

# Request for Proposals July 2026



OFFICE OF  
RACIAL EQUITY  
AND SOCIAL JUSTICE  
CONTRA COSTA COUNTY



Service Provider  
Organizations for the  
Federal D. Glover  
Community Wellness  
Network

**Release Date:**

**Submission Due Date:**

Contact for Questions:

Office of Racial Equity and Social Justice (ORESJ)

[admin@oresj.cccounty.us](mailto:admin@oresj.cccounty.us)

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## SECTION I: Introduction and Background

### A. Intent of This Request for Proposals

The Contra Costa County Office of Racial Equity and Social Justice (ORESJ) is seeking proposal submissions from community-based organizations to deliver rapid, culturally responsive wellness services that increase and expand safety and healing for people in Black/African American communities in Contra Costa County from January 1, 2027 to December 31, 2029.

The community-based organizations selected and approved by the Board of Supervisors under this Request for Proposals (RFP) will serve as the initial cohort of Rapid Response Service Providers within the Federal D. Glover Community Wellness Network (FGCWN) and provide critical support services to vulnerable individuals and families in African American communities.

The purpose of this solicitation is to identify organizations to provide rapid response services within the FGCWN as outlined in the Implementation Plan (linked here), approved by the Board of Supervisors on August 12, 2025. This RFP process addresses a subset of the needs brought forth through community input and is designed to create an accessible opportunity for organizations of varying sizes and capacities to receive funding to expand and augment their services.

Funding for this RFP comes from Measure X, a Countywide 20-year half-cent sales tax approved by Contra Costa County voters on November 3, 2020. Measure X was designed to fund critical health, safety-net, and community services. The Board of Supervisors approved Measure X funding for the development of the Federal D. Glover Community Wellness, which is stewarded by the Office of Racial Equity and Social Justice.

### B. About the Federal D. Glover Community Wellness Network

The Federal D. Glover Community Wellness Network (FGCWN), formerly known as the African American Holistic Wellness and Resource Hub, provides a decolonized approach to culturally responsive, compassionate, and comprehensive services for vulnerable members of the Black/African American community.

The FGCWN establishes 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 efficient use of resources, consistent access to quality services across communities, streamlined policies, and a coordinated focus on the needs of Black/African American residents experiencing disparities and inequities throughout Contra Costa County.

This initiative builds upon prior County efforts and models such as the Contra Costa Family Justice Alliance, the Black Health Conductors program, and the Reentry Success Network/Center.

### C. Community Need and Rationale

This effort is grounded in well-documented disparities and long-standing inequities impacting Black/African American communities. 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 Contra Costa County, Black/African Americans continue to experience disproportionate rates of preventable chronic illnesses such as heart disease, obesity, cancer, and COVID-19. Disparities in health outcomes, the criminal justice system, educational achievement, and social service access have been well documented by multiple agencies and institutions across the County.

#### Community Vision and Advocacy

For several years, community members have advocated for the creation of an African American Holistic Wellness and Resource Hub and for expanded support services that address trauma, harm, and unmet needs in under-resourced Black/African American communities.

Over time, this vision evolved into a broader, countywide wellness network connecting communities and services across Contra Costa County, leading to the transition to the Federal D. Glover Community Wellness Network (FGCWN).

#### Early Investments from the Board of Supervisors

On December 12, 2023, the Contra Costa County Board of Supervisors allocated \$1 million in Measure X funds to support existing services as an initial step. From May 2025 to April 2026, a cohort of 13 Black/African American-led organizations across the county delivered culturally-responsive, trauma-informed and healing-centered services across priority areas.

On April 23, 2024, an additional \$7.5 million was allocated to establish and operate the Network, with further investments made in June 2025 to expand targeted outreach and services to Black males.

#### Feasibility Study and Planning

From August 2024 through March 2025, Ceres Policy Research conducted a comprehensive feasibility study that included community listening sessions, stakeholder interviews, and a survey of over 4,000 residents, along with a fiscal analysis and health needs assessment.

On April 15, 2025, findings and recommendations were presented to the Board of Supervisors, which directed ORESJ to develop an implementation plan.

#### Implementation Plan

On August 12, 2025, the Board approved the Implementation Plan, which outlines three phases to launch the Network, including the release of two solicitations – one for an Implementation Lead Entity and one for Rapid Response Service Providers. This RFP represents the latter.

#### Network Structure and Role of the Implementation Lead Entity

A parallel process is underway to identify an Implementation Lead Entity that will serve as the backbone administrative and coordinating organization for the FGCWN. The Implementation Lead Entity will be responsible for establishing governance structures, coordinating service providers, supporting capacity building, and ensuring accountability and long-term sustainability.

This entity will develop shared protocols, facilitate coordination across providers, and help ensure consistent access to services across the county. For more information, please refer to the separate Request for Qualifications (RFQ) for the Implementation Lead Entity.

D. Timeline

EVENT	DATE
RFP Release Date	
Bidders' Information Session (optional)	4 weeks after release
RFP Questions Deadline	6 or 7 weeks after release
<b>Submittal Deadline</b>	8 weeks after release
Interviews (only if needed)	3 weeks after submission deadline
Selection Notification	4 weeks after submission deadline
Written Appeals Deadline	5 days (?) after notification
Review by Equity Committee	
<b>Request Approval from Board of Supervisors</b>	
Contract Negotiation and Routing	4-6 weeks
<b>Contract Start Date</b>	4-6 weeks after approval

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

## SECTION II: Scope of Services

### A. Funding Term, Distribution and Availability

Through this RFP, the County seeks to award grants to community-based organizations to serve as Rapid Response Service Providers within the FGAWN over three years, from January 1, 2027 to December 31, 2029. By investing in organizations already embedded in communities, the County aims to expand access to culturally grounded, responsive, and community-centered care. Awards are contingent on annual fund balance, satisfactory evaluation, grant monitoring, and overall grant performance.

The County anticipates awarding up to \$1.25 million annually through this RFP, for a total of \$3.75 million over three years. The County anticipates allocating approximately \_\_\_% annually to 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_, 4) \_\_\_\_\_ and \_\_\_% annually to 5) \_\_\_\_\_ and 6) \_\_\_\_\_.

**Table 1: Anticipated Funding Distribution for Each Priority Service Area, \$3.75M Total for 3 Years**

Priority Service Area	Funding Amount	Funding %
Behavioral health services		
Housing navigation services		
Maternal and infant health care services		
Reentry support and restorative alternatives		
Public benefit resource navigation		
Preventative health care, check-ups, and screenings		

### B. Funded Service Categories and Types of Services

The Federal Glover Community Wellness Network seeks community-based providers to deliver rapid, culturally responsive, trauma-informed wellness services across six priority service areas, aligned with County direction and the Implementation Plan. Those six areas include: Behavioral Health, Housing Navigation, Maternal and Infant Care, Reentry Support and Restorative Alternatives, Resource Navigation and Preventative Health. Each service area is listed below and includes the following descriptions:

- Focus Area
- Model of Care and Support
- Description of Services
- Required Service Activities
- Menu of Allowable Services
- Performance Measures

The descriptions below were derived from several sources including the listening sessions and town halls conducted as a part of the Feasibility Study, as well as insights from African American Wellness Hub Steering

Committee and the Glover Wellness Network Transitional Community Advisory Body, the two community advisory bodies that have provided guidance throughout the planning and first implementation phase of this wellness initiative.

<b>Behavioral Health (BH)</b>	
<b>Focus Area</b>	African American males and African American families; culturally grounded healing and mental wellness.
<b>Model of Care and Support</b>	Providers must center culturally responsive, community-rooted healing, addressing trauma, stress, grief, and isolation disproportionately affecting African American men and youth. Non-traditional modalities (healing circles, art/movement, peer mentorship) and safe, judgment-free spaces are essential to rebuild trust.
<b>Description of Services</b>	Services expand access to accessible, destigmatizing, identity-affirming supports delivered in community settings – meeting clients where they are (neighborhoods, schools, churches, community hubs) and emphasizing early intervention and continuity.
<b>Required Service Activities</b>	<ul style="list-style-type: none"> <li>• Conduct culturally responsive behavioral health screenings and brief interventions, with warm hand-offs into clinical care when indicated.</li> <li>• Offer trauma-informed counseling and group supports.</li> <li>• Maintain partnerships with culturally aligned clinicians, mentors, and healers; document referral pathways and follow-up protocols.</li> <li>• Offer evening/weekend and mobile/community-based hours to reduce barriers.</li> <li>• Track engagement, retention, and client-reported outcomes using County-approved tools; participate in network coordination.</li> </ul>
<b>Menu of Allowable Services</b>	<ul style="list-style-type: none"> <li>• Individual, family and group counseling, healing circles, culturally rooted modalities.</li> <li>• Art/movement/somatic-based therapeutic activities and supports.</li> <li>• Peer mentorship (youth/adults), emotional literacy and communication coaching.</li> <li>• Crisis stabilization or emotional de-escalation supports.</li> <li>• Navigation to school-based or community mental health systems and supports.</li> </ul>
<b>Performance Measures</b>	<ul style="list-style-type: none"> <li>• Engagement: ≥70% of referred individuals attend 2+ sessions.</li> <li>• Community-based access: ≥50% of BH services delivered in community settings (schools, churches, recreation centers).</li> <li>• Culturally-rooted practice: Quarterly documentation of culturally specific methods (healing circles, mentorship) and staff training completion (≥90% trained annually).</li> </ul>

	<ul style="list-style-type: none"> <li>Client outcomes: ≥60% report improved coping or reduced stress; ≥75% report increased trust or comfort with services received.</li> </ul>
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Housing Navigation (HN)	
<b>Focus Area</b>	Individuals at immediate risk of housing loss; elders; parents with young children.
<b>Model of Care and Support</b>	Housing navigation is stability-oriented, culturally attuned, and non-stigmatizing, addressing historical barriers and discrimination. Providers prioritize dignity, individualized support, and rapid response to crises.
<b>Description of Services</b>	Providers assist residents with rapid housing search/placement, documentation, and stabilization, coordinating with County and community partners to overcome credit, documentation, and system trust barriers.
<b>Required Service Activities</b>	<ul style="list-style-type: none"> <li>Conduct housing and safety needs assessments; initiate navigation within 72 hours.</li> <li>Assist with applications, documentation, inspections.</li> <li>Maintain updated knowledge of housing resources.</li> <li>Provide follow-up stabilization support (budgeting, landlord liaison, problem-solving).</li> </ul>
<b>Menu of Allowable Services</b>	<ul style="list-style-type: none"> <li>Emergency rental/utility assistance; move-in costs; transportation and/or documentation support.</li> <li>Rapid housing search/navigation; landlord engagement and negotiation.</li> <li>Referrals to legal/tenant-protection services; coordination with County programs.</li> <li>Stabilization coaching.</li> </ul>
<b>Performance Measures</b>	<ul style="list-style-type: none"> <li>Housing stability: ≥55% obtain/maintain stable housing.</li> <li>Timeliness: Navigation initiated within 72 hours for ≥80% of acute-risk cases.</li> <li>Barrier reduction: Quarterly reporting on applications completed, barriers addressed (credit, documentation), and cross-agency referrals.</li> <li>Visible early wins: Monthly data demonstrating placements/preventions, aligned with community expectations for timely impact.</li> </ul>

Maternal & Infant Care (MIC)
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<b>Focus Area</b>	Black pregnant and birthing people; postpartum wellness; infants.
<b>Model of Care and Support</b>	Counter racial bias and medical neglect via respectful, continuous care across pregnancy, birth, and postpartum, addressing emotional, physical, social, and economic drivers of disparities.
<b>Description of Services</b>	Wraparound perinatal supports integrate doulas, lactation, parenting education, postpartum mental health, and navigation to care and resources, reducing isolation and strengthening advocacy capacity.
<b>Required Service Activities</b>	<ul style="list-style-type: none"> <li>• Provide culturally matched perinatal navigation or doula care; offer childbirth/parenting education.</li> <li>• Screen for postpartum depression; provide warm hand-offs to counseling.</li> <li>• Coordinate safety-net supports (food, financial assistance, supplies); conduct <math>\geq 1</math> postpartum visit and follow through <math>\geq 3</math> months postpartum.</li> </ul>
<b>Menu of Allowable Services</b>	<ul style="list-style-type: none"> <li>• Doula support, postpartum wellness checks/home visits.</li> <li>• Lactation support; infant-feeding education; parenting workshops.</li> <li>• Maternal mental health counseling; support groups for Black mothers.</li> <li>• Safety-net coordination and supports (such as food, financial assistance, diapers, car seats).</li> </ul>
<b>Performance Measures</b>	<ul style="list-style-type: none"> <li>• Pre-natal/postpartum engagement: <math>\geq 80\%</math> receive postpartum visit; <math>\geq 60\%</math> screened for depression.</li> <li>• Doula support: <math>\geq 65\%</math> utilization for enrolled participants.</li> <li>• Respect and cultural affirmation: <math>\geq 80\%</math> report feeling respected and culturally affirmed.</li> <li>• Monitoring outcomes: Track preterm and low-birth-weight indicators.</li> </ul>

#### Reentry Support & Restorative Alternatives (RS/RA)

<b>Focus Area</b>	Individuals impacted by the criminal legal system; restorative alternatives for youth.
<b>Model of Care and Support</b>	Prioritize healing, accountability, and community reintegration, led by credible messengers/peers; address employment discrimination, trauma, stigma, and documentation barriers.
<b>Description of Services</b>	Deliver stabilization supports (IDs, benefits, housing), restorative circles/diversion for youth, and workforce preparation, using persistent outreach to reconnect individuals who distrust systems.

<b>Required Service Activities</b>	<ul style="list-style-type: none"> <li>• Complete needs/risk assessments within 7 days of release/referral; develop individualized reentry plans.</li> <li>• Provide case-managed navigation for employment/education; coordinate with probation/courts when appropriate.</li> <li>• Offer restorative circles or alternative resolution pathways; conduct persistent outreach for hard-to-reach participants.</li> </ul>
<b>Menu of Allowable Services</b>	<ul style="list-style-type: none"> <li>• Transitional reentry navigation; peer mentoring; trauma recovery supports</li> <li>• Restorative justice circles; youth diversion activities</li> <li>• Workforce preparation; job fairs; employer engagement; training linkages</li> <li>• Housing stabilization assistance; documentation/ID support; benefits navigation</li> </ul>
<b>Performance Measures</b>	<ul style="list-style-type: none"> <li>• Reentry plans: ≥70% of returning residents complete individualized reentry plans within 30 days.</li> <li>• Stability: ≥50% obtain employment, education or training within 6 months.</li> <li>• Restorative outcomes: ≥60% complete restorative circles/alternatives for youth.</li> <li>• System navigation: Quarterly documentation of assistance with IDs, benefits, and housing applications. ≥90% staff trained annually in trauma/healing practices.</li> </ul>

Resource Navigation (RN)	
<b>Focus Area</b>	Access to public benefits and social services.
<b>Model of Care and Support</b>	Ground navigation in anti-racist, anti-bureaucratic practice, reducing barriers created by complex systems and historical exclusion; prioritize dignity and trust-building.
<b>Description of Services</b>	Assist residents to apply for, enroll in, and maintain benefits and essential social services via mobile/community-based, hands-on navigation that addresses documentation gaps and digital literacy needs.
<b>Required Service Activities</b>	<ul style="list-style-type: none"> <li>• Screen across multiple programs; complete applications in real time and follow up with agencies on clients' behalf.</li> <li>• Ensure warm hand-offs and case continuity; hold mobile navigation hours at trusted community sites.</li> </ul>
<b>Menu of Allowable Services</b>	<ul style="list-style-type: none"> <li>• Benefits navigation (CalFresh, Medi-Cal, CalWORKs, WIC, SSI, etc.)</li> </ul>

	<ul style="list-style-type: none"> <li>• Documentation/application assistance; appeals help; case monitoring</li> <li>• Referrals for food, transportation, childcare, utilities; digital literacy supports</li> <li>• Mobile hours at churches, libraries, community hubs</li> </ul>
<b>Performance Measures</b>	<ul style="list-style-type: none"> <li>• Navigation efficiency: ≥75% of applications submitted within 7 days of intake.</li> <li>• Benefit attainment: ≥65% of clients successfully enroll in ≥1 program; report time-to-benefit and barrier resolution.</li> <li>• Warm hand-offs: ≥80% completion for cross-department referrals.</li> <li>• Client experience: ≥75% report reduced barriers/increased confidence navigating systems.</li> </ul>

Preventative Health (PH)	
<b>Focus Area</b>	Routine check-ups, early detection, and preventative health education.
<b>Model of Care and Support</b>	Preventative care must address inequities in access and implicit bias; increase respectful, high-quality screenings and navigation to trusted partners.
<b>Description of Services</b>	Deliver community-based screenings and health-literacy education that reduce delayed diagnosis; provide navigation to primary/specialty care and follow-up support.
<b>Required Service Activities</b>	<ul style="list-style-type: none"> <li>• Conduct/coordinate screenings (BP, diabetes, cancer, reproductive health, etc.); track abnormal results and follow-up navigation.</li> <li>• Offer culturally responsive workshops; set up services across multiple community settings and times.</li> </ul>
<b>Menu of Allowable Services</b>	<ul style="list-style-type: none"> <li>• Mobile/community screening events; health workshops (e.g., Black male health, chronic disease prevention)</li> <li>• Navigation to clinics/FQHCs; early detection testing; health-literacy coaching</li> </ul>
<b>Performance Measures</b>	<ul style="list-style-type: none"> <li>• Screenings delivered: ≥200 screenings/year per provider (scaled by award).</li> <li>• Follow-up navigation: ≥60% of individuals with abnormal results receive documented follow-up navigation.</li> <li>• Education &amp; reach: ≥4 culturally responsive workshops/quarter; services offered in ≥3 distinct community settings/quarter.</li> <li>• Respect &amp; bias-free experience: ≥70% of participants report respectful treatment</li> </ul>

C. Priority Neighborhoods and Populations

To ensure the resources from this RFP reach target communities with the greatest need, the Office of Racial Equity and Social Justice utilized the Healthy Places Index (HPI) to identify Contra Costa County neighborhoods experiencing the highest levels of inequity.

Key findings include the following:

- 12 census tracts with significant African American populations fall below the 25th percentile statewide
- These tracts are concentrated in Richmond/North Richmond, Pittsburg, and Antioch
- The lowest HPI score (5.3) was identified in Antioch, indicating severe structural disadvantage

While services may be proposed countywide, priority will be given to programs serving these high-need communities across 12 census tracts with high social vulnerability. For additional detail, see Attachment A.

#### D. General Expectations for All Providers

Organizations awarded through this RFP will be expected to engage in the following:

- Deliver services through trusted, community-based settings such as neighborhood hubs, cultural spaces, faith institutions, or community organizations
- Serve residents facing barriers to traditional systems, including individuals who may not access services through conventional healthcare or government channels
- Provide healing-centered, trauma-informed, and culturally-responsive care
- Participate in coordinated network activities, including care coordination calls and multidisciplinary team meetings
- Engage in cross-referrals and collaboration with other providers, County departments, and community partners
- Participate in standardized intake processes developed by the Implementation Lead Entity
- Report on outcomes and impact to contribute to network-wide evaluation and learning
- Serve high-need geographic areas, particularly in Supervisorial Districts 1 and 5.
- Participate in coordinated Glover Wellness Network meetings, cross-training, and data-sharing processes
- Track service delivery using County-approved tools or platforms.
- Provide quarterly community-facing updates (events, webinars, newsletters) for visible progress and public reporting.
- Ensure ≥90% of direct-service staff complete annual training in trauma-informed, culturally grounded practices; document fidelity and improvement steps.

## SECTION III: Grant Application

### A. Before You Apply

#### Qualifications and Eligibility

Applicants must be non-profit agencies that are tax-exempt under section 501(c)(3) of the Internal Revenue Code. For-profit agencies and public agencies are not eligible for funding through this RFP.

Non-profit agencies that do not have 501(c)(3) status may apply using a fiscal sponsor. The fiscal sponsor is the applicant and, if a grant is awarded, the organization that contracts with the Office of Racial Equity and Social Justice (ORESJ). The fiscal sponsor is legally liable for all aspects of the contract including program implementation, fiscal management, and communication with the ORESJ regarding subcontractor or fiscal partner activities.

This investment reflects Contra Costa County's commitment to addressing historical inequities and advancing systems of care that center community expertise, trust, and culturally grounded healing practices. The Federal D. Glover Community Wellness Network represents a critical step toward building a sustainable, coordinated, and community-driven model of wellness and support. ORESJ welcomes proposals from organizations that share this vision and are committed to advancing healing and wellness for Black/African American communities across Contra Costa County.

Applicants must demonstrate expertise, capacity, and cultural competency in serving and meeting the needs of local Black/African American community members who are most impacted by poverty, houselessness, violence, premature death, and/or lack of access to basic needs or healthcare. Applicants must be able to deliver decolonial, culturally-relevant, trauma-informed, and healing-centered direct services aimed at increasing and strengthening Black/African American holistic wellness in Contra Costa County and have the capability and experience to effectively perform their proposed scope of services. Applicants should be embedded in the community they serve and have leadership and staff that reflect the lived experiences of their program participants.

Organizations applying for funding must demonstrate the following:

- *Community-Rooted Leadership*: Demonstrated leadership, staffing, or governance structures that reflect meaningful connection and accountability to Black/African American communities
- *Community Reach*: A track record of successfully engaging residents who do not access mainstream systems, including individuals disconnected from traditional service networks
- *Commitment to Equity*: A demonstrated commitment to addressing disparities and advancing culturally grounded, community-centered approaches to care

#### Number of Applications

There is no limit to the number of service categories that a single applicant can apply to. Agencies that apply to deliver multiple services only need to complete the agency narrative questions once. Service narrative questions and a budget must be completed for each service.

**B. Electronic Submissions**

Applications **are due no later than 5:00 p.m. on XXXX and must be submitted electronically** to BidNet Direct. Registration for BidNet Direct is free and will allow vendors access to apply to other Contra Costa County solicitations as they become available. The entire application, Budget Summary, and all supporting documents must be saved as a single PDF document and then submitted as an attachment in BidNet Direct.

BidNet Direct Vendor Registration Instructions (15 – 20 minutes):

1. Go to Contra Costa County’s BidNet Direct at the following link:  
<https://www.bidnetdirect.com/california/contracostacounty>
2. Click the “Vendor Registration” link at the top right of the page
  - a. 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 RFP for free. Be sure to “Remove” any add-ons BidNet includes with your Basic Plan registration.
3. Once registered, you will receive an email from BidNet Direct to finalize your account registration.
4. Upon initial log in, you will be asked to create an account profile with:
  - a. Your organization’s contact information
  - b. Service categories (e.g. 91800: Consulting Services)
    - i. Suggestions for service category codes – choose the one that aligns with your services:

NAICS Code	NAICS Title
621999	All Other Miscellaneous Ambulatory Health Care Services
621420	Outpatient Mental Health and Substance Abuse Centers
624110	Child and Youth Services
541612	Human Resources Consulting Services
624210	Community Food Services
624190	Other Individual and Family Services
541611	Administrative and General Management Consulting Services
621610	Home Health Care Services
541613	Marketing Consulting Services
624310	Vocational Rehabilitation Services
813319	Other Social Advocacy Organizations
923130	Administration of Human Resource Programs

- c. Business structure
5. Your registration is complete and you can now search the BidNet Direct portal and view the RFP.

**Commented [JT1]:** previous instructions: Applications are due no later than 3:00 p.m. on XXXX and must be submitted electronically via email to [admin@oresj.cccounty.us](mailto:admin@oresj.cccounty.us). The entire application, Budget Summary, and all supporting documents must be saved as a single PDF document and then submitted as an attachment in the email. The email must have following in the body of the message:  
Applicant/Organization name  
Contact Person name, email, phone number  
Project Title  
Priority Funding Area  
Funding Amount Requested

No emailed, mailed, hard copy paper applications will be accepted. Ideally, applicants should submit applications several hours before the deadline in the unlikely event they encounter technical difficulties. Late submissions will not be accepted regardless of technical difficulties.

**C. Application Narrative**

The narrative portion of the application has three sections. Section I and II allows applicants to provide a general overview of their organization, history and current services. Section III asks for a description of the proposed project, target population, and a fuller narrative of the program design and plan. In a separate Word document, applicants must answer all the questions in Sections I, II and III of the Application (see below).

In addition, all applicants must provide a Budget Summary (see below, Section D: Budget Summary).

It is recommended that applicants review the **Evaluation and Scoring Rubric** (see below) to understand how applications will be scored prior to starting the application.

Section I: Each applicant should provide general and contact information related to the agency that will deliver services described in the grant application.

Section II: Applicants should complete the following agency narrative questions once, regardless of how many services they are applying to deliver. Applicants should pay close attention to the word limit for each question.

Section III: Applicants should complete the service narrative questions for each service they are applying to deliver. Applicants should pay close attention to the word limit for each question.

<b>Contra Costa County</b> <b>Office of Racial Equity and Social Justice (ORESJ)</b> <b>Request for Proposals Application</b> <b>Service Provider Organizations for the Federal D. Glover Community Wellness Network</b>	
<b>SECTION 1: Organization Information</b>	
Organization Name:	
Tax Identification Number:	
Organization Physical Address:	
Organization Mailing Address (if different from physical address):	
Website:	
Name of Executive Director:	
Executive Director Phone#:	Executive Director Email:
Name of Primary Contact for this Grant Application:	
Primary Contact Phone#:	Primary Contact Email:
Total Agency Budget for Fiscal Year 2024-2025:	

If organization is applying for this grant funding under a fiscal sponsor, the following information should be provided by the fiscal sponsor.	
Legal Name of Fiscal Sponsor Organization:	
Tax Identification Number:	
Organization Physical Address:	
Organization Mailing Address (if different from physical address):	
Website:	
Name of Executive Director:	
Executive Director Phone#:	Executive Director Email:
Name of Primary Contact for this Grant Application:	
Primary Contact Phone#:	Primary Contact Email:
Description of services to be performed by the fiscal sponsor for the application organization:	

<p><b>Contra Costa County</b>  <b>Office of Racial Equity and Social Justice (ORESJ)</b>  <b>Request for Proposals Application</b>  <b>Service Provider Organizations for the Federal D. Glover Community Wellness Network</b></p>
<b>SECTION 2: Organization Narrative Questions</b>
<b>AGENCY OVERVIEW</b>
Please provide a brief overview of your agency's history and mission. (150 words max)
Overall, what services does your agency deliver and to whom? If your agency specializes in serving a particular population or community, please explain how services are tailored to meet the needs of this group. (150 words max)
What has been the impact of your services so far in terms of participant outcomes? (150 words max)
<b>AGENCY APPROACH</b>
What is your agency's experience and approach to working in any of the 12 priority census tracts in Contra Costa County? (150 words max)
How does your agency use data to inform service delivery? How do you collect and incorporate program participant feedback? Describe how you use this data to assess program and staff effectiveness and improve your programming. (150 words max)

**Commented [JT2]:** Include how your project is innovative and/or uniquely designed to meet the needs of African American individuals, families, and/or communities.

Describe your approach to outreach and engaging your target population. What methods will you use to ensure that your target participants are aware of and connected to your program?

Describe your capacity to target serve high-need census tracts listed above in Supervisorial Districts 1 and 5, where disparities are most concentrated. Demonstrate place-based or mobile service delivery models that address transportation barriers. Center Black/African American communities within these geographies, particularly those furthest from access. Leverage existing community assets while filling infrastructure gaps

List the key staff involved in this project and describe their roles and responsibilities. How are your staff qualified to provide the services you describe? In what ways are they culturally competent and skilled to effectively engage and build relationships with your target population? What training or experience do they have that prepares them to be effective and successful?

What will success look like for your project and how will it be measured? Describe how you track the number of people served, collect data on program activities? How do you collect and incorporate program participant feedback? Describe how you use this data to assess program and staff effectiveness and improve your programming. Describe your agency's financial and administrative management structure. Demonstrate your agency's capacity to monitor spending, stay within budget, and achieve your stated goals. If your organization has received any outstanding financial audit findings, please describe the finding(s) and how it is being addressed, along with any relevant supporting documentation.

**Commented [JT3]:** Explain how your service, program, or activity meets a critical need or fills a service gap for vulnerable African American residents and communities in Contra Costa County.

The community-based organizations awarded through this Request for Proposals (RFP) will serve as the initial cohort of service providers within the Federal D. Glover Community Wellness Network (FGCWN). How do you see your agency working in partnership with the Glover Wellness Network? (150 words max)
Identify partnerships your agency has with public agencies, community-based organizations, or other entities that will enable you to successfully deliver services. (150 words max)

<b>Contra Costa County</b> <b>Office of Racial Equity and Social Justice (ORESJ)</b> <b>Request for Proposals Application</b> <b>Service Provider Organizations for the Federal D. Glover Community Wellness Network</b>		
<b>SECTION 3: Service Description and Narrative Questions</b>		
This proposal falls under the following priority funding areas (please select one):		
<input type="checkbox"/> Behavioral Health	<input type="checkbox"/> Housing Navigation	<input type="checkbox"/> Maternal and Infant Health
<input type="checkbox"/> Reentry Support and Restorative Alternatives	<input type="checkbox"/> Preventative Health	<input type="checkbox"/> Resource Navigation
Project Name and Brief Description (50 words or less):		
Areas/Cities to Be Served in Contra Costa County:		
Target Population(s):		
How many people will this service or program serve annually?		
Total Funding Amount Requested:		
If this proposal includes partners/subcontractors/consultants, please list them here:		
<i>NOTE: All agencies included in the collaborative application must submit documentation confirming their participation in the collaborative project (for example: a letter of support) with the application materials.</i>		
<b>SERVICE DESCRIPTION</b>		
Describe the specific service your agency will deliver as it pertains to this RFP. How will your agency meet the specific service requirements outlined in the RFP? Explain how your service, program, or activity meets a critical need or fills a service gap for vulnerable African American residents and communities in Contra Costa County. What makes your organization uniquely		

positioned to deliver this work within the Federal Glover Community Wellness Network? (300 words max)
Describe how your agency will identify and engage individuals from the priority population, as identified in the RFP. Discuss strategies for maintaining sustained engagement. (300 words max)
Please describe your theory of change for this service. What does client success look like? (300 words max)
<b>DATA AND EVALUATION</b>
What will success look like for your project and how will it be measured (include tools and systems used)? Describe how you will track the number of people served and collect data on program activities (share specific measures and outcomes). How will you collect and incorporate program participant feedback? Describe how will you use this data to assess program and staff effectiveness and improve your programming. (500 words max)
<b>SERVICE EXPERIENCE</b>
Describe your agency's experience and success delivering similar services. If available, provide past program evaluation findings that describe participant outcomes. (300 words max)
Describe your agency's experience with and approach to working with vulnerable and/or impacted Black/African American individuals you are seeking to serve in this proposal. (300 words max)
Describe your agency's previous experience with and approach to outreaching and engaging vulnerable and/or impacted Black/African American individuals. What methods will you use to ensure that your target participants are aware of and connected to your program? (300 words max)
<b>STAFFING</b>
Identify the direct service positions that will be funded by this grant. Briefly describe job duties and qualifications for each. (300 words max)
How will your agency's staffing model support implementation of the proposed services? (For example: supervision structure, days and hours worked, etc.). (300 words max)
How will your agency ensure that staff are culturally competent and serve as credible messengers for the priority population? (150 words max)

Commented [JT4]: Data and Evaluation Section : Include tools and systems used and outcomes tracked

Commented [JT5]: What has been the impact of your services so far in terms of participant outcomes?

Identify the staff who will be involved in financial grant management activities and discuss their qualifications. (150 words max)
Identify the staff who will be responsible for entering service data into the Glover Wellness Network's data management system and describe how your agency will ensure accurate and consistent data entry. (150 words max)
Integration of Services Across Priorities: <i>Agencies that are applying to deliver multiple services across priority areas should complete the following question below to explain how the core services will interact with each other. If you are applying under just one funding area, indicate N/A below.</i>
How will the core services that your agency is proposing to deliver complement each other? (150 words)
SIGNATURE:
DATE:
Name of Authorized Signer:

**D. Budget Summary**

All applications must include a Budget Summary, using the provided Budget Summary Template (see Form #1). The Budget Summary Template can be downloaded and filled in on a computer, or it can be printed out, completed by hand, then scanned and uploaded as a PDF.

Applicants may also submit a detailed project budget using their own form/template, if desired.

Indirect costs may be included in the project budget. Examples of indirect costs include administrative functions that support multiple programs, costs of shared office space and utilities, and other expenses that benefit multiple program areas that cannot be readily identified with a particular activity. Indirect costs may not exceed 15% of the project budget.

**E. Bidder's Professional References**

Each applicant must provide a minimum of three (3) professional references with whom they are currently partnering and/or with whom they have previously partnered. Each reference must include the name of the project, services provided, funder/agency, reference name, reference's contact information, contract dates and amount. See Form #2 (in Section V, E) for the template to complete and include with your application.

## Section IV: Selection and Review Process

### A. Participatory Review Process

All applications received will be evaluated by a Selection Committee made up of a diverse combination of County staff, community foundation staff, non-profit organization staff, and/or community members. All members will be Black/African American Contra Costa County residents who possess both professional and personal lived experience and expertise related to the priority funding categories.

The Selection Committee will conduct a Participatory Review Process in which applications are reviewed, scored, and ranked. On behalf of the Selection Committee, the Office of Racial Equity and Social Justice will present the recommendations to the Transitional Community Advisory Board, Equity Committee and then to the full Board of Supervisors for final approval of award.

### B. Evaluation and Scoring Rubric

Each application will be evaluated for completeness and overall responsiveness to the requirements contained in this RFP. The following Evaluation and Scoring Rubric will be used by reviewers to evaluate to determine which applicant is most qualified to effectively implement the services proposed and meet the needs of their target population:

Program Elements	Possible Score
<b>I. <u>Agency Overview</u></b> <ul style="list-style-type: none"> <li>○ Relevancy of the organization’s history and mission, and strategic goals.</li> <li>○ History of work and service reflects a commitment to addressing the needs of marginalized, underserved, Black/African American communities.</li> <li>○ Demonstrates a strong level of knowledge and experience as a Black-led, Black community-serving grassroots organization.</li> </ul>	0 – 10 points
<b>II. <u>Agency Approach</u></b> <ul style="list-style-type: none"> <li>○ Demonstrates understanding of the target population and the surrounding community, as well as the credibility and access, needed to effectively carry out the proposed scope of work.</li> <li>○ Demonstrates alignment of purpose and values to engage with the Federal D. Glover Community Wellness Network (FGCWN)</li> <li>○ Clearly names a critical priority need in the Black community and articulates a strategic approach to meeting that need.</li> </ul>	0 – 10 points

**Commented [JT6]:** 0–5: Generic mission, limited community connection  
 6–10: Some relevant experience, partial alignment  
 11–15: Strong track record, clearly Black-led or deeply rooted, demonstrated trust and impact

<ul style="list-style-type: none"> <li>○ Maintains partnerships with public agencies, community-based organizations, or other entities in the successful delivery of services</li> </ul>	
<p><b>III. <u>Service Description</u></b></p> <ul style="list-style-type: none"> <li>○ Clearly explains how the proposed service, program, or activity meets a critical need or fills a service gap for vulnerable African American residents and communities in Contra Costa County.</li> <li>○ Describes how the organization is uniquely positioned to deliver work within the Federal Glover Community Wellness Network</li> <li>○ Shares a robust plan and approach to identify and engage individuals from the priority population</li> <li>○ Has a clear theory of change and articulation of client success</li> </ul>	0 – 20 points
<p><b>IV. <u>Data and Evaluation</u></b></p> <ul style="list-style-type: none"> <li>○ Describes the processes and competencies needed to effectively collect, track, and analyze program data and participant feedback in a consistent, organized manner.</li> <li>○ Demonstrates the ability and experience needed to use data to help inform and improve how they deliver their services, measure progress/success, and effectively support their participants.</li> <li>○ Includes tools and systems that will be used to collect data and track participant outcomes</li> <li>○ Clearly describes how organization will use data to assess and improve program success and staff effectiveness</li> </ul>	0 – 15 points
<p><b>V. <u>Service Experience</u></b></p> <ul style="list-style-type: none"> <li>○ Describes similar projects currently in place and/or completed in the past with success and can demonstrate the ability to achieve positive outcomes for their participants</li> <li>○ Describes experience with and approach to outreaching and engaging vulnerable and/or impacted Black/African American individuals.</li> <li>○ Shares outreach methods that will ensure that target participants are aware of and connected to the program</li> </ul>	0 – 15 points
<p><b>VI. <u>Staffing</u></b></p> <ul style="list-style-type: none"> <li>○ Clear and succinct description of each key team member’s role and area of responsibility on the project.</li> <li>○ Staffing model supports robust implementation of the proposed services</li> <li>○ Qualifications, lived experiences, and expertise of staff are sufficient to deliver on the full scope of work described and align with this RFP’s goals.</li> <li>○ Describes competencies and expertise needed to establish rapport, trust and credibility with marginalized, underserved, Black communities.</li> <li>○ Has identified staff who will hold responsibility for financial management and data management for the grant</li> </ul>	0 – 15 points
<p><b>VII. <u>Budget Summary</u></b></p>	0 – 15 points

<ul style="list-style-type: none"> <li>○ Demonstrates the organizational experience, structure, and capacity to appropriately manage their contract and stay within budget through sound fiscal practices.</li> <li>○ Budget Summary is consistent with what is described in the proposal and presents realistic and responsible staffing and program costs.</li> <li>○ If applicable, adequately describes any outstanding or relevant financial audit findings and their efforts to correct and resolve those issues</li> </ul>	
<b>Total: 100 points</b>	
<b>Preferential Points</b>	
<p><b>VIII. Preferential Points: Priority Census Tracts and Neighborhoods</b> 0-10 pts</p> <ul style="list-style-type: none"> <li>○ Articulates a clear intention and program design that targets Black communities in the priority census tracts and neighborhoods, naming the critical needs that are unique or more pronounced in those areas as supported by data.</li> <li>○ Points equaling up to 10% (or 10 points) of the total score possible may be added to the applicant's total score, allowing for a possible total score of 110 points.</li> </ul>	0 – 10 points

**Commented [JT7]:** Are we using the CENSUS TRACTS INSTEAD OF THIS ?

**Commented [KC8R7]:** Yes, I think so. Let's present it this way to TCAB and they can let us know if they have edits/shifts.

**C. Further Evaluation and Negotiation**

Upon completion of the Selection Committee's review of applications, the County will notify Applicants if further evaluation and negotiation is necessary. Applicants may be contacted for an interview, but only if needed. Any delay caused by Applicant's failure to respond to direction from the County may be interpreted as the Applicant being no longer interested in the opportunity and can lead to the County's rejection of the application.

## Section V: Other Procedures and Instructions

### A. Optional Bidders' Information Session

Potential applicants are encouraged to attend a Bidders' Information Session on **weekday, date, from time to time** which will be held in-person and online via Zoom. It is a hybrid meeting and you may participate either in-person or online via Zoom.

#### In-Person Location Details:

- **Secure Location and Include Address**

#### Online Participation Details:

- Zoom Link: **<https://cccounty-us.zoom.us/j/818729967cd?pwd=JzZlWVkuhMhusDKoNYo4oOUuEVXdzP.3>**
- Password: **123456**

At the Bidders' Information Session, Office of Racial Equity and Social Justice staff will provide background and contextual information, review the application instructions, and offer general technical assistance on the submission requirements.

### B. How to Submit Questions

Questions regarding the RFP instructions or grant requirements can be submitted through BidNet Direct until **5:00 pm on weekday, date**. All responses will be posted on the BidNet Direct site **on weekday, date**.

### C. Appeal Process

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

Emlyn Struthers  
Contra Costa County Administrator Office  
1025 Escobar Street  
Martinez CA, 94553

Appeals must be submitted no later than **3:00 P.M. on weekday, date**. Notification of a final decision on the appeal shall be made in writing to the appellant within ten (10) days, or **weekday, date**, and the decision of ORESJ shall be final and not subject to further review. When submitting an appeal, the appellant must clearly

state the action appealed, the impact to the appellant's application, and the remedy sought. Appeals shall be limited to the following technical grounds:

- Failure of the County to follow the review and selection procedures and adhere to requirements specified in the RFP or any addenda or amendments to the RFP.
- 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.

**Commented [KC9]:** check Liliana's guidance re: Gov't Code - edits from RFQ revisions.

#### D. 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 submittals while the County conducts its deliberative process in accordance with the procedures identified in this RFP. However, after the County either awards a contract to a successful Applicant, or rejects all submittals, the County will consider each submittal subject to the public disclosure requirements of the California Public Records Act. Each Applicant is hereby informed that, upon submittal of its application to the County in accordance with this RFP, the application becomes the property of Contra Costa County.

#### E. Forms and Attachments

- a. Form #1: Budget Summary
- b. Form #2: Bidder's Professional References
- c. Form #3: Anti-Collusion Statement
- d. Form #4: Addenda Acknowledgement
- e. Attachment A: Priority Census Tracts and Neighborhood Profiles
- f. Attachment B: General Conditions for Contra Costa County Purchase of Service Contracts

## Form #1: Budget Summary

## Form #2: Bidder's Professional References

Provide information regarding the organization's current and/or previous projects conducted under grant or contract, including government contracts/grants. Previous projects must have contract dates within the last 5 years. For Note: When more than one agency collaborates in providing services(s), each agency involved must complete this form.

### Current or Prior Contracts / Grants

List up to 3 agencies that you are currently working with and/or 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 PROPOSAL SUBMISSION

**RFP No.:** XXXX

**Title:** Service Provider Organizations for 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

## 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	<b>Lowest HPI (5.3)</b> , 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
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**Attachment B: 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.