



County of Solano  
Department of Health and Social Services

**Amendment 1**

Request for Proposals  
for

**Adoption Promotion and Support Services**

**FINAL SUBMISSION DATE:**

**November 28, 2012, 3:00 PM (PST)**

## Health and Social Services



Mental Health Services  
Public Health Services  
Substance Abuse Services  
Older & Disabled Adult Services  
Employment & Eligibility Services  
Children's Services  
Administrative Services  
275 Beck Avenue, MS 5-200  
PO Box 4090  
Fairfield, CA 94533

November 14, 2012

Pursuant to Request for Proposal (RFP) #G099-1024-05 for Adoption Promotion and Support Services, section 3.20, the County of Solano has amended this RFP to reflect:

1) The County's response to comments/questions submitted by potential proposers (attachment 1).

Please note: The comment period has elapsed (see Section 2) and the County will not accept any further questions or comments prior to award of this RFP unless requested by the County.

All other terms and conditions and other requirements contained in the RFP remain unchanged. Also, complete the amendment acknowledgement letter (attachment 2) and return with your proposal. Failure to include the amendment acknowledgement letter with proposal may render it non-responsive and may be rejected by the County.

The County of Solano thanks you for your expressed interest in its RFP and looks forward to your proposal.

Respectfully,

*Julie Sauro*

Julie Sauro  
RFP Coordinator

Attachments:

1. County's answers to proposers' questions
2. Amendment acknowledgement confirmation letter

**County's Response to Written Comments/questions  
(RFP) – No. G99-1024-05  
Adoption Promotion and Support Services**

	<b>Question</b>	<b>Answer</b>
1	Are services under all these RFP's targeted for any or all "Evaluated Out" cases, Investigated referrals, or children in foster care?	Each RFP is for a specific targeted population. The In-Home Based Mental Health Services are for referred clients from either Child Welfare Services (CWS) or Probation staff. The Service Broker services are for referrals from CWS or Probation that may or may not have cases. The Kinship services are for those families referred by CWS and Probation, as well as those in the community who are not known to the County. The Adoption services are for clients referred by CWS only. The Positive Youth Development services are for at-risk youth in the community who are not known to either CWS or Probation.
2	What is the number of children served or families served?	There is no set number for the families or children to be served under these RFPs. The County is seeking proposals that can provide the requested services and define how many children/families that will be supported with them.
3	What are the funding sources?	The funding comes from the Office of Child Abuse Prevention (OCAP) and is made up of both State and Federal dollars. The specific sources include the Promoting Safe and Stable Families (PSSF), Child Abuse Prevention, Intervention, and Treatment (CAPIT) funds, and the Community Based Child Abuse Prevention funds (CBCAP).
4	What is the budget amount for each program?	The following amounts are estimated at this time:  In Home Mental Health Services - \$141,000 Adoption Promotion and Support - \$54,000 Kinship Support Services - \$108,000 Service Broker - \$54,000 Positive Youth Development - \$24,290
5	In the RFP, Section 5.3.3 says "it shall not record any text that could be construed as a qualification of the cost proposed". Can you further define what this means, perhaps giving an example?	This means that bidders should not be any cost information into the technical proposal. For instance, it is acceptable to say that 1.0 FTE Social worker will be providing services, but it's not acceptable to say that it will cost \$125,000 for that social worker. All financial figures should only be stated in the cost proposal only.
6	Can we get some of the attachments in Excel or Word files? Example: Attachment A-1 and Attachment H.	The Attachment A-1 is in an Excel format and posted on the Solano County website. The Attachment H is a County standard form and cannot be posted electronically. A printed out hard copy must be submitted with each proposal.

	<b>Question</b>	<b>Answer</b>
7	Attachment A-1: Do we need to submit that with our proposal or is it just for our information?	Attachment A-1 must be submitted with each proposal.
8	Which attachments are for submitting with the proposal?	The following attachments must be included in the proposal submitted for consideration: A-1, E, F, G, H, J (if proposing to work with a subcontractor), K, L, M, N
9	Is there a certain percent of funds allowed for Administrative Implementation versus program?	There is not a specific percentage limit given.
10	The RFP states the County intends to secure a contract to assist... does this mean that there will be one successful proposal/applicant for each service type or will you be awarding multiple contracts for each service type?	It is the County's intent to only award one contract per RFP, however, the County reserves the right to contract with multiple providers after the evaluation is complete.
11	Are the time studies needed for each month or on a quarterly basis?	For all staff funded through these contracts and not dedicated 100% to the program, daily time studies should be done.
12	Does the Agency have to have office within the County?	No
13	Are these current County contracts or new programs to address CSA?	The only current county program is Adoption Promotion, and has been implemented with County staff until now. The others are all new programs developed to follow the System Improvement Plan for Solano County CWS and Probation.
14	Will you provide the type of time study to be used? A model?	Any model can be used; it just needs to capture the time spent on each program by individual staff funded with these contracts. The County can provide a template for those agencies wishing to have one.
15	If applying for two contracts, can you leverage (share services) between both?	Yes, the bidder needs to define the specifics of the leveraging process in each submitted proposal.
16	What is the acceptable electronic version of the Technical Proposal (page 7, 3.5.1)?	The electronic form can either be submitted on a CD or a flash drive.
17	Please define how non-profits are bound to Federal-related "2CFR130".	The Federal government has outlined its regulations on costs principles for nonprofits in what used to be called an OMB circular, but is now referred to in the Federal Code of Regulations as "2 CFR 230"
18	Can Federal and State money be used for leverage?	Yes, both Federal and State funding are eligible for leveraging dependent upon their guidelines.
19	Location (area) for these services.	These services should be available Countywide.
20	Is there a page limit on the RFP?	No, but the County encourages concise proposals.
21	Do we submit a budget for both Jan 8, 2013 – June 30, 2013 then July 1, 2012 – June 30, 2014?	Yes, a summary and line item budget should be submitted for both time periods.
22	How many children are in Solano County in pre-	There are 274 pre-adoption children and 108 post-

	<b>Question</b>	<b>Answer</b>
	adoption and post-adoption?	adoption children. However, the County is not seeking services for all these children. The County is seeking the highest quality services for children as the need arises for particular families.
23	What is the history of this program?	The funding has never been used to fund community-based services in Solano County. They have been traditionally used by CWS for the services for activities performed by staff assigned to the Adoptions Unit.
24	Attachment A, #10 states that contractors are to provide for individual family, and/or group counseling as needed. Does this mean that contractors are to pay for these services through this contract?	Yes.



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for

Adoption Promotion and Support Services

Date of Amendment: November 14, 2012; 4:00 p.m. (PST)

Final Submission Date: November 28, 2012, 3:00 PM (PST)

ACKNOWLEDGEMENT

This Amendment must be signed and returned with your proposal, or otherwise acknowledged, prior to the Closing Date and Time listed on the RFP cover sheet. If you have already submitted a proposal and need to make corrections, submit a corrected proposal with this Amendment prior to the Closing.

\_\_\_\_\_  
Offeror

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

RETURN THIS PAGE WITH RFP RESPONSE