

Request for Qualifications April 2026



Office of Racial
Equity & Social
Justice

CONTRA COSTA COUNTY



**Lead Entity for the
Coordination and
Development of the
Federal D. Glover
Community Wellness
Network**

Release Date: April 3, 2026

Submission Due Date: June 5, 2026

Contact for Questions:

Office of Racial Equity and Social Justice (ORESJ)

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Table of Contents

- I. Background
 - A. Intent of RFQ
 - B. African American Holistic Wellness and Resource Hub
 - C. Scope of Services
 - D. Qualifications and Eligibility
 - E. Budget and Contract Period
 - F. Timeline
- II. Application Instructions and Review Process
 - A. Response Instructions
 - B. Response Outline
 - C. RFQ Mandatory Requirements
 - D. Review and Selection Process
- III. Other Procedures and Instructions
 - A. Optional Bidder's Information Session
 - B. How to Submit Questions
 - C. Submissions are Public Records
 - D. Contract Information and Requirements
 - E. Forms and Attachments
 - a. Form #1: Bidder's Statement of Capacity
 - b. Form #2: Bidder's Contracts and References
 - c. Form #3: Anti-Collusion Statement
 - d. Form #4: Contra Costa County Business Opportunities Registration
 - e. Form #5: Addenda Acknowledgement
 - f. Attachment A: General Conditions (Purchase of Services – Long Form)
 - g. Attachment B: Fiscal Questionnaire
 - h. Attachment C: Map of Priority Census Tracts

I. Background

A. Intent of RFQ

The Contra Costa County Office of Racial Equity and Social Justice (ORESJ) is seeking submissions of qualifications from local agencies, organizations and collaboratives qualified to serve as the Lead Entity for the development and implementation of the Federal D. Glover Community Wellness Network (formerly the African American Holistic Wellness & Resource Hub).

This initiative builds upon the community's collective vision for African American wellness and thriving¹, as well as the County's commitment to addressing racial inequities and improving outcomes for its most marginalized residents and communities. The Federal D. Glover Community Wellness Network (FGCWN) will provide a decolonized approach to culturally responsive, compassionate, and comprehensive response to the needs of vulnerable members of the African American community. It builds upon the success of prior County efforts and models such as the Contra Costa Family Justice Alliance (initially administered by Employment and Human Services Department), the Black Health Conductors program (administered by the Health Department) and the Reentry Success Network/Center (administered by the Probation Department).

The FGCWN will provide a formalized structure for the coordination and sustainability of a countywide network of County- and community-led programs and services. Its purpose is to ensure the efficient use of resources, consistent access to quality services across communities, streamlined policies, and a coordinated focus on the needs of Black/ African American² residents experiencing disparities and inequities throughout Contra Costa County.

Ultimately, the FGCWN will play a critical role in strengthening a comprehensive, countywide safety net for vulnerable African Americans and other marginalized residents—enhancing safety, connection, belonging, and access to health, mental health, and supportive services that meet both immediate and long-term needs.

The purpose of this solicitation is to identify a qualified Lead Entity to implement and oversee the coordination of the FGCWN as outlined in the Implementation Plan ([linked here](#)) that was approved by the Board of Supervisors on August 12, 2025. The selected Lead Entity will serve as the administrative and coordinating body responsible for establishing governance structures, nurturing service provider

¹ *Built By Us: A Community Blueprint for the African American Holistic Wellness and Resource Hub*, Feasibility Study commissioned by the Contra Costa County Board of Supervisors, presented April 15, 2025

² Terms such as *African American*, *Black*, and other descriptors connected to the African diaspora reflect evolving histories of self-identification shaped by migration, culture, class consciousness, political movements, census classifications, and anthropological understanding. Language continues to shift as communities define themselves on their own terms. While this document uses the term Black/African American for consistency, we affirm that all individuals and communities who identify anywhere along this spectrum of African diaspora, including Afro Indigenous, Afro Caribbean or Afro Latino identity are recognized, respected, and included in the intent of this work.

relationships, ensuring shared accountability, and building long-term sustainability for the Federal Glover Community Wellness Network.

It is important to note that a parallel process is underway to solicit the services of community-based organizations to provide rapid response services within the Federal D. Glover Community Wellness Network. The contracted community-based service providers will form the first cohort of agencies for whom the Lead Entity will engage, support and coordinate.

B. The African American Holistic Wellness and Resource Hub

Funding for this RFP comes from Measure X, a Countywide, 20-year, ½ cent sales tax approved by Contra Costa County voters on November 3, 2020. The text of the ballot measure stated that the intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers; emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.” The Contra Costa County Board of Supervisors approved Measure X funds for the establishment of an African American Holistic Wellness and Resource Hub to be developed and administered by the Office of Racial Equity and Social Justice.

Currently, in Contra Costa County, African Americans represent approximately [8.7%](#) of the population. Racism, systemic inequities, injustice, and the enduring impacts of colonial structures have created and maintained conditions that disconnect many African Americans from ancestral traditions, cultural lifeways and community-rooted systems of health and well-being. Throughout the United States, including here in Contra Costa County, African Americans continue to experience disproportionate rates of preventable chronic illnesses such as heart disease, obesity, cancer as well as more recently, COVID-19. Racial and ethnic disparities in health outcomes, the criminal justice system, educational achievement, and social service metrics in Contra Costa County have been well-documented in reports issued by the [Contra Costa Racial Justice Task Force/Oversight Body](#), [First Five Contra Costa](#), [Kaiser Permanente](#), [Contra Costa Health Services](#), [Contra Costa Continuum of Care](#), [Contra Costa Employment and Human Services Department](#), and others.

For the last several years, members of the community have been advocating and leading the effort in the County for the creation of an African American Holistic Wellness and Resource Hub and the urgent need for expanded support services that address the pain, trauma, and other related challenges that exist in under-resourced, under-served African American communities. Since its inception, the vision of a wellness *hub* has evolved and grown to encompass a countywide wellness *network* connecting communities and services throughout Contra Costa County, which then informed the recent change of the name from the African American Holistic Wellness and Resource Hub (AAHWRH) to the Federal D. Glover Community Wellness Network (FGCWN). The high-level mission and vision for the FGCWN is to host and provide culturally relevant and responsive services to eliminate health and wellness disparities. As a result of services provided through the African American Holistic Wellness and Resource Hub, African American community members in Contra Costa County will experience greater safety, connection and belonging, and have greater access to health, mental health and other support services that meet their immediate needs.

On December 12, 2023, the Board of Supervisors directed that a one-time allocation of \$1 million of Measure X funds be allocated for the purpose of supporting the “African American Holistic Wellness and Resource Hub and existing services” in Contra Costa County. These funds were allocated to support and expand current programs and services as an immediate, intermediary step until the Hub is established, and is the source of funding for this RFP. In May 2025, a cohort of 13 Black/ African American-led community-based organizations began service delivery on 14 projects located in East and West County across five priority services areas –

community healing, food and housing insecurity, infant and maternal health, behavioral health and youth development. See the current cohort of service providers [here](#).

On April 23, 2024, the Board of Supervisors allocated an additional \$7.5 million of Measure X funds towards the actual establishment and operation of an African American Holistic Wellness and Resource Hub and implementation of services and activities. This is in addition to the \$180,000 that the Board of Supervisors allocated for the completion of a comprehensive feasibility study to help inform the purpose, design, and implementation of the AAHWRH services.

From August 2024 through March 2025, Ceres Policy Research conducted a [feasibility study](#) that included 8 community listening sessions, multiple stakeholder interviews, and a community survey of over 4,000 residents, as well as a fiscal analysis of possible locations and a comprehensive health and needs assessment of Black/ African American community members in Contra Costa County. On April 15, 2025, Ceres Policy Research presented their feasibility plan to the Board of supervisors along with their recommendations for the design and implementation of an AAHWRH. The Board directed ORESJ to proceed with creating an actionable implementation plan based on the information and recommendations shared in the feasibility report.

On June 10, 2025, the Board of Supervisors approved an allocation of \$400,000 of one-time Measure X funds to expand targeted outreach and supportive services for African American males and directed that these funds be added to the previously allocated \$7.5 million and included in the implementation plan for the AAHWRH.

On August 12, 2025, ORESJ presented the [Implementation Plan](#) for the AAHWRH to the Board of Supervisors, which outlined three implementation phases spanning from August 2025 to July 2029. In the first implementation phase, ORESJ, in consultation with the Board-appointed Transitional Community Advisory Board (TCAB), would release two competitive solicitations – one for an implementation lead entity and another for rapid response services. This RFQ is in response to the former.

On October 27, 2025, the Transitional Community Advisory Body (TCAB) held its first meeting to begin tasks associated with Phase 1 of the implementation of the AAHWRH. On November 10, 2025, at their second meeting, TCAB members recommended the re-naming of the AAHWRH to the Federal Glover Community Wellness Network (FGCWN) in honor of the late County Supervisor Federal D. Glover, as well as to better reflect the aim of establishing a countywide service network.

The role of the Transitional Community Advisory Body (TCAB) is to support the early development of the FGCWN by providing guidance and feedback to ORESJ in the procurement of an independent lead entity who will oversee implementation and coordination. Similar to the AAHWRH Feasibility Study Steering Committee (December 2023 to May 2025), the TCAB is a community-led advisory body comprised of thirteen (13) county residents that each possess personal and professional lived experiences that reflect the needs, concerns and priorities of vulnerable African Americans in Contra Costa County.

The Transitional Community Advisory Body's responsibilities include:

- Review and provide feedback on eligibility and selection criteria for Implementation Lead entity
- Review and provide feedback on eligibility and selection criteria for Executive Director
- Review and provide feedback on eligibility and selection criteria for Board of Directors
- Review and provide feedback on eligibility and selection criteria for Community Council

- Support outreach and recruitment efforts for interested and qualified candidates for all positions/roles listed above

Once selected and Board-approved, the Lead Entity will attend the monthly TCAB meetings and provide progress updates and receive feedback related to the implementation of the Federal Glover Community Wellness Network. The TCAB will remain in place until the independent 501(c)(3) nonprofit organization is created, a Board of Directors is appointed, and a Community Council is established, after which the TCAB will dissolve.

C. Scope of Services

The County seeks to contract with an eligible contractor with extensive expertise in supporting local Black-led and Black/ African American community-serving organizations to implement and administer the coordination of a countywide network of services and activities dedicated to increasing and strengthening Black/African-American holistic wellness in Contra Costa County. The selected contractor will serve as the Lead Entity, responsible for the coordination and development of the Federal Glover Community Wellness Network, according to the [Implementation Plan](#) approved by the Board of Supervisors on August 12, 2025.

To be selected by the County to provide the indicated services, the Successful Responder must show an ability to begin the provision of services, as described, within 60 days of the effective date of the resulting contract. Below is a summary of specific contractor responsibilities and required operations or scope of work for the Federal Glover Community Wellness Network.

The Lead Entity will be responsible for the following:

Federal Glover Community Wellness Network

Network Coordination

Coordinate a network of service provider partners and facilitate collaboration and communication among County, community-based, mutual-aid networks and other partners. Align and integrate programs and services offered via mobile, pop-up, and satellite sites. Support and facilitate referral and coordination processes that respond to shifting migration and community dynamics among Black/African American residents throughout the County.

Organizational Development

Hire an (or serve as) Executive Director to oversee implementation. Establish (or serve as) an independent 501(c)(3) nonprofit organization to serve as the network's Lead Entity. Recruit and convene a Board of Directors and a Community Council. Hire inaugural program and operations staff. In partnership with ORESJ, develop and nurture partnerships with County, nonprofit, business, and philanthropic stakeholders.

Infrastructure Development	Provide the Executive Director with technical support, strategic planning, and clear direction on how to design and implement the network. Serve as the employer of record for the executive director and any network staff. Provide the organizational infrastructure, administrative support, and resources for the Federal Glover Community Wellness Network staff to carry out its coordinating and administrative duties to launch the network. Identify and secure community-based satellite sites to house network programs and services. Once a physical site is established in East County, provide infrastructure (workspace, coordination, supplies, and communications) for partners co-locating services at the site.
Data Integration and Outcome Tracking	Collaborate with County agencies and community-based partners to use common data collection tools. Identify impact indicators and outcomes for all partners to track. Encourage responsible data sharing among partners while ensuring participant confidentiality, trust, and safety. Monitor program activities and progress reports that track people served, milestones achieved, and deliverables met; produce an annual summary report of these outcomes.
Implement Best Practices and Continuous Improvement	Identify and share evidence-based, promising, and community-defined best practices with partners. Coordinate capacity-building and training opportunities for all partners engaged in service provision. Nurture a culture of learning, collaboration, and coordinated service delivery among network service providers and partners. This can include activities such as network convenings, coordinated site visits, strategic thought partnership, connection to resources and other supports.
Resource Development	Work with public system, business, community, and philanthropic partners to identify and pursue funding opportunities. Develop and implement a 10-year fund development and sustainability plan for the Federal D. Glover Community Wellness Network.

Based on the above summary of contractor requirements and required operations for the Federal D. Glover Community Wellness Network, the following outlines the above responsibilities and deliverables according to a three-year timeline:

Anticipated Year One Deliverables | October 2026 – September 2027

- ☐ Once selected and Board-approved, the contracted lead entity will meet monthly with the Transitional Community Advisory Body to provide progress updates related to the implementation efforts and milestones.

- ☐ Hire (or serve as) an executive director to lead the implementation efforts.
- ☐ Create (or serve as) an independent and self-sustaining 501(c)(3) nonprofit organization to serve as the Federal Glover Community Wellness Network.
- ☐ Recruit and assemble a Board of Directors comprised of individuals with strong African American community ties, as well as positions of influence in public systems to allow for the independence and agility of a nonprofit organization while maintaining support from local government partners. Until the Board is created, the lead entity will need to seek approval for budget, adoption of data tools/outcomes framework, organizational structure and personnel plan from ORESJ.
- ☐ Recruit and assemble a Community Council to provide insight, subject matter expertise, and lived experience perspective to help guide and inform the shaping and implementation of the programs and services offered within the Federal Glover Community Wellness Network.
- ☐ Working with County and community partners, identify and secure community-based satellite sites to house and/or co-locate network programs and services.
- ☐ Identify data collection tools, resources and practices to implement across the network.
- ☐ Report out on early indicators of success among the network's community-led and county agency programs and services.
- ☐ Meet (at minimum) monthly with ORESJ to discuss progress related to launching the network; Provide quarterly updates for ORESJ to present at the Equity Committee meeting of the Board of Supervisors.

Anticipated Year Two and Three Deliverables | October 2027 – September 2029

- ☐ Support the Executive Director to recruit and hire inaugural network staff.
- ☐ Develop a formalized structure for service coordination, partnership development and shared governance.
- ☐ Convene and facilitate multidisciplinary team meetings with county and community partner staff to ensure referrals, communications, and services remain aligned and address the needs of the most vulnerable participants.
- ☐ Provide coordination, support, technical assistance, and capacity building opportunities for contracted community organizations and County agency partners, as well as other community partners contributing in-kind services, to ensure alignment in the delivery of caring, culturally responsive direct services.
- ☐ Develop a ten-year fund development and sustainability plan.
- ☐ Working with County and community partners, implement comprehensive data collection and evaluation methods to assess network effectiveness and impact. This includes the collection and analysis of both qualitative and quantitative data to capture a holistic view of service delivery and outcomes.
- ☐ Facilitate participatory data sense-making and community learning exchanges (e.g. storytelling, narrative interviews, focus groups) to foster continuous improvement, community engagement, and nuanced understanding of user experiences.
- ☐ Provide quarterly updates for ORESJ to present at the Equity Committee meeting of the Board of Supervisors.

ORESJ's Scope of Work

Since December 2023, the Office of Racial Equity and Social Justice (ORESJ) has served as the lead county agency responsible for stewarding the establishment of the Federal Glover Community Wellness Network.

ORESJ is leading the procurement processes for this RFQ which seeks a lead implementation entity, as well as the complimentary RFP which requests applications from Black/African American-led, Black/African American-serving service provider organizations to provide rapid response services in North Richmond, Richmond, Pittsburg and Antioch. ORESJ currently facilitates the Transitional Community Advisory Body (T-CAB), the Board-appointed body tasked with providing real-time feedback on the early implementation tasks for the community wellness network. In Phase 2, after an independent entity has been selected, a 501c3 has been established, and a Board of Directors and Community Council are in place, the T-CAB will transition from its duties and dissolve.

During this first implementation phase, ORESJ will pursue funding opportunities for research and evaluation of the Federal Glover Community Wellness Network. ORESJ is committed to research and evaluation that is community-centered, non-extractive and affirming. Core methods will include qualitative measures (e.g. storytelling, narrative interviews, and focus groups with community wellness network users, staff, and leaders); quantitative tracking of disaggregated access and service outcome indicators; participatory data sense-making and community learning exchanges; and transparent reporting to ensure information is readily accessible.

During Phase 2, ORESJ will continue to work with and support the contracted implementation lead entity and its executive director with establishing and maintaining partnerships with County agencies and other public system partners with the goal of establishing effective collaboration, communication and coordination regarding referral processes, service alignment, and leveraging of shared resources and services.

In partnership with the contracted implementation lead entity and executive director, ORESJ will also engage health system partners, local municipal leadership and community organizations to garner support, buy-in and commitment from key stakeholders regarding long-term service partnerships and sustainability.

Overall, ORESJ will serve as a bridge and liaison to County leadership and departments, while also providing support and strategic thought partnership to the Federal Glover Community Wellness Network.

Key Implementation Priorities for ORESJ during Phases 1 and 2 (identified through the Feasibility Study's community needs assessment process):

- Expand mobile physical health services in collaboration with Contra Costa Health and establish partnerships with transportation services and community-based organizations.
- Expand systems navigation and service linkage support in collaboration with County departments, as well as expand supports to unhoused and housing insecure families.
- Establish partnerships with community-based organizations to access and involve credible messengers, pop-up sites, and wraparound supports.
- Support and leverage community-based mental health healing circles and counseling programs in partnership with trusted local providers.
- Expand access to restorative justice and re-entry support services in collaboration with the Public Defender and Probation Departments.
- Expand, leverage and coordinate existing supportive services that prioritize African American males, mothers and infants, and isolated elders.
- Focus initial services across multiple target neighborhood sites in Districts 1 and 5 to meet urgent resident needs and ensure accessibility (see maps of census tracts identified as priority areas for access to services).

D. Qualifications and Eligibility

The County seeks to partner with one qualified respondent, which may include a respondent representing a collaborative, with a proven and demonstrable track record in working in deep partnership with service providers and community organizations embedded in, representative of, and dedicated to serving marginalized, vulnerable Black/African American communities in Contra Costa County. Respondents must be able to clearly articulate understanding of the demographics, experiences, and needs of diverse, multi-generational Black/African American communities and residents, and demonstrate expertise in engaging, communicating, partnering, and/or serving the Black/African American community and other marginalized communities of color. Ideal respondents will also have deep experience and understanding of the communities, systems, and the social, economic and cultural dynamics of Contra Costa County.

Ideal responses will include a documented history of comparable projects and/or equivalent service delivery and demonstrate a record of building and coordinating a collective of community, public system and/or private partners to improve the wellbeing of vulnerable communities.

Applicants may apply as single entities or in partnership (with a Lead Agency identified). Organizations that would like to submit a Scope of Qualifications (SOQ) but cannot perform all required services are encouraged to partner with other agencies to have a team that would complement/supplement their capabilities.

The Applicant (or Lead Agency) must meet the following criteria:

Organizational Eligibility:

- Respondents will be Black/African American-led (defined as organizations with at least 51% of leadership, board, or governing members identifying as Black/African American and with core programs developed by and for Black/African American residents of Contra Costa County). They will be able to demonstrate cultural competence and the ability to establish community trust.
- Be a registered organization and in active standing with the California Secretary of State's Office
- Have a valid, current business license, Employer Identification Number, and be fully current on all state and local tax filings and payments
- As applicable, hold current state or local licenses, credentials or certifications required to provide the services proposed
- Be knowledgeable about, and comply with, all applicable federal, state, and local laws and regulations
- Have a proven track record in successfully providing the proposed services
- Have commercial general liability insurance and other insurance as needed and required by the County.

Experience Requirements:

- Demonstrate experience leading multi-provider or multi-agency network
- Demonstrate knowledge of CAL-AIM and Enhanced Care Management Service Providers Requirements
- Experience delivering holistic wellness services, evidence-based or research-based curriculum and/or wraparound services for community members (e.g. mental health, maternal care, housing, etc.).
- Employ staff with lived experience relevant to the communities they serve and prioritize mentorship, leadership development, and fair compensation.

E. Budget and Contract Period

This solicitation is for a contractor to fulfill a three (3) year contract period beginning October 1, 2026 and ending September 30, 2029. Beginning October 1, 2027, renewal of each new contract year will be contingent on satisfactory performance of the described scope of work and activities and the successful delivery of contracted deliverables.

The funding will be distributed according to a graduated scale according to a growing scope of capacity and staffing needs. Year one will include an award of up to \$500,000; year 2 will include an award of up to \$750,000; and, year 3 will include a final award of up to \$900,000. Up to and no more than a total of \$2,150,000 will be awarded over the three (3) year contract period.

See the proposed budget below (Figure A) to serve as a possible annual spending plan for all three (3) years. Applicants may adjust the spending plan according to what is most feasible for their organization.

October 2026 - September 2027 (Year 1)	
Lead Agency	\$500,000
Executive Director	\$200,000 (\$150,000 salary + \$50,000 benefits)
Director of Programs and Operations	\$175,000 (\$130,000 salary + \$45,000 benefits)
Operations	\$50,000
Indirect Cost (15%)	\$75,000
Total FY 26-27	\$500,000
October 2027- September 2028 (Year 2)	
Lead Agency	\$750,000
Executive Director	\$200,000 (\$150,000 salary + \$50,000 benefits)
Director of Programs and Operations	\$175,000 (\$130,000 salary + \$45,000 benefits)
Advocacy and Training Manager	\$120,000 (\$90,000 salary + \$30,000 benefits)
Administrative Assistant	\$93,000 (\$70,000 salary + \$23,000 benefits)
Operations	\$49,500
Indirect Cost (15%)	\$112,500
Total FY 27-28	\$750,000
October 2028 - September 2029 (Year 3)	
Lead Agency	\$900,000
Executive Director	\$200,000 (\$150,000 salary + \$50,000 benefits)
Director of Programs and Operations	\$175,000 (\$130,000 salary + \$45,000 benefits)
Advocacy and Training Manager	\$120,000 (\$90,000 salary + \$30,000 benefits)

Community Engagement Specialist	\$120,000 (\$90,000 salary + \$30,000 benefits)
Administrative Assistant	\$93,000 (\$70,000 salary + \$23,000 benefits)
Operations	\$57,000
Indirect Cost (15%)	\$135,000
Total FY 28-29	\$900,000
October 2026 – September 2029 Total (3 years)	
	\$2,150,000

Figure A: Proposed Spending Plan for Implementation Lead Entity

F. Timeline

The following outlines the timeline of activities for this solicitation process, beginning with the RFQ release date and ending with the anticipated contract start date.

EVENT	DATE
RFQ Release Date	April 3, 2026
Bidders' Information Session (optional)	April 17, 2026
RFQ Questions Deadline	May 1, 2026
Submittal Deadline	June 5, 2026
Review/Evaluation	June 8 – June 26, 2026
Interviews (only if needed)	June 22-23, 2026
Review by Transitional Community Advisory Body	July 13, 2026
Selection Notification	July 14, 2026
Written Appeals Deadline	July 17, 2026
Review by Equity Committee	July 20, 2026
Request Approval from Board of Supervisors	August 11, 2026
Contract Negotiation and Routing	August 17 – September 30, 2026
Contract Start Date	October 1, 2026

**Dates may shift due to unforeseen scheduling challenges and/or changes.*

II. Application Instructions and Review Process

A. Response Instructions

1. Responses shall consist of a single packet containing all required documents and any allowable supporting information. Each responder must submit one (1) original response via (source: TBD). Late submissions will not be accepted.
2. The response narratives shall be typed double-spaced and printed on 8 1/2" x 11" paper with no less than 1" margins on all sides, using an easy to read 12-point font. Total response narratives shall not exceed 20 pages collectively, excluding the cover letter, table of contents, and required attachments.
3. All pages in each submitted response packet must be numbered consecutively beginning with the Cover Letter as page 1 and ending on the final page of the response packet.
4. All information in each response packet must be presented in the sequence outlined in the next section (Response Outline).

B. Response Outline

Section I: COVER LETTER and TABLE OF CONTENTS

1. Cover Letter
 - i) Provide no more than a one-page cover letter that briefly introduces your organization and interest in serving as the Lead Entity of the Federal Glover Community Wellness Network. The letter must be signed in blue ink by an authorized representative of the firm.
2. Table of Contents

Section II: STATEMENT OF QUALIFICATIONS (SOQ) NARRATIVE

1. Organizational History and Overview (1-2 pages)
 - i) Describe your organization's vision, mission, and strategic goals. Your organization's history, years in operation, current core services and number of years providing the services described in this solicitation. Detail your organization's history of providing services in Contra Costa County and indicate where your organization's headquarters are located, the location of any satellite offices in Contra Costa County, and the form of your business (nonprofit, other—please specify).
 - ii) Your organization's primary areas of expertise and qualifications (including resources, capabilities, and licenses/certifications) as they relate to the scope of services described in this RFQ.

2. Scope of Services Understanding and Experience (3-4 pages)

- i) Describe the organization's understanding, knowledge, and experience working in partnership with and supporting Black/African American-led, Black/African American community-serving grassroots organizations.
- ii) Describe your organization's expertise in developing, supporting and/or coordinating networks and collaborative partnerships across multiple stakeholders that involve co-located and integrated services to achieve successful outcomes for vulnerable African American populations. Describe your approach to fostering collective impact and/or collaboration among partners, cultivating consistent practices and attitudes, and managing both administrative and programmatic operations involving multiple partners with diverse skill sets, responsibilities, values, and ways of working.
- iii) Describe your approach to supporting relationship- and capacity-building with service providers, ongoing quality improvement among partners, and advancing professional capacities and effective practices for local nonprofit/public stakeholders. Include any particular experience in building the capacities and/or skill sets of service providers in fields specifically related to the goals of the FGCWH.
- iv) Describe any experience in grantmaking, administration and/or management of service contracts, fundraising and fund development. If applicable, indicate any additional funds, services, or resources that will be leveraged to supplement or augment the work described in the scope of services.

3. Service-Related and Subject Matter Expertise (2-3 pages)

- i) Discuss your expertise as it relates to developing and implementing programs to address African American health and wellbeing in Contra Costa County. Discuss any expertise in managing and operating culturally relevant programs, integrating evidence-based practices/interventions relevant to the target population, providing trauma-informed care, and delivering client-centered services while monitoring program performance.
- ii) Describe your experience and expertise in working with public agencies, particularly those that are central to this project, including the Health Services Department, Employment and Human Services Department, Library, Probation and Public Defender offices.

4. Data Management and Learning Expertise (1-2 pages)

- i) Describe your organization's experience facilitating participatory data sense-making and community learning exchanges (e.g. storytelling, narrative interviews, focus groups) to foster continuous improvement, community engagement, and nuanced understanding of user experiences.
- ii) Describe how your organization plans to manage, track, and collect data related to monitoring progress toward process outcomes, and include any relevant experience. Describe the data collection infrastructure, tools, systems and/or processes that will be utilized to support collecting and monitoring the project's implementation data.

- iii) Discuss your expertise and experience working within the requirements of state and federal laws mandating varying levels of confidentiality and protections of personal information. Include discussion of issues related controlling access to sensitive data, the use of interagency agreements to regulate information access, sharing, use, and privacy.

5. Team Member Qualifications (1-2 pages)

- i) Identify the key team member(s) for this project, including roles and duties as related to this project. Provide an Organizational Chart of key team members, including any partners or subcontractors; and describe each key team member's lived experiences related to the scope of work, their qualifications, experience level, and expertise. Briefly discuss the related projects key team members have worked on, and other relevant experience that speaks to their expertise on this project. Submit resumes for all key team members who will be working directly on this project (these will *not count* towards page limit)
- ii) Identify the individual or team who will provide overall project leadership. Who will serve as the initial project manager until an executive director is identified? Indicate who is authorized to negotiate contract terms on behalf of your organization. If different, indicate who is the primary point-of-contact who will manage and oversee implementation of project. Share the areas of specialization of each member of the team leadership.

6. Experience with Similar Projects and Place-Based Experience within Contra Costa County (2-3 pages)

- i) Describe your organization's history of and current operations in the local community including identifiable service locations or facilities, within Contra Costa County, preferably within the region and/or communities where services are to be accessed by the most vulnerable African American communities. You may include any relevant lived experience in the region, communities, or neighborhoods you intend to serve that demonstrates your expertise.
- ii) Describe how your organization plans to address any challenges/barriers clients may have in accessing your services. You may include any relevant lived experience with successful strategies to address challenges/barriers to service access for the communities within the regions you intend to serve.

Section III: PROJECT BUDGET and BUDGET NARRATIVE

(Maximum 3 pages, double-spaced, 1-inch margins, 12-point font. The line-item budget will not count towards any page limit. Items in the budget table may be single spaced.)

1. Budget Narrative

- i) Provide any considerations or feedback on the proposed budget included in Part I, Section E: Budget and Contract Period. Confirm that the proposed budget aligns with your understanding of the scope of work and required activities, and that the proposed staffing structure and salary scale aligns with your organization's structure and capacity. Or, include any anticipated challenges and/or proposed adjustments to the budget allocations, staffing or salary structure, with detailed description of reason and rationale for any proposed changes.
- ii) If needed, include a separate, new line-item budget to clearly illustrate any significant changes proposed.

2. Supplemental Resources

- i) To what extent are matching resources identified to supplement funding that will expand capacity and opportunities for the Federal Glover community Wellness Network? Are there other initiatives or efforts that your organization is or will be implementing that can be leveraged and aligned to amplify or extend the project goals and impact?
- ii) Points equaling up to 5% (or 5 points) of the total score possible will be added to the applicant's total score. The addition of these preferential points will make up the applicant's final score.

Section IV: ATTACHMENTS

To support your proposal, include the following attachments, in the order listed below:

- ☐ Form #1: Bidder's Statement of Capacity: Requests information about business operations, fiscal oversight and any legal considerations.
- ☐ Form #2: Bidder's Contracts and References: Requests information about the organization's current and prior projects conducted under grant or contract, including all government contracts/grants.
- ☐ Form #3: Anti-Collusion Statement
- ☐ Form #4: Contra Costa County Business Opportunity Registration Form: Submit this for applicant firm *and* all partner/sub-consulting firms; If your firm is not an SBE per the County's SBE Program guidelines, still submit the SBE Registration form with your firm's name and write "NOT QUALIFIED UNDER COUNTY SBE PROGRAM" across the sheet)
- ☐ Form #5: Addenda Acknowledgement, if applicable
- ☐ Key Team Member Resumes – please keep each resume to no more than 2 pages, highlighting the most relevant experiences and skill sets related to this project's scope of services.

C. RFQ Mandatory Requirements

1. Respondents shall be fully responsible for all costs incurred in the development and submission for this RFQ.
2. The Respondent assumes sole responsibility for the complete effort required in submitting a proposal in response to this RFQ. No special consideration will be given after proposals are received because of a Respondent's failure to be knowledgeable as to all of the requirements of this RFQ.
3. Should any discrepancies, omissions, or doubt as to their meaning be found in the RFQ specifications or requirements, the Respondent shall notify the County in writing via **source: TBD**. In response, the County will send written instructions or addenda to all participants in the RFQ process. The County shall not be responsible for oral interpretations.
4. The County reserves the right to do the following at any time and for its own convenience, at its sole discretion:
 - a. To reject any and all proposals without indicating any reasons for such rejection
 - b. Terminate this RFQ and issue a new RFQ anytime thereafter

- c. Extend any or all deadlines specified in the RFQ, including deadlines for accepting proposals by issuing an Addendum at any time prior to the deadline for receipt of responses to the RFQ
 - d. Procure any services specified in the RFQ by other means
 - e. Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the proposal or other data available to the County. Such disqualification is at the sole discretion of the County.
 - f. Reject the proposal of any Respondent that is in breach of or in default under any other agreement with the County
 - g. Reject any Respondent deemed by the County to be non-responsive, unreliable, unqualified, or non-responsible
5. False, misleading, incomplete, or deceptively unresponsive statements in connection with a submittal shall be sufficient cause for rejection of the submittal.
 6. The Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County is required before the Contractor may enter into subcontracts for any work contemplated under the Contract, or before the Contractor may assign the Contract or monies due or to become due, by operation of law or otherwise.
 7. No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via addenda to be posted on [source: TBD.](#)
 8. By submitting a signed proposal, Respondent certifies that there has been no collusion with any other Respondent. Reasonable grounds for believing Respondent has an interest in more than one submittal will result in rejection of all submissions in which the Respondent has an interest. Any party to collusion may not be considered in future submissions for the same or similar work. See Form #3.
 9. All addenda shall include an acknowledgement of receipt that must be returned. The addenda must be signed and attached to the final response. Failure to attach any addendum may result in the rejection of the response. See Form #5.

D. Review and Selection Process

All responses submitted in compliance with the RFQ requirements will be eligible for review and selection. Responses will be evaluated for completeness and overall responsiveness to the requirements contained in this RFQ.

As a first step, Office of Racial Equity and Social Justice staff will review each response's adherence to RFQ specifications, including:

- On-time submission
- Complete submission packet:
 - Cover Letter and Table of Contents
 - Statement of Qualifications Narrative
 - Project Budget and Narrative
 - Attachments (Form #1, Form #2, Form #3, Form #4, Form #5)
 - Additional Supporting Documentation

All qualified submissions will be forwarded to the RFQ Review Panel for evaluation.

1. The panel will be composed of up to 7 members. These members will be selected from individuals representing the target population, public agencies, and service providers. In determining the panel's composition priority will be given to those with personal and professional expertise in the lived experiences of African American communities, the type of services described in this solicitation, and those who have other relevant subject matter experience and expertise. Members of the Review Panel will be required to sign an impartiality statement. Review panel composition will be released with the recommendations of the review panel.
2. The Review Panel will evaluate and score all qualified submissions using criteria outlined in the Request for Qualifications (RFQ) Scoring Sheet.

Any recommendations for a contract award must be approved by the Contra Costa County Board of Supervisors' Equity Committee, and then the full Board of Supervisors, before any contract will be entered into by the County.

Request for Qualifications (RFQ) Scoring Sheet

Proposal Elements	Possible Score
1. Organizational History and Overview ● Relevancy of the organization's vision, mission, and strategic goals. ● Demonstrates alignment of purpose and values. ● Priority areas of investment and current portfolio reflect a commitment to addressing the needs of marginalized, underserved, Black/African American communities.	0 – 5 pts
2. Scope of Services Understanding and Experience (5 points each) ● Demonstrates understanding, knowledge, and experience working in partnership and supporting Black/African American -led, Black/African American community-serving grassroots organizations. ● Demonstrates expertise in developing, supporting and/or administering networks and collaborative partnerships across multiple stakeholders. Includes any relevant	0 – 20 pts

and applicable experience in fostering collective impact and/or collaboration among community and county partners. ● Demonstrates expertise in ongoing quality improvement among Partners and in advancing professional capacities and effective practices for local nonprofit/public stakeholders connected to the Network’s work. ● Demonstrates experience in grantmaking, administration and/or management of service contracts, fundraising and fund development. Indicates whether there are additional funds, services, or resources that will be leveraged to supplement or augment the work described in the scope of services.	
3. Service-Related and Subject-Matter Expertise (10 points each) ● Demonstrates expertise in managing and operating culturally relevant programs, especially for African Americans ● Has experience developing and managing multi-sector and interdisciplinary collaborative initiatives, including experience in working with public and/or County agencies	0 – 20 pts
4. Data Management and Learning Expertise (7.5 points each) ● Demonstrates expertise in participatory data sense-making and community learning exchanges to foster continuous improvement, community engagement, and nuanced understanding of user experiences. ● Demonstrates the technical capacity to collect and report all required data including service delivery statistics and program implementation and outcome measures	0 – 15 pts

5. Team Member Qualifications (5 points each) • Qualifications, lived experiences, expertise and related projects of staff are sufficient to deliver on the full scope of work. • Staff areas of specialization and related projects they have worked on that align with this scope of services. • Description of each team member's role and area of responsibility in the project.	0 – 15 pts
6. Experience with Similar Projects and Place-Based Experience within Contra Costa County (5 points each) • Has experience working on similar past projects with collaborative partners. • Demonstrates an organizational history of and current operations in the local community, especially vulnerable African American communities. • Describes how the organization plans to address challenges/barriers clients may have in accessing services.	0 – 15 pts
7. Project Budget and Narrative • Confirms that the proposed budget aligns with and is sufficient to complete the scope of work and required activities; or, describes clearly and in detail any anticipated challenges and what their proposed changes are to address those challenges. • If a separate line-item budget document is submitted, it is clear, feasible and demonstrates thoughtful fiscal planning.	0 – 10 pts
	Total: 100 points
Preferential Points for Supplemental Resources	0 – 5 pts

To what extent are matching resources identified to supplement funding that will expand capacity and opportunities for the Federal Glover community Wellness Network? Are there other initiatives or efforts that the organization is or will be implementing that can be leveraged and aligned to amplify or extend the project goals and impact? iii) Points equaling up to 5% (or 5 points) of the total score possible will be added to the applicant's total score. The addition of these preferential points will make up the applicant's final score.	
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A. Evaluation and Negotiation

Upon completion of the review of SOQs, the County will notify Respondents if further evaluation and negotiation is necessary. Respondents may be contacted for an interview, but only if needed. The key team members identified in the SOQ should attend the interview. Interviews will be 30-60 minutes. Any delay caused by Respondent's failure to respond to direction from the County may lead to a rejection of the SOQ.

B. Award of Contract

If the County determines after further evaluation and negotiation, to award the Contract, a Contract will be sent to the successful Respondent for signature. No submittal shall be binding upon the County until after the Contract is signed by duly authorized representatives of both Respondent and the County.

C. Submissions are Public Records

California Government Code Section 6250, the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. The Public Records Act provides that public records shall be disclosed upon request and that any person has a right to inspect any public record, unless the document is exempted from disclosure.

Unless otherwise compelled by a court order, the County will not disclose any submission while the County conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after the County either awards a contract to a successful Respondent, or rejects all submission, the County will consider each submittal subject to the public disclosure requirements of the California Public Records Act. Each Respondent is hereby informed that, upon submittal of its SOQ to the County in accordance with this RFQ, the-SOQ becomes the property of Contra Costa County.

D. Appeal Procedures

In the event a dispute arises concerning the RFQ process prior to the award of the contract, the party wishing resolution of the dispute shall submit an appeal in writing to the attention of:

Emlyn Struthers, Senior Deputy County Administrator
Office of the County Administrator
Contra Costa County
1025 Escobar Street, Fourth Floor
Martinez CA, 94553

Appeals must be submitted no later than 12:00 P.M. on July 17, 2026. Notification of a final decision on the appeal shall be made in writing to the Responder within ten (10) days, and the decision shall be final and not subject to further review. When submitting an appeal, the appellant must clearly state the action appealed, the harm to the appellant, and the remedy sought. Appeals shall be limited to the following technical grounds:

- Failure of the County to follow the review and selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments to the RFQ.
- There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
- There has been a violation of State or Federal law.

III. Other Procedures and Instructions

A. Optional Bidders' Information Session

Potential applicants are encouraged to attend a Bidders' Information Session on April 17, 2026 at 3pm which will be held online via Zoom:

- (Insert Zoom Link)
- Password: (Insert Password)

At the Bidders' Information Session, staff will review the RFQ instructions, provide grant information and general technical assistance on the submission requirements.

B. How to Submit Questions

Questions regarding the RFQ instructions or grant requirements can be emailed to admin@oresj.cccounty.us until 5:00 pm on May 1, 2026. All responses will be posted on the Office of Racial Equity and Social Justice website (www.contracosta.ca.gov/9969/Racial-Equity-and-Social-Justice) within 72 hours of the office having received the question.

C. Submissions are Public Records

California Government Code Section 6250, the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. The Public Records Act provides that public records shall be disclosed upon request and that any person has a right to inspect any public record, unless the document is exempted from disclosure.

Unless otherwise compelled by a court order, the County will not disclose any submissions while the County conducts its deliberative process in accordance with the procedures identified in this RFP. However, after the County either awards a contract to a successful Applicant, or rejects all submissions, the County will consider each submittal subject to the public disclosure requirements of the California Public Records Act. Each Applicant is hereby informed that, upon submittal of its application to the County in accordance with this RFP, the application becomes the property of Contra Costa County.

D. Contract Information and Requirements

Contract Period

Any agreement awarded as a result of this RFQ will include the County's general terms and conditions, included as Attachment A. The initial term of any agreement awarded as a result of this RFQ will be for up to 36 months, and is subject to Board of Supervisors' approval. Each year's renewal of funding is contingent successful progress and met deliverables. Nothing in this RFQ, and nothing in an agreement awarded as a result of this RFQ, commits the County to contract with the successful responder for any particular length of time.

All other factors being substantially equal, preference will be given to respondents located within Contra Costa County. For purposes of this RFQ, a respondent is located in Contra Costa County if its principal place of business has been located in Contra Costa County for at least six months immediately prior to the issuance of this RFQ.

Contract Monitoring and Evaluation

On behalf of the County, the Office of Racial Equity and Social Justice (ORESJ) will actively monitor all services provided through the contract that results from this RFQ process. This monitoring will determine if the Contractor is performing as intended or if good cause exists to terminate the contract prior to the end of the contract term.

At a minimum, Contractor(s) will be expected to:

- i. Perform all services without material deviation from an agreed-upon Service Plan;
- ii. Complete annual summary progress reports for the County;
- iii. Maintain adequate records of service provision to document compliance with Service Plan and complete any forms provided by the County; and
- iv. Cooperate with the collection of other fiscal/administrative/service data as requested by the County.

The County will:

- i. Negotiate a service contract that identifies specific performance outputs and/or outcomes to be achieved during the contract term;
- ii. Review contract at least once per year within the contract period to ensure compliance with output/outcome requirements, document any non-compliance, and establish a Corrective Action Plan as needed;
- iii. Be part of the monitoring of subcontracts written by and entered into by the Contractor that utilizes funds awarded under this solicitation; and
- iv. Provide information to Contractor concerning additional State or County data requirements not provided here or in the resulting contract.

Contract Management Responsibilities

The Contractor's Contract Manager shall also be responsible for all matters related to the firm's personnel and subconsultants performance including but not limited to:

- i. Supervising, reviewing, monitoring, and directing the firm's personnel, and managing subconsultants.
- ii. Assigning qualified personnel to complete the requested services.
- iii. Administering personnel actions for firm's personnel and ensuring appropriate actions taken for subconsultant personnel.
- iv. Maintaining organized project files for record tracking and auditing.
- v. Developing, organizing, facilitating, and attending scheduled coordination meetings.
- vi. Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones.
- vii. Reviewing invoices for accuracy and completion before billing to County.
- viii. Providing invoices in a timely manner and providing monthly contract expenditures.
- ix. Managing overall budget for contract and provide report to the County Contract Manager
- x. Ensuring compliance with the provisions of the contract and all specific Task Order requirements.

Ensuring the health and safety of personnel working in a hazardous environment in accordance with all applicable Federal, State, and Local regulations as applicable.

E. Forms and Attachments

Form #1: Bidder's Statement of Capacity

Organization Information

Name of Applicant Organization(s)	
Business Address	
Contact Person & Title *Individual must be authorized to sign this application and any contract with the County that may result.	
Business Phone Number	
Email Address	
Year Organization Founded	
Current Business Status	☐ Non-Profit Corporation ☐ Corporation ○ State of Incorporation: _____ ☐ General Partnership ☐ Limited Partnership ☐ Sole Proprietorship ☐ Other (explain): _____
Exemption Expiration Date	
Federal Tax ID #	

Key Personnel

List the names and titles of up to three key personnel who would be assigned to the Contract.

Name, Title	
Name, Title	
Name, Title	

Business Operations and Experience

Number of years bidder operated under the present business name:	
List related prior business names, if any and time frame for each:	
Number of years bidder has provided the services described in this RFQ:	

Legal Authorizations

Is your firm authorized to do business in the State of California?

- ☐ Yes
☐ No

Is your firm a State of California registered small business?

- ☐ Yes
☐ No

Is your firm a local business?

- ☐ Yes
☐ No

Fiscal Oversight

Provide the name and contact information of the person that administers your agency's fiscal system.

Name		Title	
Email		Phone	

Provide the name, address, and contact information for the CPA firm that maintains the agency's financial records and annual audit.

CPA/Firm	
Address	
Email	
Phone	

Legal Issues / Conflicts

Is there any past, present, or pending litigation in connection with contracts for services involving the bidder or any principal officer of the agency?

- ☐ Yes
☐ No

If yes, briefly explain below:

Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under the Contract?

- ☐ Yes
- ☐ No

If yes, briefly explain below:

Does the bidder have commitments or potential commitments that may impact assets, lines of credit, or otherwise affect agency's ability to fulfill this RFQ?

- ☐ Yes
- ☐ No

If yes, briefly explain below:

Have you, or your agency failed or refused to complete a contract?

- ☐ Yes
- ☐ No

If yes, briefly explain below:

Final Declarations

Do you and your agency agree to provide additional information as required by the County to make an informed determination of qualifications?

- ☐ Yes
- ☐ No

By signing Form #1: Bidder's Statement of Capacity, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void. Additionally, you declare that if the Office of Racial Equity and Social Justice accepts this proposal, you will enter into a standard contract with Contra Costa County to provide all work specified herein as proposed or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used for other programs operated by the bidder/contractor unless stipulated within the proposal and accepted by the County.

Name		Title	
Signature		Date	

Form #2: Bidder's Contracts & References

Provide information regarding the organization's current and prior projects conducted under grant or contract, including all government contracts/grants. Note: When more than one agency collaborates in providing services(s), each agency involved must complete this form.

Current Contracts / Grants

List up to 3 agencies that you are currently working with under contract or grant agreement.

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	

Contact Phone	
Contract Dates	
Contract Amount	

Prior Contracts / Grants (completed in the last five years)

List up to 4 agencies that you previously worked with under contract or grant agreement.

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	

Contract Dates	
Contract Amount	

Name of Project	
Services Provided	
Funder/Agency	
Contact/Reference	
Contact Email	
Contact Phone	
Contract Dates	
Contract Amount	

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's qualifications to perform proposed services. Bidder agrees to allow County to contact contractors for information relative to bidder's performance.

Name		Title	
Signature		Date	

Form #3: Anti-Collusion Statement

By signing this form, the bidder agrees that this submittal is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a statement of qualifications quote for the same purpose and that the quote is in all respects fair and without collusion or fraud, It is agreed by the undersigned bidder, that the signing and delivery of the proposal represents the bidder's acceptance of the terms and conditions of the forgoing specifications and provisions, and if awarded, this contract will represent the agreement between the bidder and the county.

ORGANIZATION NAME	
CONTACT NAME	
TITLE	
ADDRESS	
EMAIL	
TELEPHONE	
SIGNATURE	
DATE	

Form #4: Contra Costa County Business Opportunities Registration

Begins next page.

Form #5: Addenda Acknowledgement

TO BE RETURNED WITH STATEMENT OF QUALIFICATIONS SUBMISSION

RFQ No.: _____ Title: _____

ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)

Addendum #1: _____

Addendum #3: _____

Addendum #2: _____

Addendum #4: _____

ORGANIZATION NAME	
CONTACT NAME	
TITLE	
ADDRESS	
EMAIL	
TELEPHONE	
SIGNATURE	
DATE	

Attachment A: General Conditions (Purchase of Services – Long Form)

Attachment B: Fiscal Questionnaire (as attachment for applicants to see ahead of time)

Attachment C: Map of Priority Census Tracts