

Request for
Qualifications
#0038
June 2026



**OFFICE OF
RACIAL EQUITY
AND SOCIAL JUSTICE**
CONTRA COSTA COUNTY



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

Release Date: June 15, 2026

Submission Due Date: August 6, 2026

More information available at:

www.bidnetdirect.com/california/contracostacounty

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SOLICITATION OVERVIEW

REQUEST FOR QUALIFICATIONS (RFQ) #0038

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

The Office of Racial Equity and Social Justice (ORESJ) on behalf of the Contra Costa County Board of Supervisors, announces Request for Qualifications (RFQ) #0038. The purpose of this solicitation is to develop a list of qualified entities from which one will be selected for contract as the Lead Entity to implement and oversee the coordination of a holistic wellness network, the Federal D. Glover Community Wellness Network (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 relationships, ensuring shared accountability, and building long-term sustainability for the FGCWN. Vendors 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 Respondent(s) will also have deep experience and understanding of the communities, systems, and the social, economic and cultural dynamics of Contra Costa County.

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 American community members and other vulnerable residents experiencing disparities and inequities throughout Contra Costa County.

The potential contract will be for a one (1) year period with up to two (2) one-year renewals. Potential contract renewals will be based on satisfactory performance, available funding, and the continued need for services.

Interested parties are invited to attend a **Virtual Bidders' Conference/Information Session on Wednesday, July 1, 2026 from 1:00 PM to 3:00 PM**. Attendance at the virtual Bidders' Conference is not required for a proposal to be considered. **Please register for the virtual Bidders' Conference via this link:**

<https://cccouny-us.zoom.us/meeting/register/PtHZtnyTR1moiG-oKo4RjA>

After registering, you will receive a confirmation email containing information about joining the virtual meeting. Questions about this RFQ can be submitted via BidNet at www.bidnetdirect.com/california/contracostacounty.

Thank you in advance for your effort in preparing your response.

Proposal submissions are due by 3:00 p.m. PST on Thursday, August 6, 2026 via BidNet.

I. Background

A. Intent of Request For Qualifications

The Contra Costa County Office of Racial Equity and Social Justice (ORESJ) seeks 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 responses to the needs of vulnerable members of the Black/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 Black/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 develop a list of qualified entities from which one will be selected for contract as the 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

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.

governance structures, nurturing service provider relationships, ensuring shared accountability, and building long-term sustainability for the FGCWN.

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 FGCWN. The contracted community-based service providers will form the first cohort of agencies for which the Lead Entity will engage, support and coordinate.

B. The African American Holistic Wellness and Resource Hub

Funding for this Request for Qualifications (RFQ) 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, Black/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 Black/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, Black/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 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 Black/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 FGCWN, Black/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 was established. From May 2025 to April 2026, 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 details about the 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 (subsequently the Federal D. Glover Community Wellness Network) 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 Black/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.

TCABs role 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 16 county residents who each possess personal and professional lived experiences that reflect the needs, concerns and priorities of vulnerable Black/African Americans in Contra Costa County.

TCAB responsibilities include:

- Review and provide feedback on eligibility and selection criteria for:
 - Implementation Lead Entity
 - Executive Director

- Board of Directors
- 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 FGCWN. 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 for Lead Entity

Through this solicitation, ORESJ seeks to identify qualified vendors, from whom bids will be requested to select a Lead Entity with which to contract.

Respondents selected for inclusion on the “Qualified Vendors List” must demonstrate expertise and skill in the areas noted in the below grid of responsibilities and scope of work for the Lead Entity of the FGCWN. Those added to the Qualified Vendor List will be identified through this Request for Qualifications (RFQ) process and only vendors on this list will be deemed qualified to provide the services described in this document. Selection of the FGCWN Lead Entity will ensue from the Qualified Vendors List.

The FGCWN Lead Entity will have 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 FGCWN Lead Entity will be responsible for the coordination and development of the FGCWN, according to the Implementation Plan approved by the Board of Supervisors on August 12, 2025.

The Lead Entity will be responsible for the following:	
Federal D. 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.

<p>Organizational Development</p>	<p>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.</p>
<p>Infrastructure Development</p>	<p>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 D. Glover Community Wellness Network staff to carry out its coordination 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.</p>
<p>Data Integration and Outcome Tracking</p>	<p>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.</p>
<p>Implement Best Practices and Continuous Improvement</p>	<p>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</p>

	such as network convenings, coordinated site visits, strategic thought partnership, connection to resources and other supports.
Resource Development	Work with public systems, 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 contract requirements and required operations for the FGWCWN , the following outlines the above responsibilities and deliverables according to a three-year timeline:

Anticipated Year One Deliverables

- 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 Black/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 D. 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

- 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.

D. 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 FGCWN. 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 TCAB the Board-appointed body tasked with providing real-time feedback on the early implementation tasks for the community wellness network. In Phase 2, after the FGCWN Lead 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 FGCWN. 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 FGCWN.

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 Black/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).

II. Selection Process

A. 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	June 15, 2026
Virtual Bidders' Information Session (optional) **	July 1, 2026, 1:00 pm to 3:00 pm
RFQ Questions Submission Deadline	July 8, 2026 by 3 pm
Response to RFQ Questions published	July 15, 2026
Statement of Qualifications submittal Deadline	August 6, 2026 by 3pm
PHASE ONE	
Evaluation period	August 7 – September 7, 2026
Qualified Vendor Selection Notification	September 8, 2026
Submit written Protest deadline	September 15, 2026
Notification of Protest decision	September 22, 2026
PHASE TWO	
Lead Entity Bid opens	September 15, 2026
Lead Entity Bid Submission Deadline	October 5, 2026
Interviews	October 21, 2026
Lead Entity Selection Notification	October 30, 2026
Submit written Protest deadline	November 6, 2026
Notification of Protest decision	November 13, 2026
Review by Equity Committee (vote pending)*	November 16, 2026
Board of Supervisors Approval of Lead Entity	December 8, 2026
Contract Negotiation	Begins December 9, 2026
Proposed Contract Start Date	Early 2027

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

** Please register in advance for the virtual Bidders' Information Session at the following link:

<https://ccccounty-us.zoom.us/meeting/register/PtHZtnyTR1moiG-oKo4RjA>

After registering, you will receive a confirmation email containing information about joining the meeting.

B. Phase One: Develop list of Qualified Vendors

A list of Qualified Vendors will be developed from response submissions that demonstrate 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. Vendors 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 Respondent(s) 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, fundraising and will demonstrate a record of building and coordinating a collective of community, public system and/or private partners to improve the wellbeing of vulnerable communities.

C. Phase Two: Identify Lead Entity

A second phase solicitation process will ensue with the Qualified Vendors. Ideal responses in this phase will identify additional funds beyond the amount funded in this RFO to support FGCWN endeavors. Respondent(s) with demonstrated experience and capacity in grant writing, leveraging, fund development for non-profits, community-based organizations and/or small businesses within the past 5-10 years will be strongly considered.

Respondents may apply as single entities or as a coalition with one 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.

D. Qualifications and Eligibility

- Respondent(s) will be organizations led by members of the communities they serve (defined as organizations with leadership, board, or governing members representing the target community, and with core programs developed by and for the target community and residents of Contra Costa County). They must be able to demonstrate cultural competence and the ability to establish community trust.
- Be a registered organization and active standing with the California Secretary of State's Office (for corporations).
- Preferably located within Contra Costa County.
- Have a valid, current business license (if applicable), 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.

- Agree to comply with the County's Standard Contract provisions. A copy of the County's General Conditions is attached as Attachment A in this RFQ and incorporated herein. By submitting a Proposal, the Successful Respondent agrees that it will agree to using the attached form with no exceptions to the form of the County's Standard Contract.

E. Experience Requirements

- Demonstrate meaningful, relevant experience leading a multi-provider or multi-agency network.
- Demonstrate meaningful, relevant 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.).
- Demonstrate knowledge of CAL-AIM and Enhanced Care Management Service Providers Requirements.
- Employ staff with lived experience relevant to the communities they serve and prioritize mentorship, leadership development, and fair compensation.

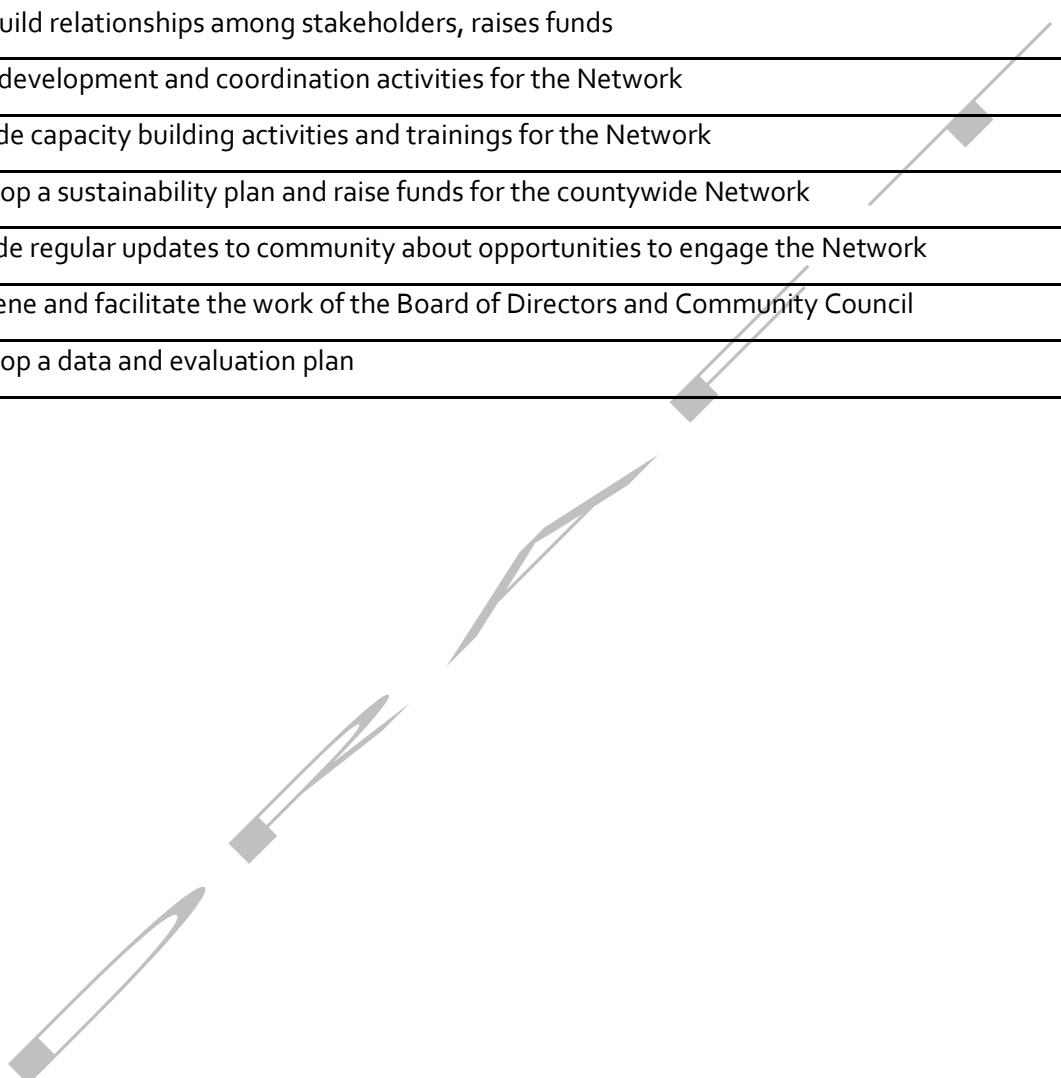
F. Contract Period and Annual Tasks

The successful Lead Entity selected from the Qualified Vendor list will enter a one (1) year contract with Contra Costa County, eligible for two (2) annual renewals, subject to annual evaluation of progress.

See the sample project structure below with annual tasks to support the development and growth of the FGWCN over a three (3) year period. Qualified Vendors invited to participate in Phase Two of this solicitation will be expected to generate a three (3) year budget and narrative to correspond with their proposed workplan.

Year 1	
Lead Entity	
Hire an Executive Director	
Launch development and coordination activities for the Network	
Apply for and establish an independent 501(c)(3)	
Provide capacity building activities and trainings for the Network	
Provide regular updates to community about opportunities to engage the Network	
Recruit and launch the Board of Directors and Community Council	
Year 2	
Lead Entity	
Executive Director serves as main ambassador for the Network, develops infrastructure, communicates and build relationships among stakeholders, raises funds	
Lead development and coordination activities for the Network	

Provide capacity building activities and trainings for the Network
Develop a sustainability plan and raise funds for the countywide Network
Provide regular updates to community about opportunities to engage the Network
Convene and facilitate the work of the Board of Directors and Community Council
Year 3
Lead Entity
Executive Director serves as main ambassador for the Network, develops infrastructure, communicates and build relationships among stakeholders, raises funds
Lead development and coordination activities for the Network
Provide capacity building activities and trainings for the Network
Develop a sustainability plan and raise funds for the countywide Network
Provide regular updates to community about opportunities to engage the Network
Convene and facilitate the work of the Board of Directors and Community Council
Develop a data and evaluation plan



III. Application Instructions

A. Response Instructions

1. Responses to this RFQ must be submitted electronically through the BidNet Direct website at www.bidnetdirect.com/california/contracostacounty. No exceptions are allowed.
 - a. Contra Costa County Purchasing Services is facilitating this procurement process on behalf of ORESJ. Purchasing Services uses BidNet Direct to notify vendors of formal solicitations. Vendor registration is free and the County does not require vendors to pay any fees.
 - b. All aspects of RFQ submission administration will be handled by the BidNet Direct website. Contact customer service if you need technical assistance with any part of the bid process at: support@bidnet.com or call (800) 835-4603.
 - c. BidNet Direct Vendor Registration Instructions (15 – 20 minutes):
 - i. Go to Contra Costa County's BidNet Direct at the following link: www.bidnetdirect.com/california/contracostacounty
 - ii. Click the "Vendor Registration" link at the top right of the page
 - iii. Select the "Basic Plan", which is free of charge. Unlike other BidNet subscriptions, the Contra Costa BidNet webpage is free and you may view, download and apply to this RFQ for free. Be sure to "Remove" any add-ons BidNet includes with your Basic Plan registration.
 - iv. Once registered, you will receive an email from BidNet Direct to finalize your account registration.
 - v. Suggest "Consultation Services" NAICS code 91800
 - vi. Upon initial log in, you will be asked to create an account profile with:
 - vii. Your organization's contact information
 - viii. Service categories (e.g. 91800: Consulting Services)
 - ix. Business structure
 - x. Your registration is complete and you can now search the BidNet Direct portal and view the current RFQ
2. Responses shall consist of a single packet containing all required documents and any allowable supporting information. Each Respondent must submit one (1) original response via BidNet Direct website. Late submissions will not be accepted.
3. 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.

4. 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.
5. 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 D. 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 Black/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 Black/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 resumés 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 Black/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.

7. Demonstrated Fiscal Expertise

- i) In **Phase One**, Bidder will provide demonstration of Fiscal Expertise through completion of **Form #1: Bidder’s Statement of Capacity**. Areas covered include a description of the Bidder’s accounting system and internal controls, description of fiscal policies and procedures, and descriptions of: timekeeping system, payroll system inventory system, cost allocation plan and methodology used to prorate common operating cost as well as the ledger system used for receivables, payables, expenses, disbursements, and petty cash.
- ii) If selected for the Qualified Vendor List, during **Phase Two**, Bidder will provide copies of financial documents including but not limited to those outlined below (in Section III. ATTACHMENTS, Phase Two: Lead Entity Selection).
- iii) If awarded a contract as the Lead Entity, Bidder will be required to maintain audited financial statements during the period of performance.

Section III: ATTACHMENTS

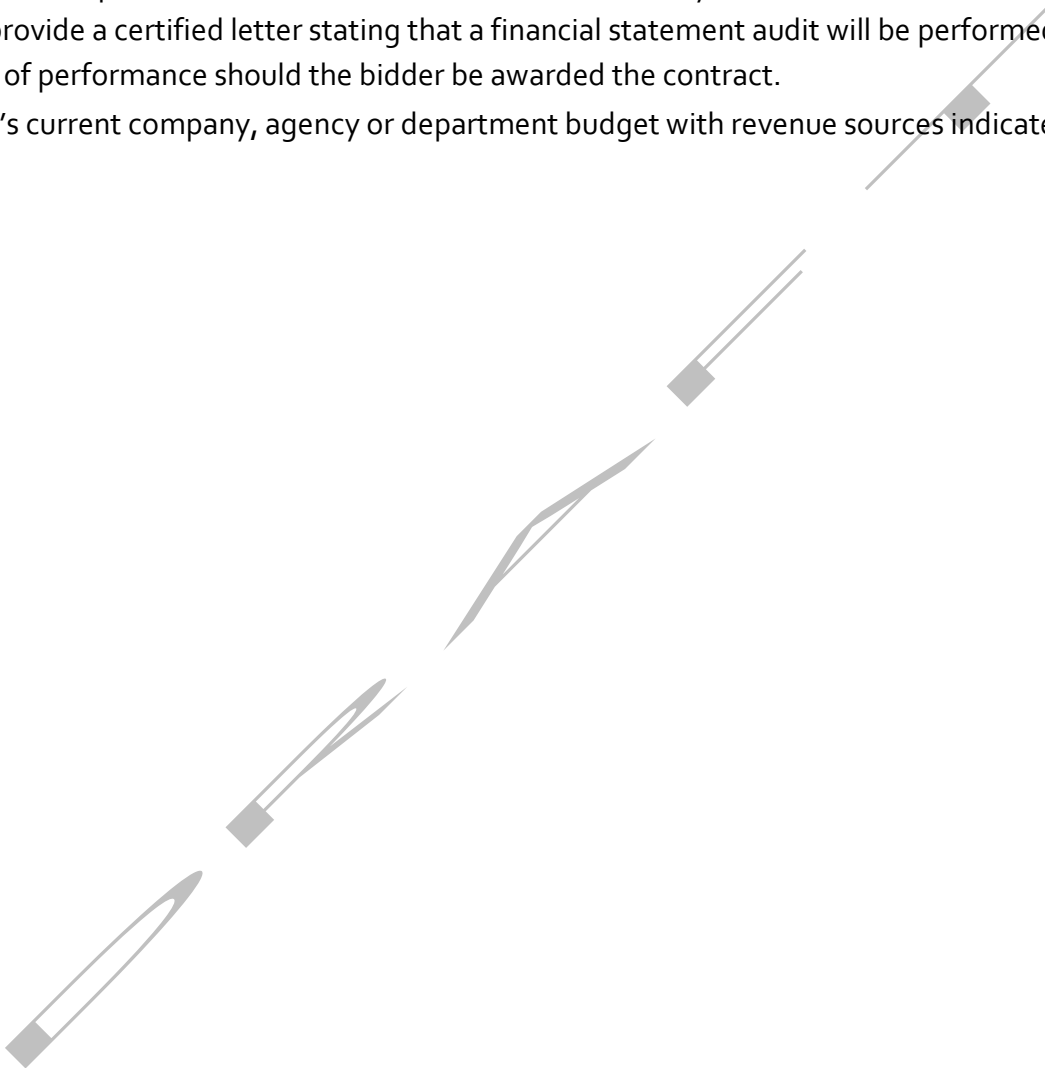
Phase One: Developing Qualified Vendors List

- 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: 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.

- Letters of Reference, three (3) references from professional relationships that can speak to Respondent's community, leadership, collaboration and fundraising capabilities.

Phase Two: Lead Entity Selection

- Bidder's manual of fiscal procedures and policies, *if available*.
- Bidder's most recent audit including any applicable corrective action plans. A review or compilation of the financial statements prepared by a CPA may be submitted in lieu of an audit/audited financial statements if the latter are not available. A copy of the latest filed tax return must be submitted if a review or compilation is not available. Bidders who currently do not have audited financial statements must provide a certified letter stating that a financial statement audit will be performed during the period of performance should the bidder be awarded the contract.
- Bidder's current company, agency or department budget with revenue sources indicated.



These documents are NOT required in Phase One, Developing List of Qualified Vendors selection process. Bidders who successfully complete Phase One to be added to the Qualified Bidders List may be invited to participate in Phase Two, Lead Entity Selection Process. The below documents will be required during Phase Two.

PROJECT BUDGET and BUDGET NARRATIVE

1. Budget and Budget Narrative

- i) Provide any considerations or feedback on the sample project structure and corresponding annual allocation included in Part I, Section E: Budget and Contract Period. Confirm that the annual allocation amounts align with your ability to perform the scope of work and proposed activities, and propose a staffing structure that aligns with your organization's structure and capacity. Include any anticipated challenges and/or proposed adjustments to the annual budget allocations with detailed description of reason and rationale for any proposed changes.
- ii) Include a detailed line-item budget to clearly illustrate the above.

2. Supplemental Resources

- i) To what extent are matching resources identified to supplement funding that will expand capacity and opportunities for the Federal D. 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?

3. Documents

- i) See Section III. ATTACHMENTS, Phase Two: Lead Entity Selection for list of documents to submit along with the above materials.

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 BidNet Direct. 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 Successful Respondent. Prior written consent of the County is required before the Successful Respondent may enter into subcontracts for any work contemplated under the Contract, or before the Successful Respondent 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 BidNet Direct's website.
 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 #4.

IV. Application Review Process

A. Review and Selection Process – Phase One

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 (not to exceed 20 pages)
 - Forms (Form #1, Form #2, Form #3, Form #4)
 - Attachments: Additional Supporting Documentation (Key Team Member Resumes, Three letters of reference)

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 Black/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. Respondents must achieve a minimum score of 80% to be considered for the Qualified Vendors List.

B. Review and Selection Process – Phase Two

Phase Two will consist of Bidders invited from the Qualified Vendor List to submit materials for consideration and evaluation to be the selected Lead Entity. The below materials will be requested [See Section III. ATTACHMENTS, Phase Two: Lead Entity Selection]:

1. Proposed Lead Entity Scope of Work, Year 1, Year 2 and Year 3
2. Proposed Lead Entity Three Year Budget and Budget Narrative
3. Supplemental Resources (e.g. matching funds, physical location)
4. Fiscal Documents

A Review Panel will evaluate and score all qualified submissions from Phase Two. Respondents achieving a minimum score of 80% in Phase Two will be invited to interview with an interview panel to take place on or around October 21, 2026.

ORESJ will recommend a Lead Entity to the Equity Committee to move forward for contract negotiations. 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.

C. Request for Qualifications (RFQ) Scoring Sheet – Phase One

Proposal Elements	Possible Score
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<p>1. Organizational History and Overview</p> <ul style="list-style-type: none"> ● 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. 	<p>0 – 5 pts</p>
<p>2. Scope of Services Understanding and Experience (5 points each)</p> <ul style="list-style-type: none"> ● 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 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. 	<p>0 – 20 pts</p>
<p>3. Service-Related and Subject-Matter Expertise (10 points each)</p> <ul style="list-style-type: none"> ● 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 	<p>0 – 20 pts</p>
<p>4. Data Management and Learning Expertise (7.5 points each)</p> <ul style="list-style-type: none"> ● 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 	<p>0 – 15 pts</p>
<p>5. Team Member Qualifications (5 points each)</p> <ul style="list-style-type: none"> ● 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. 	<p>0 – 15 pts</p>
<p>6. Experience with Similar Projects and Place-Based Experience within Contra Costa County (5 points each)</p> <ul style="list-style-type: none"> ● 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. 	<p>0 – 15 pts</p>
<p>Preferential Points for Supplemental Resources</p> <ul style="list-style-type: none"> ● 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? 	<p>0 – 15 pts</p>

- | | |
|--|--|
| <ul style="list-style-type: none">• Points equaling up to 15% (or 15 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. | |
|--|--|

D. Contract Negotiation

1. Evaluation and Negotiation

Upon completion of the review of SOQs, the County will notify Respondent(s) if further evaluation and negotiation is necessary. Respondent(s) meeting the minimum score requirement will be invited to interview with the Selection Panel on or around July 13, 2026. 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.

2. Award of Contract

If the County determines after further evaluation and negotiation to award the Contract, and such award has been approved by the Board of Supervisors, 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.

3. Submissions are Public Records

California Government Code section 7920.000 et seq., 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 submissions, 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 complete submission packet to the County in accordance with this RFQ, the complete submission packet becomes the property of Contra Costa County.

4. Protest Procedures

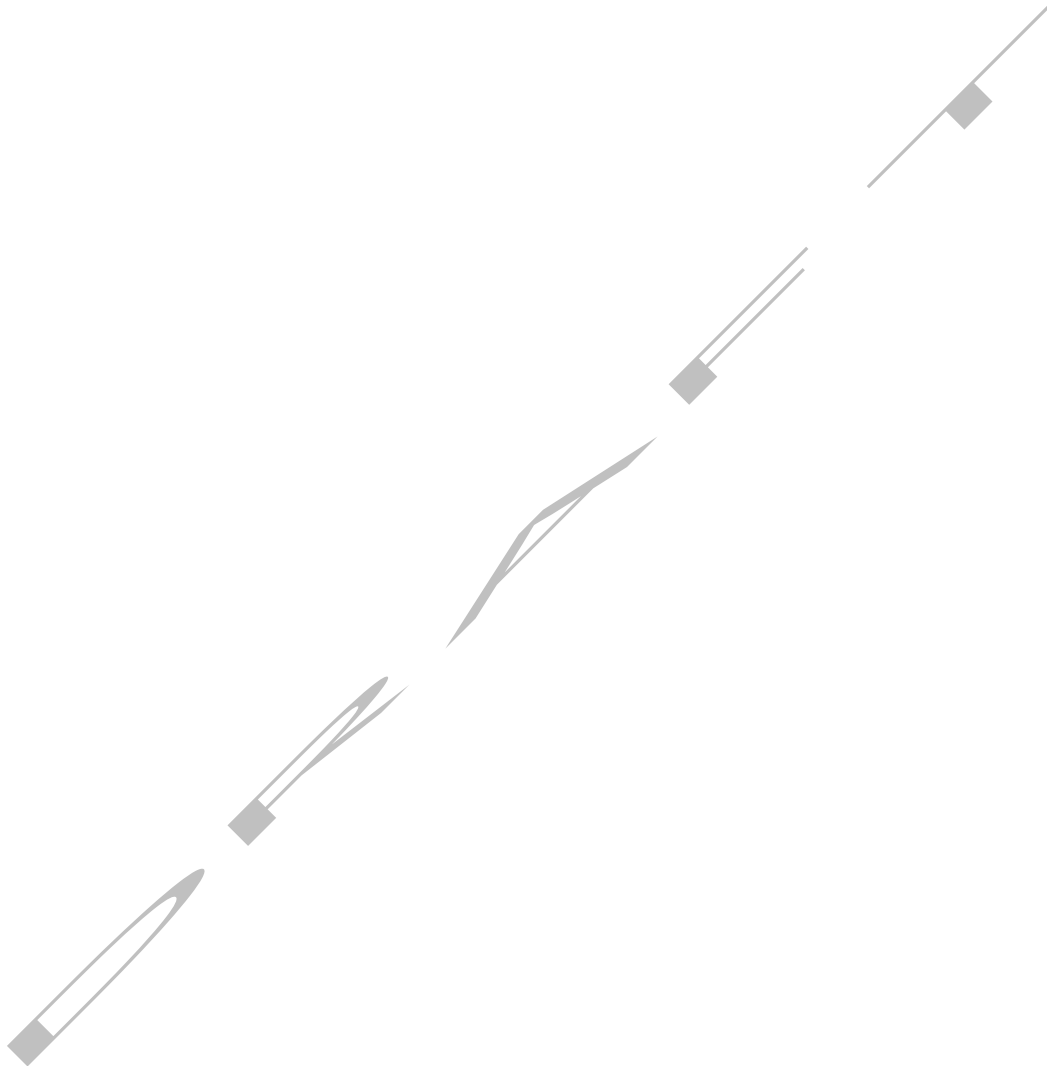
In the event a dispute arises concerning the RFQ process prior to the award of the contract, the party wishing resolution of the dispute shall submit a protest in writing to the attention of:

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

Protests must be submitted no later than 12:00 P.M. on September 15, 2026 for Phase One and by 12:00 P.M. on November 6, 2026 for Phase Two. Notification of a final decision on the protest shall

be made in writing to the Respondent 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. Protests 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.



V. Other Procedures and Instructions

A. Optional Virtual Bidders' Information Session

Potential applicants are encouraged to attend a virtual Bidders' Information Session on July 1, 2026 at 1 pm which will be held online via Zoom. Please register in advance for this meeting:

<https://cccouny-us.zoom.us/meeting/register/PtHZtnyTR1moiG-oKo4RjA>

After registering, you will receive a confirmation email containing information about joining the meeting.

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

All questions regarding the proposal will be accepted through the BidNet Direct site only. The deadline for submitting questions for this RFQ is on or before **July 8, 2026, no later than 3 pm**. All questions will be answered and disseminated to those registered on the BidNet Direct website. Contact customer service if you need technical assistance with any part of the bid process at: support@bidnet.com or call (800) 835-460

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 RFQ. 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 RFQ, 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 Conditions, included as Attachment A. The initial term of any agreement awarded as a result of this RFQ will be for one year, with up to two (2) annual renewals, subject to Board of Supervisors' approval. Each year's funding is contingent on 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 Respondent for any particular length of time.

All other factors being substantially equal, preference will be given to Respondent(s) 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 (6) months immediately prior to the issuance of this RFQ.

Contract Monitoring and Evaluation

On behalf of the County, ORESJ will actively monitor all services provided through the contract that results from this RFQ process. This monitoring will determine if the Successful Respondent is performing as intended or if good cause exists to terminate the contract prior to the end of the contract term.

At a minimum, Successful Respondent 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:

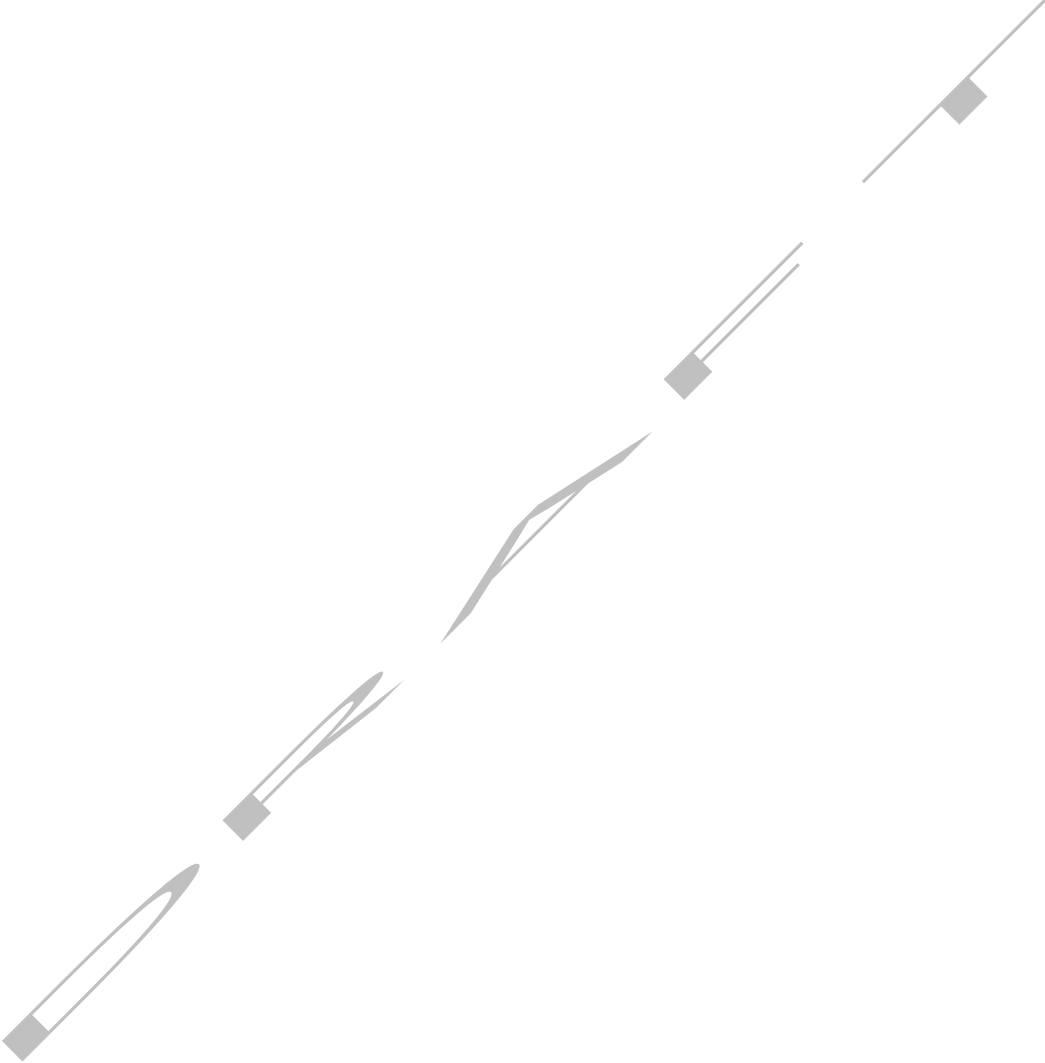
- i. Negotiate a service contract that identifies specific performance outputs and/or outcomes to be achieved during the contract term;
- ii. Review contract at least once per year within the contract period to ensure compliance with output/outcome requirements, document any non-compliance, and establish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

Contract Management Responsibilities

The Successful Respondent's Contract Manager shall also be responsible for all matters related to personnel and 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.

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



VI. Bidder Forms

Form #1: Bidder's Statement of Capacity

Organization Information

Name of Applicant Organization(s)	Click or tap here to enter text.
Business Address	Click or tap here to enter text.
Contact Person & Title *Individual must be authorized to sign this application and any contract with the County that may result.	Click or tap here to enter text.
Business Phone Number	Click or tap here to enter text.
Email Address	Click or tap here to enter text.
Year Organization Founded	Click or tap here to enter text.
Current Business Status	<input type="checkbox"/> Non-Profit Corporation _____ <input type="checkbox"/> Corporation o State of Incorporation: _____ <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (explain): _____

Exemption Expiration Date	Click or tap to enter a date.
Federal Tax ID #	Click or tap here to enter text.

Key Personnel

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

Name, Title	Click or tap here to enter text.
Name, Title	Click or tap here to enter text.
Name, Title	Click or tap here to enter text.

Business Operations and Experience

Number of years bidder operated under the present business name:	Click or tap here to enter text.
List related prior business names, if any and time frame for each:	Click or tap here to enter text.
Number of years bidder has provided the services described in this RFO:	Click or tap here to enter text.

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

Description of Business Type (Check all that apply):

- Small Business Enterprise (SBE)** – independently owned and operated; cannot be dominant in its field of operation; must have its principal office located in California; must have its owners (or officers in the case of a corporation) domiciled in California; **AND** together with affiliates, be either: a business with 100 or fewer employees, an average annual gross receipts of \$15 million or less over the previous three tax years, or a manufacturer with 100 or fewer employees.
- Minority Business Enterprise (MBE)** - at least 51% owned and managed on a daily basis by one or more minorities who are citizens or lawful permanent residents of the United States and member(s) of a recognized ethnic or racial group AND its home office is located in the United States.
- Women Business Enterprise (WBE)** - at least 51% owned and managed on a daily basis by one or more women who are citizens or lawful permanent residents of the United States AND its home office is located in the United States.
- Disadvantaged Business (DBE)** - at least 51% owned and managed on a daily basis by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements. - at least 51% owned and managed on a daily basis by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements.
- Disabled Veteran Business Enterprise (DVBE)** - at least 51% owned and managed on a daily basis by one or more veterans of the military, naval, or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California; AND a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.
- Local Business Enterprise (LBE)** - principal place of business is located within the boundaries of Contra Costa County.

Fiscal Oversight

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

Name	Click or tap here to enter text.	Title	Click or tap here to enter text.
Email	Click or tap here to enter text.	Phone	Click or tap here to enter text.

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

CPA/Firm	Click or tap here to enter text.
Address	Click or tap here to enter text.
Email	Click or tap here to enter text.

Phone	Click or tap here to enter text.
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Describe organization's accounting system and internal controls:	Click or tap here to enter text.
Describe fiscal policies and procedures.	Click or tap here to enter text.
Include descriptions of the following as appropriate: timekeeping system, payroll system, inventory system, cost allocation plan and the methodology used to prorate common operating costs. Explain the ledger system used for receivables, payables, expenses, disbursements, petty cash.	Click or tap here to enter text.

Note: *If advanced to Phase Two, Bidder will be asked to submit additional financial documents to demonstrate fiscal capacity.*

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:

Click or tap here to enter text.

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:

Click or tap here to enter text.

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:

Click or tap here to enter text.

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

- Yes
- No

If yes, briefly explain below:

Click or tap here to enter text.

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 Successful Respondent unless stipulated within the proposal and accepted by the County.

Name	Click or tap here to enter text.	Title	Click or tap here to enter text.
Signature		Date	Click or tap to enter a 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	Click or tap here to enter text.
Services Provided	Click or tap here to enter text.
Funder/Agency	Click or tap here to enter text.
Contact/Reference	Click or tap here to enter text.
Contact Email	Click or tap here to enter text.
Contact Phone	Click or tap here to enter text.
Contract Dates	Click or tap here to enter text.
Contract Amount	Click or tap here to enter text.

Name of Project	Click or tap here to enter text.
Services Provided	Click or tap here to enter text.
Funder/Agency	Click or tap here to enter text.
Contact/Reference	Click or tap here to enter text.
Contact Email	Click or tap here to enter text.
Contact Phone	Click or tap here to enter text.
Contract Dates	Click or tap here to enter text.
Contract Amount	Click or tap here to enter text.

Name of Project	Click or tap here to enter text.
Services Provided	Click or tap here to enter text.
Funder/Agency	Click or tap here to enter text.
Contact/Reference	Click or tap here to enter text.
Contact Email	Click or tap here to enter text.
Contact Phone	Click or tap here to enter text.
Contract Dates	Click or tap here to enter text.
Contract Amount	Click or tap here to enter text.

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

List up to 3 agencies that you previously worked with under contract or grant agreement.

Name of Project	Click or tap here to enter text.
Services Provided	Click or tap here to enter text.
Funder/Agency	Click or tap here to enter text.
Contact/Reference	Click or tap here to enter text.
Contact Email	Click or tap here to enter text.
Contact Phone	Click or tap here to enter text.
Contract Dates	Click or tap here to enter text.
Contract Amount	Click or tap here to enter text.

Name of Project	Click or tap here to enter text.
Services Provided	Click or tap here to enter text.
Funder/Agency	Click or tap here to enter text.
Contact/Reference	Click or tap here to enter text.
Contact Email	Click or tap here to enter text.
Contact Phone	Click or tap here to enter text.
Contract Dates	Click or tap here to enter text.
Contract Amount	Click or tap here to enter text.

Name of Project	Click or tap here to enter text.
Services Provided	Click or tap here to enter text.
Funder/Agency	Click or tap here to enter text.
Contact/Reference	Click or tap here to enter text.
Contact Email	Click or tap here to enter text.
Contact Phone	Click or tap here to enter text.
Contract Dates	Click or tap here to enter text.
Contract Amount	Click or tap here to enter text.

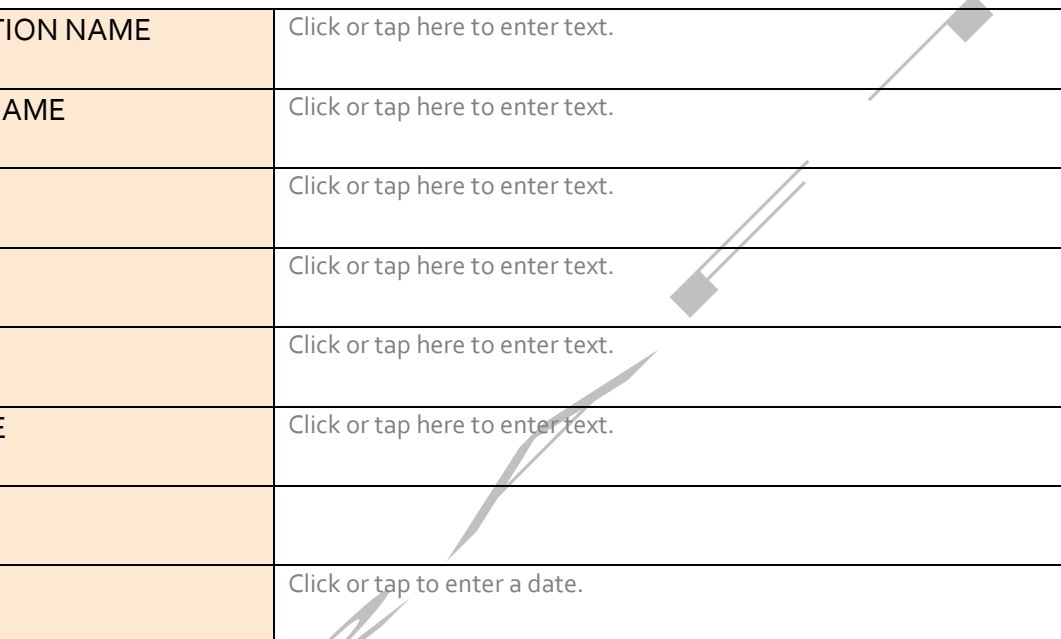
Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's qualifications to perform proposed services. Respondent agrees to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

Name	Click or tap here to enter text.	Title	Click or tap to enter a date.
Signature		Date	Click or tap to enter a 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	Click or tap here to enter text.
CONTACT NAME	Click or tap here to enter text.
TITLE	Click or tap here to enter text.
ADDRESS	Click or tap here to enter text.
EMAIL	Click or tap here to enter text.
TELEPHONE	Click or tap here to enter text.
SIGNATURE	
DATE	Click or tap to enter a date.



Form #4: Addenda Acknowledgement

TO BE RETURNED WITH STATEMENT OF QUALIFICATIONS SUBMISSION

RFQ No.: 0038

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

ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)

Addendum #1: _____

Addendum #3: _____

Addendum #2: _____

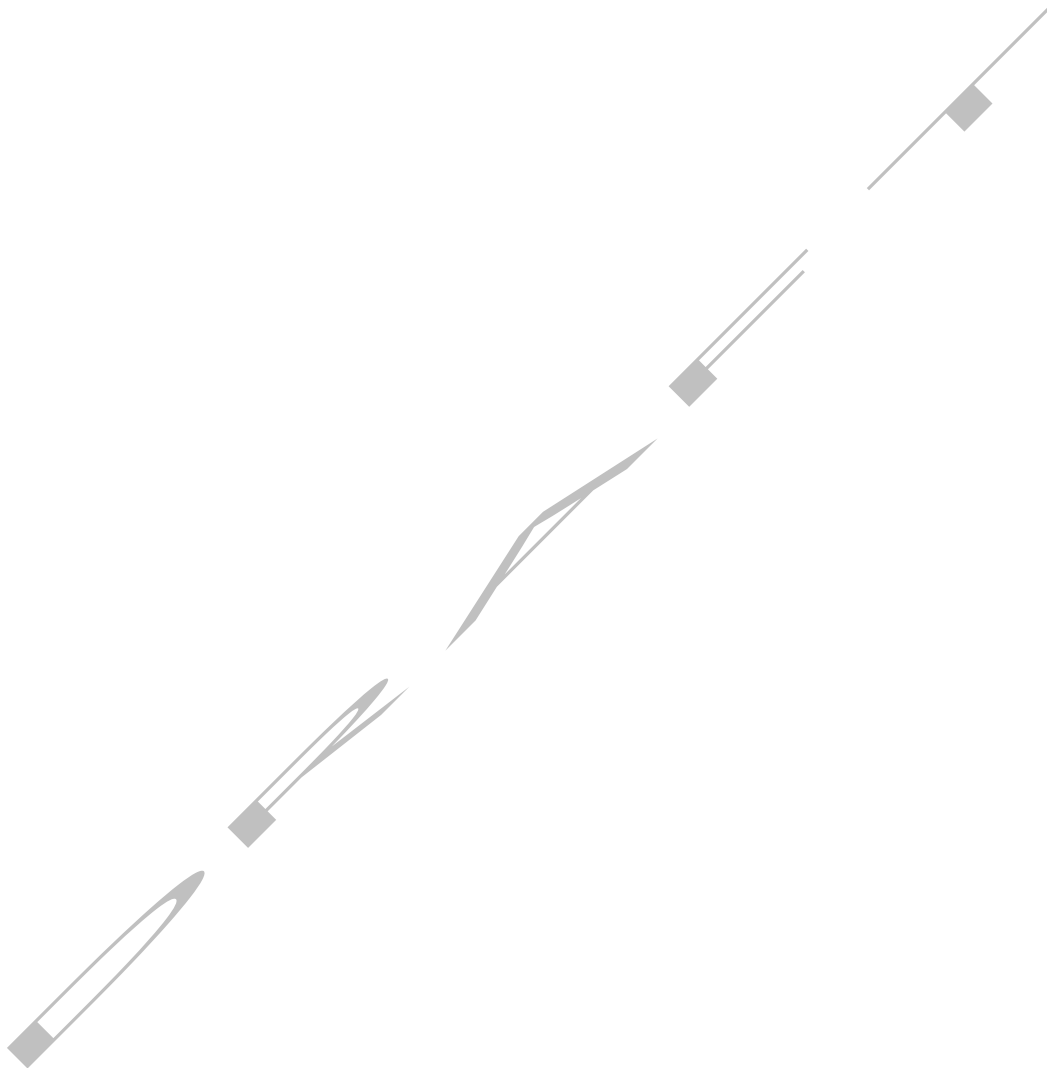
Addendum #4: _____

ORGANIZATION NAME	Click or tap here to enter text.
CONTACT NAME	Click or tap here to enter text.
TITLE	Click or tap here to enter text.
ADDRESS	Click or tap here to enter text.
EMAIL	Click or tap here to enter text.
TELEPHONE	Click or tap here to enter text.
SIGNATURE	
DATE	Click or tap here to enter text.

Attachment A: General Conditions for Contra Costa County Purchase of Service contracts

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

Attachment C: Priority Census Tracts and Neighborhood Profiles



Attachment A: Contra Costa County General Conditions for Service Contracts

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder. Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.
4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.

5. **Termination and Cancellation.**

- a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
- b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
- c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.

7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.

8. **Modifications and Amendments.**

- a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$200,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$200,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.
- b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable

procedures (if any) required by the state or federal government.

10. **Choice of Law and Personal Jurisdiction.**

- a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
- b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties, or between County and any Contractor employee, of agent, servant, employee, partnership, joint venture, or association. Neither Contractor, nor any of its employees, is a County employee. This Contract does not give Contractor, or any of its employees, any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and

have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.

16. **Confidentiality**. To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them; and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services**. Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification**. Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance**. During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
 - a. **Commercial General Liability Insurance**. For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury,

sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.

- b. **Workers' Compensation**. Contractor must provide workers' compensation insurance coverage for its employees.
 - c. **Certificate of Insurance**. The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
 - d. **Additional Insurance Provisions**. No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract
20. **Notices**. All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.
21. **Primacy of General Conditions**. In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal**. Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.

23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.
24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.
26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.
27. **Required Audit.**
- a. If Contractor expends \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Code of Federal Regulations, Title 2, Part 200, Subpart F.

- b. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, but the grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements.
- c. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year except as required by Code of Federal Regulations, Title 2, Part 200, Subpart F. Contractor shall make its records available for, and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office, the pass-through entity and/or the County. If an audit is required, Contractor must provide County with the audit.
- d. With respect to the audits specified in sections (a), (b) and (c) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.

28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.

29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.

Attachment B: Fiscal Questionnaire

[This document will be completed prior to contract with applicant selected as Lead Entity and is presented here for informational purposes.]

FISCAL AGENT CONTRACTOR - FISCAL & COMPLIANCE SELF-ASSESSMENT QUESTIONNAIRE	

SIGNATURES	
Organization Representative Signature & Title	

Department Signature & Title	Date Received

Fiscal Agent's Administrative Requirements
<p>Fiscal Agents are entities that, on behalf of Contra Costa County, manage all contracts or grants, pay contractors, and perform administrative and monitoring tasks necessary to manage the program described in the contract service plan. The Fiscal Agent is responsible for ensuring that Contra Costa County funds are utilized to carry out a Contra Costa County program. The Administrative requirements and cost principles that apply to the County of Contra Costa also apply to awards made to community based agencies or other contractors. The purpose of this checklist is to ensure that Fiscal Agents are aware of the requirements, have provided the necessary documents and reports to the County of Contra Costa.</p>

FISCAL REVIEW

Standards	Guidance	Comment
<p>1. Financial Systems</p> <p><input type="checkbox"/> a. A financial accounting and reporting system is in place</p> <p><input type="checkbox"/> b. Documentation regarding any new or modified information systems</p> <p><input type="checkbox"/> c. A Separate bank account with a qualified bank has been established for the deposit of County funds and is being used to track Fiscal Agent responsibilities</p> <p><input type="checkbox"/> d. A document retention policy is in effect</p>	<p style="color: blue;">FREQUENCY: INITIAL & WHEN EXCEPTIONS NOTED APPLY</p> <p style="color: blue;">Financial management systems must be sufficient to permit the preparation of reports on an accrual basis in accordance with general accepted accounting principles; tracking budget to actual expenditures; and tracing expenditures to a level of detail that is adequate to establish that they have been used in accordance with requirements.</p> <p style="color: blue;">Documents should be provided with initial assessment. Unless there is a prior year audit finding in this category, or there is a change in policy or procedure, it does not need to be reviewed again during a Self-Assessment.</p>	

FISCAL REVIEW

Standards	Guidance	Comment
<p>2. Budget</p> <p><input type="checkbox"/> a. Current (fiscal or calendar year)</p> <p><input type="checkbox"/> b. Shows income and expense by program</p> <p><input type="checkbox"/> c. Shows allocation of shared and indirect costs by program</p> <p><input type="checkbox"/> d. Shows fundraising separate from program expense</p> <p><input type="checkbox"/> e. Clearly identifies all revenue sources</p> <p><input type="checkbox"/> f. Includes annual cash flow projections</p>	<p>FREQUENCY: ANNUALLY</p> <p>Provide a cash flow projections and the detailed agency-wide budget (not a roll-up budget). Budgets do not need to be by funding source, but income sections should show all revenue sources.</p> <p>Item b. asks that budgets reflect the total revenue and expense for each program, including when one program has multiple funding sources. Budgets only organized by funding source may not meet the standard.</p> <p>Item f. Basic cash flow statement should include opening cash balance, monthly revenue/expense, resulting monthly cash balance, with tracking throughout the fiscal year. Straight-line projections of cash flow are not generally considered reasonable or sufficient.</p>	

3. Audited Financial Statements

- a. Completed and complete: all sections and statements included; opinion and other audit letters are signed; sections include:
 - Opinion Letter
 - Statement of Financial Position (Balance Sheet)
 - Statement of Activities (Income Statement)
 - Statement of Cash Flows
 - Statement of Functional Expenses
 - Footnotes
- b. Unmodified opinion
- c. No material weaknesses mentioned or going concern stated in the notes to the financial statements
- d. No current audit findings and/or questioned costs
- e. Audit completed within six months of the close of the Organization's fiscal year

For Organizations that received a Management Letter:

- f. Management letter has been signed by the audit firm
- g. For any prior year findings, the Organization has provided a reasonable explanation of how the Organization has corrected all the findings

FREQUENCY: ANNUALLY

Item b.: An Unmodified Opinion includes wording such as, "In our opinion, the accompanying financial statements present fairly the financial position of ABC agency at the fiscal year ending June 30, 20xx, in conformity with generally accepted accounting principles."

Items f. and g.: If the written opinion references a management letter, then provide a copy of it. If no management letter exists, these items are not applicable.

If the organization has not completed their audit within six months after year-end, this is noted and flagged for immediate follow-up.

FISCAL REVIEW		
Standards	Guidance	Comment
<p><i>Add comments for this section below.</i></p>		
<p>Comments for Category 3 – Audited Financial Statements:</p>		
<p>4. Tax Forms</p> <p><input type="checkbox"/> a. Federal 990 return filed for most recent tax year or request for extension submitted on time</p>	<p>FREQUENCY: ANNUALLY</p> <p>Form 990 is due on the 15th day of the 5th month following the end of the organization's taxable year. For organizations on a calendar year, the Form 990 is due on May 15th of the following year. The organization may request an automatic three-month extension, without showing cause, by filing Form 8868, <i>Application for Extension of Time to File an Exempt Organization Return</i>, by the initial due date for filing Form 990. The organization may request a second three-month extension by filing a second Form 8868 and explaining why it has reasonable cause for needing the additional three months.</p> <p>If the organization filed the extension forms by the deadline, the organization must provide a copy the tax form when filed.</p> <p>If the organization cannot show that it filed the 990 or the Form 8868 by the deadline, item a. is flagged for immediate follow-up.</p>	

<p>5. Fiscal Policies & Procedures</p> <p><input type="checkbox"/> a. Upon turnover of executive director and/or fiscal manager, policies and procedures are reviewed within one year of the change, and updated if necessary [if applicable]</p> <p><input type="checkbox"/> b. Policies are current (updated within the past two calendar years or to reflect monitoring/audit recommendations)</p> <p><input type="checkbox"/> c. Complete (contains policies and procedures related to:</p> <ul style="list-style-type: none"> - <u>Internal controls</u> (including safeguarding of assets, authorization of transactions, and reconciliation of accounting records) [per Standard 6c.] - <u>Financial reporting</u> [per Standards 6a., 6d., 9a-c.] - <u>Accounts payable</u> [per Standards 7a-c.] - <u>Accounts receivable</u> [per Standards 5d.] - <u>Payroll</u> (including accounting for leave, signature requirements, documentation of salary levels) [per Standards 8e-f., 15c.] - <u>Procurement of goods and services</u> [per 7e-g., 13a-c.] <p><input type="checkbox"/> d. Implementation of policies and procedures demonstrates appropriate <u>internal controls</u>, including segregation of duties</p>	<p>FREQUENCY: ANNUALLY</p> <p>Items a-b.: Policies must be reviewed when leadership changes, and should be assessed every two years, even if no changes are necessary. Agencies can meet the standard by creating a version history to show reviews occurred and when policies were last updated. If the agency does not meet the standard, note the date when the Fiscal Policies and Procedures in the comments and it will be flagged for follow-up.</p> <p>Item c.: The documents should address ALL items in the list with sufficient detail to be actionable, and should be specific to the agency, not generic. Cross-reference the manual to the specific standards listed in item c. to ensure actions match written procedures, per item d.</p> <p>Item d.: Actual policies vary based on internal operations. The following are examples of reasonable practices, and will demonstrate whether the agency's policies are reasonable and implemented consistently.</p> <ul style="list-style-type: none"> - Disbursements are made by pre-numbered checks or through a secure electronic system [provide copy of check register or e-check register] - Expenses are pre-approved [provide sample signed approval forms] - Someone prepares a daily list of all cash and checks immediately upon receipt [provide sample] - Someone performs spot-checks of fiscal practices to test policies are being followed [provide documentation] - Bank statements are opened/reviewed by staff or board member who does not have accounting responsibilities [provide copy of bank statement showing address] - Two people count all cash, and/or unannounced counts of petty cash are made by someone other than the fund custodian [provide copy of signed cash counting forms] - Checks over threshold amount (e.g., \$500) are signed by two staff members [provide copies of canceled checks] - Agency follows its own policies and commitment for timely payment of invoices [provide historical accounts payable ageing report] - Agency conducts a biannual equipment inventory 	
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<p>6. Financial Reports</p> <p>Balance Sheet (aka Statement of Financial Position):</p> <p><input type="checkbox"/> a. Balance Sheet is current (as of the last three months, at least)</p> <p><input type="checkbox"/> b. Working capital ratio is greater than 1</p> <p><input type="checkbox"/> c. Current bank reconciliation (as of the last three months, at least)</p> <p>Profit and Loss Statement (aka Statement of Activity):</p> <p><input type="checkbox"/> d. P&L Statement is current (as of the last three months, at least)</p> <p><input type="checkbox"/> e. Shows year-to-date (YTD) income and expense by program, contract or funding source, including indirect costs</p> <p><input type="checkbox"/> f. Year-to-date net income is either a positive number or the Agency provides a sound explanation of how it will be positive by the end of the fiscal year</p>	<p>FREQUENCY: ANNUALLY</p> <p>Organizations only need to supply the most recent YTD Balance Sheet and Profit and Loss Statement. To meet the standards, both should be current (i.e., updated and reconciled within the last three months).</p> <p>Item b. Working Capital = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$</p> <p>Divide Current Assets (all assets that could be converted to cash in less than 1 year) by Current Liabilities (all money owed by the agency and due within 1 year). A ratio greater than 1 signals the short-term capacity to pay all current liabilities from current asset sources. This measure shows the capital needed to carry out the day-to-day work and should always be positive.</p> <p>Current Assets = Cash + Cash Equivalents + Accounts Receivable + Inventory + Marketable Securities</p> <p>Current Liabilities = Accounts Payable + Grants Payable + Accrued Salaries + current portion of long-term debt</p>
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FISCAL REVIEW

Standards	Guidance	Comment
	<p>Item e.: Provide a copy of the chart of accounts (cross checking it in the general ledger) from the agency to better understand the agency's structure and confirm no co-mingling of funds has occurred when reviewing the income and expenses by program or funding source.</p>	

7. Invoices

Expenses:

- a. Expenses on summary progress reports have supporting documentation that aligns with approved program plans. This can include: summary reports on staff on project / pay rate / hours performed; description of services provided and program costs; indirect costs.
- b. Agency follows its policies for writing checks, credit card use, petty cash use, and/or reimbursement for expenses tested on invoices
- c. Expenses on invoices are associated with the approved SPO contracts/grants

If invoices include payments to subcontractors:

- d. Subcontractor is authorized by contract
- e. Agency paid its subcontractors' invoices per the schedule established in the subcontracting agreement
- f. Subcontractor invoices show basis for work billed as performed (units of service, hours, reimbursable costs)

FREQUENCY: ANNUALLY

Item a.: Are the expenditures allowable, allocable, reasonable, and within the period of performance? Are certified payrolls obtained if the provisions of Davis-Bacon apply? Is the required insurance in effect?

FISCAL REVIEW		
Standards	Guidance	Comment
<p>8. Payroll</p> <p><input type="checkbox"/> a. State (DE 9 and DE 9C) and federal (941) payroll tax returns were filed by the end of the month following the end of the quarter</p>	<p>FREQUENCY: ANNUALLY</p> <p>Unless there were prior year audit findings in these areas, the agency does not need to submit timesheets. However, timesheets may be requested at any point to validate payroll expenses.</p>	

COMPLIANCE REVIEW		
Standards	Guidance	Comments
<p>9. Board Oversight</p> <p>Fiscal Standards:</p> <p><input type="checkbox"/> a. Minutes show that the Board approved the current agency-</p>	<p>FREQUENCY: ANNUALLY</p> <p>Board minutes should be provided so that both Fiscal and Compliance</p>	

COMPLIANCE REVIEW

Standards	Guidance	Comments
<p>wide budget within at least three months of the start of the fiscal year</p> <p><input type="checkbox"/> b. Minutes show that financial reports are shared with the Board (or finance committee) at least quarterly, or more regularly when financial concerns warrant it</p> <p><input type="checkbox"/> c. Minutes show that the Board reviewed the most recent audit within the fiscal year</p> <p>Compliance Standards:</p> <p><input type="checkbox"/> d. Agency provides documentation showing that board members sign a Conflict of Interest Policy</p> <p><input type="checkbox"/> e. Minutes show that if the Executive Director is a member of the Board, s/he does not vote on his or her compensation</p> <p><input type="checkbox"/> f. Board conducts a performance review of the Executive Director annually</p> <p>Board of Directors:</p> <p><input type="checkbox"/> g. Assist with the raising of funds</p> <p><input type="checkbox"/> h. Participate in annual giving to agency with either money or in-kind contributions</p> <p><input type="checkbox"/> i. Achieve quorum at every meeting</p> <p><input type="checkbox"/> j. Board reviews IRS Form 990 (or is distributed to members)</p> <p><input type="checkbox"/> k. Bylaws define term limits, quorum, committee structures, and voting/decision-making process</p>	<p>standards can be reviewed. Items a-d. are fiscal, and e-f. are compliance-related. Board minutes may also be used in Category 11. Public Access (below), as needed.</p> <p>Items a-c.: Boards do not need to “approve” the financial reports or audit, but do need to show that they conducted a review. Review by a finance subcommittee is acceptable. If the minutes are not detailed, other supporting documentation should be provided that could indicate such a review.</p> <p>Items d.: Provide a copy of Board Roster to verify membership. If a board member is also a County staff member, elected official, or advisory body member, to meet the standard, the individual should have signed, or there is documentation that s/he agreed to, a Conflict of Interest Policy. The policy may be stand-alone or part of a broader “board manual” or agreement as long as guidelines addressing conflicts of interest for board members are included. It would not be considered a conflict of interest for Paid County employees to participate in discussions regarding Subrecipient Agreements with their affiliated County department, or to vote on them.</p>	

COMPLIANCE REVIEW

Standards	Guidance	Comments
<input type="checkbox"/> l. Board leadership positions filled <input type="checkbox"/> m. Board is conducting active recruitment to fill vacancies <input type="checkbox"/> n. Conflict of Interest policy exists <input type="checkbox"/> o. Agency has a Board Manual documenting their practices	Items h-o.: Provide the agency with the Governance Review Checklist with the Self-Assessment Letter. The Agency should fill it out and submit them together.	
10. Subcontracts <input type="checkbox"/> a. Documentation that the Agency regularly monitors fiscal and programmatic performance of subcontractors	FREQUENCY AND REQUIREMENTS: Refer to contract Service Plan.	

Standards	Guidance	Comments

Attachment C: Priority Census Tracts and Neighborhood Profiles

Priority Census Tracts and Neighborhood Profiles

Region	Neighborhood / Area	Census Tract(s)	Key Boundaries	Key Landmarks / Assets	Equity Considerations
Antioch	Hillcrest / Auto Center	3071.02	Delta Fair Blvd, Auto Center Dr, Lone Tree Way, Hillcrest Ave	Hillcrest BART, Antioch Auto Center, Sutter Delta Medical Center (nearby)	Transit access present but limited embedded community services
	Central Antioch (Sycamore)	3072.02	Sycamore Dr, G & H Streets, Lone Tree Way, Contra Loma Blvd	Antioch Middle School, Contra Loma Estates	Lowest HPI (5.3) , high need and concentrated inequity
	Fairgrounds / South Antioch	3072.05	Lone Tree Way, Auto Center Dr, Hwy 160, A & G Streets	County Fairgrounds, Somersville Towne Center	Retail presence but gaps in health and wellness services

Pittsburg	Central Pittsburg	3050	W. Leland Rd, Railroad Ave, 10th St, Bailey Rd	Pittsburg High School, Adult Education Center	Dense residential area with youth and workforce needs
	Los Medanos Area	3120	E. Leland Rd, Antioch Hwy, Loveridge Rd, Railroad Ave	Los Medanos College, BART, Buchanan Park	Education asset present; opportunity for service integration
Richmond	Iron Triangle	3730	Macdonald Ave, Bissell Ave, Harbour Way, 23rd St	Nevin Center, Richmond BART/Amtrak	Historically disinvested, high density, central transit hub
	North Richmond Core	3750	Gertrude Ave, Chesley Ave, 3rd St, Richmond Pkwy	Community-based hubs, local corridors	Unincorporated area with persistent service gaps
	South Richmond	3650.02	Cutting Blvd, Carlson Blvd, I-80, Potrero Ave	Nicholl Park, historic Doctor's Medical Center site	Loss of hospital infrastructure; major healthcare gap
	North Richmond / Industrial Edge	3760	Richmond Pkwy, Hensley St, Vernon Ave, 3rd St	Urban Tilth Farm, Wastewater Plant	Environmental justice concerns + food access innovation
	Canal / Cutting Corridor	3770	Harbour Way, Cutting Blvd, Canal Blvd, S 2nd St	Ferry access (nearby), industrial zones	Mixed-use area with limited direct services

	Refinery / I-580 Corridor	3790	Richmond Pkwy, Giant Rd, Rumrill Blvd, I-580	Chevron Refinery, Transit Center, Shoreline Park	Environmental burden + infrastructure fragmentation
	Marina Bay / I-580	3810	Marina Bay Pkwy, Cutting Blvd, S 23rd St, I-580	Marina Bay, waterfront access	Proximity to resources, but inequitable access persists