

AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into this 25th day of September, 2018 ("Effective Date"), by and between the COUNTY OF FRESNO, a political subdivision of the State of California, ("COUNTY"), and CENTRAL VALLEY CHILDREN'S SERVICES NETWORK, a California non-profit corporation, whose address is 1911 N. Helm Avenue, Fresno, CA, 93727, ("CONTRACTOR").

WITNESSETH:

WHEREAS, COUNTY's Probation Department has the need for an evidence-based parenting program;

WHEREAS, evidence-based parenting programs are designed to provide a collaborative range of services, including parenting skills, healthy relationship activities, and resources for economic stability;

WHEREAS, COUNTY issued Request for Proposal Number (RFP) 18-045 and Addendum Number One (collectively, the "RFP"), a copy of which is attached to this Agreement as Exhibit A, which is incorporated by this reference, which solicited proposals from qualified vendors to provide these services; and

WHEREAS, CONTRACTOR's response to the RFP is attached to this Agreement as Exhibit B and incorporated by this reference, and CONTRACTOR is willing and able to provide an evidence-based parenting program pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions herein contained, the parties hereto agree as follows:

1. **OBLIGATIONS OF THE CONTRACTOR**

A. CONTRACTOR shall provide a parenting program centered on the evidence based, trauma-informed Nurturing Parenting Program to eligible offenders under the supervision of the Fresno County Probation Department in accordance with Exhibit B.

2. **OBLIGATIONS OF THE COUNTY**

COUNTY shall compensate CONTRACTOR in accordance with Section 5, "COMPENSATION/INVOICING," of this Agreement.

3. **TERM**

1 The term of this Agreement shall be for a period of three (3) years, beginning October 1, 2018 and
2 ending September 30, 2021. This Agreement may be extended for two (2) additional consecutive twelve
3 (12) month periods upon written approval of both parties no later than thirty (30) days prior to the first day of
4 the next twelve (12) month extension period. The Chief Probation Officer or his/her designee is authorized
5 to execute such written approval on behalf of COUNTY based on CONTRACTOR'S satisfactory
6 performance.

7 4. TERMINATION

8 A. Non-Allocation of Funds - The terms of this Agreement, and the services to be
9 provided hereunder, are contingent on the approval of funds by the appropriating government agency.
10 Should sufficient funds not be allocated, the services provided may be modified, or this Agreement
11 terminated, at any time by giving the CONTRACTOR thirty (30) days advance written notice.

12 B. Breach of Contract - COUNTY may immediately suspend or terminate this
13 Agreement in whole or in part, where in the determination of the COUNTY there is:

- 14 1) An illegal or improper use of funds;
- 15 2) A failure to comply with any term of this Agreement;
- 16 3) A substantially incorrect or incomplete report submitted to COUNTY;
- 17 4) Improperly performed service.

18 In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any
19 breach of this Agreement or any default which may then exist on the part of the CONTRACTOR. Neither
20 shall such payment impair or prejudice any remedy available to the COUNTY with respect to the breach or
21 default. The COUNTY shall have the right to demand of the CONTRACTOR the repayment to the
22 COUNTY of any funds disbursed to the CONTRACTOR under this Agreement, which in the judgment of
23 the COUNTY were not expended in accordance with the terms of this Agreement. The CONTRACTOR
24 shall promptly refund any such funds upon demand.

25 C. Without Cause - Under circumstances other than those set forth above, this
26 Agreement may be terminated by COUNTY by giving thirty (30) days advance written notice of an intention
27 to terminate to CONTRACTOR.

28 5. COMPENSATION/INVOICING

COUNTY agrees to pay CONTRACTOR and CONTRACTOR agrees to receive compensation in accordance with the line item program budget set forth in Exhibit B.

Under no circumstances shall payments made by the COUNTY to CONTRACTOR under this Agreement exceed \$100,000 annually. The total amount payable by the COUNTY to the CONTRACTOR under this Agreement for the potential five (5) year contract term shall not exceed \$500,000.

Changes to line items in the program budget which do not exceed ten percent (10%) of the total maximum compensation payable to CONTRACTOR may be made with the written approval of both COUNTY's Chief Probation Officer or designee and CONTRACTOR, as long as these changes do not result in a change to the total not to exceed amount of the Agreement.

CONTRACTOR shall submit monthly invoices for actual program expenses to the County of Fresno Probation Department, either by mail to the Business Office, 3333 E. American Avenue, Suite B, Fresno, CA 93725, or electronically to: ProbationInvoices@co.fresno.ca.us. COUNTY shall pay CONTRACTOR within forty-five (45) days after receipt and verification of CONTRACTOR'S properly completed invoices. Such payments shall be mailed to the CONTRACTOR's address identified on page 1 of this Agreement.

6. INDEPENDENT CONTRACTOR

In performance of the work, duties and obligations assumed by CONTRACTOR under this Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of the CONTRACTOR'S officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the COUNTY. Furthermore, COUNTY shall have no right to control or supervise or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions thereof.

CONTRACTOR and COUNTY shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, CONTRACTOR shall have absolutely no right

1 to employment rights and benefits available to COUNTY employees. CONTRACTOR shall be solely liable
2 and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In
3 addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating
4 to payment of CONTRACTOR'S employees, including compliance with Social Security withholding and all
5 other regulations governing such matters. It is acknowledged that during the term of this Agreement,
6 CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

7 7. MODIFICATION

8 Any matters of this Agreement may be modified from time to time by the written consent of all the
9 parties without, in any way, affecting the remainder.

10 8. NON-ASSIGNMENT

11 Neither party shall assign, transfer or sub-contract this Agreement nor their rights or duties under
12 this Agreement without the prior written consent of the other party.

13 9. HOLD HARMLESS

14 CONTRACTOR agrees to indemnify, save, hold harmless, and at COUNTY'S request, defend the
15 COUNTY, its officers, agents, and employees from any and all costs and expenses (including attorney's
16 fees and costs), damages, liabilities, claims, and losses occurring or resulting to COUNTY in connection
17 with the performance, or failure to perform, by CONTRACTOR, its officers, agents, or employees under this
18 Agreement, and from any and all costs and expenses (including attorney's fees and costs), damages,
19 liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured
20 or damaged by the performance, or failure to perform, of CONTRACTOR, its officers, agents, or
21 employees under this Agreement.

22 This Section 9 shall survive the termination of this Agreement.

23 10. INSURANCE

24 Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third
25 parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance
26 policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or
27 Joint Powers Agreement (JPA) throughout the term of the Agreement:
28

1 A. Commercial General Liability

2 Commercial General Liability Insurance with limits of not less than Two Million
3 Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000). This
4 policy shall be issued on a per occurrence basis, COUNTY may require specific coverages including
5 completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal
6 liability or any other liability insurance deemed necessary because of the nature of this contract.

7 B. Automobile Liability

8 Comprehensive Automobile Liability Insurance with limits of not less than One
9 Million Dollars (\$1,000,000.00) per accident for bodily injury and for property damages. Coverage should
10 include any auto used in connection with this Agreement.

11 C. Professional Liability

12 If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N.,
13 L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One
14 Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

15 D. Worker's Compensation

16 A policy of Worker's Compensation insurance as may be required by the California
17 Labor Code.

18 E. Molestation

19 Sexual abuse / molestation liability insurance with limit of not less than One
20 Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate.
21 This policy shall be issued on a per occurrence basis.

22 Additional Requirements Relating to Insurance

23 CONTRACTOR shall obtain endorsements to the Commercial General Liability insurance naming
24 the County of Fresno, its officers, agents, and employees, individually and collectively, as additional
25 insured, but only insofar as the operations under this Agreement are concerned. Such coverage for
26 additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained
27 by COUNTY, its officers, agents and employees shall be excess only and not contributing with insurance
28 provided under CONTRACTOR's policies herein. This insurance shall not be cancelled or changed without

1 a minimum of thirty (30) days advance written notice given to COUNTY.

2 CONTRACTOR hereby waives its right to recover from COUNTY, its officers, agents, and
3 employees any amounts paid by the policy of worker's compensation insurance required by this
4 Agreement. CONTRACTOR is solely responsible to obtain any endorsement to such policy that may be
5 necessary to accomplish such waiver of subrogation, but CONTRACTOR's waiver of subrogation under
6 this paragraph is effective whether or not CONTRACTOR obtains such an endorsement.

7 Within Thirty (30) days from the date CONTRACTOR signs and executes this Agreement,
8 CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the
9 foregoing policies, as required herein, to the County of Fresno, Probation Business Office, 3333 E.
10 American Avenue, Suite B, Fresno, CA 93725, stating that such insurance coverage have been obtained
11 and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for
12 any premiums on the policies; that such Commercial General Liability insurance names the County of
13 Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only
14 insofar as the operations under this Agreement are concerned; that such coverage for additional insured
15 shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its
16 officers, agents and employees, shall be excess only and not contributing with insurance provided under
17 CONTRACTOR's policies herein; and that this insurance shall not be cancelled or changed without a
18 minimum of thirty (30) days advance, written notice given to COUNTY.

19 In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein
20 provided, the COUNTY may, in addition to other remedies it may have, suspend or terminate this
21 Agreement upon the occurrence of such event.

22 All policies shall be issued by admitted insurers licensed to do business in the State of California,
23 and such insurance shall be purchased from companies possessing a current A.M. Best, Inc. rating of A
24 FSC VII or better.

25 11. DISCLOSURE OF SELF-DEALING TRANSACTIONS

26 This provision is only applicable if the CONTRACTOR is operating as a corporation (a for-profit
27 or non-profit corporation) or if during the term of this Agreement, the CONTRACTOR changes its status
28 to operate as a corporation.

1 Members of the CONTRACTOR's Board of Directors shall disclose any self-dealing transactions
2 that they are a party to while CONTRACTOR is providing goods or performing services under this
3 Agreement. A self-dealing transaction shall mean a transaction to which the CONTRACTOR is a party
4 and in which one or more of its directors has a material financial interest. Members of the Board of
5 Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a
6 Self-Dealing Transaction Disclosure Form, attached hereto as Exhibit C and incorporated herein by
7 reference, and submitting it to the COUNTY prior to commencing with the self-dealing transaction or
8 immediately thereafter.

9 12. AUDITS AND INSPECTIONS

10 The CONTRACTOR shall at any time during business hours, and as often as the COUNTY may
11 deem necessary, make available to the COUNTY for examination all of its records and data with respect to
12 the matters covered by this Agreement. The CONTRACTOR shall, upon request by the COUNTY, permit
13 the COUNTY to audit and inspect all of such records and data necessary to ensure CONTRACTOR'S
14 compliance with the terms of this Agreement.

15 If this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to
16 the examination and audit of the California State Auditor for a period of three (3) years after final payment
17 under contract (Government Code Section 8546.7).

18 13. NOTICES:

19 The persons and their addresses having authority to give and receive notices under this
20 Agreement include the following:

21 COUNTY

22 COUNTY OF FRESNO
23 Chief Probation Officer
3333 E. American Ave, Suite B
24 Fresno, CA 93725

CONTRACTOR

Central Valley Children's Services Network
Executive Director
1911 N Helm Ave
Fresno, CA 93727

25 All notices between the COUNTY and the CONTRACTOR provided for or permitted under this
26 Agreement must be in writing and delivered either by personal service, by first-class United States mail, by
27 an overnight commercial courier service, or by telephonic facsimile transmission. A notice delivered by
28 personal service is effective upon service to the recipient. A notice delivered by first-class United States

1 mail is effective three COUNTY business days after deposit in the United States mail, postage prepaid,
2 addressed to the recipient. A notice delivered by an overnight commercial courier service is effective one
3 COUNTY business day after deposit with the overnight commercial courier service, delivery fees prepaid,
4 with delivery instructions given for next day delivery, addressed to the recipient. A notice delivered by
5 telephonic facsimile is effective when transmission to the recipient is completed (but, if such transmission is
6 completed outside of COUNTY business hours, then such delivery shall be deemed to be effective at the
7 next beginning of a COUNTY business day), provided that the sender maintains a machine record of the
8 completed transmission. For all claims arising out of or related to this Agreement, nothing in this section
9 establishes, waives, or modifies any claims presentation requirements or procedures provided by law,
10 including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government Code,
11 beginning with section 810).

12 14. VENUE AND GOVERNING LAW

13 Venue for any action arising out of or related to this Agreement shall only be in Fresno County,
14 California. The rights and obligations of the parties and all interpretation and performance of this
15 Agreement shall be governed in all respects by the laws of the State of California.

16 15. ENTIRE AGREEMENT:

17 This Agreement, including all exhibits, constitutes the entire Agreement between the
18 CONTRACTOR and COUNTY with respect to the subject matter hereof and supersedes all previous
19 Agreement negotiations, proposals, commitments, writings, advertisements, publications, and
20 understandings of any nature whatsoever unless expressly included in this Agreement.

21
22 //

23
24
25 //

26
27
28 //

1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year
2 first hereinabove written.

3
4 **Central Valley Children's Service
Network**

COUNTY OF FRESNO

5 *Gayle L. Duffy*
6 (Authorized Signature)

Sal Quintero
Sal Quintero, Chairperson of the Board
of Supervisors of the County of Fresno

7 *Gayle L. Duffy*
8 Print Name & Title

9 *1911 N Helm Ave*

10 *Fresno, CA. 93727*
11 Mailing Address

ATTEST:
Bernice E. Seidel
Clerk of the Board of Supervisors
County of Fresno, State of California

12
13
14
15
16
17 By: *Rose Cuyf*
Deputy

18 **FOR ACCOUNTING USE ONLY:**

19 **ORG No.: 34309999**
20 **Account No.: 7295**
Requisition No.: 3431800264

COUNTY OF FRESNO



REQUEST FOR PROPOSAL

NUMBER: 18-045

EVIDENCE-BASED PARENTING PROGRAM

Issue Date: April 13, 2018**Closing Date: May 17, 2018 at 2:00 PM**

All Questions and Responses must be electronically submitted on the Bid Page on Public Purchase.

For assistance, contact Nick Chin at Phone (559) 600-7110.

Undersigned agrees to furnish the commodity or service stipulated in the attached response at the prices and terms stated in this RFP.
Bid must be signed and dated by an authorized officer or employee.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

E-MAIL ADDRESS

SIGNATURE

PRINT NAME

TITLE

TABLE OF CONTENTS

	<u>PAGE</u>
OVERVIEW	3
KEY DATES	4
GENERAL REQUIREMENTS & CONDITIONS	5
INSURANCE REQUIREMENTS	8
BID INSTRUCTIONS	9
SCOPE OF WORK	11
SCOPE OF WORK PROPOSAL REQUIREMENTS	12
COST PROPOSAL.....	13
AWARD CRITERIA	14
PROPOSAL CONTENT REQUIREMENTS	15
TRADE SECRET ACKNOWLEDGEMENT	17
DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS.....	19
CERTIFICATION.....	21
REFERENCE LIST.....	22
PARTICIPATION.....	23
CHECK LIST	24
EXHIBITS.....	25

OVERVIEW

The County of Fresno on behalf of the Community Corrections Partnership (CCP) is requesting proposals from qualified vendors to provide evidence-based services within the guidelines of a parenting program.

Evidence-Based Practices (EBP) offer proven ways to improve outcomes for the target populations. The greater the use of evidence-based practices in probation supervision and services, the greater the recidivism reduction.

The National Institute of Corrections describes evidence-based practice as follows: Evidence-based practice is the objective, balanced and responsible use of current research and the best available data to guide policy and practice decisions, such that outcomes for consumers are improved. Used originally in the health care and social science fields, evidence-based practice focuses on approaches demonstrated to be effective through empirical research rather than through anecdote or professional experience alone.

Funding for this program is from AB 109, which changed legislation and sentencing in the state of California effective October 1, 2011. AB 109 releases certain offenders from state prisons to the supervision of county probation departments; these are called Post Release Community Supervision (PRCS) offenders. AB 109 also provides, pursuant to 1170 (h) of the California Penal Code, for sentencing that mandates commitments to the county jail for offenders previously sent to the state prison system under long term sentencing strategies.

The Fresno County Community Corrections Partnership (CCP) was formed to oversee development of local programs and services to meet the needs of these offenders and to support public safety. The CCP developed and approved the County's Public Safety Realignment Act, AB 109 Implementation Plan. This document, including updates, has been approved by the CCP and the Fresno County Board of Supervisors. It serves as a guideline for all projects funded by AB 109. All potential vendors should review it before responding to this Request for Proposal.

On May 15, 2017, the CCP approved additional services including a parenting program specifically designed to provide a collaborative range of services including; parenting skills, healthy relationship activities, and resources for economic stability.

It is expected that the Agreement executed with the successful bidder will be for a period of three years, with the potential of two one-year extensions.

KEY DATES

RFP Issue Date: **April 13, 2018**

Bidders' Conference: **April 25, 2018 at 10:00 AM**
County of Fresno - Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702

Written Questions for RFP Due: **April 27, 2018 at 10:00 AM**
Questions must be submitted on the Bid Page.

RFP Closing Date: **May 17, 2018 at 2:00 PM**
Proposals must be electronically submitted on the Bid Page.

BIDDERS' CONFERENCE:

A bidders' conference will be held in which the scope of the project and proposal requirements will be explained. Addenda will be prepared and distributed to all bidders if questions are submitted.

Bidders are to contact Nick Chin at County of Fresno - Purchasing, (559) 600-7110, if they are planning to attend.

GENERAL REQUIREMENTS & CONDITIONS

TERM: It is County's intent to contract with the successful bidder for a term of three years with the option to renew for up to two additional one year periods based on mutual written consent.

The County reserves the right to terminate any resulting contract upon written notice.

AWARD: The award will be made to the vendor offering the proposal that is deemed the most advantageous to the County. Past performance (County contracts within the past seven years) and references may factor into awarding of a contract. The County will be the sole judge in making such determination. The County reserves the right to reject any and all proposals. Award Notices are tentative. Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid Purchase Order by Purchasing. After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

Award may require approval by the County of Fresno – Board of Supervisors.

PARTICIPATION: The bidder may agree to extend the terms of the resulting contract to other political subdivisions, municipalities, and tax-supported agencies. Such participating governmental bodies may make purchases in their own name, make payment directly to the bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

CONFIDENTIALITY: Services performed by the bidder shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

The bidder shall submit to County's monitoring of said compliance.

The bidder may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

The bidder shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County. The bidder shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor. A specialty contractor cannot contract for work outside of their classification even if they are going to subcontract that work to another licensee who does hold the classification. The only classification that may do that is the B – General Building contractor.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables him to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

DISCLOSURE: The bidder is required to disclose if, within the three-year period preceding the proposal, their owners, officers, corporate managers and partners have been convicted of, or had a civil judgment rendered against them for:

- fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
- violation of a federal or state antitrust statute;
- embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
- false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED: No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

TIE BIDS: In the event of a tie score between two or more proposals at the completion of the evaluation process, the evaluation team will break the tie by re-evaluating the proposals and coming to a consensus on which proposal to award. Additional information or interviews may be requested from bidders with the tied proposals.

DATA SECURITY: Individuals and/or agencies that enter into a contractual relationship with the County for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the County, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of County data including sensitive or personal client information; abuse of County resources; and/or disruption to County operations.

Individuals and/or agencies may not connect to or use County networks/systems via personally owned mobile, wireless or handheld devices unless authorized by County for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (County or Contractor device) or brought in for use into the County's system(s) without prior authorization from County's Chief Information Officer and/or designee(s).

No storage of County's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The County will immediately be notified of any violations, breaches or potential breaches of security related to County's confidential information, data and/or data processing equipment which stores or processes County data, internally or externally.

County shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to County's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by County in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

AUDITS & RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

PAYMENT: County will make partial payments for all purchases made under the contract and accumulated during the month. Terms of payment will be net forty-five (45) days.

E-PAYMENT OPTIONS: The County of Fresno provides an E-pay Program which involves payment of invoices by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to the supplier's designated Accounts Receivable contact by e-mail remittance advice at time of payment. To learn more about the benefits of an E-pay Program, how it works, and obtain answers to frequently asked questions, click or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors or call Fresno County Accounts Payable, 559-600-3609.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

LICENSES AND CERTIFICATIONS: Any license(s) and/or certification(s) required in this RFP must be obtained by the bidder prior to submitting a proposal and must be active and in good standing. Proposals submitted without the proper license(s) and/or certification(s) will be deemed non-responsive.

PUBLIC CONTRACT CODE SECTION 7028.15: Where the State of California requires a Contractor's license; it is a misdemeanor for any person to submit a bid unless specifically exempted.

INSURANCE REQUIREMENTS

Without limiting the County's right to obtain indemnification from contractor or any third parties, contractor, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

- A. Commercial General Liability: Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.
- B. Automobile Liability: Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.
- C. Professional Liability: If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

This coverage shall be issued on a per claim basis. Contractor agrees that it shall maintain, at its sole expense, in full force and effect for a period of three years following the termination of this Agreement, one or more policies of professional liability insurance with limits of coverage as specified herein.
- D. Worker's Compensation: A policy of Worker's Compensation insurance as may be required by the California Labor Code.

Contractor shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees shall be excess only and not contributing with insurance provided under Contractor's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to County.

Within thirty (30) days from the date Contractor executes this Agreement, Contractor shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the **County of Fresno, Probation, Attn: Chris Bump, 7533 E. American Ave., Suite B, Fresno, CA 93725**, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees, shall be excess only and not contributing with insurance provided under Contractor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to County.

In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, the County may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

BID INSTRUCTIONS

- All prices and notations must be typed or written in ink.
- Unless otherwise noted, prices shall remain firm for 180 days after the closing date of the bid.
- Proposals must be electronically submitted on the forms provided in this RFP with all pages numbered.
- Additional material may be submitted with the proposal as attachments. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).
- Bidders must electronically submit their proposal in .pdf format, no later than the proposal closing date and time as stated on the front of this document, to the Bid Page on Public Purchase. The County will not be responsible for and will not accept late bids due to slow internet connection or incomplete transmissions.
- County of Fresno will not be held liable for any costs incurred by vendors in responding to this RFP.
- Bidders are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be electronically submitted in a separate PDF file clearly named "TRADE SECRETS" and marked as Confidential, see Trade Secret Acknowledgement section.
- If a bidder finds any discrepancies or has any questions, submit all inquiries to the Bid Page on Public Purchase or contact Nick Chin at (559) 600-7110. Any change in the RFP will be made only by written addendum issued by the County. The County will not be responsible for any other explanations or interpretations.
- Failure to respond to all questions or to not supply the requested information could result in rejection of your proposal. Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested.
- Proposals received after the closing date and time will NOT be considered.
- Proposals will be evaluated by an evaluation team led by County Purchasing and may consist of County of Fresno department staff, community representatives from advisory boards, and other members as appropriate. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. Upon review and evaluation, the evaluation team will make the final recommendation to the County department.
- Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue 2nd Floor, Fresno, California 93702-4599 **and** in Word format to gcornuelle@FresnoCountyCA.gov. Appeals should address only areas regarding RFP contradictions, procurement errors, proposal rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required. If the appealing bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the County Administrative Office within seven (7) working days after Purchasing's notification; if the appealing bidder is not satisfied with CAO's decision, the final appeal is with the Board of Supervisors. Please contact Purchasing if the appeal will be going to the Board of Supervisors.

- All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific Analyst managing this RFP is identified on the cover page, along with his or her

contact information, and he or she should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal appeal against the RFP, such vendor may contact the Purchasing Manager who manages that appeal as outlined in the County's established appeal procedures. All such contact must be in accordance with the sequence set forth under the appeal procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board at scheduled Board Meeting.

SCOPE OF WORK

The County of Fresno on behalf of the Community Corrections Partnership (CCP) is requesting proposals from qualified vendors to provide the following evidence-based* services within the guidelines of a parenting program for offenders

1. Parenting education – to provide insight into parenting styles and build understanding of child development as well as the impact of family conflict on the family unit.
 - a. Develop multiple intervention strategies and services for parenting skills and relationship-building that address the complexities and diversity of this population that focus on a model recognizing the cognitive, affective and behavioral systems of individual.
 - b. Develop effective co-parenting and communication skills.
 - c. Individual counseling as well as family therapy and conflict resolution.
 - d. Anger management-building skills and techniques to resolve issues in an offender's life.
2. Existing relationships with local agencies to refer to establish employment.
 - a. Provide resources to obtain appropriate interview clothing.
 - b. Assist those who do not have resume building skills or interviewing skills.

In addition, the vendor selected will be required to:

1. Participate in a data collection program as identified through the CCP including, but not limited to: a breakdown of participants by age group, a breakdown of participant's children by age group, a breakdown of number of children per participant.
2. Enter into a Memorandum of Understanding that allows for data sharing both locally and statewide between agencies identified by COUNTY.
3. Assure confidentiality of all information on individual participants in compliance with all state and Federal regulation and laws.

The target population for this program is probationers of any age that are parents or expecting to become parents.

Services provided shall be offered at a community-based site. Bidder's facility shall comply with the requirements of the Americans with Disabilities Act (ADA) and California Title 24 and be located near public transportation.

SCOPE OF WORK PROPOSAL REQUIREMENTS

Pursuant to instructions included in this RFP, Proposal Content Requirements, a bidder's proposal shall include a response to the following:

BIDDERS MUST ADDRESS EACH OF THE FOLLOWING QUESTIONS IN THEIR PROPOSAL.

1. Curriculum Design

Reference to evidence supporting the effectiveness of each program element should be provided within the bidder's proposal.

- a) Describe your program design, curriculum and support services;
- b) Describe how your proposal will provide knowledge and develop skills that provide insight into parenting styles and build understanding of child development as well as the impact of family conflict on the family unit;
- c) Describe how the curriculum is culturally sensitive, recognizes and respects cultural identity and diversity;
- d) Describe how the curriculum will address different adult learning styles and educational backgrounds.
- e) Describe what evidence based programming is being used and provide information showing how the program is/or will be effective.

2. Organizational Readiness

- a) Describe the organization's capabilities to provide the requested services;
- b) Describe the education and experience, including training and certification, of the Program Director/Manager and other key staff as it pertains to program administration;
- c) Describe how the organization will ensure that cultural and/or linguistic sensitivity is included in all aspects of program planning and service delivery.

3. Implementation Plan

- a) Provide a program implementation plan. Include the proposed schedule of events and actions to start-up the program assuming a contract effective date of July 1, 2018 through when the first group will be served;
- b) Describe recruitment efforts to fill program positions and the estimated timeline for achieving full staffing;
- c) Describe timeline for program start up;
- d) Indicate and explain if a budget advance will be requested and necessary to implement services;
- e) Indicate how many individuals are expected to participate in the program, including class size and number of groups expected annually.

4. Outcomes

- a) Describe program goals, objectives, and outcomes;
- b) Describe how your organization will evaluate program services;
- c) Describe how your program will collect and maintain required data, report data on a monthly basis, and provide ad hoc reports as requested by Probation.

5. Location

Describe the proposed program site, including: location(s), the days and hours of operation, and how it meets the needs of the program.

COST PROPOSAL

The maximum annual budget for the requested services is \$100,000. Please complete and submit the attached line-item budget (found in Exhibit A) to identify the costs of providing services described in your proposal.

All administrative, operating, and payroll expenses related to providing the services listed in the Scope of Work must be included in this cost proposal. No other compensation will be paid to the Contractor.

All indirect or administrative costs and employee benefits should be reasonable and necessary for the administration of the program.

AWARD CRITERIA

All proposals will be evaluated using the same criteria. While cost is important, other factors are also significant, and the County may not select the lowest cost proposal. The objective is to choose the proposal that offers the highest quality services and will best achieve the County's goals and objectives within a reasonable budget. Evaluations will be based on the criteria listed below:

COST/CAPACITY

- A. As submitted under the "COST PROPOSAL" section. Is the proposal cost effective taking into consideration the number individuals served in the program?

CAPABILITY AND QUALIFICATIONS

- Do the service descriptions address all the areas identified in the RFP? Will the proposed services satisfy County's needs and to what degree?
- Does the bidder demonstrate knowledge of laws, regulations, statutes, and effective operating principles required to provide this service and knowledge or awareness of the problems associated with providing the services proposed?
- Does the bidder utilize evidence based programming? If applicable, has their program been proven effective in the Results First Clearinghouse database, through the Fresno County Results First model, or through an existing rigorous evaluation? The Results First Clearinghouse can be found at the following: <http://www.pewtrusts.org/en/research-and-analysis/issue-briefs/2014/09/results-first-clearinghouse-database>.
- The amount of demonstrated experience in providing the services desired in a California County.

MANAGEMENT PLAN

- A. Is the organizational plan and management structure adequate and appropriate for overseeing the proposed services?

PROPOSAL CONTENT REQUIREMENTS

It is required that the vendor submit his/her proposal in accordance with the format and instructions provided under this section.

- I. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. **The Contractor must provide a statement addressing the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest.** This section will be reviewed by County Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.
- V. TRADE SECRET:
 - A. Sign where required.
- VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS
- VII. REFERENCES
- VIII. PARTICIPATION
- IX. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:
 - A. Exceptions to General Conditions.
 - B. Exceptions to General Requirements.
 - C. Exceptions to Specific Terms and Conditions.
 - D. Exceptions to Scope of Work and/or Scope of Work Proposal Requirements.
 - E. Exceptions to Proposal Content Requirements.
 - F. Exceptions to any other part of this RFP.
- X. VENDOR COMPANY DATA: This section should include:
 - A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
 - B. Descriptions of any similar or related contracts under which the bidder has provided services.
 - C. Descriptions of the qualifications of the individual(s) providing the services.

- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
 - E. A brief description of the bidder's current operations, and ability to provide the services.
 - F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**
 - G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency
 - H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
 - I. Describe any payment problems that you have had with the County within the past three (3) years:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.
- XI. SCOPE OF WORK:
- A. Bidders are to use this section to describe the essence of their proposal.
 - B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work Proposal Requirements" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work Proposal Requirements" items. Each description should begin with a restatement of the "Scope of Work Proposal Requirements" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
 - C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
 - D. A complete description of any alternative solutions or approaches to accomplishing the desired results.
- XII. COST PROPOSAL: Quotations may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.
- XIII. CHECK LIST

TRADE SECRET ACKNOWLEDGEMENT

All proposals received by the County shall be considered "Public Record" as defined by Section 6252 of the California Government Code. This definition reads as follows:

"...Public records" includes 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 "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975."

Each proposal submitted is Public record and is therefore subject to inspection by the public per Section 6253 of the California Government Code. This section states that "every person has a right to inspect any public record".

The County will not exclude any proposal or portion of a proposal from treatment as a public record except in the instance that it is submitted as a trade secret as defined by the California Government Code. Information submitted as proprietary, confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

"Trade secrets" as defined by Section 6254.7 of the California Government Code are deemed not to be public record. This section defines trade secrets as:

"...Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data or compilation of information that is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

Information identified by bidder as "trade secret" will be reviewed by County of Fresno's legal counsel to determine conformance or non-conformance to this definition. Such material should be electronically submitted in separate PDF file named "Trade Secret" and marked as Confidential. Examples of material not considered to be trade secrets are pricing, cover letter, promotional materials, etc.

INFORMATION THAT IS PROPERLY IDENTIFIED AS TRADE SECRET AND CONFORMS TO THE ABOVE DEFINITION WILL NOT BECOME PUBLIC RECORD. COUNTY WILL SAFEGUARD THIS INFORMATION IN AN APPROPRIATE MANNER.

Information identified by bidder as trade secret and determined not to be in conformance with the California Government Code definition shall be excluded from the proposal. Such information will be returned to the bidder at bidder's expense upon written request.

Trade secrets must be electronically submitted in a separate PDF file that is plainly named "Trade Secrets" and marked as Confidential.

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if they are not (1) electronically submitted in a separate PDF that is named "Trade Secret" and marked as Confidential; and (2) if disclosure is required or allowed under the provision of law or by order of Court.

Vendors are advised that the County does not wish to receive trade secrets and that vendors are not to supply trade secrets unless they are absolutely necessary.

TRADE SECRET ACKNOWLEDGEMENT

I have read and understand the above "Trade Secret Acknowledgement."

I understand that the County of Fresno has no responsibility for protecting information electronically submitted as a trade secret if it is not delivered in a separate PDF file named "Trade Secret" and marked as Confidential. I also understand that all information my company submits, except for that information electronically submitted in a separate PDF file named "Trade Secret" and marked as Confidential, are public records subject to inspection by the public. This is true no matter whether my company identified the information as proprietary, confidential or under any other such terms that might suggest restricted public access.

Enter company name on appropriate line:

(Company Name)

Has submitted information identified as Trade Secrets; must be electronically submitted in a separate PDF file clearly named "TRADE SECRETS" and marked as Confidential.

(Company Name)

Has **not** submitted information identified as Trade Secrets. Information submitted as proprietary confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

ACKNOWLEDGED BY:

Signature

()

Telephone

Print Name and Title

Date

Address

City

State

Zip

****Bidders brief statement that clearly sets out the reasons for confidentiality in conforming with the California Government Code definition.**

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

1. Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - a. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - b. violation of a federal or state antitrust statute;
 - c. embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - d. false statements or receipt of stolen property
2. Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Date: _____

(Printed Name & Title)

(Name of Agency or Company)

REFERENCE LIST

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

Provide a list of at least five (5) customers for whom you have recently provided similar services. If you have held a contract for similar services with the County of Fresno within the past seven (7) years, list the County as one of your customers. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

*** Note: This form/information is not rated or ranked for evaluation purposes.**

☐ Yes, we will extend contract terms and conditions to all qualified agencies within the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter and other tax supported agencies.

☐ No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included are important requirements the bidder is responsible to submit with the RFP package in order to make the RFP compliant.

Check off each of the following (*if applicable*):

1. _____ Signed cover page of Request for Proposal (RFP).
2. _____ Check <http://www.FresnoCountyCA.gov/departments/internal-services/purchasing/bid-opportunities> for any addenda.
3. _____ Signed cover page of each Addendum.
4. _____ Provide a Conflict of Interest Statement.
5. _____ Signed *Trade Secret Form* as provided with this RFP (Trade Secret Information, if provided, must be electronically submitted in a separate PDF file and marked as Confidential).
6. _____ Signed *Criminal History Disclosure Form* as provided with this RFP.
7. _____ Signed *Participation Form* as provided with this RFP.
8. _____ The completed *Reference List* as provided with this RFP.
9. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
10. _____ Bidder's proposal, in PDF format, electronically submitted to the Bid Page on Public Purchase.

Return Checklist with your RFP response

EXHIBITS

A. Cost Proposal

ENTER PROGRAM NAME PER RFP/CONTRACT
ENTER AGENCY NAME
ENTER FISCAL YEAR
BUDGET NARRATIVE - EXPENSES

PROGRAM EXPENSES

Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042

These amounts reflect FTE positions, part-time positions and whether the positions are administrative or direct service. Employee benefits should be limited to a maximum of 20% of total salaries.

(\$xxx,xxx.xx)

Facilities/Equipment Expenses – Line Items 1010-1014

Identify building lease/rent expenses, equipment (office equipment, vehicles, etc.). Attach copy of lease agreements if available.

(\$xxx,xxx.xx)

Operating Expenses - Line Items 1060-1077

Identify and detail the expenses for each item utilized for program.

(\$xxx,xxx.xx)

Financial Services Expenses – Line Items 1080-1085

Local and corporate administrative costs are limited to 15% of the total program budget. Copies of insurance policies are required.

(\$xxx,xxx.xx)

Special Expenses – Line Items 1090-1092

Detail each line item in Special Expenses.

(\$xxx,xxx.xx)

Fixed Assets – Line Items 1190-1193

Include all purchases over Five Thousand Dollars (\$5,000) including sales tax, and certain purchases under said amount such as camera, televisions, VCRs/DVDs and other sensitive items, made during the life of the Agreement resulting from this Request for Proposal, with funds paid pursuant to this Agreement and that will outlive the life of this Agreement.

(\$xxx,xxx.xx)

TOTAL PROGRAM EXPENSE: (\$X,XXX,XXX.XX)

ENTER PROGRAM NAME PER RFP/CONTRACT
ENTER AGENCY NAME
FY 2018-2019

Budget Categories -			Total Proposed Budget		
Line Item Description (Must be itemized)		FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:					
0001	Title	0.00			\$0
0002	Title	0.00			\$0
0003	Title	0.00			\$0
0004	Title	0.00			\$0
0005	Title	0.00			\$0
0006	Title	0.00			\$0
0007	Title	0.00			\$0
0008	Title	0.00			\$0
0009	Title	0.00			\$0
0010	Title	0.00			\$0
0011	Title	0.00			\$0
0012	Title	0.00			\$0
SALARY TOTAL		0.00	\$0	\$0	\$0
PAYROLL TAXES:					
0030	OASDI				\$0
0031	FICA/MEDICARE				\$0
0032	SUI				\$0
PAYROLL TAX TOTAL			\$0	\$0	\$0
EMPLOYEE BENEFITS:					
0040	Retirement				\$0
0041	Workers Compensation				\$0
0042	Health Insurance (medical, vision, life, dental)				\$0
EMPLOYEE BENEFITS TOTAL			\$0	\$0	\$0
SALARY & BENEFITS GRAND TOTAL					\$0
FACILITIES/EQUIPMENT EXPENSES:					
1010	Rent/Lease Building				\$0
1011	Rent/Lease Equipment				\$0
1012	Utilities				\$0
1013	Building Maintenance				\$0
1014	Equipment purchase				\$0
FACILITY/EQUIPMENT TOTAL					\$0

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$0
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$0
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$0
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/Vehicle Maintenance	\$0
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$0

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$0
1082	Liability Insurance	\$0
1083	Administrative Overhead	\$0
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$0

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$0
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$0

ENTER PROGRAM NAME PER RFP/CONTRACT
ENTER AGENCY NAME
FY 2019-2020

Budget Categories -			Total Proposed Budget		
Line Item Description (Must be itemized)		FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:					
0001	Title	0.00			\$0
0002	Title	0.00			\$0
0003	Title	0.00			\$0
0004	Title	0.00			\$0
0005	Title	0.00			\$0
0006	Title	0.00			\$0
0007	Title	0.00			\$0
0008	Title	0.00			\$0
0009	Title	0.00			\$0
0010	Title	0.00			\$0
0011	Title	0.00			\$0
0012	Title	0.00			\$0
SALARY TOTAL		0.00	\$0	\$0	\$0
PAYROLL TAXES:					
0030	OASDI				\$0
0031	FICA/MEDICARE				\$0
0032	SUI				\$0
PAYROLL TAX TOTAL			\$0	\$0	\$0
EMPLOYEE BENEFITS:					
0040	Retirement				\$0
0041	Workers Compensation				\$0
0042	Health Insurance (medical, vision, life, dental)				\$0
EMPLOYEE BENEFITS TOTAL			\$0	\$0	\$0
SALARY & BENEFITS GRAND TOTAL					\$0
FACILITIES/EQUIPMENT EXPENSES:					
1010	Rent/Lease Building				\$0
1011	Rent/Lease Equipment				\$0
1012	Utilities				\$0
1013	Building Maintenance				\$0
1014	Equipment purchase				\$0
FACILITY/EQUIPMENT TOTAL					\$0

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$0
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$0
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$0
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/Vehicle Maintenance	\$0
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$0

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$0
1082	Liability Insurance	\$0
1083	Administrative Overhead	\$0
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$0

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$0
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$0

ENTER PROGRAM NAME PER RFP/CONTRACT
ENTER AGENCY NAME
FY 2020-2021

Budget Categories -			Total Proposed Budget		
Line Item Description (Must be itemized)		FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:					
0001	Title	0.00			\$0
0002	Title	0.00			\$0
0003	Title	0.00			\$0
0004	Title	0.00			\$0
0005	Title	0.00			\$0
0006	Title	0.00			\$0
0007	Title	0.00			\$0
0008	Title	0.00			\$0
0009	Title	0.00			\$0
0010	Title	0.00			\$0
0011	Title	0.00			\$0
0012	Title	0.00			\$0
SALARY TOTAL		0.00	\$0	\$0	\$0
PAYROLL TAXES:					
0030	OASDI				\$0
0031	FICA/MEDICARE				\$0
0032	SUI				\$0
PAYROLL TAX TOTAL			\$0	\$0	\$0
EMPLOYEE BENEFITS:					
0040	Retirement				\$0
0041	Workers Compensation				\$0
0042	Health Insurance (medical, vision, life, dental)				\$0
EMPLOYEE BENEFITS TOTAL			\$0	\$0	\$0
SALARY & BENEFITS GRAND TOTAL					\$0
FACILITIES/EQUIPMENT EXPENSES:					
1010	Rent/Lease Building				\$0
1011	Rent/Lease Equipment				\$0
1012	Utilities				\$0
1013	Building Maintenance				\$0
1014	Equipment purchase				\$0
FACILITY/EQUIPMENT TOTAL					\$0

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$0
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$0
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$0
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/Vehicle Maintenance	\$0
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$0

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$0
1082	Liability Insurance	\$0
1083	Administrative Overhead	\$0
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$0

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$0
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$0

ENTER PROGRAM NAME PER RFP/CONTRACT
ENTER AGENCY NAME
FY 2021-2022

Budget Categories -			Total Proposed Budget		
Line Item Description (Must be itemized)		FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:					
0001	Title	0.00			\$0
0002	Title	0.00			\$0
0003	Title	0.00			\$0
0004	Title	0.00			\$0
0005	Title	0.00			\$0
0006	Title	0.00			\$0
0007	Title	0.00			\$0
0008	Title	0.00			\$0
0009	Title	0.00			\$0
0010	Title	0.00			\$0
0011	Title	0.00			\$0
0012	Title	0.00			\$0
SALARY TOTAL		0.00	\$0	\$0	\$0
PAYROLL TAXES:					
0030	OASDI				\$0
0031	FICA/MEDICARE				\$0
0032	SUI				\$0
PAYROLL TAX TOTAL			\$0	\$0	\$0
EMPLOYEE BENEFITS:					
0040	Retirement				\$0
0041	Workers Compensation				\$0
0042	Health Insurance (medical, vision, life, dental)				\$0
EMPLOYEE BENEFITS TOTAL			\$0	\$0	\$0
SALARY & BENEFITS GRAND TOTAL					\$0
FACILITIES/EQUIPMENT EXPENSES:					
1010	Rent/Lease Building				\$0
1011	Rent/Lease Equipment				\$0
1012	Utilities				\$0
1013	Building Maintenance				\$0
1014	Equipment purchase				\$0
FACILITY/EQUIPMENT TOTAL					\$0

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$0
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$0
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$0
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/Vehicle Maintenance	\$0
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$0

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$0
1082	Liability Insurance	\$0
1083	Administrative Overhead	\$0
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$0

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$0
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$0

ENTER PROGRAM NAME PER RFP/CONTRACT
ENTER AGENCY NAME
FY 2022-2023

Budget Categories -			Total Proposed Budget		
Line Item Description (Must be itemized)		FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:					
0001	Title	0.00			\$0
0002	Title	0.00			\$0
0003	Title	0.00			\$0
0004	Title	0.00			\$0
0005	Title	0.00			\$0
0006	Title	0.00			\$0
0007	Title	0.00			\$0
0008	Title	0.00			\$0
0009	Title	0.00			\$0
0010	Title	0.00			\$0
0011	Title	0.00			\$0
0012	Title	0.00			\$0
SALARY TOTAL		0.00	\$0	\$0	\$0
PAYROLL TAXES:					
0030	OASDI				\$0
0031	FICA/MEDICARE				\$0
0032	SUI				\$0
PAYROLL TAX TOTAL			\$0	\$0	\$0
EMPLOYEE BENEFITS:					
0040	Retirement				\$0
0041	Workers Compensation				\$0
0042	Health Insurance (medical, vision, life, dental)				\$0
EMPLOYEE BENEFITS TOTAL			\$0	\$0	\$0
SALARY & BENEFITS GRAND TOTAL					\$0
FACILITIES/EQUIPMENT EXPENSES:					
1010	Rent/Lease Building				\$0
1011	Rent/Lease Equipment				\$0
1012	Utilities				\$0
1013	Building Maintenance				\$0
1014	Equipment purchase				\$0
FACILITY/EQUIPMENT TOTAL					\$0

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$0
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$0
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$0
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/Vehicle Maintenance	\$0
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$0

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$0
1082	Liability Insurance	\$0
1083	Administrative Overhead	\$0
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$0

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$0
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$0

COUNTY OF FRESNO



REQUEST FOR PROPOSAL

NUMBER: 18-045

EVIDENCE-BASED PARENTING PROGRAM

Issue Date: April 13, 2018

Closing Date: May 17, 2018 at 2:00 PM

All Questions and Responses must be electronically submitted on the Bid Page on Public Purchase.

For assistance, contact Nick Chin at Phone (559) 600-7110.

Undersigned agrees to furnish the commodity or service stipulated in the attached response at the prices and terms stated in this RFP.
Bid must be signed and dated by an authorized officer or employee.

Central Valley Children's Services Network
 COMPANY

1911 N. Helm Ave.
 ADDRESS

Fresno
 CITY

CA
 STATE

93727
 ZIP CODE

(559) 456-1100
 TELEPHONE NUMBER

gayled@cvcsn.org
 E-MAIL ADDRESS

SIGNATURE

Gayle L. Duffy
 PRINT NAME

Executive Director
 TITLE

COUNTY OF FRESNO**ADDENDUM NUMBER: ONE (1)****RFP NUMBER: 18-045****EVIDENCE-BASED PARENTING PROGRAM**

Issue Date: May 3, 2018

Closing Date: May 17, 2018 at 2:00 PM

All Questions and Proposals must be electronically submitted to the Bid Page on Public Purchase.

For assistance, contact Nick Chin at (559) 600-7110.

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 18-045 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

➤ **Questions and Answers**

ACKNOWLEDGMENT OF ADDENDUM NUMBER ONE (1) TO RFP 18-045

COMPANY NAME: Central Valley Children's Services Network
(PRINT)

SIGNATURE: 

NAME & TITLE: Gayle L. Duffy, Executive Director
(PRINT)

Purchasing Use: NC:st

ORG/Requisition: 34309999 / 3431800264

QUESTIONS AND ANSWERS

The Evidence-based Parenting Program is a new service the Probation Department is offering. The objective is to choose the proposal that offers the highest quality services and will best achieve the County's goals and objectives within the budget stated in the RFP. The Department's main requirement is that the program is evidence-based.

Addendum Questions

Q1. Is the agency able to screen participants prior to start-up date of classes commencing for group appropriateness?

Screening examples: crisis issues, substance use, previous/current history of child abuse cases, delusions/hallucinations, ability to relate to others

A1. The Probation Department has no objections to the agency doing their own pre-screen. However, if a pre-screen process is expected to be used, it should be included in the services providers' response so that the Probation Department can review it.

Q2. Are these in-jail services? If so, what jail location?

A2. No.

Q3. Is there an approximate number of slots (enrolled persons at any one time) that the County anticipates will be needed?

A3. No. Bidders should propose the number of persons they are capable of serving.

Q4. What is the referral process?

A4. Referrals to the program would come from Deputy Probation Officers. One referral would be sent electronically to the service provider and one will be provided to the client.

Q5. Is there an existing provider for these services and if so who is that?

A5. There is no current provider.

Q6. Since it appears that job readiness is a component it is likely the participants are not yet working.

Are weekend services expected?

A6. Weekend services are not required, but keep in mind that all aspects of the program will be reviewed to determine the quality of a proposal.

Q7. What is the expected length a participant would be enrolled in the program?

A7. There is no expected length a participant should be enrolled.

Q8. Is there a preferred practicum the County is looking to implement? A specific EBP?

A8. No. Bidders should propose the practicum/EBP that will best serve the population stated in the RFP.

Q9. Since families with children are expected to be served - are offenders under Section 290 for sexual offenses precluded from participation?

A9. Yes, offenders under Section 290 for sexual offenses are precluded from participation.

Addendum No. ONE (1)
Request for Proposal Number: 18-045
May 3, 2018

Q10. What is the payment process? Is this a line item cost reimbursement invoicing method or a fee for service per enrolled participant?

A10. Compensation will be received in accordance with the submitted budgets and reimbursed either monthly or quarterly based on the actual expenses for the time period.

Q11. Does the County have an expectation of how many services per week each participant would receive?

A11. No.

Q12. If the provider is already a specialty mental health provider with AVATAR access and mental health issues are discovered during the "family therapy and conflict resolution sessions" is it expected the provider would refer to local mental health provider or open a mental health episode in AVATAR?

A12. It is expected that the service provider would inform the Deputy Probation Officer of any mental health issues that are discovered and follow the normal referral process for mental health providers.

Q13. Is Medi-Cal certification expected?

A13. No.

Q14. Will there be funds to provide transportation via bus tokens if transportation is identified as an obstacle to employment?

A14. This would be up to the service provider to include, or not include, in their proposed budget.

Q15. Will this program be managed under the Department of Behavioral Health or Department of Probation?

A15. This program will be managed under the Probation Department.

Q16. The RFP is written in such a way that this program appears to be a training program, in parenting and job readiness - what sort of qualifications of the staff does the County expect to see?

A16. Bidders should propose the staff and qualifications necessary to provide the services.

Q17. The funding level is limited - will the County accept a staffing pattern that the Program Director and case management staff are full time employees but only allocating the portion of their time to the CCP Parenting program that is actually spent either delivering services or other methods of program support?

A17. Yes. The portion of full time employees' time allocated to the program should be noted in the FTE% column of Exhibit A.

Q18. What are the expected outcomes, goals and objectives the County wants to see?

A18. The expected outcomes, goals, and objectives are to be outlined by the bidder(s) based on what will best address the needs stated in the RFP.

Q19. Is there an expected number of unique individuals per year the County is expecting to serve? Can the County give an approximation of this?

A19. No, there is not an expected number at this time.

Addendum No. ONE (1)
Request for Proposal Number: 18-045
May 3, 2018

Q20. Will all probationers be in Fresno County?

A20. Yes.

Q21. Is there a vendor currently providing this service?

A21. No.

Q22. Is there a certain curriculum that Probation is looking for?

A22. See Question #8.

Q23. Is there a target number of participants in the program?

A23. See Questions #3 and #19.

Q24. Will multiple vendors be awarded contracts?

A24. The Probation Department expects only one vendor to be awarded a contract.



April 24, 2018

Nick Chin
County of Fresno – Purchasing
4525 E. Hamilton Ave, 2nd Floor
Fresno, CA 93702

Dear Mr. Nick Chin:

Central Valley Children's Services Network is pleased to submit this application for Evidence-Based Parenting Program, Number 18-045. CSN is a 501c3 charitable non-profit corporation and currently is providing Intensive Home Visitation services, Parent Education and Developmental Learning Groups for Fresno County CPS Family Maintenance Program throughout Fresno County including 93706, 93727, and 93702. We are looking forward to providing services to Fresno County DSS, Community Corrections Partnership (CCP).

Contact information for our application is as follows:

Gayle L. Duffy, Executive Director

1911 N. Helm Ave
Fresno, CA 93727
(559) 456-1100

Email: gayled@cvcn.org

We appreciate your consideration of our proposal and look forward to providing you with additional information on our project.

Sincerely,

Gayle L. Duffy, M.A.
Executive Director
Central Valley Children's Services Network
gayled@cvcn.org
(559) 456-1100

Gayle L. Duffy
Executive Director

Board Members

Greg Melton
President

Martha Magnia
Secretary

Cathy Yun

Larry Solaegui

Ryan Stanley

Deanna Mathies

Christina Roup

1911 North Helm
Fresno, CA 93727

(559) 456-1100
FAX (559) 475-7266

www.cvcn.org

"Improving the quality of care for children of the Central Valley."

Table of Contents

Evidence-Based Parenting Program

RFP Page 1 and Addendum(s) Page	1 - 5
Cover Letter	6
Table of Contents	7
Conflict of Interest Statement	8
Trade Secret Acknowledgement	9
Certification – Disclosure - Criminal History Disclosure Form	10 - 12
Reference List	13 – 14
Participation.....	15
Exceptions	16
Vendor Company Data.....	17 - 20
Scope of Work	21 - 35
Reports	36 - 70
Cost Proposal.....	71 - 83
Checklist	84

CONFLICT OF INTEREST

CSN understands that it is possible to become involved in a situation where a conflict of interest could occur due to individual or organizational activities that occur within the County. To the best of our knowledge, CSN is not currently involved in any projects that could potentially lead to a conflict of interest. Should one arise during the administration of the contract, CSN would remove itself from the situation immediately and notify the County. CSN also understands that CSN shall comply with all federal, state, and local conflict of interest laws, statutes and regulations.

 4/24/18

Gayle L. Duffy, Executive Director Date

TRADE SECRET ACKNOWLEDGEMENT

I have read and understand the above "Trade Secret Acknowledgement."

I understand that the County of Fresno has no responsibility for protecting information electronically submitted as a trade secret if it is not delivered in a separate PDF file named "Trade Secret" and marked as Confidential. I also understand that all information my company submits, except for that information electronically submitted in a separate PDF file named "Trade Secret" and marked as Confidential, are public records subject to inspection by the public. This is true no matter whether my company identified the information as proprietary, confidential or under any other such terms that might suggest restricted public access.

Enter company name on appropriate line:

(Company Name)

Has submitted information identified as Trade Secrets; must be electronically submitted in a separate PDF file clearly named "TRADE SECRETS" and marked as Confidential.

Central Valley Children's Services Network
(Company Name)

Has not submitted information identified as Trade Secrets. Information submitted as proprietary confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

ACKNOWLEDGED BY:

Signature FSJ 456-1100
Telephone

Gayle L. Duffy, Executive Director
Print Name and Title

04/24/2018
Date

1911 N. Helm Ave.
Address

Fresno
City


CA
State

93727
Zip

**Bidders brief statement that clearly sets out the reasons for confidentiality in conforming with the California Government Code definition.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature:  Date: 4/24/18

Gayle L. Duffy, Executive Director Central Valley Children's Services Network
(Printed Name & Title) (Name of Agency or Company)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

1. Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - a. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - b. violation of a federal or state antitrust statute;
 - c. embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - d. false statements or receipt of stolen property
2. Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

REFERENCE LIST

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: Central Valley Children Service's Network

Provide a list of at least five (5) customers for whom you have recently provided similar services. If you have held a contract for similar services with the County of Fresno within the past seven (7) years, list the County as one of your customers. Be sure to include all requested information.

Reference Name: First 5 Fresno County Contact: Emilia Reyes
 Address: 405 Tulare St.
 City: Fresno State: CA Zip: 93721
 Phone No.: (559) 558-4900 Project Date: _____
 Service Provided: Home Visitation services in Malaga, West Fresno, and Downtown Fresno

Reference Name: Fresno County Office of Education Contact: Lupe Jaime
 Address: 1111 Van Ness Ave.
 City: Fresno State: CA Zip: 93721
 Phone No.: (559) 265-3000 Project Date: _____
 Service Provided: Partners in School Readiness Programs, Race to the Top, and Local Planning Counsel

Reference Name: CA Department of Education Contact: Dr. Joe Martinez
 Address: DCE Division
 City: Sacramento State: CA Zip: 95831
 Phone No.: (916) 323-7833 Project Date: _____
 Service Provided: CSN has administered number of contracts for Child Care Subsidize Susidies

Reference Name: Lori Ann Infant Program Contact: Lisa Balucas
 Address: 67 E. Ashlan Ave
 City: Fresno State: CA Zip: 93704
 Phone No.: (559) 248-7236 Project Date: _____
 Service Provided: Collaboration of Home Visitation services

Reference Name: Mental Health Service Provider Contact: Martha L. Cruz M.A. TFT DX
 Address: 4747 N. First St. #119
 City: Fresno State: CA Zip: 93726
 Phone No.: (559) 226-5397 Project Date: _____
 Service Provided: Collaborated in providing Counseling Services to parents in Home Visitation

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

**VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR
PROPOSAL**

Firm: Central Valley Children's Services Network

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar services. If you have held a contract for similar services with the County of Fresno within the past seven (7) years, list the County as one of your customers. Be sure to include all requested information.

Reference Name: Bigby Villa Apartments Contact: Arturo Garcia
 Address: 1329 E. Rev Chester Riggins Blvd.
 City: Fresno State: CA Zip: 93706 Phone No.: (559)237-5111 Date: _____
 Service Provided: Collaborating in providing the Fresno Family Connections Home Visitation Program in the West Fresno Community.

Reference Name: County of Fresno Contact: Lauri Moore, Program Manager
 Address: _____
 City: Fresno State: CA Zip: _____ Phone No.: (559)600-2436 Date: _____
 Service Provided: Referral of clients for Parenting Education classes in a group setting.

Reference Name: County of Fresno Contact: Raymundo Zermeño
 Address: 205 W. Pontiac Way Bldg 7
 City: Fresno State: CA Zip: _____ Phone No.: (559)600-2338 Date: _____
 Service Provided: Referral of clients for Parenting Education classes in a group setting.

Reference Name: County of Fresno Contact: Solomon Vang, Staff Analyst
 Address: _____
 City: _____ State: _____ Zip: _____ Phone No.: (559) 600-2329 Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____ Phone No.: () _____ Date: _____ Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

*** Note: This form/information is not rated or ranked for evaluation purposes.**

☐ Yes, we will extend contract terms and conditions to all qualified agencies within the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter and other tax supported agencies.

☒ No, we will not extend contract terms to any agency other than the County of Fresno.



(Authorized Signature)

Executive Director
Title

EXCEPTIONS

- A. Exceptions to General Conditions – None
- B. Exceptions to General Requirements – None
- C. Exceptions to Specific Terms and Conditions – None
- D. Exceptions to Scope of Work and/or Scope of Work Proposal Requirements – None
- E. Exceptions to Proposal Content Requirements – None
- F. Exceptions to any other part of this RFP - None

X. VENDOR COMPANY DATA

A. Narrative demonstrating basic familiarity & experience with problems associated with service/project.

Central Valley Children's Services Network (CSN) has a 37-year history of providing wrap around services to culturally diverse families. The comprehensive approach of CSN allows families to gain easy access to services internally and within other non-profits. The range of family services offered by CSN is a coordinated continuum of prevention, intervention, referral and linkages out to treatment services. CSN has a stellar record of providing services to underserved areas of Fresno County with a high degree of cultural competency. More specific to this population, CSN has provided Parenting Education to families with multiple risk factors since 2001.

Problems associated with this service/project:

Engaging parents involved with the Corrections System; child welfare system and attending to their most basic needs is often a precursor to taking up services aimed at behavioral change. However, this function is extremely complicated by a host of factors. The inherent adversarial nature of Corrections involvement; prior negative experiences with services; parental fear, shame, and stigma; and problems such as substance abuse, mental illness, and domestic violence can impede the development of the client-worker relationship. Case workers, juggling the demands of high caseloads with attendant court work, record keeping, and work with children, have little time to build trusting relationships with parents.

Impoverished families find involvement with the Corrections System intimidating, difficult to understand, and leading to a state of powerlessness. This is not surprising as the Corrections System is complex and the families' perception of the system is that it exists to punish parents and remove children. Their entrance into the Parenting Skills programs is fraught with the conflicting feelings of anger, the desire to show they already are able to parent sufficiently well, and distrust of the sessions.

In order to address these needs, CSN Parent Education Facilitators will build relationships over time and especially encourage peer to peer sharing. Since they are all in the same situation, hearing others with similar issues or where a solution has proven effective, helps build trust for the entire experience. In addition, Parent Education Facilitators who truly understand their experience and culture will be used. The structure of the sessions also will be designed to deliberately withhold any formal assessment of their current parenting skills until the third session, rather than the first. This design is to allow more trust in the program to be developed so that more honest assessment self-reporting will occur, which results in more accurate end of program progress assessment.

B. Descriptions of any similar or related contracts under which the bidder has provided services.

Similar Contracts

- CSN has been providing court-approved Parenting Education Services since 2016 to Parents involved with Fresno County Department of Social Service (DSS) System. These services are offered in a group setting or one-on-one. Through this program 70 parents are served annually. Funded by Fresno County DSS, these sessions focused on parents with children ages 0-17. Based on our two year experience, our participation is usually at 85% completion of the program successfully. Based on our assessment tools, from a scale of 1-10, the average improvement was 2-4 units. Rarely was there a time when participants regressed. The program follows best practice guidelines for Parenting Education including the Nurturing Parenting Program, Make Parenting a Pleasure, Back to Basics and The Protective Factors Framework model.
- CSN has provided Intensive Home Visitation Services since 2013 to Fresno County DSS's Voluntary Family Maintenance Program. The Home Visitation Program is designed to improve parent's protective factors such as parenting skills and attitudes towards their children and reduce risk factors such as parent depression and child behavioral concerns. CSN provides relationship-based Home Visitation, Developmental Learning Groups, and Developmental Screenings for children and linkages to community resources. The program utilizes Fresno Family Connections Home Visitation Framework and the Strengthening Families Protective Factors Home Visitation Framework to support the development of healthy relationships within the family unit, schools, and

communities. This program has a strong relationship between the Home Visitor and the Fresno County Social Workers. The program follows best practice guidelines for home visitation including the Nurturing Parenting Program, Make Parenting a Pleasure, Back to Basics and The Protective Factors Framework model.

- CSN has provided Home Visitation, Parenting Education, and Developmental Learning Groups for rural and urban culturally diverse families from 2002 to 2018 for approximately 6,000 parents. Funded by First 5 Fresno County, these sessions focused on parents with children ages 0-5, although the curriculum addressed parental needs for those with children up to age 17. Based on our experience with First 5, our participation was usually at 90%, completion of the program successfully. Based on our assessment tools, from a scale of 1-10, the average improvement was 2-5 units. Rarely was there a time when participants regressed.

Related Contracts

- **Subsidized Childcare** CalWorks (Stage 2 and 3) Family Advocates work with the parents to ensure they are meeting the need and eligibility requirements of the program, as well as choose quality childcare services. In addition, family advocates link families with community resources.
- **Federal Courts Children's Waiting Room** not only provides quality childcare services for children involved in mediation; but also, links families with services/support. The staff is specialized to support children during custody battles, foster care, and instability custody. Staff keeps accurate court records.
- **Parent Voices** Advocacy group is a grass roots parent led group who organizes local parent groups to meet, identify issues, and develop action plans to ensure that community and family barriers are overcome. In addition to organizing this group, Lou Hernandez, CSN staff, also participates in the County Cultural Brokers Program as a Community Representative.

The success of these programs can be attributed to staff genuinely believing in the core principles that CSN represents. Staff's expertise allows them to navigate through community resources enabling a warm hand-off. In addition, CSN has gained trust in the community, not only with other Community Benefits Organization (CBOs) but also funders, stakeholders and families.

C. Descriptions of the qualifications of the individual(s) providing the services.

Family Connections (FC) program will oversee this project. CSN's plan is to maintain current staff where education, qualifications, and responsibilities will remain the same, i.e., the current Program Manager and two experienced Parent Education Facilitators, with one possible Parent Education Facilitator to be hired. Mirroring our previously successful parent education program model, CSN new staff hires will not only be culturally competent, but also, reflect the target population. Attached are job descriptions, which outline the qualifications of the Program Manager and Parent Education Facilitators. Family Connections' bilingual, bicultural staff is fully capable to support the changing demographics of Fresno County and has built strong trusting relationships with the clients they serve. All current staff is trained in multiple research and evidence based modalities to ensure the needs of families with children are being met.

The current Family Connections Program Manager's education consists of MA Social Work from California State University, Fresno; BA Social Work from California State University, Fresno; and holds an Associate Clinical Social Work license.

The Family Connections Program Manager administers four of CSN's programs. The four programs consist of: the Department of Social Services' (DSS) Voluntary Family Maintenance Intensive Home Visitation contract for the last five years; the DSS's Parenting Education Program for two years; First 5 Fresno County Home Visitation and Developmental Learning Groups for over 13 years; finally, Fresno County Superior Court Children's Waiting Rooms for the last two years. He coordinates, plans, and oversees all aspects of the programs. Essential duties include: development and implementation of community services and advocacy programs for low-income communities; program budgeting; staff hiring, training, supervision; clinical supervision, and evaluation of program services.

Experience: Program Manager has managed the Family Connections Program since 2002. He has experience providing counseling to youth at the Juvenile Justice Campus with the Focus Forward program and experience providing counseling to female offender parolees and their dependent children through Fresno First, Mental Health Systems, Inc. Program Manager participated actively in the African American Culture Broker Project with CSU Fresno in 2011.

Parent Education Facilitator (1) for CSN's Family Connections Program

Bachelor's degree in Early Child Development from Fresno Pacific University

Currently in the process of acquiring Master's degree in Early Childhood Education from California State University, Fresno 2018

Parent Education Facilitator experience consists of supervising Family Connections West Fresno service delivery site for eight years. Essential duties include: Supervise staff; managing database; planning and implementing services; program budgeting; staff hiring and training; and linking families to resources.

Other experience includes: 14 years of employment with CSN. She has worked as a Home Visitor with Fresno County VFM Program; Parent Education Specialist with Fresno County DSS and First 5; Developmental Learning Group Specialists; and, Clerical for CSN.

Parent Education Facilitator (2) for CSN's Family Connections Program

Bachelor's degree in Child, Family and Consumer Science; emphasis on Family Science from California State University, Fresno

Currently in the process of acquiring her Master's degree in Marriage Family Therapy from Fresno Pacific University 2018

Parent Education Facilitator experience consists of working with underserved and unserved populations in the West Fresno area. Essential duties include: Planning and implementing services; managing database; program budgeting; and linking families to resources.

Other experience includes: 6 years of employment with CSN. She has worked as a Home Visitor with Fresno County VFM Program; Parent Education Specialist with Fresno County DSS and First 5; Developmental Learning Group Specialists; and, Clerical for CSN.

Both Parent Education Facilitators have been fully trained and certified in Nurturing Parenting Program, Make Parenting a Pleasure, Back to Basics and The Protective Factors Frame work model. Also, both Parent Education Facilitators have good communication skills: listening, speaking writing; good advocates for clients; compassionate towards others; positive; great problem-solving skills; critical thinkers and time-management and organizational skills.

Current staff have been fully trained in the following: Child Development (all milestones); Brazelton's Touchpoints; (CSEFEL) Teaching Pyramid; Ages & Stages Questionnaires (ASQ & ASQ:SE); Parent Infant Toddler Care (PITC); Beginning's Guide Curriculum; Mandated Reporter Training; Evaluation & Data Management; CPR & First Aid; Footsteps Transition Toolbox (Saint Agnes); Postpartum Depression; Infant Feeding; Diabetes and Obesity in Children; Impact on Children Exposed to Violence; Understanding Stress; Case Management Family Strengthening; Understanding ADD and ADHD; Autism Spectrum Disorders; Reflective Practice; Sexual Harassment; and Cultural Diversity.

D. Any material (including letters of support or endorsement) indicative of the bidder's capability.

Letters of Support or Endorsement are included under the Scope of Work Reports Section

E. A brief description of the bidder's current operations, and ability to provide the services.

CSN has been providing services to Fresno County children and families for 37 years. CSN has grown from a \$3 million budget to over a \$14.5 million budget. CSN's mission is ***"To improve the quality of care for children of the Central Valley."*** As an experienced 501(c) 3 non-profit organization, CSN has an extensive knowledge of working with families who have historical cultural distrust, experienced institutionalized racism, and have been disproportionately oppressed. This experience comes from working with County and State government in the provision of direct services to families involved in child welfare services. More than ten programs operate under the CSN umbrella which include; childcare referrals, toy lending library, help for child care providers in becoming licensed/accredited, help for income eligible families to receive subsidized childcare, support for child care providers to include children with special needs and challenging behaviors, and a family resource program. Management team holds semi-monthly meetings to discuss policies/protocols and ensures that we are being true to our mission. CSN has the unique capacity of drawing on an in-house, broad knowledge base provided by the diversity of services offered.

CSN's Family Connections (FC), through First 5, Fresno County DSS, and Fresno Courts funding, has been serving families consistently in high need zip codes for the past 14 years. FC has provided a variety of social services, home visitation, literacy programs, developmental learning groups, health services, and parent education to more than 6,000 unduplicated children ages 0-17 and their families where all children have been developmentally screened and linked to services as needed.

F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. Do not provide with your proposal.

- This information is available upon request.

G. Describe all contracts that have been terminated before completion within the last five (5) years:

- No contracts have been terminated before completion within the last five (5) years.

H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:

- No lawsuit(s) or legal action(s) are currently pending; nor have any lawsuit(s) or legal action(s) been resolved within the last five (5) years.

I. Describe any payment problems that you have had with the County within the past three (3) years:

- Within the past three (3) years, CSN has not had any payment problems with Fresno County.

XI. SCOPE OF WORK

A/B1. General Understanding, Scope of Work Proposed and Summary of Features

Children's Services Network (CSN) proposes to provide Parenting Education classes for clients involved in the Corrections System. More specifically, services will be provided to probationers of any age that are parents or expecting to become parents. CSN's parenting education program will strengthen family resilience; nurture the development of healthy behaviors, enhance the safety of children from child abuse and neglect, and promote permanency and well-being. Services include; parenting skills, healthy relationship activities, and resources for economic stability.

Having provided parenting education to this population in the past, CSN is familiar with the challenges of these families. They struggle with complex and chronic challenges that include poverty, lack of family support systems, growing up themselves in dysfunctional families and subsequently replicate the pattern of ineffective parenting skills, mental illness, and substance abuse. Combine that with the trauma experienced by the child and how that manifests in the parent-child relationship, it can become difficult to function as parents. There is the additional stress for parents working with different providers to address their treatment, family, and court-mandated visitation needs in an often uncoordinated fashion.

Scope of Work Proposal and Summary of Features

Children's Services Network proposes to address the Parenting Education portion of the Request for Proposal. Its past experience, current organizational mission, and priorities best fit this area.

CSN will provide 60 parents, who have children 0-17 and are identified by County of Fresno Corrections System, with the Family Connections program with 14 parenting education sessions for two and a half hours each. The curriculum's foundation is the evidence-based, trauma informed Nurturing Parenting Program, and integrates the best of the evidence-based Make Parenting a Pleasure, Back to Basics and the Protective Factors Framework. The program will be offered in five cohorts in English and Spanish in both day and evening in three different locations: Malaga, West Fresno, and downtown Fresno.

Using the Adult-Adolescent Parenting Inventory (AAPI-2), parents will be assessed in the third session of the 14 weeks in order to establish enough trust for an accurate reading of the baseline level of parenting skills of each participant. Past experience with this population shows that parents over-report their proficiency during the first session as no trust has been established and they likely wish to put themselves into as positive a light as possible. Parent Education Facilitators will provide weekly notes on each parent's level of engagement and highlights and/or concerns. The last session will include a second Adult-Adolescent Parenting Inventory to determine areas of progression. A Parent Satisfaction survey will provide their overall impressions of the training, their personal assessment of the most important things they learned, and will identify at least one new behavior change that has occurred.

Primary outcomes to be achieved:

- 80% receive a certificate of completion

Of those completing the program:

- 80% improve in at least two constructs identified in the initial assessment
- 70% improve in at least two of three areas of discipline (Expectations of Children, Use of Corporal Punishment (Discipline), and Parents Empathy towards Children's Needs (Roles)
- 50% improve in at least four of the five constructs of the AAPI assessments
- 100% maintain initial levels identified in the remaining constructs and do not regress
- 75% of parents indicate they learned at least three new things as identified in the final satisfaction survey and the average score of all participants is having learned at least 3 new things
- 85% of parents identified in the satisfaction survey a new behavior they are now using with their child(ren)

B2. Detailed Scope of Work

Central Valley Children's Services Network's (CSN) stands by its mission "*Improving the quality of care for children of the Central Valley.*" CSN provides wrap around services to families. The comprehensive approach of CSN allows families to gain easy access to services both internally and within other non-profits. The knowledgeable, culturally diverse staff is able to support the family with hours of operation adapted to the community needs. The range of family services offered by CSN is a coordinated continuum of prevention, intervention and referral out to treatment services. CSN is equipped to provide services to families in multiple capacities. It has experience teaching parenting education skill development for families in challenging circumstances since 2002.

1. Curriculum Design

Central Valley Children's Services Network's (CSN) stands by its mission "*Improving the quality of care for children of the Central Valley.*" CSN provides wrap around services to families. The comprehensive approach of CSN allows families to gain easy access to services both internally and within other non-profits. The knowledgeable, culturally diverse staff is able to support the family with hours of operation adapted to the community needs. The range of family services offered by CSN is a coordinated continuum of prevention, intervention and referral out to treatment services. CSN is equipped to provide services to families in multiple capacities. It has experience teaching parenting education skill development for families in challenging circumstances since 2002.

Target Population

The target population for this program is probationers of any age that are parents or expecting to become parents. Post release community supervision offenders will be provided with multiple intervention strategies and services for parenting skills and relationship-building that addresses the complexities and diversity of this population. The focus of this model recognizes the cognitive, affective and behavioral systems of the client. The goals of these evidence-based practices are to meet the needs of the clients (offenders), support public safety and to reduce recidivism.

a) Program design, curriculum and supportive services

Program Description

The Family Connections program will provide five (5) cohorts with 14 sessions of an amalgamated curriculum based on Nurturing Parenting Program (primary), Make Parenting a Pleasure, and the more teen oriented Back to Basics. The foundation for this curriculum is the Strengthening Families Protective Factors approach. This allows parents with children ages 0-17 to participate. CSN already uses a combined curriculum of Nurturing Parenting Program and Making Parenting serving parents with children ages 0-12 with much success in the DSS Parenting Program; as well as, the Home Visitation program and in past group classroom settings. Adding appropriate components of Back to Basics to address the issues of the teen years are an important addition. CSN has experience in appropriately combining curriculum so that it is seamless.

Curriculum

The Nurturing Parenting Program (NPP) is strength-based and designed to help families replace negative patterns with new, positive, nurturing patterns. It is a trauma informed and evidence-based program that has been adapted to various racial and ethnic populations. NPP is targeted specifically for high risk families who are at risk or already receiving social services in order to build nurturing parenting skills as an alternative to abusive and neglecting child-rearing practices. CSN will utilize the Secondary Prevention-Intervention curriculum, which is designed for at-risk youth, teen parents, and families experiencing moderate levels of dysfunction. NPP utilizes the Adult-Adolescent Parenting Inventory (AAPI-2) assessment tool, which is available in both English and Spanish, and has five major constructs measured: Expectations of Children, Parental Empathy towards Children's Needs, Use of

Corporal Punishment (Discipline), Parent-Child Family Needs (Roles), and Children's Power and Independence. CSN will utilize this tool as one means of measuring progress.

Make Parenting a Pleasure (MPAP) is an evidence-based program of "Parenting Now!" that focuses on highly stressed families with children ages 0-8. This program incorporates attention on parent self-knowledge about handling stress and anger earlier in the curriculum than Nurturing Parenting. Before parents can effectively deal with discipline issues, understanding their own past history and current stress levels are important for behavior change in child discipline practices. CSN has found components of this program an important addition to the NPP model. A just-published research study shows MPP "effective in improving outcomes for stressed families, assisting highly stressed families in improving Protective Factors that are associated with reducing the risk of child abuse and neglect, such as parental resilience, social connections, knowledge of parenting and child development and the social and emotional competence of children. This study was a randomized clinical trial, with a wait-list control condition involving a sample of 59 matched participants with children aged birth to 8 years of age."

Back to Basics (BTB) enables parents to learn solutions to any behavior problem a child from age 2 to 20 may present. Scripts on topics like "How to Make a Rule" are provided in English and Spanish. The Manual and training provide Parent Education Facilitators with practical tools and help with how to clearly identify problems of those in the class and then suggest interventions to make change. Back to Basics helps parents take charge of their own life, identify the root of the problem, and how to find a healthier alternative to their destructive behavior. This can be especially important when facing teen-age parenting issues and the need for consistency.

Support Services

Enriched child care will be provided for parents who are attending their class. Children will be screened utilizing the Ages & Stages Questionnaire and Ages & Stages Questionnaire: Social Emotional (ASQ & ASQ:SE) developmental screening tools. These tools will help identify any possible delays in children ages three months through six years of age. Findings will be shared with parents and referrals will be offered based on parent's acceptance.

Parents will be provided with employment related assistance; whether it's a referral to other community agencies or in-house assistance. Services may include appropriate clothing for job interviews, resume building skills and/or interviewing skills.

In addition to parenting education services, Family Connections will provide assessments for parents, not only to assess their parenting skills but also to provide them with resource and referrals for basic needs. CSN's Program staff will provide linkages to community based entities, helping families feel safe in accessing services (e.g., transportation, housing, food, medication, mental health services, therapy, employment services, etc.).

CSN's program staff is very familiar with the resources in the community. Program staff will utilize formal and informal support networks, such as church, neighbors, or friends when permitted by the client. Considering issues of personal discomfort, lifestyle, insecurity, sense of powerlessness, self-esteem, trust, and fear of the Corrections population, program staff will only refer out to organizations that are trusted by this population.

Goals and Objectives

Long Term Goal 1: Reduce the likelihood of child maltreatment

Problem: Child maltreatment is on the rise in Fresno County

Short Term Goals: Strengthen family resilience, nurture the development of healthy behaviors, enhance the safety of children from child abuse and neglect, protect children from further abuse and promote permanency and well-being.

Objective 1: 60 parents in 5 cohorts throughout 3 locations will participate in 14 class sessions of Fresno Family Connections parent education; up to 100 can be accommodated.

Objective 2: 60 parents will be screened utilizing the Adult-Adolescent Parenting Inventory-2 (AAPI) tool to determine a baseline on parenting skills and attitudes.

Objective 3: Parents completing the program are able to identify important knowledge gained and at least one new positive behavior change begun by the last session.

Objective 4: Parents needing additional referrals for services as identified in assessments or during class sessions will be provided, either internally, through community partners, or in conjunction with DSS.

Intervention: Three part-time Parent Education Facilitators will facilitate the Family Connections Parent Education program over 14 sessions for families with children ages 0-17 in both English and Spanish. The curriculum is a compilation of Nurturing Parenting Program (NPP) as the basis, Make Parenting a Pleasure and Back to Basics. Parents will be screened initially during the third session week to allow more time for trust to develop so as to gain truer self-reporting of a baseline level and then again on the last (14th) session to assess progress. Any parents identifying needs for referrals will be referred by the Parent Education Facilitator and CSN program staff to either internal or external resources already partnering with CSN, or by consulting DSS and working in tandem with their social workers on appropriate referrals.

Evaluation Tools: Attendance will be monitored utilizing Attendance sign-in sheets. Level of parent engagement will be monitored through the completion of the Parent Education Facilitator Weekly Parent Engagement tool and results reported monthly as shown in the Report section. Pre and Post AAPI screenings will be utilized to demonstrate improvement (see more detail in the Outcomes section). A Parent Satisfaction survey on the last day of each session will provide a parent perception of knowledge gained and at least one behavior change already occurring, as well as utilized for continuous program improvement. The enclosed draft in the Reports section will likely be revised to some extent once the final curriculum is developed.

b) Knowledge and develop skills that provide insight into parenting styles and build understanding of child development as well as the impact of family conflict on the family unit.

Plan to Address Unique Characteristics and Specific Needs of the Target Populations

Since all of the parents are involved with the Corrections System, there are several characteristics and needs of the populations described above. The families served share many of the same characteristics such as:

Substantiated neglect/abuse of children; Difficulty in caring for special needs children; Domestic violence; Unemployment; Substance abuse; Inconsistency of the family environment; Deficits in life skills competencies that impact the ability to manage the family; Cultural and/or language barriers that impact the provision of needed medical, social and psychological services; There may be low literacy levels; Parents may have learned how to parent from their own dysfunctional parents, repeating the pattern; Parents may feel overwhelmed or angry at having to prove they are a good parent; Parents may blame others rather than take responsibility for their own actions; Parents may work and be tired in the evening sessions, or unavailable during day-time sessions; Parents may not have child care available for younger children while they attend sessions; Transportation needs may also arise, where bus schedules are less prevalent, or when safety issues traveling at night are a concern; In the Latino culture, cultural gender roles may affect attitudes toward parenting, particularly of immigrants or first generation individuals. Males in the more traditional role are the decision-makers and providers, not nurturers, which is the more traditional role of the female. The African American population has been disproportionately represented in the Corrections System having the highest number of cases open while having the lowest population rates in Fresno County.

To address these needs, the CSN Parent Education Facilitators capitalize on their experience from both education and the field during the past five years of home visitations with a comparable population. A parenting education session is not the place to solve issues requiring treatment or longer term support. However, understanding the context in which they live, allows the Parent Education Facilitators to appropriately manage the curriculum based on the needs of those in the room.

Relationship building with both the Parent Education Facilitators and parent peers is important to building trust. Conducting an initial assessment on parenting practices before that trust has developed often leads to the post assessment not showing much, if any, improvement. Since DSS requires that the assessment occur in the first 30 days, the assessment will occur during the third week of the 14 week course to allow more time for trust to develop before its administration. This is intended to improve initial assessment accuracy, while still being early enough to establish a baseline. The purpose is to better reflect actual progress made during the entire course at the post-assessment point.

Relationship building and Parent Education Facilitator skill also helps with parents moving from blaming others to taking responsibility for their own actions. Peers can help with this accountability as well. Parent Education Facilitators bring their own lived experience in similar communities to help create connections with those in the class.

Although nothing can easily solve the issue of a tired parent, snacks and drinks are provided to help keep energy levels up. In addition, enriched child care with activities will be provided at sessions where parents need to bring younger children ages 0-8 in order to attend. Utilizing Bigby Villa and Martin Luther King Jr. Apartment complex for those living in West Fresno helps particularly address some level of the safety issue traveling at night. During the enriched child care settings, children will be screened for any developmental concerns and if concern arises, Parent Education Facilitator along with the Enriched Child Care Worker will communicate collaboratively with parent to provide the right level of early intervention for the child and family. Developmentally age appropriate lesson plans during the enriched childcare will mirror what parents are learning during the parenting education sessions so that we are ensuring that new behavior is learned to hopefully change the trajectory of the family system.

c) How the curriculum is culturally sensitive, recognizes and respects cultural identity and diversity.

The Curriculum used in the Family Connections Program devotes one whole session on culture and diversity. During this session staff helps clients identify their own culture. The goal of this session is for clients to understand their behavior patterns and why they do the things that they do. Clients are encouraged to increase creativity in problem-solving through new perspectives, ideas, and strategies.

Staff responds appropriately to diversity, they teach families more adaptive behaviors which are consistent with their culture, but will also help them adapt in their broader social environment, and the community they now reside in. Our program teaches clients to value diversity by accepting and respecting differences between and within cultures. We often presume that a common culture is shared between members of racial, linguistic, and religious groups, but this may not be true. A group might share historical and geographical experiences, but individuals may share only physical appearance, language, or spiritual beliefs. As people move to new areas and meld with other cultures, it creates an amalgamation of subcultures within racial groups. The most important actions to be conscious of are usually the ones we take for granted.

Anticipating change is a basic dynamic in the development of relationships. Acceptance is the magic that happens when people are truly working together, understanding one another deeply, and in total agreement about their beliefs and goals. True relationships happen only if people treat each other with respect and effectively communicate with each other.

Multi-Cultural Parenting Guide provides clients with a better understanding of the parenting practices of specific cultures and how to incorporate cultural traditions into their daily lives. It also increases awareness, understanding and sensitivity to the uniqueness of some of the cultures that make up American society. Cultures covered in this guide include: Mexican, Puerto Rican, El Salvadoran, Hmong, Cambodian, Chinese, Korean, Japanese, Vietnamese, African American, Filipino, Hawaiian, Chilean, and Laotian.

The entire curriculum utilized addresses English and Spanish speakers and multiple cultures. CSN's Parent Education Facilitators are recruited who are generally bilingual and bicultural, and have lived experience with the communities they now serve. CSN's current Parent Education Facilitators are Latino and bilingual in Spanish. If possible, at least one of the two Parent Education Facilitators will be familiar with an African-American experience and culture. In the past, the number of Southeast Asian families referred has been very small and have spoken English. While there are CSN staff members who are of the Southeast Asian culture, should the Corrections System anticipate a high need for Hmong language availability, a Parent Education Facilitator could be recruited from the Southeast Asian community. CSN also has experience working with a hearing interpreter and can arrange in the event such a need exists. Materials from all the programs are available in English and Spanish.

d) How the curriculum addresses different adult learning styles and educational backgrounds.

It has been established that most adults, adolescents, and children learn best by experiencing a blend of activities that promote the three learning domains: cognitive, affective, and behavioral. This curriculum is sensitive to adults' learning styles, and how and why adults learn. It also understands that adult learners bring experiences and self-awareness to learning that younger learners (children) do not.

The three primary learning styles are: visual, auditory, and kinesthetic. **Visual** learners need to see an instructor's facial expressions and body language to fully understand the content of a lesson. They tend to think in pictures and learn best from visual displays. **Auditory** learners tend to learn by listening, hearing, and speaking. Auditory learners learn best through lectures, discussions, and brainstorming. They interpret the underlying meaning of speech by listening to voice tone, pitch, and speed and other speech nuances. **Kinesthetic** learners tend to learn by experiencing, moving, and doing. Kinesthetic learners learn best through a hands-on approach and actively exploring the physical world around them. They can easily become distracted by their need for activity and exploration.

People usually retain approximately 90 percent of what they see, hear, and do. All people have the capability to learn via all three styles, but are usually dominant in one. In efforts to address all three domains and learning styles, our program incorporates a variety of teaching techniques and tools. In regards to the **Visual** style we use PowerPoint, Videos, Pictures, Flip Charts, Reading and Demonstrations. In regards to the **Auditory** style we use Lectures, Group discussions, Informal Conversations, Stories, Examples and Brainstorms. In regards to the **Kinesthetic** style we use Role Plays, Simulations, Practice Demonstrations, Writing/Note Taking and Hands-on Activities.

Therefore, each of our session is facilitated by a team of two Parenting Education Facilitators. Throughout the lesson, they alternate; one provides the material, while the other facilitator observes the class to ensure that every client is engaged in the class. In addition, clients are provided with homework and every session each client receives one book to read with their child(ren); as well as a packet of supplies for activities to do with their child(dren). Finally, CSN consciously prepares all written material in English and Spanish at a third grade literacy level.

e) Evidence based programming is being used and information showing how the program is effective.

Nurturing Parenting Programs (NPP) and Strengthening Families culturally sensitive materials and tools are used to help build a more comprehensive family support.

Parental Resilience: NPP builds resilience by helping parents develop a positive self-concept and respond with empathy to their children, as well as to themselves. Anger management, stress management and emotional regulation are emphasized. In addition, parents are encouraged in each lesson to consider the impact of their own childhood experiences on their current thoughts and behaviors.

Social Connections: Through group-based sessions that are tailored for families in a specific cultural group and/or geographic area, encourages parents to involve themselves and significant others in home-based services, NPP promotes the development and strengthening of social connections. The bond between parent and NPP facilitator also serves to model what a healthy, collaborative, nurturing relationship looks like. Parents can apply that in their parenting as well as in their family, friendship and romantic relationships.

Knowledge of Parenting and Child Development: Building knowledge of parenting and child development is a primary focus of NPP. The parenting content in NPP emphasizes the importance of cooperative, empathic relationships with children and "discipline with dignity." Programs structured around the age of the child allow for the delivery of relevant information on brain development, ages and stages and other child and youth development topics. The goal is to develop appropriate expectations among parents.

Concrete Support in Times of Need: NPP uses a wraparound approach to ensure that families are getting the support they need, particularly when referred to the program by social services. The Nurturing Skills Competency Scale is used to identify needed concrete supports in six areas.

Social and Emotional Competence of Children: Children participate in activities that parallel what their parents are learning. A focus is on how to use "personal power" in a positive way. Children learn age-appropriate emotional regulation and relationship skills.

-
- Bavolek, S. J., Comstock, C. M., & McLaughlin J. W. (1983). The Nurturing Program: A validated approach for reducing dysfunctional family interactions. Final report submitted to the National Institute of Mental Health.
- Bavolek, S. J. (2005). Red, white, and bruises. Alternatives to Spanking series: Part 1--Rationale for spanking children [DVD]. Park City, UT: Family Development Resources.
- Bavolek, S., Keene, R., Miranda, G., Radcliff, J. Prevention and Early Intervention Component of Imperial County, "Implementation of the Nurturing Parenting Programs with Latino Families in Imperial County, California." 3 year report. June 2009 - July 2012. January 4, 2013
- Cherry, K, Cooper, C, Cross-Hemmer, A, Duong, T, Furrer, C, Green, B, Rockhill, A, Rodgers, A, "Executive Summary: Oregon's IV-E Waiver Demonstration Project." Relationship-Based Visitation & Parent Mentor Evaluations. Center for the Improvement of Child and Family Services Portland State University. December 2015
- Cultural Competence of Parenting... (PDF Download Available). Available from: https://www.researchgate.net/publication/277495920_Cultural_Competence_of_Parenting_Education_Programs_Used_by_Latino_Families_A_Review [accessed May 08 2018].
- Daire, Andrew P., Greenridge, Wendy L., The University of Central Florida "A Cross Cultural Investigation of the Nurturing Father's Program Outcomes." 2014
- Houston, N., "Evaluation of a Family-Centered Parenting Program for Culturally Diverse High-Risk Families." Nova Southeastern University. January, 2008
- Illinois Birth Through Three Waiver: "Developmentally Informed Child and Family Interventions IB3." Semiannual Progress Report. Prepared for the Children's Bureau, Submitted by the Illinois Department of Children and Family Services. July 31, 2015
- Swartz, et al (2016). Results from a randomized control trial of a parenting intervention for highly stressed families: Make Parenting A Pleasure. January 2016 Technical Report. Oregon Research Institute.

2. Organizational Readiness

CSN has a 37-year history of providing wrap around services to culturally diverse families. The comprehensive approach of CSN allows families to gain easy access to services internally and within other non-profits. The range of family services offered by CSN is a coordinated continuum of prevention, intervention, and referral out to treatment services. CSN has a stellar record of providing services to underserved areas of Fresno County with a high degree of cultural competency. CSN has grown from a \$3 million budget to over a \$14.5 million budget.

As an experienced 501(c)3 non-profit organization, CSN has an extensive knowledge of working with families who have historical cultural distrust, experienced institutionalized racism, and have been disproportionately oppressed. This experience comes from working with County and State Government in the provision of direct services to families involved in child welfare services. More than ten programs operate under the CSN umbrella which include; childcare referrals, toy lending library, help for child care providers in becoming licensed/accredited, help for income eligible families to receive subsidized childcare, support for child care providers to include children with special needs and challenging behaviors, and a family resource program. Management team holds semi-monthly meetings to discuss policies/protocols and ensures that we are being true to our mission. CSN has the unique capacity of drawing on an in-house, broad knowledge base provided by the diversity of services offered.

a) Organization's capabilities to provide the requested services

CSN is one of the current agencies providing effective Court-Ordered Parenting Education services to Fresno County Department of Social Services. For this specific program, the structure and capability has been established successfully for the last two years. Staff has been fully trained and all materials & forms have been developed. If funded, CSN is ready to provide services July 1st, 2018.

CSN's Family Connections (FC), through First 5 funding, was established in 2001 and has been serving families consistently in high need zip codes for the past 14 years. FC has provided a variety of social services, home visitation, literacy programs, developmental learning groups (DLGs), health services, parent education and Well Baby Clinics, to more than 6,000 unduplicated children ages 0-5 and their families where all children have been developmentally screened and linked to services if needed. FC home visitation is aligned with the Strengthening Families Protective Factors Framework model as CSN has adopted that framework as a community of practice which is also in alignment with our role as the Resource & Referral Network (R&R). FC's bilingual, bicultural staff is fully capable to support the changing demographics of Fresno County and has built strong trusting relationships with the residents of this community by going door-to-door and inviting input on services that residents felt were most needed. CSN reinforced a commitment to cultural sensitivity by hiring local, bilingual residents for many staff positions. FC's staff is trained in multiple evidence based modalities to ensure the needs of families with young children are being met.

CSN has provided Intensive Home Visitation Services since 2013 to Fresno County DSS's Voluntary Family Maintenance Program. The Home Visitation Program is designed to improve parent's protective factors such as parenting skills and attitudes towards their children and reduce risk factors such as parent depression and child behavioral concerns. This program has a strong relationship between the Home Visitor and the Fresno County Social Workers. The program follows best practice guidelines for home visitation.

CSN has successfully implemented multiple large grants over the past years and has accounting staff that monitor and handle the finances of all programs which are audited and reviewed annually by professional auditors and funders to ensure the proper accounting and recording of various program transactions. Management also holds twice monthly meetings to discuss policies/protocols and to ensure that we are building a culture around our mission to "Improve the quality of care for children of the Central Valley." Staff must carry additional insurance in their vehicle and have adequate transportation. In addition, CSN has one vehicle that the department utilizes to do home visitation in Fresno's rural communities.

b) Education and experience, including training and certification, of the Program Manager and other key staff as it pertains to program administration

Staffing for this program will consist of:

- (1) .25 FTE Program Manager
- (2) .50 FTE Parent Education Specialists

CSN's strong organizational structure is built upon an innovative Board of Directors (Board). The Board of Directors' overall responsibilities are governance and financial management of the agency. The Executive Director, Gayle L. Duffy, reports to the Board in full detail during monthly Board meetings. The Executive Director has full responsibility to oversee the personnel and administration.

The Program Manager will supervise and review project services, activities and evaluations through weekly staff and reflective practice meetings, data collection, and one-on-one meetings. The program manager will also participate in monthly supervisory meetings with CSN's Executive Director to monitor the quality of services and activities.

Fernando Segura, Family Connections Program Manager, currently administers four of CSN's programs. The four programs consist of: the Department of Social Services' (DSS) Voluntary Family Maintenance Intensive Home Visitation contract for the last five years; the DSS's Parenting Education Program for the last two years; First 5's Home Visitation and Developmental Learning Group for the 13 years; finally, The Fresno Superior Court's Children's Waiting Rooms for the last two years. Management teams report to the Family Connections Manager on the day-to-day operations. Management oversees the performance of staff. The Management team meets weekly and as needed to discuss updates in their projects and how they can support each other's goals and objectives. Furthermore, the Family Connections Manager provides both group and individual Reflective Supervision of Management staff.

Experience: Program Manager has managed the Family Connections Program since 2002. He has experience providing counseling to youth at the Juvenile Justice Campus with the Focus Forward program and experience providing counseling to female parolees and their dependent children through Fresno First, Mental Health Systems, Inc. Program Manager participated actively in the African American Culture Broker Project with CSU Fresno in 2011.

The Program Manager will review and supervise project services, activities and evaluations through weekly staff and reflective practice meetings, data collection, and one-on-one meetings. As part of supervision, the program manager will also attend monthly parent meetings. The current Family Connections manager will oversee the new Evidence-Based Parenting Program. His education consists of MA Social Work from California State University, Fresno BA Social Work from California State University, Fresno, and holds an Associate Clinical Social Work license.

Parent Education Facilitator (1) for CSN's Family Connections Program

Bachelor's degree in Early Child Development from Fresno Pacific University

Currently in the process of acquiring Master's degree in Early Child Education from California State University, Fresno 2018

Parent Education Facilitator experience consists of supervising Family Connections West Fresno service delivery site for eight years. Essential duties include: Supervise staff; managing database; planning and implementing services; program budgeting; staff hiring and training; and linking families to resources.

Other experience includes: 14 years of employment with CSN. She has worked as a Home Visitor with Fresno County VFM Program; Parent Education Specialist with Fresno County DSS; First 5; Developmental Learning Group Specialists; and, Clerical Support for CSN.

Parent Education Facilitator (2) for CSN's Family Connections Program

Bachelor's degree in Child, Family and Consumer Science; emphasis on Family Science from California State University, Fresno

Currently in the process of acquiring her Master's degree in Marriage Family Therapy from Fresno Pacific University 2018

Parent Education Facilitator experience consists of working with underserved and unserved populations in the West Fresno area. Essential duties include: Planning and implementing services; managing database; program budgeting; and linking families to resources.

Other experience includes: 6 years of employment with CSN. She has worked as a Home Visitor with Fresno County VFM Program; Parent Education Specialist with Fresno County DSS; First 5; Developmental Learning Group Specialists; and, Clerical for CSN.

Both Parent Education Facilitators have been fully trained and certified in Nurturing Parenting Program, Make Parenting a Pleasure, Back to Basics and The Protective Factors Framework model. Also, both Parent Education Facilitators have good communication skills: listening, speaking writing; good advocates for clients; compassionate towards others; positive; great problem-solving skills; critical thinkers and time-management and organizational skills.

Just as important, the program manager is fully trained and certified in multiple research and evidence based modalities which consist of the Nurturing Parenting Program; Make Parenting a Pleasure; Back to Basics; and, The Protective Factors Framework model. Furthermore, he has also been trained in the following: Child Development (all milestones); Brazelton's Touchpoints; (CSEFEL) Teaching Pyramid; Ages & Stages Questionnaire Trainings (ASQ & ASQ:SE); Parent Infant Toddler Care (PITC); Beginning's Guide Curriculum; Mandated Reporter Training; First 5 Fresno County Evaluation & Data Management; CPR & First Aid; Footsteps Transition Toolbox (Saint Agnes); Postpartum Depression; Infant Feeding; Diabetes and Obesity in Children; Impact on Children Exposed to Violence; Understanding Stress; Case Management Family Strengthening; Understanding ADD and ADHD; Autism Spectrum Disorders; Reflective Practice; Sexual Harassment; and Cultural Diversity.

Job descriptions and resumes for Gayle L. Duffy, Fernando Segura and Parent Education Facilitators (filled) are included in the Reports Section. Also, a full organizational structure layout where Family Connections program will house the Parenting Education program is included in the Reports Section.

c) How the organization will ensure that cultural and/or linguistic sensitivity is included in all aspects of program planning and service delivery.

CSN is committed to meeting the needs of families in all their diversity. CSN has dedicated itself to providing services, programs and policies that are appropriate and accessible to clients, who encompass a broad range of human differences such as ability and disability, age, educational level, ethnicity, gender, geographic origin, race, religion, sexual orientation, socio-economic class, and values. These services include cross cultural communication

and respect for the linguistic, ethnic, and gender-based differences that contribute to cultural identity. CSN will continue to hire and train culturally skilled and knowledgeable staff. During program planning and service delivery, CSN anticipate which cultural communities they are likely to serve and then develop the competence to serve them appropriately. If CSN finds that it lacks a professional skill in the culture or language of a client in home visitation, CSN consults with, or refer to someone who possesses that skill. CSN has an organizational commitment to strive for cultural competency. The expectation of the agency is for each staff member to also be culturally competent and have management that will continue to create the service delivery structure and environment where cultural competence is possible.

All curriculum utilized addresses English and Spanish speakers and multiple cultures. CSN Parent Education Facilitators are recruited who are generally bilingual and bicultural, and have lived experience with the communities they now serve. CSN's current Parent Education Facilitator is Latino and bilingual in Spanish. Because African-American parents usually feel more comfortable with at least one Parent Education Facilitator sharing their race and cultural background, recruitment of one of the new Parent Education Facilitators will focus on identifying a competent Parent Education Facilitator if possible. In the past, the number of Southeast Asian families referred has been very small and have spoken English. While there are CSN staff members who are of the Southeast Asian culture, should the Corrections System anticipate a high need for Hmong language availability, a Parent Education Facilitator could be recruited from the Southeast Asian community. CSN also has experience working with a hearing interpreter and can continue to utilize in the event such a need exists. Materials from all the programs are available in English and Spanish.

3. Implementation Plan

a) Program implementation plan. Proposed schedule of events and actions to start-up the program assuming a contract effective date of July 1, 2018 through when the first group will be served;

The Family Connections Framework is an integration of nationally recognized evidence based curriculums such as: Nurturing Parenting Program; Make Parenting A Pleasure; Back to Basics; and Strengthening Families Protective Factors.

The key strategy utilized in this program consists of: The Parenting Education classes provide tools and skills for parents to learn how to nurture their children; build relationships between parent and child; and, parent protective factors. Parenting Education classes are offered in either mornings or evenings in English and Spanish. Each parent will receive 14 sessions (approx. 2 ½ hrs duration each).

The focus is primarily on building relationships with clients; encouraging peer-to-peer sharing. Since they are all in the same situation, hearing others with similar issues or where a solution has proven effective, helps build trust for the entire experience. Clients are allowed to miss only two justified sessions in order to receive a certificate of completion.

Parents needing additional referrals for services as identified in assessments or during class sessions will be provided, either internally or through community partners.

Topics include:

- Session (1) Getting Started, Welcome; Hopes and Fears; Orientation
- Session (2) Taking Care of Yourself; Nurturing as a Life Style
- Session (3) Understanding Stress
- Session (4) Understanding Anger
- Session (5) Child Development; The Basics
- Session (6) Developing Empathy
- Session (7) Criticism and Confrontation
- Session (8) A Celebration of Culture and Spirituality
- Session (9) Communication

Session (10) Discipline (Part - 1)
 Session (11) Discipline (Part - 2)
 Session (12) Domestic Violence
 Session (13) Budgeting and Employment Skills Development
 Session (14) Graduation, Evaluation and Next Step

All materials needed for these classes will be provided by our program. Considering the length of the class, snacks and refreshments will be provided. Also, child care will be provided for those parents who may need assistance while classes are in session.

Implementation Plan for Start-up

The current Program Manager and two (2) Parent Education Facilitators are already fully trained in Nurturing Parenting Program, Make Parenting a Pleasure, Back to Basics and Strengthening Families Protective Factors Framework. The combined curriculum has been developed and proven to be effective. The curriculum will be revised as necessary if needed to better address issues for this target population.

b) Recruitment efforts to fill program positions and the estimated timeline for achieving full staffing;

Recruitment within CSN is the first step for recruitment for the three new positions and CSN encourages staff to develop and grow. Due to the desire to also recruit someone part of the African-American culture to better develop trust for those of that race in the program, recruitment in the community will also occur. Recruitment for these part-time positions will begin as soon as the contract is awarded. As shown above, it is hoped that recruitment and interviews can be conducted through July. Because there is a desire to attract a Parent Education Facilitator with experience in the African-American culture, contacting collaborative community partners and cultural brokers will occur. Networks such as The Children's Movement, Fresno State Department of Social Work, SMART MOCPOC and similar will also be utilized. Media and the newspaper will be utilized as necessary.

The individuals recruited should have at least an AA degree, be certified in NPP or Back to Basics, have experience in facilitating in a group setting, bilingual preferred, and must be culturally competent. The positions are part-time.

c) Describe timeline for program start up;

Since this is existing staff, all three have been cleared through the Department of Justice. CSN deliberately scheduling the first sessions in August due to the unknown number of referrals received. The current Parent Facilitator and the Program Manager as an Alternate Facilitator will facilitate the first session since they can easily accommodate in an ethnically and language appropriate manner. The second session is projected to take place in the month of October at the Bigby Villa in West Fresno location, allowing enough time to receive the referrals. For additional program start up details please see the table below.

	June	July	August	September
Recruit and hire 3 staff		XXX		
DOJ Security Clearance	XXX			
Curriculum Training	XXX			
Schedule sites	X	XX		
Revise and finalize curriculum	X			
Revised and finalized parent satisfaction survey		X		
Finalize facilitator weekly parent engagement tracking tools		X		
Finalize monthly reporting process with Corrections System		X		
Purchase equipment, materials and supplies		X		
Prepare and copy materials		X		
Contact clients to schedule the first cohort		X		
First cohort begins			X	

In addition, all current staff will be trained in more depth on trauma-informed care by June 2018, in advance of the contract, should it be awarded. As they incorporate practices, new staff will be provided the information. The current Program Manager has a background in Mental Health and has taken multiple courses in Trauma and Abuse, Post-Traumatic Stress Disorders (PTSD), and is fully certified in Nurturing Parenting Practice program.

Logistics for the various session locations will be finalized, schedules confirmed, materials copied, weekly reporting format finalized with the Corrections System and monthly reporting finalized. (See samples proposed in the Reports section.) Monthly reporting will be provided electronically in an Excel spreadsheet as per the sample report provided, with adjustments as needed for Corrections System purposes. These activities and adjustments will be completed in July and August. The first session will begin the first week in August.

d) Budget advance request justification why it's necessary to implement services

Children's Services Network (CSN) is requesting an advancement of \$20,600 to cover the first two months' expenses related to start-up costs, as well as payroll expenses, utility costs, supplies and equipment. As a 501(c)3 non-profit we administer a number of contracts that reimburse us for the services we provide after the work has been completed. Unfortunately, our General fund is limited. CSN is committed to providing quality services and we believe that we are an excellent fit for this contract. We have a great deal of experience and a stellar record for providing high quality parenting education services to our target populations. Furthermore, we are one of the current providers for Fresno County's DSS Parenting Education program. Our program has a completion and/or graduation success rate of 80 percent. If selected, it is our intention to initiate services effective July 1, 2018 and we would submit monthly invoices for reimbursements of actual costs beginning the end of July 2018.

e) Individuals expected to participate in the program, including class size and number of groups expected annually.

CSN will provide 60 parents, who have children ages 0-17 and are identified by County of Fresno Corrections System, with the Family Connections program, consisting of 14 parenting education sessions for two and a half hours each. The curriculum's foundation is the evidence-based, trauma informed Nurturing Parenting Program, and integrates the best of the evidence-based Make Parenting a Pleasure, Back to Basics and the Protective Factors Framework. The program will be offered in five cohorts in English and Spanish in both day and evening in three different locations: Malaga, West Fresno, and downtown Fresno. CSN will provide a total of five (5) cohorts of 12 clients. To ensure that we follow the fidelity of curriculum, the ideal number of clients per session is between 10 to 12; however, CSN is willing to begin a Cohort with fewer clients if requested by the Corrections System.

4. Outcomes

Outcomes will be met through meeting the following objectives. The Family Connections Parenting Education Program will meet weekly in cohorts of approximately 10-12 people. With five cohorts, the objective of having a minimum of 60 participants is easily met. CSN's committing to serve 60 parents with the capability to serve 70. As described earlier, a weekly narrative on each participant will be available, along with an electronic report on level of parent engagement. Professionals and/or paraprofessionals trained in the curriculum will provide the session facilitation. There will be two Parent Education Facilitators for each class session, who speak the appropriate language for the audience.

a) Program goals, objectives, and outcomes

The CSN program anticipates the following outcomes specifically:

Objective 1: 60 parents in 5 cohorts throughout 3 locations will participate in 14 class sessions of Fresno Family Connections parent education; up to 100 can be accommodated.

Outcome 1A: At least 60 unduplicated parents will attend the sessions.

Outcome 1B: 80% receive a certificate of completion

Objective 2: 60 parents will be screened utilizing the Adult-Adolescent Parenting Inventory-2 (AAPI) tool to determine a baseline on parenting skills and attitudes.

Of those completing the program:

Outcome 2A: 80% improve in at least two constructs identified in the initial assessment

Outcome 2B: 70% improve in at least two of three areas of discipline (Expectations of Children, Use of Corporal Punishment (*Discipline*), Parents Empathy towards Children's Needs)

Outcome 2C: 50% improve in at least four of the five constructs of the AAPI assessments

Outcome 2D: 100% at least maintain initial levels identified in the remaining constructs and do not regress

Objective 3: Parents completing the program are able to identify important knowledge gained and at least one new positive behavior change begun by the last session.

Outcome 3A: 75% of parents completing the program indicate they learned at least three new things as identified in the final satisfaction survey and the average score of all participants is having learned at least 3 new things

Outcome 3B: 85% of parents completing the program identified in the satisfaction survey a new behavior they are now using with their child(ren)

Objective 4: Parents needing additional referrals for services as identified in assessments or during class sessions will be provided, either internally, through community partners, or in conjunction with DSS.

Outcome 4: The number of parents referred and the number/percent of referrals made and completed will be tracked (more than one referral could be provided to an individual participant).

b) How the organization will evaluate program services

Evaluation Tools: Attendance will be monitored utilizing Attendance sign-in sheets. Level of parent engagement will be monitored through the completion of the Parent Education Facilitator Weekly Parent Engagement tool and results reported monthly as shown in the Report section. Pre and Post AAPI screenings will be utilized to demonstrate improvement (see more detail in the Outcomes section). A Parent Satisfaction survey on the last day of each session will provide a parent perception of knowledge gained and at least one behavior change already occurring, as well as utilized for continuous program improvement. The enclosed draft in the Reports section will likely be revised to some extent once the final curriculum is developed.

c) How the program will collect and maintain required data, report data on a monthly basis, and provide ad hoc reports as requested by Probation.

In the five-year experience providing intense home visitation services to Fresno County Voluntary Family Maintenance Program and DSS Parenting Education program, CSN together with Fresno County's Contract Analyst have developed a series of forms and tracking sheets for purposes of collecting and maintaining required demographic information; service provision data, reports on a monthly basis, and ad hoc reports to DSS. Example of forms include: the Fresno County home visitation AAPI Outcomes Reporting spread sheet, Home Visitation Tracking Log and the Intensive Home-Based Visitation Services Monthly VFM Report.

CSN's staff is most respectful of the families' personal information handled on a daily basis. CSN has developed policies and guidelines which protect the sharing of data in terms of not only how the data is collected; but, in what manner and with whom it may be shared without compromising the information we have about families. CSN's policy to ensure data quality and integrity requires staff training on confidentiality and identity theft. All data collected is maintained in a locked file and may be accessed only by appropriate personnel. Data stored on computers is accessed by appropriate staff passwords. Computer backups are completed every 24 hours. CSN has adopted a learning culture when it comes to data. Staff has been provided with an environment to openly discuss findings that data might reveal about program operations. Data has and will continue to be used as a spotlight for continuous improvement efforts around the services we deliver. Through this continuous

improvement loop we will utilize data driven knowledge to guide performance and help prioritize concrete action plans. Our learning culture includes staff, DSS staff, and clients in programing services.

Family Connections has also worked collaboratively with First 5 in their Web-based Persimmony data program. This database system monitors and tracks the effectiveness of referrals given to families based on their unique and varying needs from the results of the AAPI-2 and ASQ/ASQ:SE, while also tracking outcomes and goals for the First 5 contract. FC defines being linked to services as more than just a referral; but, ensures that families actually received services from the intended referral agency. This is another measure for us to monitor the effectiveness of our working relationships and to ensure families are provided with timely early intervention services for their children.

5. Location

a) **Proposed program site, including: location(s), the days and hours of operation, and how it meets the needs of the program.**

Three locations will be provided for the Family Connections Parenting Education program. Two of the three locations offer both day and evening classes. From past experience, we know that stay-at-home parents often prefer to attend sessions in the day while children are at school. We have found they are freer in their participation.

- I. **Malaga Elementary School** of Fowler Unified School District, 3910 S. Ward Ave., Fresno in the evenings from 6 pm to 8:30 pm, **one** group conducted in English and a **second** cohort conducted in Spanish. This will allow parents in the south/southeast area of downtown Fresno 93725 zip code to more easily attend in their own tight-knit community of less than 1,000 residents who are 94% Latino.
- II. **Bigby Villa** apartment complex in West Fresno, 1329 E. Rev Chester Riggins Ave, 937076. This Housing and Urban Development (HUD) subsidized apartment complex both houses those who may be referred for parenting education and is easily accessible for the residents in what has been termed one of the highest concentration of poverty urban neighborhoods in the nation. This area, per the US Census 2014, is 59% Latino and 18% African American. Asians (primarily Southeast Asian) comprise about 11% of the neighborhood. **Two** parenting sessions are evenings from 6 pm to 8:30 pm and **one** in the day from with two different groups in English and one group in Spanish.
- III. **The Lighthouse for Children**, 2405 Tulare St, in downtown Fresno for 93701, 93702, 93703, and 93727 zip code areas. Three of these zip codes are predominately Latino. In southeast Fresno (93727), Latinos are an estimated 42%, while Southeast Asians are as high as 15%, significantly higher than other neighborhoods. Parenting session at The Lighthouse are **weekdays** from 10 am – 12:30 pm and cohorts will be conducted in English and Spanish.

C. Reports

Reports in the following section include:

- Letters of Support
- CSN Board of Directors
- Organizational Chart
- Job Descriptions
 - Program Manager
 - Parent Education Facilitator
 - Executive Director
- Resumes
- Parent Engagement Weekly Report (Draft)
- Parent Engagement and AAPI Monthly Report (Draft Example)

- Parent Satisfaction Survey (Draft)
- Parent Satisfaction Survey Report (Draft Example)
- Notices of Privacy Practices form

D. Description of alternative solutions or approaches to accomplishing the desired results.

CSN's goal is to provide the participating client with the necessary skills to succeed and become productive in today's society. The parenting program understands that part of this process consists of meeting requirements and often situations may arise in which the client may be prevented from meeting them. Clients are able to miss twice during their required cohort. The parenting program wants to ensure that the client obtains missed information and/or materials. Therefore, to confirm receipt, the Parent Education Facilitators will work with the client by offering a one-on-one session. If, for any reason the client and Parent Education Facilitator cannot come to an agreement that best meets the client's needs, the parent will be offered other options. One option would be to place the client on a waitlist for the following parenting cohort. The client will then be able to continue services from where they left off at and work towards successfully completing the program. Another option would be a referral to a different agency/program that would be a better fit in meeting the client's needs. CSN's evidence-based parenting program wants to ensure that clients receive the appropriate services to aide in assisting the client for a successful future.

REPORTS

- Letters of Support
- Board of Directors
- Organizational Chart
- Job Descriptions
 - Executive Director
 - Program Manager
 - Parent Education Facilitator
 - Accounting Manager
- Resumes
- CSN Parenting Education Start-up Schedule (Tentative)
- CSN Start-up Cost Proposal/Advancement Request
- Parent Engagement Weekly Report (Draft)
- Parent Engagement AAPI Pre/Post Reports (Draft Example)
- Parent Satisfaction Survey (Draft)
- Parent Satisfaction Survey Report (Draft Example)
- CSN Procedural Consent (AAPI/ASQ & ASQ:SE)
- Progress Notes
- Client Log Sheet



fresno county superintendent of schools

Exhibit B

May 11, 2018

Gayle Duffy, Executive Director
Central Valley Children's Services Network
1911 N. Helm Ave
Fresno, CA 93727

RE: Letter of Support for CSN

Dear Gayle;

Without hesitation and with great enthusiasm, this letter is being written in support of the Central Valley Children's Services Network (CSN) Home Visitation Program and their application for funding. Families participating in this program are often involved in toxic risk environments such as substance abuse, child abuse, and parental mental illness impacting children at high risk for neglect and abuse. Fresno County Superintendent of Schools has a longstanding partnership with CSN and values the work CSN promotes with the families and children. CSN is certainly able to provide one-on-one home visitation, referral to local agencies, conduct educational playgroups for the children and provide parenting education classes. In addition, the meetings with collaborating agencies ensure all barriers are eliminated.

The home visitation program primarily focus on vulnerable families with children ages 0-5 and the comprehensive visits that meet the individual needs of the family. CSN is gifted to link families with an array of services internally and within the community, as well as follow-up with the referral.

We value CSN as one of our collaborating partners in many of our projects. If I can be of any assistance, please contact me at (559) 497-3846 or via email: ljaime@fcoe.org.

Sincerely,

Lupe Jaime, Director
Fresno County Superintendent of Schools
1111 Van Ness Ave.
Fresno, CA 93721
Phone (559) 265-3000

Fresno County Office of Education
1111 Van Ness Avenue • Fresno, California 93721
559.265.3000 • TDD 559.497.3912 • www.fcoe.org



Heidi Barbis
Manager Infant/Preschool

Lori Ann Infant Program
67 E. Ashlan Avenue
Fresno, CA 93704

Phone: (559) 248-7236
FAX: (559) 248-7132

Date: 4/24/18

Regarding: Fresno Family Connections

TO: Whom it may concern:

The Fresno Family Connections program (FFC) have collaborated with the Lori Ann Infant Program (LAIP) serves for more than two years. The LAIP provides special education services to families with children birth the three years old that have special needs.

When the families LAIP serves also have the FFC services, they receive the most complete education that can be provided at this age level.

Both programs focus on healthy relationships, child development, early literacy, health, communication, socialization, and family support.

FFC is an important community link between families and special education. Their expert knowledge on typical child development has led to referrals to LAIP for assessment for special education.

I could not do my job without the support of this vital community resource.

Sincerely,

A handwritten signature in blue ink that reads 'Lisa Balucas'.

Lisa Balucas, RN, PHN, Early Interventionist

**Central Valley Children's Services Network
Board of Directors
2017-2018**

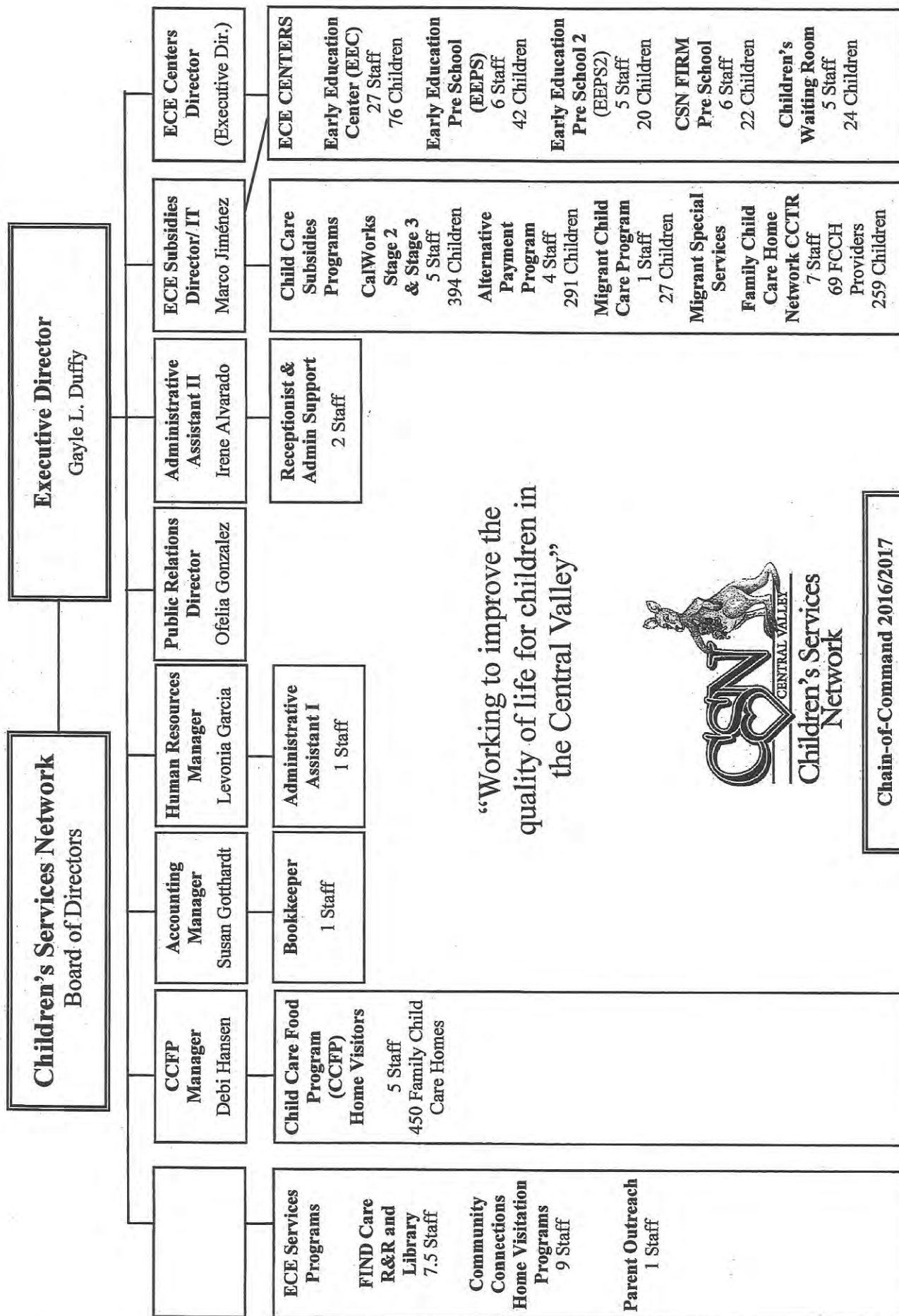
Exhibit B

Name & Contact Information	Length of Term	Board Committee
Secretary Magnia, Martha MA Child Development Faculty Social Sciences Division Fresno City College 5563 E. Crescent Ave. Fresno, CA 93727 292-1904 (h) 442-4600 Ext. 8367 (w) martha.magnia@fresnocitycollege.edu mam8150@sbcglobal.net	Dec. 2012 – Feb. 2018	(Secretary) Board Evaluation Com. Fundraising Committee
Mathies, Deanna Executive Officer, Early Learning, F.U.S.D. 3656 E. Norwich Fresno, CA 93726 (w) 457-3687 Deanna.Mathies@fresnounified.org	April 2017 - Present	Audit Committee Bylaws Committee
President Melton, Greg Program Supervisor Clovis Unified School District, Child Development 1735 David E. Cook Way Ste. C Clovis, CA 93611 327-9185 (w) 217-4903 (c) gregmelton@cusd.com	June 2012 – Present	(President) Finance Committee Board Evaluation Com. HR Committee
Roup, Christina Executive Director, NAMI 7727 N. Baird Ave. Fresno, CA 93720 (w) 224-2469 (h) 385-8446 (f) 438-6630 chrisroup@gmail.com	April 2017 – Present	(Vice President) Board Development HR Committee Fundraising Committee
Solaegui, Larry Fresno Managing Partner Laughlin, Falbo, Levy & Moresi LLP 575 E. Locust Suite 311 Fresno, CA 93720-2928 (c) 217-2356 (h) 434-8821 (w) 431-4900 LSolaegui@lflm.com	Dec. 2012 - Present	Board Evaluation Com. Bylaws Committee HR Committee

**Central Valley Children's Services Network
Board of Directors
2017-2018**

Exhibit B

Name & Contact Information	Length of Term	Board Committee
Stanley, Ryan MBA Director of Performance Improvement Kaiser Foundation Hospitals Fresno Service Areas 7300 N. Fresno St. Fresno, CA 93720 448-3381 (w) 676-2025 (h) <u>ryan.l.stanley@kp.org</u>	Oct. 2014 - Present	Finance Committtee Fundraising Committee
Yun, Cathy PhD Program Coordinator; Assistant Professor of Early Childhood Education California State University, Fresno 5005 N. Maple Ave. M/S ED 202 Fresno, CA 93740 278-0238 (w) (917) 669-8569 (c) <u>cyun@csufresno.edu</u>	Nov. 2014 - Present	Fundraising Committee



Central Valley Children's Services Network

Job Description

POSITION: Executive Director (*Exempt*)

DURATION: on-going

ACCOUNTABLE TO: Board of Directors

PURPOSE OF THE JOB: To oversee the successful operation of the agency.

ESSENTIAL FUNCTIONS:

Contract Administration:

1. Oversee and coordinate administration functions of the agency: Fiscal, Public Relations/Fund Development;
2. Oversees and coordinates implementation of program grants;
3. Ensures compliance with all funding requirements;
4. Interprets instructions, manuals and policy memos from funding sources for implementation within agency programs;
5. With Board, develops and evaluates goals, objectives, action plans and budget;
6. Attends conferences and local, regional and state meeting pertaining to program issues;
7. Writes grants to increase agency's ability to provide services, to new programs and to expand existing programs.

Fiscal Administration:

1. Develops annual budget to accomplish program goals;
2. Ensures balanced budget;
3. Monitor and approve all project expenditures;
4. Oversees the planning, coordination and implementation of agency fundraising activities;
5. Prepares proposals for maintenance and/or expansion of project funding;
6. Obtains bids as required prior to purchase of equipment or services;
7. Serves as a liaison with funding sources; and
8. Ensure timely fiscal reporting to CSN Board of Directors.

Community Outreach:

1. Serves as the agency spokesperson;
2. Create and maintain positive agency image/project image;
3. Develop collaborative relationships with other community agencies for information exchange, joint projects when appropriate, and advocacy efforts;
4. Be visible in the community;
5. Determine need in the community not met through current services. Develop and implement plan (including budget) to correct; and
6. Participate in leadership, planning and implementation of agency events.

Public Education and Advocacy:

1. Works to keep the community, local officials and the Board of Directors apprised of issues and development affecting public policy, funding and local needs;
2. Develops and maintains relationships with statewide advocacy and professional groups and provides leadership as appropriate.

Staff Supervision:

1. Oversees recruitment, employment, training and supervision of staff;
2. Implement staff development plan; and
3. Develops and maintains clear-cut lines of communication.

Accountability and Support:

1. Recommends operational policies and procedures as required for efficient and economical operations;
2. Serves as liaison between agency staff and the Board of Directors;
3. Serves as educator and advisory to the Board on contractual, budgetary and programmatic matters;
4. Staffs Board and Board Task Group/Ad hoc Committee meetings;
5. Prepares and/or secures background information pertinent to Board issues and projects; and
6. Ensures compliance with agency by-laws.

EXPECTATIONS/BEHAVIORS:**The staff member will:**

1. Work well under pressure, meeting multiple and sometimes completing deadlines. The staff member shall, at all times, demonstrate cooperative behavior with colleagues and supervisors;
2. Be able to build good working relationships with people from diverse backgrounds and bring in new leaders;
3. Like and respect people; ability to create positive energy in individuals and groups; ability to organize people or tasks, to develop realistic action plans realizing time constraints and resource availability; ability to work with people in such a manner as to build high morale and group commitment to goals and objectives;
4. Be able to delegate;
5. Be able to conceptualize and communicate well;
6. Be dependable, fulfills commitments, follows through;
7. Be professional, willing to separate personal from organizational interests;
8. Demonstrate high team spirit and attitude: working toward another person's success;
9. Display maturity: has a strong self-identity; able to challenge people to act on their values and self-interests;
10. Be willing to evaluate others and be evaluated; takes responsibility for their own actions and decisions;
11. Have courage: is willing to take risks;
12. Be able to plan: takes the time to plan ahead for their schedules and the organization's schedule;
13. Have a sense of humor;
14. Be able to and be willing to teach others what they know;
15. Have imagination and curiosity – does not take things for granted and is willing to ask questions and learn;
16. Be able to make decisions on available information and take actions in accordance with agency policy and procedures and Funding Terms and Conditions specifications;
17. Utilize clear written and verbal communication and sound documentation techniques;
18. Be able to accurately and professionally express opinions or feelings to others, regardless of their position;
19. Be able to use a systematic approach in problem solving;
20. Be able to modify own behavior style to respond to the needs of others while maintaining own objectives and sense of dignity; and
21. Be able to be sensitive to special needs while maintaining a sense of urgency.

BASIC SALARY & BENEFITS WILL INCLUDE:

- **Salary range:** \$ 70,000 - \$ 93,807 annual. Annual merit increases
- Paid vacation and holidays
- Full health coverage
- Full dental coverage
- Retirement Plan

QUALIFICATIONS:

Education: Master's Degree

Experience: Minimum five years' experience in non-profit human service administration and community organization.

SKILLS NEEDED:

- Strong customer service commitment;
- Respect for self, team members and clients;
- Multi-task oriented;
- Detail oriented;
- Computer literate;
- Transportation and valid California Driver's License;

- Automobile insurance with minimum limits of \$100,000/\$300,000/100,000 (bodily injury); and
- Bilingual Spanish preferred.

PHYSICAL AND MENTAL REQUIREMENTS OF POSITION:

- Be drug-free;
- Provide proof of negative TB test result dated no more than 6 months prior to date of employment;
- Have the stamina, strength and alertness to work a minimum of 40 hours per week plus attend night and weekend meetings/events as required;
- Daily work could include: sitting at a desk and/or computer for periods of time; telephone work; walking to other areas of the building: for meetings, to make copies, to get mail or forms; filing; lifting/organizing supplies; use of equipment such as copy machines, fax machine, electric stapler, calculator/adding machine, coffee pot; assist in loading and/or unloading vehicles with equipment/supplies; driving own vehicle; securing and driving rental vehicle; purchase items; enter child care facilities/homes or homes of parents; attend events/meetings away from office during the day and/or evening hours; and
- Professional in attire, composure, attitude and interactions with others.

Central Valley Children's Services Network

Job Description

POSITION: *Family Connections Program Manager (exempt)*

DURATION: 2 years

ACCOUNTABLE TO: Program Director

PURPOSE OF THE JOB: To oversee the implementation and day-to-day operations of the Family Connections Program. Coordinate, plan and oversee all aspects of the Program.

ESSENTIAL FUNCTIONS:

Contract Administration:

1. Direct development, accomplishment and evaluation of program goals, objectives, outcomes;
2. Ensure compliance with all contract and funding requirements;
3. Development of/compliance with annual review of agency and program policies/goals;
4. Oversee sub-contracts/consultants/independent contractors;
5. Attend conferences and local, regional and state meeting pertaining to program issues;
6. Create systems and procedures as needed;
7. Approve requests for supplies, equipment, repairs from program staff;
8. Maintaining master calendar of project and target community program and training events;
9. Review all developed program fliers/brochures before release; and
10. Maintain inventory of equipment purchased.

Other Responsibilities Include:

1. Plan project services based on family needs and project goals;
2. Continual assessment and understanding of families;
3. Ensure parents can access all services they need;
4. Oversee data collection and entry of monthly service delivery information as required;
5. Solicit donations from the community to provide additional incentives/programs as needed;
6. Provide technical assistance to assist parents in accessing services through self-empowerment;

Fiscal Administration:

1. Develops annual budget to accomplish program goals within perimeters of funding requirements;
2. Ensures balanced budget;
3. Monitor and approve all project expenditures;
4. Prepares proposals for maintenance and/or expansion of project funding;
5. Obtains bids as required prior to purchase of equipment or services; and
6. Ensure timely fiscal reporting to the funding agency and CSN Board of Directors.

Community Outreach:

1. Create and maintain positive agency image/project image;
2. Develop collaborative relationships with other community agencies for information exchange, joint projects when appropriate, and advocacy efforts;
3. Be visible in the community; and
4. Participate in the planning and implementation of agency events.

Public Education and Advocacy:

1. Works with the CSN Public Relations Director to keep the community, local officials and the Board of Directors apprised of issues and developments affecting public policy, funding and local needs; and
2. Participates in the legislative process as an advocate for children and parents.

Staff Supervision:

1. Oversees recruitment, employment, training and supervision of all project personnel in accordance with board-approved personnel policies;
2. Implement staff development plan;
3. Develops and maintains clear-cut lines of communication; and
4. Meets regularly with staff and special committees to receive input, provide leadership and monitor progress, ensuring service integration and cooperation.

Accountability and Support:

1. Recommends operational policies and procedures as required for efficient and economical operations; and
2. Serves as liaison between program staff and the Executive Director.

EXPECTATIONS/BEHAVIORS:

The staff member will:

1. Work well under pressure, meeting multiple and sometimes completing deadlines. The staff member shall, at all times, demonstrate cooperative behavior with colleagues and supervisors.
2. Be able to build good working relationships with people from diverse backgrounds and bring in new leaders;
3. Like and respect people; ability to create positive energy in individuals and groups; ability to organize people or tasks, to develop realistic action plans realizing time constraints and resource availability; ability to work with people in such a manner as to build high morale and group commitment to goals and objectives;
4. Be able to delegate;
5. Be able to conceptualize and communicate well;
6. Be dependable, fulfills commitments, follows through;
7. Be professional, willing to separate personal from organizational interests;
8. Demonstrate high team spirit and attitude: working toward another person's success;
9. Display maturity: has a strong self-identity; able to challenge people to act on their values and self-interests;
10. Be willing to evaluate others and be evaluated; takes responsibility for their own actions and decisions;
11. Be able to plan: takes the time to plan ahead for their schedules and the organization's schedule;
12. Be able to and be willing to teach others what they know;
13. Be able to make decisions on available information and take actions in accordance with agency policy and procedures and Funding Terms and Conditions specifications;
14. Utilize clear written and verbal communication and sound documentation techniques;
15. Be able to accurately and professionally express opinions or feelings to others, regardless of their position;
16. Be able to use a systematic approach in problem solving;
17. Be able to modify own behavior style to respond to the needs of others while maintaining own objectives and sense of dignity; and
18. Be able to be sensitive to special needs while maintaining a sense of urgency.

BASIC SALARY & BENEFITS WILL INCLUDE:

- **Salary range:** \$ 50,000 - \$ 60,000 annual.
- Full health coverage
- Full dental coverage
- Paid vacation and holidays
- Retirement Plan

QUALIFICATIONS:

Education: BA degree in Social Sciences or equivalent experience

Experience: Minimum of 2 – 3 years supervisory experience.

SKILLS NEEDED:

- Strong customer service commitment;
- Respect for self, team members and clients;
- Multi-task oriented;
- Detail oriented;
- Computer literate;
- Transportation and valid California Driver's License;
- Automobile insurance with minimum limits of \$100,000/\$300,000/100,000 (bodily injury);

- Bilingual Spanish preferred.

PHYSICAL AND MENTAL REQUIREMENTS OF POSITION:

- Be drug-free;
- Provide proof of negative TB test result dated no more than 6 months prior to date of employment;
- Have the stamina, strength and alertness to work a minimum of 40 hours per week plus attend night and weekend meetings/events as required;
- Daily work could include: sitting at a desk and/or computer for periods of time; telephone work; walking to other areas of the building: for meetings, to make copies, to get mail or forms; filing; lifting/organizing supplies; use of equipment such as copy machines, fax machine, electric stapler, calculator/adding machine, coffee pot; assist in loading and/or unloading vehicles with equipment/supplies; driving own vehicle; securing and driving rental vehicle; purchase items; enter child care facilities/homes or homes of parents; attend events/meetings away from office during the day and/or evening hours; and
- Professional in attire, composure, attitude and interactions with others.

**Central Valley Children's Services Network
Job Description**

POSITION: *Family Connections Program - Parent Education Facilitator (Part-Time/Non Exempt)*

DURATION: 2 YEARS

ACCOUNTABLE TO: Family Connections Program Manager

PURPOSE OF JOB: To work with families and Early Care and Education collaborators in the implementation of the **Family Connections Parent Education Program** by assisting in the coordination of service delivery facilitating, planning, and implementation.

ESSENTIAL FUNCTIONS:

Contract Administration:

1. Work toward accomplishment of goals and objectives for the department;
2. Facilitate Parent Education services to DSS families utilizing Back to Basics, Make Parenting A Pleasure, and Nurturing Parenting Program curriculums.
3. Complete paperwork needed.
4. Work with parents to understand and identify the needs of children, their families, as well as link information among parents, schools, and program;
5. Link children and families to services and resources through existing structures (i.e. school, churches, community agencies, etc.) and referrals; assist families in the completion of documents for the Department of Social Services (DSS).
6. Completing tasks/projects/processes assigned by supervisor such as:
 - a) Create systems and procedures as needed;
 - b) Continual assessment and understanding of families, their needs, and services provided in the community;
 - c) Arrange for transportation if necessary for parents and their families;
 - d) Provide presentations as needed;
 - e) Take lead on projects as assigned.
7. Maintenance of the Children and Families Center; West Fresno Bigby Villa; or Lighthouse for Children (facility where providing services).
8. Take lead in outreach promotion and public relation projects.

Fiscal Administration:

Community Outreach:

1. Create and maintain positive agency/department image;
2. Participate in the planning and implementation of agency/department events.

Public Education and Advocacy:

1. Participates in the legislative process as an advocate for children and parents.

EXPECTATIONS/BEHAVIORS:

The staff member will:

1. Work well under pressure, meeting multiple and sometimes completing deadlines. The staff member shall, at all times, demonstrate cooperative behavior with colleagues and supervisors
2. Be able to build good working relationships with people from diverse backgrounds;
3. Like and respect people; ability to create positive energy in individuals and groups; ability to organize people or tasks, to develop realistic action plans realizing time constraints and resource availability; ability to work with people in such a manner as to build high morale and group commitment to goals and objectives;
4. Be able to delegate, conceptualize and communicate well;
5. Be dependable, fulfills commitments, follows through;
6. Be professional, willing to separate personal from organizational interests;

7. Demonstrate high team spirit and attitude: working toward another person's success;
8. Display maturity: has a strong self-identity;
9. Be willing to evaluate others and be evaluated; takes responsibility for own actions/decisions;
10. Be able to plan: takes the time to plan ahead for their schedules and the organization's schedule;
11. Have a sense of humor;
12. Be able to and be willing to teach others what they know;
13. Have imagination/curiosity-does not take things for granted; willing to ask and learn;
14. Be able to make decisions on available information and take actions in accordance with agency policy and procedures and Funding Terms and Conditions specifications;
15. Utilize clear written and verbal communication and sound documentation techniques;
16. Be able to accurately and professionally express and opinion or feelings to others, regardless of their position;
17. Be able to use a systematic approach in problem solving;
18. Be able to modify own behavior style to respond to the needs of others while maintaining own objectives and sense of dignity; and
19. Be able to be sensitive to special needs while maintaining a sense of urgency.

BASIC SALARY & BENEFITS WILL INCLUDE:

- **Salary range:** \$16,000 - \$18,000 annual.
- No Benefits
- State Required Paid Sick Leave

QUALIFICATIONS:

Education:

- Bachelor's Degree (BA) or Higher
- Certification in Nurturing Parenting Program or Back to Basics

Experience:

- Child development preferred
- Working with children and families minimum 2 years

SKILLS NEEDED:

- Strong customer service commitment;
 - Respect for self, team members and clients;
 - Multi-task oriented; Detail oriented; and Computer literate;
 - Valid California Driver's License;
 - Automobile insurance with minimum limits of \$100,000/\$300,000/100,000 (bodily injury).
 - Bilingual Spanish/Hmong preferred

PHYSICAL AND MENTAL REQUIREMENTS OF POSITION:

- Be drug-free;
- Provide proof of negative TB test result dated no more that 6 months prior to date of employment;
- Have the stamina, strength and alertness to work a minimum of 40 hours per week plus attend night and weekend meetings/events as required;
- Daily work could include: sitting at a desk and/or computer for periods of time; telephone work; walking to other areas of the building: for meetings, to make copies; filing; lifting/organizing supplies; use of equipment such as copy machines, fax machine, coffee pot; assist in loading and/or unloading vehicles with equipment/supplies; driving own vehicle; purchase items; and attend events/meetings away from office during the day and/or evening hours;
- Professional in attire, composure, attitude and interactions with others.

Central Valley Children's Services Network

Job Description

POSITION: Accounting Manager III (*Exempt*)

DURATION: on-going

ACCOUNTABLE TO: Executive Director

PURPOSE OF THE JOB: Is responsible for all activities relating to the business and fiscal functions of the agency. This includes assistance with budget preparation and control, accounts payable and receivable, general ledger through financial statements data processing and management, fiscal control of contracts, monitoring of grants, processing of personnel documents, inventory oversight.

ESSENTIAL FUNCTIONS:

Contract Administration:

1. Ensures compliance with all contracts and funding requirements;
2. Attends conferences and local, regional and state meeting pertaining to program issues; and
3. Create systems and procedures as needed.

Fiscal Administration:

1. Assists in development of annual budget;
2. Monitor and approve all project expenditures;
3. Obtains bids as required prior to purchase of equipment or services for fiscal office;
4. Ensure timely fiscal reporting to the funding agencies and CSN Board of Directors;
5. Approve requests for supplies, equipment, repairs from fiscal staff;
6. Preparation of fiscal reports for First 5 and neighborhood Resource Centers;
7. Review Journal Entries;
8. Review Petty Cash activity monthly;
9. Pulls staff held receipt books, reviews and reconciles every 6 months;
10. Prepares and distributes financial statements and budget control reports to managers;
11. Ongoing budget analysis and control;
12. Ongoing Accounts Receivable control;
13. Delivers deposits to bank;
14. Responsibility for local, state, and federal regulations;
15. Assist with formulation/Implementation of policies and procedures relative to fiscal activities; and
16. Initial review of deposit's Z tape.

Community Outreach:

1. Create and maintain positive agency image/project image;
2. Participate in the planning and implementation of agency events.

Public Education and Advocacy:

Staff Supervision:

1. Oversees recruitment, employment, training and supervision of Bookkeepers in accordance with board-approved personnel policies;
2. Oversees all accounting and fiscal functions performed by Bookkeepers;
3. Implement staff development plan;
4. Develops and maintains clear-cut lines of communication; and
5. Meets regularly with staff and special committees to receive input, provide leadership and monitor progress, ensuring service integration and cooperation.

Accountability and Support:

1. Recommends operational policies and procedures as required for efficient and economical operations.

Resume of
 GAYLE LORRAINE REYES
 242 N. Fulton Ave.
 Fresno, CA 93701

Education

2002 – 2005 California State University, Fresno, CA
 Masters in Education, ECE, December 2005

1992 – 1995 Fresno Pacific College, Fresno, CA
 Bachelors of Arts, July 1995
 Major: Management Achievement and Leadership Award

1989 – 1991 California State University, Fresno, CA
 Course work towards Liberal Arts Degree

1982 – 1990 Fresno City College, Fresno, CA
 Course work towards Liberal Arts minor.

PROFESSIONAL EXPERIENCE

Central Valley Children's Services Network
 1911 N. Helm Ave, Fresno, CA 93727
 Executive Director, January 1, 2009 to present
 Oversee and coordinate administrative functions of the agency: Fiscal, Public Relations and Fund Development; Develop and implement annual budget of 11 million dollars. Oversee and coordinate implementation of program grants; Ensure compliance with all funding requirements; Interpret instructions, manuals and policy memos from funding sources for implementation within agency programs. With Board, develop and evaluate goals, objectives, action plans and budget; Attend conferences and local, regional, state and national meetings pertaining to funding and program issues; Write grants to increase agency's ability to provide services, to provide new services and to expand existing programs.

Deputy Director, July 19, 1999 to December 2008
 Assist with the development and administration of an 8 million dollar agency budget. Responsible for the supervision of program managers; expansion of existing program and development of new program (resulting in an increase in staff from 32 in 1999 to current total of 72). Work with local and state representatives to ensure compliance with all contracts. Oversee maintenance and expansion of agency wide computer system. Responsible for all areas related to human resources including application of State and Federal employment laws.

Golden Valley Girls Scout Council
 1486 Tollhouse Road #101, Clovis, CA 93611
 Director of Program, Adult Development and Camping Administration, April 1966 to July 1999. Supervision of Training Specialist, Program Assistant, Horseback Riding Director, seasonal resident camp staff and Service Unit Day Camp Directors. Development of action steps and budget for program and Training Department including Seasonal Resident Camp, Outdoor Program, workshops and large Council events. Responsible for recruitment, training and supervision of volunteers. Serve as community liaison to encourage involvement and enhance Girl Scout Program.

Golden Valley Girl Scout Council

1486 Tollhouse Road#101, Clovis, Ca 93611

Director of Program and Adult Development, September 1990 to August 1993.

Supervision of Program Assistant, Horseback Riding Director, temporary resident camp staff and Service Unit Day, Camp Directors. Development of action steps and budget for Program Department including Seasonal Resident Camp, Outdoor Program, workshops and large Council events. Responsible for recruitment, training and supervision of volunteers.

Girl Scout Resident Camp Director, 1991-1993

Camp El-O-Win, Shaver Lake, California

Hire, train and supervise 30-35 seasonal camp staff members. Design and implement a five week resident camp program for 100-125 campers per week. Work with outside agencies (County Health Department, U.S> Forestry, etc).

Membership Specialist, September 1989- September 1990

Responsible for community relations, membership recruitment, and on-going training and support of troop leaders/ volunteers.

Program Aid, October 1987 to September 1989

Recruitment and supervision of volunteer committee members. Responsible for providing large council events and program activities under the supervision of the Program Director.

CURRENT AFFILIATIONS

Fresno Street Saints, Board President

Alumni, Leadership Fresno Class of 2011

Fresno County Interagency for Families and Children, Executive Board Member

Local Child Care Planning Council, Vice Chair

California Child Care Resource & Referral Network

National Association for the Education of Young Children

National Association of Child Care Resource & Referral Agencies (NACCRRA)

NACCRRA Membership Council Representatives for California

Lifetime Member of the Girl Scouts of the U.S.A.

Founding Member and President of the Board, Friends of Camp El-O-Win 2006- present Girl Scout Volunteer, Fresno, California

Fernando Segura

6780 W. Shields Avenue
Fresno, CA 93723

Home Phone: (559)779-5039
Email: fersegura@att.net

Education

California State University, Fresno, Fresno, CA May, 2012
California State University, Fresno, Fresno, CA December, 2007
Fresno City College, Fresno CA May, 2005

MSW
B.A., Social Work
A.A., Liberal Studies

Publications

Segura, F. (2012). Fresno County Child Care Needs Assessment. A project submitted in partial fulfillment of Master's in Social Work, Department of Social Work. California State University, Fresno.

Work Experience

Program Manager January 2002 - Present
Children's Services Network

Oversee the implementation of the Fresno Family Connections Home Visitation Program. Coordinate, plan and oversee all aspects of Program. Essential duties include: Development and implementation of community services and advocacy programs for low-income communities; program budgeting; staff hiring, training and supervision; and evaluation of program services.

Unlicensed Mental Health Clinician September 2010 - August 2011
Mental Health Systems Inc., Fresno, CA
Worked with female parolees and their dependent children in providing individual mental health counseling services.

Research Assistant July 2009 - May 2010
California State University, Fresno
Worked in collaboration with California State University, Fresno, CALSWEC in the use of cultural brokers as an approach to community engagement with African American families in child welfare: An empirically based curriculum project.

School Social Worker Intern August 2006 - December 2007
Focus Forward Project, at the Juvenile Justice Campus, Fresno, CA
Provided individual, group, and academic counseling; including mediation, and reflective consultation.

Community Organizer June 2003 - September 2003
Habitat for Humanity, Fresno
Community organizing with residents from a housing project in Southwest Fresno to promote self-empowerment to identify and address neighborhood needs.

Martha Olivia Perez
 5153 E. Belgravia Ave, Fresno, CA 93725
 (559) 313-6961
 marthaperez@mail.fresnostate.edu

EDUCATION

<i>California State University of Fresno, Fresno, CA</i>	
Master Degree in Early Childhood Education Project	2018
<i>Fresno Pacific University, Fresno, CA</i>	
Early Childhood Development Baccalaureate of Arts degree	2015
<i>Fresno City College, Fresno, CA</i>	
Liberal Arts degree with High Honors	2010

AWARDS

• High Honors, Fresno Pacific University, Fresno, CA	2015
• High Honors, Fresno City College, Fresno, CA	2010

EXPERIENCE

Central Valley Children's Services Network, Fresno, CA	
Assistant Program Manager – Family Connections Program/Children's Waiting Rooms	07/2015 - Present
Supervise home visitation staff and children waiting room staff; assure quality of program services to the families enrolled; data entry into Persimmony Database; Scope of work development; reports; financial tracking; plan and organize program events/meetings; facilitate Developmental Learning Groups; purchase needed supplies for group sessions; attend staff meetings; provide case management services and referrals.	
Central Valley Children's Services Network, Fresno, CA	2013 – 2015
Home Visitation/Developmental Learning Groups Specialist	
Provide home visitation service to families with children ages 0-17; conduct developmental screenings; conduct parent screenings; provide age appropriate activities; role model positive parenting skills; provide parenting classes; plan and coordinate lesson plans for developmental learning groups; purchase needed supplies for group sessions; attend staff meetings; provide case management services and referrals.	
Central Valley Children's Services Network, Fresno, CA	2010 - 2013
Assistant Program Coordinator	
Supervise home visitation staff; assure quality of program services to families enrolled; data entry in Persimmony Database; scope of work development; reports; financial tracking; plan and organize program events/meetings; co-facilitate parenting classes; assist staff with developmental learning groups; attend meetings for management/staff; and various other clerical duties.	
Central Valley Children's Services Network, Fresno, CA	2009 - 2010
Home Visitor	
Provide home visitation services to families with children ages 0-5; conduct developmental screenings; provide age appropriate activities; role model positive parenting skills; provide enriched childcare services parenting classes; provided case management services and referrals.	

Gabriela Saucedo
 1212 P St. Sanger, CA 93657
 (559) 301-8759
 gzs25@fpu.edu

EDUCATION:

- **FRESNO PACIFIC UNIVESITY**
Masters of Arts in Marriage and Family Therapy, expected graduation Fall 2018
- **CALIFORNIA STATE UNIVERSITY, FRESNO**
Bachelor of Arts Degree in Family and Consumer Science, graduated May 2014
 Emphasis: Family Science

EXPERIENCE:

- **Children Services Network- Fresno Family Connections** 07/2016- Present
 - Conduct developmental assessments with children ages 0-5 years.
 - Provide activities to promote parent child interactions.
 - Refer families to appropriate agencies/organizations to meet their need.
- **Children Services Network- Subsidize** 08/2015-06/2016
 - Data Entry
 - Filling, Organizing
 - Assists organizing parent meetings and in home provider trainings.
- **Childtime Learning Center** 08/2014-08/2016
 Teacher Assistant
 - Provide enrichment activities for toddlers.
 - Lesson Plan using assigned curriculum.
- **California Teaching Fellows, Fresno, CA** 09/2012-09/2016
 Site Coordinator
 - Coordinate a staff of 5 leaders and 94 students.
 - Keep records of monthly attendance.
 - Plan field trips for 94 students.
- **Children Services Network- Family Connection Program** 02/2012-08/2016
 Internship
 - Prepare material for Developmental Learning Groups.
 - Volunteer for the Lisa Project.
- **Juvenile Justice System** 07/2013-10/2013
 Focus Forward Mentor
 - Mentoring and provided youth with resources such education, obtaining driving license, preparing for job interviews.
 - Case management

SKILLS

- Bilingual: Spanish (written and oral)
- Computer Skills (Word, Excel, PowerPoint, Persimmony)
- Able to work independently or with team to get the job done.

LEADERSHIP SKILLS

- **Spanish Recollection at St. John's Cathedral, Fresno, CA** 08/2009-11/2017
 Secretary of Youth Group
 - Take attendance for over 30 members.
 - Organize community service events.
 - Organize weekly meetings.

Susan H. Gotthardt

1560 E. Fallbrook
Fresno, CA 93720
(559)298-1665
(Confidential)

Characterized as a dedicated, responsible, and well-organized individual; proficient at operational and financial analysis; efficiency and profitability.

OBJECTIVE

Eager for challenging accounting/management position of increasing responsibility and advancement within a proactive, learning business environment.

QUALIFICATIONS SUMMARY

- Manager: Proven ability to direct and coordinate people. Functions skillfully with clients, co-worker and management. Competent director of multiple, complex projects. Successful at training support staff on the operation of various computerized systems.
- Financial: Record and process bookkeeping and general ledger information. Proven ability to prepare financial statement and tax returns for individuals, corporations and partnerships. Proficient in the preparation of various quarterly and annual governmental compliance reports. Develops and maintains computerized and manual analytical and statistical working papers.
- Administrator: Responsible for the hiring, placement and performance of support staff. Develops and implements operational changes improving efficiency and cohesion. Assist employer in the dial operations and marketing of his CPA firm.
- Audit/Budgetary: Familiar with procedure used in preparing audited work papers. Some experience with the Preparation of fixed and variable budgets.

EDUCATION

Bachelor of Science, CSUF, Accountancy Option 1994

Recipient of 1st Place "Best Case" Award in the SBI Program

288 Dovewood Circle, Reedley, CA 93654 (559) 638-7132

Bernice Y. Huebert

Qualifications

Fully qualified accountant experienced in many types of business accounting systems and procedures such as architectural, farming, construction, kennel, pension and retail. Proven capability to train and direct other while maintaining a professional office.

- Prepared accurate financial statements and analysis
- Maintained general ledgers for multiple companies
- Maintained accurate project costing records
- Prepared payroll and all payroll related reports
- Maintained employee time care system
- Researched problems and developed both short and long term solutions
- Provided training and technical support for personnel
- Prepared schedules for an annual financial statements and tax return by CPA
- Maintained and evaluated GL, AR, AP, PR, JC and FA accounts for accuracy
- Knowledge of Microsoft Office, Word, Excel, Macola, Great Plains, Peoples Choice, QuickBooks, and Time in a Box

Experience

Elaine's Pet Resorts (formerly Elaine's Animal Inn & Spa) and Kennel Management Group, Inc. (formerly Cryogenic Service Corp.)

Boarding Kennel in Fresno and Madera, California

40373 Brickyard Dr., Madera, CA 93636

Controller and Human Resources Manager (Oct. 1993- Dec. 2008)

- Prepared year and accrual work papers for the financial statements and cash basis work papers for the tax returns for multiple companies for the CPA
- Monthly & Yearly comparative Income Statements by Departments
- Monthly general ledger accruals journal entries
- Payroll costs analysis by pay categories for labor costs & hours compared to prior year and prior pay period
- Prepared bi-weekly payroll for three companies and all payroll reports
- Implemented & maintained time clock system
- Converted accounting record from Macola to Quick books
- Maintained job costing for construction projects

Thompson Architectural Group, Inc.

Architectural designs for residences and business

Fresno, California

Controller (Jan. 1990- Feb. 1993)

- Prepared year and accrual work papers for the financial statements and cash basis work papers for the tax returns for the CPA
- Monthly billing architectural projects
- Prepared computerized and manual payroll and quarterly & annual reports

CSN Parenting Education Start-up Schedule (Tentative)													
	Day/ Eve	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Recruit and Hire Staff		xxx											
DOJ Clearance		xxx											
Train Staff		xxx											
Schedule sites		xxx											
Copy materials and finalize weekly Corrections/court reporting tool													
		xxxx	xxxx										
Malaga School - English	Day		xxxx	xxxx	xxxx	xx							
Malaga School - English	Day								xxxx	xxxx	xxxx	xx	
Bigby Villa - English	Day				xxxx	xxxx	xxx	xxx					
Bigby Villa - English	Eve									xxxx	xxxx	xxxx	xx
Lighthouse - English	Day						xx	xxxx	xxxx	xxxx			

Day times = 10 AM - 12:30 PM

Day times = 1:00 PM - 3:30 PM

Evening = 6 PM - 8:30 PM

CSN Start-up Cost Proposal Advancement Request

EVIDENCE-BASED PARENTING PROGRAM
Central Valley Children's Services Network
FY 2018-2019
BUDGET NARRATIVE - EXPENSES

PROGRAM EXPENSES

Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042

SALARIES

0001 .30% of Full-time Program Manager: $\$18,000 \div 12 = \$1,500 \times 2 \text{ months} = \$3,000$.

Oversee the implementation of the program. Coordinate, plan and oversee all aspects of the Parenting Education Program. Essential duties include: supervise and review project services, activities and evaluations through weekly staff and reflective practice meetings, data collection, and one-on-one meetings. The program manager will also monitor the quality of services and activities. Development and implementation of community services; program budgeting; staff hiring, training and supervision.

0002 .50% Full-time Parent Education Facilitator: $\$18,000 \div 12 = \$1,500 \times 2 \text{ months} = \$3,000$.

Work with Clients referred by the Corrections Department by providing and Facilitating Parenting Education Lessons. Facilitators will provide 5 cohorts of 10 to 12 clients for 14 sessions each. Facilitator will work with clients from the first contact with our program, until the completion of the program. Complete accompanying paperwork; select appropriate lessons for individual class, based on needs; and link children and families to services and resources through existing structures within the community.

0003 .50% Full-time Parent Education Facilitator: $\$18,000 \div 12 = \$1,500 \times 2 \text{ months} = \$3,000$.

Work with Clients referred by the Corrections Department by providing and Facilitating Parenting Education Lessons. Facilitators will provide 5 cohorts of 10 to 12 clients for 14 sessions each. Facilitator will work with clients from the first contact with our program, until the completion of the program. Complete accompanying paperwork; select appropriate lessons for individual class, based on needs; and link children and families to services and resources through existing structures within the community.

SALARY TAXES: CSN pays all legally mandated taxes for staff to include FICA, SUI and Worker's Compensation. OASDI at 6.2% = \$3,348; FICA/Medicare at 1.45% = \$783; SUI at 6.2% $\$3,348 / 2 = \$1,674$. Salary taxes were set at approximately 10% for a total of $\$5,800 \div 12 = \$483 \times 2 \text{ months} = \968 .

BENEFITS: CSN offers Medical, Dental, Vision, and insurance for full-time employees. Health Insurance and Dental Insurance equals to 10% \$5,400. Workers compensation is set at 1% \$540. CSN matches 3% of employee contributions toward retirement for eligible employees equal to \$1,620. Total benefits equal to $\$7,560 \div 12 = \$630 \times 2 \text{ months} = \$1,260$.

SALARY & BENEFITS GRAND TOTAL \$11,228.00

\$11,228.00

Facilities/Equipment Expenses – Line Items 1010-1014

1012 Utilities includes: Telephone, Long distance and Internet @ \$83 x 12 months = \$996. Alarm monitoring service \$17 x 12 months = \$204 Total utilities equals $\$1,200 \div 12 = \$100 \times 2 = \$200$

1014 Equipment purchase: There will be a one-time purchase of equipment as start-up. Office equipment includes: One Desk \$250. One chair \$150 and other equipment which may include filing cabinets printer, fax, and/or cameras for documentation, etc. \$600 for a total of \$1,000.

FACILITY/EQUIPMENT TOTAL \$1,200

\$1,200.00

Operating Expenses - Line Items 1060-1077

- 1060 Cellular Telephone service @ \$40 X 3 employees X 12 months = \$1,440/12 = \$120 X 2 months \$240.
- 1066 Office Equipment & Supplies: General office supplies such as (printer toner, paper, pens, presentation materials, white out, paper clips, envelopes, etc.). \$500
- 1067 Household Supplies to maintain service delivery office space clean and up to code \$50
- 1069 Program Supplies – Parenting Classes assessments (AAPI-2) 60 parents x 2 x \$2.50 = \$300
Parenting Education Learning materials \$5.59 X 60 clients X 14 sessions = \$4,700
Child Activities materials \$2.93 X 30 children X 14 sessions = \$1,230 Materials include: handouts, booklets, notebooks etc. Activities and learning materials include: (books, crayons, scissors, butcher paper, paint, construction paper, etc.). \$300 + \$4,700 + \$1,230 = \$6,230 Start-up supplies \$2,000
- 1072 Staff Mileage/Vehicle Maintenance: Mileage to travel throughout Fresno County: 3 staff x 101 miles per month x 12 months x \$.55/mile = \$2,000. \$167 per month X 2 months = \$334.

OPERATING EXPENSES TOTAL \$3,124.00

\$3,124.00

Financial Services Expenses – Line Items 1080-1085

- 1081 The audit percentage is based on actual audit costs compared to the agency total contract amounts. That percentage (.99%) is then applied to the total amount of each contract, in this case \$100,000. Audit @ approximately .99% of total contract amount \$100,000 = \$1,000 per year/12= \$83 per month X 2 months = \$167.
- 1082 Liability Insurance:
Agency insurance: D & O, Fire and Liability at .50% per person of Agency's total cost of \$38,104. The number of employees in each contract spreads the insurance costs. That percentage (.50) is then applied to the estimated total insurance premium, and multiplied by the number of program employees supported by that contract. Calculation: .50% x \$38,104 x 3 = \$570/12= \$47.50 per month X 2 months = \$95.
- 1083 Administrative Overhead/indirect
Indirect will be allocated to salaries of administrative staff. Indirect was calculated at 10% for a total of \$10,000.00/12= \$833 per month X 2 months = \$1,666.

FINANCIAL SERVICES EXPENSES TOTAL \$1,928

\$1,928.00

Special Expenses – Line Items 1090-1092

Detail each line item in Special Expenses.

\$0

Fixed Assets – Line Items 1190-1193

- 1190 Computers & Software:
One computer station \$1000; One laptop \$800; One projector \$800 One screen projector \$250 = \$2,850. Computer software and memory chip and USBs for new hired staff and equipment for facilitating \$250. Total Computers & Software equals \$3,100

\$3,100.00

TOTAL PROGRAM EXPENSE: \$20,600.00

EVIDENCE-BASED PARENTING PROGRAM NUMBER: 18-045
Central Valley Children's Services Network
FY 2018-2019

Budget Categories -		Total Proposed Budget		
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:				
0001 Program Manager	0.30		\$3,000	\$3,000
0002 Parenting Facilitator	0.50		\$3,000	\$3,000
0003 Parenting Facilitator	0.50		\$3,000	\$3,000
0004	0.00			\$0
0005 Title	0.00			\$0
0006 Title	0.00			\$0
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
SALARY TOTAL	1.30	\$0	\$9,000	\$9,000
PAYROLL TAXES:				
0030 OASDI			\$558	\$558
0031 FICA/MEDICARE			\$131	\$131
0032 SUI			\$279	\$279
PAYROLL TAX TOTAL		\$0	\$968	\$968
EMPLOYEE BENEFITS:				
0040 Retirement			\$270	\$270
0041 Workers Compensation			\$90	\$90
0042 Health Insurance (medical, vision, life, dental)			\$900	\$900
EMPLOYEE BENEFITS TOTAL		\$0	\$1,260	\$1,260
SALARY & BENEFITS GRAND TOTAL				\$11,228
FACILITIES/EQUIPMENT EXPENSES:				
1010 Rent/Lease Building				\$0
1011 Rent/Lease Equipment				\$0
1012 Utilities				\$200
1013 Building Maintenance				\$0
1014 Equipment purchase				\$1,000
FACILITY/EQUIPMENT TOTAL				\$1,200

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$240
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$0
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$500
1067	Household Supplies	\$50
1068	Food	\$0
1069	Program Supplies	\$2,000
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/Vehicle Maintenance	\$334
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$3,124

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$167
1082	Liability Insurance	\$95
1083	Administrative Overhead	\$1,666
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$1,928

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$3,100
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$3,100

PARENT ENGAGEMENT IN EDUCATIONAL SESSIONS

ID #	Date Initial Assessment Completed	Level of Engagement in CSN Parent Education Sessions (DRAFT - EXAMPLE) Legend: VE = Very Engaged; P = Participated; NE = Attended but appeared not engaged; A = Absent														Certificate of Completion	Date Post Assessment Completed
		Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14		
100		P	P	VE	P	P	P	P	P	P	P	P	P	P	VE	Y=1; N=0	
101		P	VE	VE	P	VE	VE	VE	VE	VE	VE	VE	VE	VE	VE	1	
102		P	P	P	P	P	P	P	P	P	P	P	P	P	P	1	
103		P	NE	A	P	P	A	P	P	NE	NE	A	A	A	A	0	
104		P	P	P	P	P	P	P	P	P	P	P	P	P	P	1	
105		P	P	P	P	P	P	P	P	P	P	P	P	P	P	1	
106		P	VE	P	P	VE	P	P	VE	P	P	VE	P	P	VE	1	
107		P	P	NE	P	P	P	P	P	NE	P	P	P	P	P	1	
108		P	P	P	P	P	P	P	P	P	P	P	P	P	P	1	
109		P	P	P	P	P	NE	P	P	P	P	A	A	A	A	0	
Total																8	
Percent																80%	

AAPI Pre-Assessment Results						AAPI Post-Assessment Results							
Proposed Pre-Assessment BEFORE	AAPI Pre-Assessment Date Given	A Expectations of Children	B Parental Empathy towards Children's Needs	C Use of Corporal Punishment	D Parent- Child Family Roles	E Children's Power and Independence		AAPI POST- Assessment Date Given	A Expectations of Children	B Parental Empathy towards Children's Needs	C Use of Corporal Punishment	D Parent- Child Family Roles	E Children's Power and Independence
	SAMPLE - EXAMPLE - DRAFT												
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0	0	0	0	0
		0	0	0	0	0			0				

CSN FAMILY CONNECTIONS SATISFACTION SURVEY

- DRAFT -

Location _____

Day _____ Evening _____

1. How would you rate the following in regards to your experience in these classes (please circle)?

	Excellent	Good	Ok	Needs Improvement
Location	4	3	2	1
Time of training	4	3	2	1
Snacks	4	3	2	1
Facilitator	4	3	2	1
Materials provided	4	3	2	1

Comments:

2. How many things about parenting you learned in these sessions were important to you? (circle) 0 1 2 3 4 5 More than 5

Describe those most important to you: _____

3. What is one thing you are doing differently at home since you started these classes?

4. Would you recommend these classes to a friend or another family member? Yes No

Why or Why not? _____

EXAMPLE DRAFT

(Any average less than 2.5 indicates an area to review internally for improvement on the first 6 items.)

Location & Cohort	Date Completed	Location	Time	Snacks	Facilitator	Materials	# Things Learned*	Most Important learned	One New Behavior	Recommend? Yes=1; No=0	Why?
Malaga											
1	11/24/16	3	3	3	4	3	6	narrative summary phrases	narrative summary phrases	1	narrative summary phrases
1	11/24/16	2	3	2	3	2	3	narrative summary phrases	narrative summary phrases	0	narrative summary phrases
1	11/24/16	3	2	3	2	1	1	narrative summary phrases	narrative summary phrases	0	narrative summary phrases
1	11/24/16	3	3	3	3	2	2	narrative summary phrases	narrative summary phrases	0	narrative summary phrases
1	11/24/16	2	1	3	3	3	3	narrative summary phrases	narrative summary phrases	1	narrative summary phrases
1	11/24/16	3	3	3	3	3	4	narrative summary phrases	narrative summary phrases	1	narrative summary phrases
1	11/24/16	4	3	3	4	4	6	narrative summary phrases	narrative summary phrases	1	narrative summary phrases
1	11/24/16	4	3	3	4	4	6	narrative summary phrases	narrative summary phrases	1	narrative summary phrases
Total		24	21	23	26	22	31			5	
Average		3	2.625	2.875	3.25	2.75	3.875			0.625	
Percent Participants with 3 things and one behavior											
									100%		

* For any selection of "more than 5", the score is 6

Procedural Consent

AAPI-2

I understand that I will be screened using the AAPI-2/NSCS assessing parenting beliefs, knowledge, skills and possible child maltreatment. Adult-Adolescent Parenting Inventory (AAPI-2) assessment tools. These tools will be utilized to plan program activities and measure the impact of the program with pre and post assessments.

Ages & Stages Questionnaire/ Ages & Stages Questionnaire: Social-Emotional

I understand that my child will be given a screening that measures my child's development. This screening is called the *Ages & Stages Questionnaire* and *Ages & Stages Questionnaire: Social-Emotional*.

It will be administered by _____

I understand that if the screening shows possible developmental delays I will be referred to another agency for further assessment and evaluation. This recommendation will be given to me with suggestions for places and persons to contact for further assessment and evaluation.

I agree to these screenings for me and my child.

Print Name

Relationship to child (Parent, Legal Guardian)

Signature

Date

If you have any further questions, please contact:

3910 S. Ward Ave.
Fresno, CA 93725
(559) 485-1898



Home Visitor: _____

Follow-Up Items from Previous Session: 	Case Name: Child's Name:
	Date:
	Service Location:

<u>Duration Calculation:</u>		
Arrival Time: _____	Departure Time: _____	Travel Time: _____

<u>Goals:</u>	
<u>Activity:</u>	
<u>Notes:</u>	

Concerns/Comments from parent:	
NEXT STEPS:	

**Staff
Int.**

5- Home

CSN Cost Proposal

EVIDENCE-BASED PARENTING PROGRAM
Central Valley Children's Services Network
FY 2018-2019
BUDGET NARRATIVE - EXPENSES

PROGRAM EXPENSES

Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042

SALARIES

0001 .30% of Full-time Program Manager: \$18,000

Oversee the implementation of the program. Coordinate, plan and oversee all aspects of the Parenting Education Program. Essential duties include: supervise and review project services, activities and evaluations through weekly staff and reflective practice meetings, data collection, and one-on-one meetings. The program manager will also monitor the quality of services and activities. Development and implementation of community services; program budgeting; staff hiring, training and supervision.

0002 .50% Full-time Parent Education Facilitator: \$18,000

Work with Clients referred by the Corrections Department by providing and Facilitating Parenting Education Lessons. Facilitators will provide 5 cohorts of 10 to 12 clients for 14 sessions each. Facilitator will work with clients from the first contact with our program, until the completion of the program. Complete accompanying paperwork; select appropriate lessons for individual class, based on needs; and link children and families to services and resources through existing structures within the community.

0003 .50% Full-time Parent Education Facilitator: \$18,000

Work with Clients referred by the Corrections Department by providing and Facilitating Parenting Education Lessons. Facilitators will provide 5 cohorts of 10 to 12 clients for 14 sessions each. Facilitator will work with clients from the first contact with our program, until the completion of the program. Complete accompanying paperwork; select appropriate lessons for individual class, based on needs; and link children and families to services and resources through existing structures within the community.

SALARY TAXES: CSN pays all legally mandated taxes for staff to include FICA, SUI and Worker's Compensation. OASDI at 6.2% = \$3,348; FICA/Medicare at 1.45% = \$783; SUI at 6.2% \$3348 / 2 = \$1674. Salary taxes were set at approximately 10% for a total of \$5,800.

BENEFITS: CSN offers Medical, Dental, Vision, and insurance for full-time employees. Health Insurance and Dental Insurance equals to 10% \$5,400. Workers compensation is set at 1% \$540. CSN matches 3% of employee contributions toward retirement for eligible employees equal to \$1,620. Total benefits equal to \$7,560.

SALARY & BENEFITS GRAND TOTAL \$67,360.00

\$67,360.00

Facilities/Equipment Expenses – Line Items 1010-1014

1012 Utilities includes: Telephone, Long distance and Internet @ \$83 x 12 months = \$996. Alarm monitoring service \$17 x 12 months = \$204 Total utilities equals \$1,200.

1013 Building maintenance: Drinking water service \$20 x 12 months = \$240; Unplanned Building maintenance and repairs \$160 for a total of \$400.

1014 Equipment purchase: There will be a one-time purchase of equipment as start-up. Office equipment includes: One Desk \$250. One chair \$150 and other equipment which may include filing cabinets printer, fax, and/or cameras for documentation, etc. \$600 for a total of \$1,000.

FACILITY/EQUIPMENT TOTAL \$2,600

\$2,600.00

Operating Expenses - Line Items 1060-1077

- 1060 Cellular Telephone service @ \$40 X 3 employees X 12 months = \$1,440.
 1062 Postage for mailing documents such letters to clients, to other agencies etc. \$300
 1066 Office Equipment & Supplies: General office supplies such as (printer toner, paper, pens, presentation materials, white out, paper clips, envelopes, etc.). \$208 X 12 = \$2,500
 1067 Household Supplies to maintain service delivery office space clean and up to code \$50 X12 = \$600
 1068 Food: To purchase food and refreshments for the parenting sessions \$2.38 X 60 clients X 14 Sessions = \$2,000
 1069 Program Supplies – Parenting Classes assessments (AAPI-2) 60 parents x 2 x \$2.50 = \$300
 Parenting Education Learning materials \$5.59 X 60 clients X 14 sessions = \$4,700
 Child Activities materials \$2.93 X 30 children X 14 sessions = \$1,230 Materials include: handouts, booklets, notebooks etc. Activities and learning materials include: (books, crayons, scissors, butcher paper, paint, construction paper, etc.). \$300 + \$4,700 + \$1,230 = \$6,230
 1071 Transportation for Clients: When necessary, clients will be provided with bus passes or bus token in order to help them to keep their care appointments. \$25.00 X 12 = \$300
 1072 Staff Mileage/Vehicle Maintenance: Mileage to travel throughout Fresno County: 3 staff x 101 miles per month x 12 months x \$.55/mile = \$2,000.
 1074 Staff training/Registration: \$0
 1075 Lodging: \$0

OPERATING EXPENSES TOTAL \$15,370.00

\$15,370.00

Financial Services Expenses – Line Items 1080-1085

- 1081 The audit percentage is based on actual audit costs compared to the agency total contract amounts. That percentage (.99%) is then applied to the total amount of each contract, in this case \$100,000. Audit @ approximately .99% of total contract amount \$100,000 = \$1,000 per year.
 1082 Liability Insurance:
 Agency insurance: D & O, Fire and Liability at .50% per person of Agency's total cost of \$38,104. The number of employees in each contract spreads the insurance costs. That percentage (.50) is then applied to the estimated total insurance premium, and multiplied by the number of program employees supported by that contract. Calculation: .50% x \$38,104 x 3 = \$570.
 1083 Administrative Overhead/Indirect
 Indirect will be allocated to salaries of administrative staff. Indirect was calculated at 10% for a total of \$10,000.00.

FINANCIAL SERVICES EXPENSES TOTAL \$11,570.00

\$11,570.00

Special Expenses – Line Items 1090-1092

Detail each line item in Special Expenses.

\$0

Fixed Assets – Line Items 1190-1193

- 1190 Computers & Software:
 One computer station \$1000; One laptop \$800; One projector \$800 One screen projector \$250 = \$2,850. Computer software and memory chip and USBs for new hired staff and equipment for facilitating \$250. Total Computers & Software equals \$3,100

\$3,100.00

TOTAL PROGRAM EXPENSE: \$100,000.00

EVIDENCE-BASED PARENTING PROGRAM NUMBER: 18-045
Central Valley Children's Services Network
FY 2018-2019

Budget Categories -			Total Proposed Budget		
Line Item Description (Must be itemized)		FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:					
0001	Program Manager	0.30		\$18,000	\$18,000
0002	Parenting Facilitator	0.50		\$18,000	\$18,000
0003	Parenting Facilitator	0.50		\$18,000	\$18,000
0004		0.00			\$0
0005	Title	0.00			\$0
0006	Title	0.00			\$0
0007	Title	0.00			\$0
0008	Title	0.00			\$0
0009	Title	0.00			\$0
0010	Title	0.00			\$0
0011	Title	0.00			\$0
0012	Title	0.00			\$0
SALARY TOTAL		1.30	\$0	\$54,000	\$54,000
PAYROLL TAXES:					
0030	OASDI			\$3,343	\$3,343
0031	FICA/MEDICARE			\$783	\$783
0032	SUI			\$1,674	\$1,674
PAYROLL TAX TOTAL			\$0	\$5,800	\$5,800
EMPLOYEE BENEFITS:					
0040	Retirement			\$1,620	\$1,620
0041	Workers Compensation			\$540	\$540
0042	Health Insurance (medical, vision, life, dental)			\$5,400	\$5,400
EMPLOYEE BENEFITS TOTAL			\$0	\$7,560	\$7,560
SALARY & BENEFITS GRAND TOTAL					\$67,360
FACILITIES/EQUIPMENT EXPENSES:					
1010	Rent/Lease Building				\$0
1011	Rent/Lease Equipment				\$0
1012	Utilities				\$1,200
1013	Building Maintenance				\$400
1014	Equipment purchase				\$1,000
FACILITY/EQUIPMENT TOTAL					\$2,600

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$1,440
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$300
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,500
1067	Household Supplies	\$600
1068	Food	\$2,000
1069	Program Supplies	\$6,230
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$300
1072	Staff Mileage/Vehicle Maintenance	\$2,000
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$15,370

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$1,000
1082	Liability Insurance	\$570
1083	Administrative Overhead	\$10,000
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$11,570

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$3,100
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$3,100

EVIDENCE-BASED PARENTING PROGRAM NUMBER: 18-045

Central Valley Children's Services Network

FY 2019-2020

Budget Categories -		Total Proposed Budget		
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:				
0001 Program Manager	0.30		\$18,000	\$18,000
0002 Parenting Facilitator	0.50		\$18,000	\$18,000
0003 Parenting Facilitator	0.50		\$18,000	\$18,000
0004	0.00			\$0
0005 Title	0.00			\$0
0006 Title	0.00			\$0
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
SALARY TOTAL	1.30	\$0	\$54,000	\$54,000
PAYROLL TAXES:				
0030 OASDI			\$3,343	\$3,343
0031 FICA/MEDICARE			\$783	\$783
0032 SUI			\$1,674	\$1,674
PAYROLL TAX TOTAL		\$0	\$5,800	\$5,800
EMPLOYEE BENEFITS:				
0040 Retirement			\$1,620	\$1,620
0041 Workers Compensation			\$540	\$540
0042 Health Insurance (medical, vision, life, dental)			\$5,400	\$5,400
EMPLOYEE BENEFITS TOTAL		\$0	\$7,560	\$7,560
SALARY & BENEFITS GRAND TOTAL				\$67,360
FACILITIES/EQUIPMENT EXPENSES:				
1010 Rent/Lease Building				\$0
1011 Rent/Lease Equipment				\$0
1012 Utilities				\$1,200
1013 Building Maintenance				\$400
1014 Equipment purchase				\$1,000
FACILITY/EQUIPMENT TOTAL				\$2,600

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$1,440
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$300
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,500
1067	Household Supplies	\$600
1068	Food	\$2,000
1069	Program Supplies	\$6,230
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$300
1072	Staff Mileage/Vehicle Maintenance	\$2,000
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$15,370

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$1,000
1082	Liability Insurance	\$570
1083	Administrative Overhead	\$10,000
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$11,570

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$3,100
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$3,100

EVIDENCE-BASED PARENTING PROGRAM NUMBER: 18-045
Central Valley Children's Services Network
FY 2020-2021

Budget Categories -		Total Proposed Budget		
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:				
0001 Program Manager	0.30		\$18,000	\$18,000
0002 Parenting Facilitator	0.50		\$18,000	\$18,000
0003 Parenting Facilitator	0.50		\$18,000	\$18,000
0004	0.00			\$0
0005 Title	0.00			\$0
0006 Title	0.00			\$0
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
SALARY TOTAL	1.30	\$0	\$54,000	\$54,000
PAYROLL TAXES:				
0030 OASDI			\$3,343	\$3,343
0031 FICA/MEDICARE			\$783	\$783
0032 SUI			\$1,674	\$1,674
PAYROLL TAX TOTAL		\$0	\$5,800	\$5,800
EMPLOYEE BENEFITS:				
0040 Retirement			\$1,620	\$1,620
0041 Workers Compensation			\$540	\$540
0042 Health Insurance (medical, vision, life, dental)			\$5,400	\$5,400
EMPLOYEE BENEFITS TOTAL		\$0	\$7,560	\$7,560
SALARY & BENEFITS GRAND TOTAL				\$67,360
FACILITIES/EQUIPMENT EXPENSES:				
1010 Rent/Lease Building				\$0
1011 Rent/Lease Equipment				\$0
1012 Utilities				\$1,200
1013 Building Maintenance				\$400
1014 Equipment purchase				\$1,000
FACILITY/EQUIPMENT TOTAL				\$2,600

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$1,440
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$300
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,500
1067	Household Supplies	\$600
1068	Food	\$2,000
1069	Program Supplies	\$6,230
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$300
1072	Staff Mileage/Vehicle Maintenance	\$2,000
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$15,370

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$1,000
1082	Liability Insurance	\$570
1083	Administrative Overhead	\$10,000
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$11,570

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$3,100
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$3,100

EVIDENCE-BASED PARENTING PROGRAM NUMBER: 18-045
Central Valley Children's Services Network
FY 2021-2022

Budget Categories -		Total Proposed Budget		
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:				
0001 Program Manager	0.30		\$18,000	\$18,000
0002 Parenting Facilitator	0.50		\$18,000	\$18,000
0003 Parenting Facilitator	0.50		\$18,000	\$18,000
0004	0.00			\$0
0005 Title	0.00			\$0
0006 Title	0.00			\$0
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
SALARY TOTAL	1.30	\$0	\$54,000	\$54,000
PAYROLL TAXES:				
0030 OASDI			\$3,343	\$3,343
0031 FICA/MEDICARE			\$783	\$783
0032 SUI			\$1,674	\$1,674
PAYROLL TAX TOTAL		\$0	\$5,800	\$5,800
EMPLOYEE BENEFITS:				
0040 Retirement			\$1,620	\$1,620
0041 Workers Compensation			\$540	\$540
0042 Health Insurance (medical, vision, life, dental)			\$5,400	\$5,400
EMPLOYEE BENEFITS TOTAL		\$0	\$7,560	\$7,560
SALARY & BENEFITS GRAND TOTAL				\$67,360
FACILITIES/EQUIPMENT EXPENSES:				
1010 Rent/Lease Building				\$0
1011 Rent/Lease Equipment				\$0
1012 Utilities				\$1,200
1013 Building Maintenance				\$400
1014 Equipment purchase				\$1,000
FACILITY/EQUIPMENT TOTAL				\$2,600

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$1,440
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$300
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,500
1067	Household Supplies	\$600
1068	Food	\$2,000
1069	Program Supplies	\$6,230
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$300
1072	Staff Mileage/Vehicle Maintenance	\$2,000
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$15,370

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$1,000
1082	Liability Insurance	\$570
1083	Administrative Overhead	\$10,000
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$11,570

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$3,100
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$3,100

EVIDENCE-BASED PARENTING PROGRAM NUMBER: 18-045
Central Valley Children's Services Network
FY 2022-2023

Budget Categories -		Total Proposed Budget		
Line Item Description (Must be itemized)	FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:				
0001 Program Manager	0.30		\$18,000	\$18,000
0002 Parenting Facilitator	0.50		\$18,000	\$18,000
0003 Parenting Facilitator	0.50		\$18,000	\$18,000
0004	0.00			\$0
0005 Title	0.00			\$0
0006 Title	0.00			\$0
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
SALARY TOTAL	1.30	\$0	\$54,000	\$54,000
PAYROLL TAXES:				
0030 OASDI			\$3,343	\$3,343
0031 FICA/MEDICARE			\$783	\$783
0032 SUI			\$1,674	\$1,674
PAYROLL TAX TOTAL		\$0	\$5,800	\$5,800
EMPLOYEE BENEFITS:				
0040 Retirement			\$1,620	\$1,620
0041 Workers Compensation			\$540	\$540
0042 Health Insurance (medical, vision, life, dental)			\$5,400	\$5,400
EMPLOYEE BENEFITS TOTAL		\$0	\$7,560	\$7,560
SALARY & BENEFITS GRAND TOTAL				\$67,360
FACILITIES/EQUIPMENT EXPENSES:				
1010 Rent/Lease Building				\$0
1011 Rent/Lease Equipment				\$0
1012 Utilities				\$1,200
1013 Building Maintenance				\$400
1014 Equipment purchase				\$1,000
FACILITY/EQUIPMENT TOTAL				\$2,600

OPERATING EXPENSES:

NOTES/COMMENTS/DESCRIPTION

1060	Telephone	\$1,440
1061	Clothing & Personal Supplies	\$0
1062	Postage	\$300
1063	Printing/Reproduction	\$0
1064	Publications	\$0
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,500
1067	Household Supplies	\$600
1068	Food	\$2,000
1069	Program Supplies	\$6,230
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$300
1072	Staff Mileage/Vehicle Maintenance	\$2,000
1073	Staff Travel (Out of County)	\$0
1074	Staff Training/Registration	\$0
1075	Lodging	\$0
1076	Other - (Identify)	\$0
1077	Other - (Identify)	\$0
OPERATING EXPENSES TOTAL		\$15,370

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$0
1081	External Audit	\$1,000
1082	Liability Insurance	\$570
1083	Administrative Overhead	\$10,000
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$11,570

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$0
1091	Translation Services	\$0
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$0

FIXED ASSETS:

1190	Computers & Software	\$3,100
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$3,100

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included are important requirements the bidder is responsible to submit with the RFP package in order to make the RFP compliant.

Check off each of the following (if applicable):

1. _____ Signed cover page of Request for Proposal (RFP).
2. _____ Check <http://www.FresnoCountyCA.gov/departments/internal-services/purchasing/bid-opportunities> for any addenda.
3. _____ Signed cover page of each Addendum.
4. _____ Provide a Conflict of Interest Statement.
5. _____ Signed *Trade Secret Form* as provided with this RFP (Trade Secret Information, if provided, must be electronically submitted in a separate PDF file and marked as Confidential).
6. _____ Signed *Criminal History Disclosure Form* as provided with this RFP.
7. _____ Signed *Participation Form* as provided with this RFP.
8. _____ The completed *Reference List* as provided with this RFP.
9. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
10. _____ Bidder's proposal, in PDF format, electronically submitted to the Bid Page on Public Purchase.

Return Checklist with your RFP response

SELF-DEALING TRANSACTION DISCLOSURE FORM

In order to conduct business with the County of Fresno (hereinafter referred to as “County”), members of a contractor’s board of directors (hereinafter referred to as “County Contractor”), must disclose any self-dealing transactions that they are a party to while providing goods, performing services, or both for the County. A self-dealing transaction is defined below:

“A self-dealing transaction means a transaction to which the corporation is a party and in which one or more of its directors has a material financial interest”

The definition above will be utilized for purposes of completing this disclosure form.

INSTRUCTIONS

- (1) Enter board member’s name, job title (if applicable), and date this disclosure is being made.
- (2) Enter the board member’s company/agency name and address.
- (3) Describe in detail the nature of the self-dealing transaction that is being disclosed to the County. At a minimum, include a description of the following:
 - a. The name of the agency/company with which the corporation has the transaction; and
 - b. The nature of the material financial interest in the Corporation’s transaction that the board member has.
- (4) Describe in detail why the self-dealing transaction is appropriate based on applicable provisions of the Corporations Code.
- (5) Form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).

(1) Company Board Member Information:			
Name:		Date:	
Job Title:			
(2) Company/Agency Name and Address:			
(3) Disclosure (Please describe the nature of the self-dealing transaction you are a party to):			
(4) Explain why this self-dealing transaction is consistent with the requirements of Corporations Code 5233 (a):			
(5) Authorized Signature			
Signature:		Date:	