.
- iv. The business, with any affiliates, is not dominant in its field of operation.
- v. And either:
 - a. The business, together with any affiliates, has 25 or fewer employees and averages annual gross receipts of \$2,750,000 or less over the previous three years or
 - b. The business is a manufacturer with 25 or fewer employees.

3. Commercially Useful Function for Small Business

A certified Small Business or Microbusiness shall provide goods or services that contribute to the fulfillment of the contract(s) requirements by performing a “commercially useful function” defined as follows: 1) is responsible for the execution of a distinct element of the work of the contract(s); 2) carries out its obligation by actually performing, managing or supervising the work involved; 3) performs work that is normal for its business services and functions; and, 4) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A SB or Microbusiness Contractor, subcontractor or supplier is not performing a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract(s) or project through which funds are passed in order to obtain the appearance of Small Business or Microbusiness participation. (Government Code Section 14737(d)(4); Military & Veterans Code section 999(e)(2); Title 2 California Code of Regulations section 1896.61(l)).

D. Solicitation Cancellation and Amendments

If it is in the State's best interest, CDPH CRDP reserves the right to do any of the following:

1. Cancel this Solicitation;
2. Amend this Solicitation as needed; or,
3. Reject any or all Proposals received in response to this Solicitation

If the Solicitation is amended, CDPH CRDP will send an Addendum to all parties who requested the Solicitation and will also post it on BidSync.

Errors

If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the Solicitation, the Proposer shall immediately notify CDPH CRDP of such error in writing and request modification or clarification of the document. Modifications or clarifications will be given by written notice to all parties who requested the Solicitation, without divulging the source of the request for clarification. CDPH CRDP shall not be responsible for failure to correct errors.

No Contract Until Signed and Approved

No agreement between CDPH CRDP and the successful Proposer is effective until the contract is signed and approved by CDPH Contracts Management Unit (CMU).

Contract Amendment

The Contract under this Solicitation may be amended by mutual consent of CDPH CRDP and the Contractor.

E. Modification or Withdrawal of Proposal

A Proposer may, by letter to the Contact Person at CDPH CRDP, withdraw or modify a submitted Proposal before the deadline to submit proposals. Proposal cannot be changed after that date and time. A Proposal cannot be "timed" to expire on a specific date. For example, a statement such as the following is non-responsive to the Solicitation: "This proposal and the cost estimate are valid for 60 days."

F. Immaterial Defect

In its sole discretion, CDPH CRDP may waive any immaterial defect or deviation contained in a Proposer's proposal. CDPH CRDP's waiver shall in no way modify the proposal or excuse the successful Proposer from full compliance.

G. Grounds to Reject a Proposal

A Proposal shall be rejected if:

1. It is received after the exact date and time set for receipt of Proposals pursuant to Public Contract Code, Section 10344.
2. It is lacking a properly executed CCC 307 (Attachment 4).
3. It contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Proposer.
4. The Proposal is intended to erroneously and fallaciously mislead the State in its evaluation of the Proposal and the attribute, condition or capability is a requirement of this Solicitation.
5. There is a conflict of interest as contained in Public Contract Code Sections 10410-10412 and/or 10365.5.
6. It contains confidential information.
7. It is unsigned.

A Proposal may be rejected if:

1. It is not prepared in the mandatory format described.
2. The firm or individual has submitted multiple Proposals for this Solicitation.
3. It does not literally comply or it contains caveats that conflict with the Solicitation and the variation or deviation is not material or it is otherwise non-responsive.

H. Award and Protest

1. Notice of the proposed award shall be posted in a public place in the office of CDPH CRDP and on the following internet site:
<http://www.cdph.ca.gov/programs/Pages/OHECaliforniaReducingDisparitiesProject.aspx> for five (5) working days prior to awarding the agreement.
2. This procurement will be conducted under the authority of the California Welfare and Institution Code Section 5814 and 5897. All disputes will be resolved by the Department of Public Health under such authority. The decisions of the CDPH Director are considered final.

I. Disposition of Proposals

1. Upon proposal opening, all documents submitted in response to this Solicitation will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
2. Proposal packages may be returned only at the Proposer's expense, unless such expense is waived by the CDPH CRDP.

J. Agreement Requirements

Proposer must submit and identify Subcontractor(s) experience and tasks, as well as the budget sheets. All subcontractors identified in the Proposal must be experts in their field and capable of performing the tasks for which they are hired to do.

K. Agreement Execution and Performance

1. Performance shall start not later than 365 days or on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's Proposal price and the actual cost of performing work by another Contractor.
2. If awarded the agreement, the Contractor must identify all of the Small Business/Microbusiness (SB/MB) firms that it plans to use to meet contract requirements
3. All performance under the agreement shall be completed on or before the termination date of the agreement.

L. Definition of Terms

Capacity Building: The process by which individuals, groups, organizations, institutions and societies increase their abilities to: (a) perform core functions, solve problems, define and achieve objectives; and (b) understand and deal with their development needs in a broad context and in a sustainable manner. (United Nations Educational, Scientific and Cultural Organization, 2006)

Community-Defined Evidence Practice: A set of bottom-up practices derived from a community's ideas of illness and healing or positive attributes of cultural or traditional practices. In addition, the practice has been used by the targeted community, which has determined it to yield positive results through community consensus. While some CDEPs may have been measured empirically, this is not necessary to show that there is a consensus in the community regarding its effectiveness. CDEPs can include a range of culturally tailored treatment approaches or support (Martinez, 2010; CIBHS, 2014; Community Defined Evidence Project Work Group, 2007). These services are often culture-specific practices that are supported by community experience but not yet recognized or funded by the public mental health system.

Community-Participatory Evaluation: A partnership approach to evaluation in which stakeholders actively engage in developing the evaluation and all phases of its implementation.

Those who have the most at stake in the program – partners, program beneficiaries, funders and key decision makers – play active roles. Participation occurs throughout the evaluation process, including:

- Identifying the relevant questions;
- Planning the evaluation design;
- Selecting the appropriate measures and data collection methods;
- Gathering and analyzing data;
- Reaching consensus about findings, conclusions and recommendations; and
- Disseminating results and preparing an action plan to improve program performance. (Zukoski & Luluquisen, 2002)

Cultural Competence: Cultural competence is a set of congruent behaviors, attitudes, policies, structures and practices that come together in a system, agency or among professionals and enable that system, agency or those professionals to work effectively in cross-cultural situations. The word “culture” is used to imply the integrated pattern of human behavior that includes thoughts, communications, actions, customs, beliefs, values and institutions of a racial, ethnic, religious or social group. The word competence is used because it implies having the capacity to function effectively. A culturally competent system of care, agency or organization acknowledges and incorporates—at all levels. (Cross, 1989)

Culture: An integrated pattern of human behavior which includes thought, communication, languages, beliefs, values, practices, customs, courtesies, rituals, manners of interacting, role, relationships and expected behaviors of a racial, ethnic, religious or social group and the ability to transmit this pattern to succeeding generations. (National Center for Cultural Competence, 2001)

Disparities, Mental Health: Differences in health and mental health status among distinct segments of the population, including differences that occur by gender, age, race or ethnicity, sexual orientation, gender identity, education or income, disability or functional impairment or geographic location or the combination of any of these factors. (Health and Safety Code, Section 131019.5)

Ethnicity: Of or relating to large groups of people classed according to common racial, tribal, religious or linguistic or cultural origin or background. (National Center for Cultural Competence, 2001)

Intervention: Any type of treatment, preventive care or test that a person could take or undergo to improve health or to help with a particular problem. (Agency for Healthcare Research and Quality)

Linguistic Competence: Linguistic competence is the capacity of an organization and its personnel to effectively communicate with persons of limited English proficiency, those who have low literacy skills or are not literate and individuals with disabilities. These

may include, but not limited to, the use of: bilingual/bicultural staff; cultural brokers; multilingual telecommunication systems; teletypewriter; foreign language interpretation services; sign language interpretation services; ethnic media in languages other than English; print materials in easy to read, low literacy, picture and symbol formats; assistive technology devices; computer assisted real time translation; materials in alternative formats; varied approaches to sharing information with individuals who experience cognitive disabilities; and translation of legally binding documents, signage, health education materials and public awareness materials and campaigns. The organization must have policy, structure, practices, procedures and dedicated resources to support this capacity. (National Center for Cultural Competence, 2001)

Mental Illness: Disorders generally characterized by dysregulation of mood, thought, and/or behavior, as recognized by the Diagnostic and Statistical Manual, 4th edition, of the American Psychiatric Association (DSM-IV). (CDC, 2013)

Prevention: A set of related activities to reduce risk factors for developing a potentially serious mental illness and to build protective factors. The goal of this program is to bring about mental health including reduction of the applicable negative outcomes listed in Welfare and Institutions Code Section 5840, subdivision (d) as a result of untreated mental illness for individuals and members of groups or populations whose risk of developing a serious mental illness is significantly higher than average and, as applicable, their parents, caregivers, and other family. "Risk factors for mental illness" means conditions or experiences that are associated with a higher than average risk of developing a potentially serious mental illness. Kinds of risk factors include, but are not limited to, biological including family history and neurological, behavioral, social/economic. Examples of risk factors include, but are not limited to, a serious chronic medical condition, adverse childhood experiences, experience of severe trauma, ongoing stress, exposure to drugs or toxins including in the womb, poverty, family conflict or domestic violence, experiences of racism and social inequality, prolonged isolation, having a previous mental illness, a previous suicide attempt, or having a family member with a serious mental illness. Prevention program services may include relapse prevention for individuals in recovery from a serious mental illness. Prevention programs may include universal prevention efforts as defined below if there is evidence to suggest that the universal prevention effort is likely to bring about mental health and related functional outcomes for individuals and members of groups or populations whose risk of developing a serious mental illness is significantly higher than average. Universal prevention efforts mean efforts that target a population that has not been identified on the basis of risk. (MHSOAC, 2014)

Early Intervention: Treatment and other services and interventions to address and promote recovery and related functional outcomes for a mental illness early in its emergence, including the applicable negative outcomes listed in Welfare and Institutions Code Section 5840, subdivision (d) that result from untreated mental illness. Early Intervention program services shall not exceed eighteen months, unless the

individual receiving the service is identified as experiencing first onset of a serious mental illness or emotional disturbance with psychotic features, in which case early intervention services shall not exceed four years. Early Intervention program services may include services to parents, caregivers, and other family members of the person with early onset of a mental illness, as applicable. Early Intervention program may include efforts to prevent relapse in an individual with early onset. (MHSOAC, 2014)

Race: There is an array of different beliefs about the definition of race and what race means within social, political and biological contexts. The following definitions are representative of these perspectives:

- A tribe, people or nation belonging to the same stock; a division of humankind possessing traits that are transmissible by descent and sufficient to characterize it as a distinctive human type.
- Race is a social construct used to separate the world's peoples. There is only one race, the human race, comprised of individuals and characteristics that are more or less similar to others. (National Center for Cultural Competence, 2001)

Sustainability: Developing the capacity to apply for future grants and other funding streams, the organizational structure to facilitate growth and other infrastructure that will help grantees provide service at the highest level.

Target Populations: The specific population groups that the program is attempting to impact.

Wellbeing: A positive state of mind and body, feeling safe and able to cope, with a sense of connection with people, communities and the wider environment. (HM Government, 2010)

M. References

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**REQUIRED ATTACHMENTS/
CERTIFICATION CHECKLIST**

DRAFT

Attachment 1: Required Attachment / Certification Checklist

Qualification Requirements. I certify that I meet the following qualification requirements:		Confirmed by CDPH
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	At least five years of experience in the development and management of mental health evaluations as defined under Section III.A - Minimum Qualifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	My firm has read and is willing to comply with the terms, conditions and contract exhibits addressed in the Solicitation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	My firm is in good standing and qualified to conduct business in California. [Check "N/A" if not a Corporation.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	My firm is eligible to claim nonprofit status. [Check "N/A" if not a nonprofit organization.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	My firm has a past record of sound business integrity and a history of being responsive to past contractual obligations. My firm authorizes the State to confirm this claim.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attachments: I have completed and returned the following Attachments:		Confirmed by CDPH
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 1, Required Attachment / Certification Checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 2, Business Information Sheet	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 3, Population Letters of Support	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 4, Customer References	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 5, CCC 307 – Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 6, Payee Data Record	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 7, Darfur Contract Act	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 8 – Iran Contracting Certification	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Attachments: I have completed and returned the following Attachments:		Confirmed by CDPH
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 9a, Non-Small Business Subcontractor Preference Request and Attachment 9b, Small Business Subcontractor/Supplier Acknowledgement Check "N/A" if not applying for this subcontractor preference.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 10, Contractor Information Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 11, Sample State Contract Forms and Exhibits	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Attachment 12, HIPAA Compliance Form	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	California Businesses - Copy of a current business license issued by the government jurisdiction in which the business is located, unless no license is required. <u>Attach an explanation if a license copy cannot be supplied or there is reason to believe no license is required.</u> Check "N/A" if not a California business or no business license is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Corporations - Either a copy of the Certificate of Status issued by California's Office of the Secretary of State or a copy of the firm's <u>active</u> on-line status information downloaded from the California Business Portal website. Attach an explanation if the required documentation cannot be supplied. Check "N/A" if not a Corporation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Nonprofit Organizations - A copy of a current IRS determination letter indicating nonprofit or 501 (3) (c) tax exempt status. Check "N/A" if not a nonprofit organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the Firm:		Signature
Printed Name/Title:		Date:

Attachment 2: Business Information Sheet

A signature affixed hereon and dated certifies compliance with all cost requirements. The signature below authorizes the State to verify the claims made on this form.

Name of the Firm:		CA Corp. No. (If applicable)	Federal ID Number
Name of Principal (If not an individual):	Title:	Telephone Number	Fax Number
Street Address / P.O. Box		City	State
			Zip Code

Type of Business Organization / Ownership (Check all that apply)

Ownership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Joint venture <input type="checkbox"/> Association	Corporation <input type="checkbox"/> Nonprofit <input type="checkbox"/> For Profit <input type="checkbox"/> Private <input type="checkbox"/> Public	Governmental <input type="checkbox"/> City/County, California State Agency, Federal Agency, State (other than California) <input type="checkbox"/> Other: _____	Other Type of Entity <input type="checkbox"/> Public or Municipal Corporation, School or Water District, California State College, University of California, Joint Powers Agency <input type="checkbox"/> Auxiliary College Foundation <input type="checkbox"/> Other: _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

California Certified Small Business Status N/A Microbusiness Small business NVSA
 Certified By DGS Certification No: _____ Expiration Date: _____

If certified, attach a copy of certification letter. If an application is pending, date submitted to DGS: _____

Small Business Type (If applicable) N/A Services Non-Manufacturer Manufacturer
 Contractor (Construction Type): _____ Contractor's License Type: _____

Veteran Status of Business Owner N/A (not a veteran or not certified by DGS)
 Disabled Veteran Certified by DGS Certification No. _____ Expiration Date: _____

If certified, attach a copy of certification letter. If an application is pending, date submitted to DGS: _____

Disadvantaged Business Enterprise Status: N/A Approved by the Cal Trans, Office of Civil Rights.
 Certification number issued by Cal Trans: _____ Expiration Date: _____

Race/Ethnicity of Primary Business Owner N/A (No single owner possess more the 50% ownership)

Owner's Ethnicity (check one) <input type="checkbox"/> Asian-Indian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Pacific-Asian <input type="checkbox"/> Other _____	Owner's Race (check one) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other _____	If Asian, Native Hawaiian or Pacific Islander (check one): <input type="checkbox"/> Asian-Indian <input type="checkbox"/> Japanese <input type="checkbox"/> Cambodian <input type="checkbox"/> Korean <input type="checkbox"/> Chinese <input type="checkbox"/> Laotian <input type="checkbox"/> Filipino <input type="checkbox"/> Samoan <input type="checkbox"/> Guamanian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Hawaiian <input type="checkbox"/> Other _____
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Gender of Primary Business Owner N/A (Not independently owned) Male Female

Indicate possession of required licenses and/or certifications (if applicable): N/A (None required)

Contractor's State Licensing Board No.	PUC License Number CAL-T-	Required Licenses/Certifications (If applicable)
----------------------------------------	------------------------------	--------------------------------------------------

Signature	Date Signed
-----------	-------------

Printed/Typed Name	Title
--------------------	-------

Public Records Information

The above information is required for statistical reporting purposes. Completion of this form is mandatory. This information will be made public upon award of the contract(s) and will be supplied to department contract staff, Department of General Services and possibly other public agencies. To access contract(s) related records, contact the Contract Management Unit, 1501 Capitol Avenue, Suite 71.5178, MS 1802, P.O. Box 997377, Sacramento, CA 95899-7377 or call (916) 650-0100.

Attachment 3: Population Letters of Support

Please type or print a list of three (3) population members who have provided letters of support for this application.

REFERENCE 1

Name, Title and Company of Reference

Street address	City	State	Zip
----------------	------	-------	-----

Telephone number ()	
-------------------------	--

Brief description of working relationship

REFERENCE 2

Name, Title and Company of Reference

Street address	City	State	Zip
----------------	------	-------	-----

Telephone number ()	Telephone number ()
-------------------------	-------------------------

Brief description of working relationship

REFERENCE 3

Name, Title and Company of Reference

Street address	City	State	Zip
----------------	------	-------	-----

Telephone number ()	Telephone number ()
-------------------------	-------------------------

Brief description of working relationship

Name, Title and Company of Reference

Attachment 4: Customer References

Please type or print a list of three (3) references for which you have performed services outlined in this Solicitation within the past 5 years. Along with the references listed, we may also check with CDPH offices you have or are currently providing service to. A negative reference check may result in rejection at the sole discretion of the CDPH. References must also be provided for any subcontractors that will be used under this contract(s).

REFERENCE 1

Name of Firm

Street address

City

State

Zip Code

Contact Person

Telephone number

()

Dates of service

Value or cost of service

Brief description of service provided

REFERENCE 2

Name of Firm

Street address

City

State

Zip Code

Contact Person

Telephone number

()

Dates of service

Value or cost of service

Brief description of service provided

REFERENCE 3

Name of Firm

Street address

City

State

Zip Code

Contact Person

Telephone number

()

Dates of service

Value or cost of service

Brief description of service provided

If three references cannot be provided, explain why:

Attachment 5: CCC-307 Certification

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Proposer Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if

the department determines that any of the following has occurred: the Contractor has made false certification or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1 and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories or the procurement of equipment, materials or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The Contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov and Public Contract Code Section 6108.

b. The Contractor agrees to cooperate fully in providing reasonable access to the Contractor's records, documents, agents or employees or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations or the Department of Justice to determine the Contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent Contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

- a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the Contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate Contractor performing within the state not be subject to the franchise tax.
- c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
6. RESOLUTION: A county, city, district or other local public body must provide the State with a copy of a resolution order, motion or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all Contractors that are not another state agency or other governmental entity.

Attachment 6: Payee Data Record

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD. 204 (Rev. 5/06)_CDPH

1	<p>INSTRUCTIONS: Complete all information on this form. Sign, date and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.</p> <p>NOTE: Governmental entities, federal, state and local (including school districts), are not required to submit this form.</p>								
2	<p>PAYEE'S LEGAL BUSINESS NAME (Type or Print)</p> <hr/> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">SOLE PROPRIETOR—ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)</td> <td style="width:50%; border: none;">E-MAIL ADDRESS</td> </tr> <tr> <td style="border: none;">MAILING ADDRESS</td> <td style="border: none;">BUSINESS ADDRESS</td> </tr> <tr> <td style="border: none;">CITY, STATE, ZIP CODE</td> <td style="border: none;">CITY, STATE, ZIP CODE</td> </tr> </table>			SOLE PROPRIETOR—ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)	E-MAIL ADDRESS	MAILING ADDRESS	BUSINESS ADDRESS	CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE
SOLE PROPRIETOR—ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)	E-MAIL ADDRESS								
MAILING ADDRESS	BUSINESS ADDRESS								
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE								
3	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/></p> <p>CORPORATION:</p> <p><input type="checkbox"/> PARTNERSHIP</p> <p><input type="checkbox"/> ESTATE OR TRUST</p> <p><input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)</p> <p><input type="checkbox"/> LEGAL (e.g., attorney services)</p> <p><input type="checkbox"/> EXEMPT (nonprofit)</p> <p><input type="checkbox"/> ALL OTHERS</p> <hr/> <p><input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR</p> <p>ENTER SOCIAL SECURITY NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="font-size: small; text-align: center;">(SSN required by authority of California Revenue and Tax Code Section 49614)</p>		<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.</p>						
4	<p>PAYEE RESIDENCY TYPE</p> <p><input type="checkbox"/> California resident—qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> California nonresident (see reverse side)—Payments to nonresidents for services may be subject to State income tax withholding.</p> <p style="margin-left: 40px;"><input type="checkbox"/> No services performed in California.</p> <p style="margin-left: 40px;"><input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.</p>								
5	<p>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</p>								
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE							
	SIGNATURE	DATE	TELEPHONE ()						
6	<p>Please return completed form to:</p> <p>Department/Office: <u>California Department of Public Health</u></p> <p>Unit/Section: _____</p> <p>Mailing Address: _____</p> <p>City/State/ZIP: _____</p> <p>Telephone: _____ FAX: _____</p> <p>E-Mail Address: _____</p>								

PAYEE DATA RECORD

STD. 204 (Rev. 5/06)_CDPH (Page 2)

1	<p>Requirement to Complete Payee Data Record, STD. 204 A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies. Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a). The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts and corporations will enter their Federal Employer Identification Number (FEIN).</p>
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California. A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident. For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract(s) of short duration will be considered a nonresident. Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year. For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov</p>
5	<p>Provide the name, title, signature and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited and what uses will be made of it.
 It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.
 You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.
 All questions should be referred to the requesting State agency listed on the bottom front of this form.

Attachment 7: Darfur Contracting Act

Pursuant to Public Contract Code section 10478, if a Proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a “scrutinized” company as defined in Public Contract Code (PCC) section 10476. A scrutinized company is a company doing business in Sudan as defined in PCC section 10476. Scrutinized companies are ineligible to and cannot, submit a proposal for a contract(s) with a State agency for goods or services (PCC section 10477(a)) unless obtaining permission from the Department of General Services according to the criteria set forth in PCC section 10477(b).

Therefore, to be eligible to submit a proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2 or via initials and certification for Paragraph # 3):

1. _____
Initials We do not currently have or we have not had within the previous three years, business activities or other operations outside of the United States.
OR

2. _____
Initials We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services (DGS) to submit a proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our proposal.
OR

3. _____
Initials
+ certification
below We currently have or we have had within the previous three years, business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Proposer to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer Firm Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County and State of</i>

YOUR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

Attachment 8: Iran Contracting Certification

Section 2200 et seq. of the California Public Contract Code prohibits a person from submitting a proposal for a contract with a public entity for goods and services of \$1,000,000 or more if that person is identified on a list created by the Department of General Services (DGS) pursuant to Section 2203(b) of the California Public Contract Code. The list will include persons providing goods or services of \$20,000,000 or more in the energy sector of Iran and financial institutions that extend \$20,000,000 or more in credit to a person that will use the credit to provide goods or services in the energy sector in Iran. DGS is required to provide notification to each person that it intends to include on the list at least 90 days before adding the person to the list.

In accordance with Section 2204 of the California Public Contract Code, the undersigned hereby certifies that:

It is not identified on a list created pursuant to Section 2203(b) of the California Public Contract Code as a person engaging in investment activities in Iran described in Section 2202.5(a) or as a person described in Section 2202.5(b), as applicable; or

It is on such a list but has received permission pursuant to Section 2203(c) or (d) to submit a bid or proposal in response to this DRAFT: CRDP-01, Statewide Evaluation Team.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Proposer/Proposer to the clause listed. This certification is made under the laws of the State of California.

<i>Proposer/Proposer Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

Attachment 9a: Non-Small Business Subcontractor(s) Preference Instructions

<p>Preference information</p>	<p>Non-small business proposals will be granted up to a five percent (5%) non-small business subcontractor(s) preference on a proposal evaluation by an awarding department when a responsive non-small business has submitted the lowest priced responsive proposal and when a non-small business proposal:</p> <ol style="list-style-type: none"> 1. Has included in its proposal a notification that it commits to subcontract(s) at least twenty-five percent (25%) of its total proposal price with one or more small businesses; and 2. Has submitted a timely, responsive; and 3. Is determined to be a responsible Proposer; and 4. Lists the small businesses it commits to subcontract(s) with for a commercially useful function in the performance of the resulting contract(s).
<p>Commercially useful function</p>	<p>A subcontractor(s) is deemed to perform a commercially useful function if the subcontractor(s) does the following:</p> <ol style="list-style-type: none"> 1. Is responsible for the execution of a distinct element of the contracted work; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and functions; and 2. Is not further subcontracting a greater portion of the work than would be expected by normal industry practices. 3. Is responsible, with respect to materials and supplies provided on the subcontract(s), for negotiating price, determining quality and quantity ordering the material, installing (when applicable)and paying for the material itself. <p>A subcontractor(s) will not be considered as performing a commercially useful function if its role is limited to that of an extra participant in a transaction, contract(s) or project through which funds are passed in order to achieve the appearance of participation.</p>
<p>How to calculate 25% subcontract participation</p>	<p>Unless otherwise instructed in the solicitation document, first determine the total dollar value or amount that will be proposal for the entire contract term, then multiply this figure by 25% to determine how much of the proposal price must be committed to small business subcontract(s) that will perform commercially useful functions including but not limited to things such as labor, supplies, materials, equipment or support services.</p>
<p>Use of proposed subcontractors / substitution</p>	<p>If awarded the contract(s), the selected Contractor(s) must faithfully use each small business subcontractor(s) proposed for use and identified in its preference request. No substitutions or alterations are allowed after a proposal is submitted. Substitutions are only allowed after contract execution if the Contractor(s) submits a Request for Substitution to the CDPH Program Manager and that request is subsequently granted by CDPH.</p> <p>Small business subcontract(s) substitution instructions will appear in the resulting agreement in a clause entitled "Use of Small Business Subcontractors".</p>
<p>Preference request instructions</p>	<p>If preference is claimed, indicate so on the Cost Form (Attach. 1) and complete Attachment 9a identifying each small business or microbusiness subcontractor that will be used. For each subcontractor identified on Attachment 9a, obtain a completed and signed Small Business Subcontractor/Supplier Acknowledgment (Attachment 9b). Affix each Attachment 9b to Attachment 9a for submission with the proposal response. If a signed Attachment 9b cannot be collected from each subcontractor in time for proposal submission, indicate why. Submission of a signed Attachment 9b for each subcontractor listed on Attachment 9a is a prerequisite for contract award confirmation.</p> <p>Identify only currently certified small business or microbusiness subcontractors, as active certification is required and certification possession will be verified. The detailed budget worksheets, if required to be submitted in a proposal, must list each subcontract service provider and its respective dollar value as identified on Attachment 9a. All proposed subcontracted services must appear in the SOW.</p>

Non-Small Business Subcontractor Preference Request

List each certified small business or microbusiness that will be subcontracted with. To be granted a proposalding preference, total small business or microbusiness subcontractor use must equal at least 25% of the total price or cost offered. Each named subcontractor must be actively certified as a small business or microbusiness by the proposal submission due date and must acknowledge their participation as claimed herein via a Small Business Subcontractor/Supplier Acknowledgement (Attachment 9b). **Attach to this form an acknowledgement (Attachment 9b) signed by an authorized representative of each named subcontractor acknowledging their proposed use as described herein.**

Name of certified small business (or microbusiness) Subcontractor(s)

Name of Subcontractor(s)

Street address	City	State	Zip Code
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Contact Person	Telephone number ()
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Small Business	Certification exp. date	Participation \$	Committed % of total proposal %
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Brief description of the commercially useful function(s) to be performed and/or provided:

Name of certified small business (or microbusiness) Subcontractor(s)

Name of Subcontractor

Street address	City	State	Zip Code
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Contact Person	Telephone number ()
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Small Business	Certification exp. date	Participation \$	Committed % of total proposal %
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Brief description of the commercially useful function(s) to be performed and/or provided:

Name of certified small business (or microbusiness) Subcontractor(s)

Name of Subcontractor(s)

Street address	City	State	Zip Code
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Contact Person	Telephone number ()
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Small Business	Certification exp. date	Participation \$	Committed % of total proposal %
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Brief description of commercially useful function(s) to be provided

If necessary or desired, this form may be photocopied or reproduced in a like form for use in a proposal response. If the proposalding firm chooses to render a like copy by computer or other means, the instructions appearing on Attachment 9 may be omitted.

Attachment 9b: Small Business Subcontractor(s)/Supplier Acknowledgement

Name of Proposalsding Firm / Prime Contractor(s)	CDPH Solicitation Number:
Total Dollar Value of Subcontractor(s) Use	CDPH Proposal Number:

This document confirms and acknowledges that the firm named below agreed to be identified by a proposalding firm as a proposed small business or microbusiness or DVBE subcontractor(s) or supplier(s) for a CDPH procurement.

Subcontractor(s) acknowledgements:

- A. The subcontracting firm named herein has committed to perform or provide services/labor or supplies equal to a percentage of the total proposal/cost proposal price submitted by the proposalding firm named above.
- B. The subcontracting firm named herein acknowledges the total dollar value of claimed participation identified above.
- C. The subcontracting firm named herein agrees to provide the following subcontracted services/labor or supplies under the resulting contract(s) if the proposalding firm named above receives the contract(s) award:

Below and/or continued on an attachment is a brief description of the commercially useful function(s) that the subcontractor(s)/supplier(s) identified herein will provide or supply:

The subcontracting firm named herein understands it is its sole responsibility to contact the proposalding firm named above to learn if the Proposer was awarded the contract(s) pursuant to the referenced proposal number and to confirm its subcontract(s) agreement. If the proposalding firm named above receives an award based in part on non-small business subcontractor(s) preference or the DVBE incentive, the proposalding firm/Contractor(s) is obligated to use each small and/or microbusiness or DVBE subcontractor(s) or supplier(s) identified in its proposal unless a subcontractor(s) substitution is requested after contract(s) execution pursuant to Public Contract Code Section 4107 and Title 2 California Code of Regulations Section 1896.10.

The person signing below certifies the information supplied on this form is true and accurate to the best of its knowledge and agrees to allow the State to confirm this information, if deemed necessary.

Name of Proposed Subcontractor(s)/Supplier(s)		Date Signed
Signature of Subcontractor(s)/Supplier(s) Representative	Telephone number ()	Email address (if applicable)
	Printed/Typed Name	Title

Attachment 10: Contractor Information

Date Form Completed:

Organization	This is the information that will appear on your contract(s) (Standard Agreement).	
	Federal Tax ID # _____	Contract # _____
	Name _____	
	Mailing Address _____	
	Street Address (If Different) _____	
	County _____	
	Phone _____	Fax _____
Website _____		
Contract Signatory	The Contract(s) Signatory has authority to sign a contract(s).	
	Name _____	
	Title _____	
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address _____	
	Street Address (If Different) _____	
	Phone _____	Fax _____
Email _____		
Project Director	The Project Director is responsible for all of the day-to-day activities of project implementation and for seeing that all contractual requirements are met. This person will be in contact with State CDPH CRDP staff, will receive all programmatic, budgetary and accounting mail for the project and will be responsible for the proper dissemination of program information.	
	Name _____	
	Title _____	
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address _____	
	Street Address (If Different) _____	
	Phone _____	Fax _____
Email _____		

CONTRACTOR(S) INFORMATION FORM

Payment Receiver	All payments are sent to the attention of this person at the designated address.
	Name _____
	Title _____
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>
	Mailing Address _____
	Street Address (If Different) _____
	Phone _____ Fax _____
Email _____	
Fiscal Reporter	The <i>Fiscal Reporter</i> prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.
	Name _____
	Title _____
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>
	Mailing Address _____
	Street Address (If Different) _____
	Phone _____ Fax _____
Email _____	
Fiscal Signatory	The <i>Fiscal Signatory</i> has signature authority for invoices and all fiscal documentation reports.
	Name _____
	Title _____
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>
	Mailing Address _____
	Street Address (If Different) _____
	Phone _____ Fax _____
Email _____	
Districts	List the all <i>numbers</i> that your organization is under.
	Number
	Assembly _____
	Senate _____
	Congressional _____

Attachment 11: HIPAA Compliance Form

TO BE PROVIDED

DRAFT

Attachment 12: Sample State Contract

DRAFT

Attachment 13: Cost Form

Name of the Firm *(Legal name as it will appear on the contract)*

Mailing address	City	State	Zip Code
Telephone number ()	Fax number ()	Email address, if applicable	
Name of Contact Person	Telephone number: (If different from above) ()		

Year One	Year Two	Maximum Cost Year Three	Year Four	Year Five
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Preferences Claimed (Check only the preferences claimed)

- Certified small business or microbusiness preference (including Nonprofit Veteran Service Agencies)
- Non-small business subcontractor preference (committing use of 25% or more of small business subcontracts)
- DVBE Incentive (committing to use DVBE subcontracts)
- TACPA preference
- EZA preference

Acknowledgment / Certification

The Proposer hereby certifies that the materials submitted in response to this Solicitation and the price(s)/rate(s) offered on this Cost Form are true and accurate to the best of the Proposer's knowledge.

The Proposer agrees that the price(s)/rate(s) offered herein shall remain in effect until CDPH awards the agreement and throughout the duration of the agreement. Any cost over runs or increases in services, if allowed, shall be billed at the price(s)/rate(s) stated for the appropriate budget period. Contract(s) extensions, if any, shall be billed at the price(s)/rate(s) stated for the last budget period/year if more than one budget period/year is shown.

The Proposer further understands that the above quoted rate(s) must include all of the costs including operating expenses, labor, service call charges, diagnostic fees/estimates, transportation/travel costs, mileage or per diem expenses, equipment costs, supplies, annual inflation costs/rate adjustments, profit margin, etc. By submitting this Cost Form the Proposer hereby claims its willingness to certify to and comply with all requirements and terms and conditions cited in this Solicitation and any attachment thereto.

The Proposer understands that its response will become a public document and will be open to public inspection.

Proposer's signature:	Date signed
Printed/typed name	Title