



# County of Santa Cruz<sup>0271</sup>

---

---

## HUMANRESOURCESAGENCY

1000 EMELINE ST., SANTA CRUZ, CA 95060  
(831) 454-4130 OR 454-4045 FAX: (831) 454-4642

CECILIA ESPINOLA, ADMINISTRATOR

February 3, 2000

Agenda: February 15, 2000

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

### **CHILDREN'S TRUST FUND REQUEST FOR PROPOSALS FOR K-S AFTER-SCHOOL ACTIVITIES**

Dear Members of the Board:

In 1996 your Board designated the Santa Cruz County Children's Network as the local interagency planning council responsible for setting priorities and making funding recommendations for various child abuse prevention funds, including the local Children's Trust Fund (CTF). As a result of its planning efforts, the Network has established priorities for the distribution of \$22,750 in available CTF funds, with a focus on after-school activities for at-risk children in kindergarten through eighth grade. These funds, which are administered by the Human Resources Agency, will be awarded to one or more non-profit agencies through a competitive Request for Proposal (RFP) process. The purpose of this letter is to request your Board's approval for HRA to issue the RFP on behalf of the Children's Network.

#### Overview

The Children's Trust Fund, which was established in 1983 pursuant to AB 2994, consists of a portion of the fees charged for birth certificates, as well as grants and bequests from private sources for child abuse and neglect, and funds appropriated by local government and the State Legislature. Birth certificate fees contribute between \$45,000 and \$55,000 annually to the CTF. The majority of the revenues are contracted annually to the non-profit Parents Center for provision of direct services to children and families at risk of abuse or neglect, and to United Way for staffing support for the Children's Network. The local Child Abuse Prevention Council (CAPC) also receives funding from the Children's Trust Fund. Monies that accrue above the annual contract amounts are periodically distributed based on needs and priorities determined by the Children's Network. For example, over the past year CTF funded children's scholarships to Camp Confidence and a Bi-Lingual Parenting Panel Program, both projects of CAPC. Food and Nutrition Services, Inc. was also awarded funds to support coordination of the summer lunch program.

BOARD OF SUPERVISORS  
February 15, 2000  
Children's Trust Fund Request for Proposals


2

Currently, there is \$22,750 in one-time CTF funds available for services to be provided during the period from May 2, 2000 through June 30, 2001. One or more grants will be awarded to non-profit applicants in amounts up to the full \$22,750. The Children's Network is recommending that these funds be used to provide after-school activities for at risk children in kindergarten through eighth grade. The attached RFP seeks proposals from applicants interested in providing services such as recreation, tutoring, mentoring, art enrichment or other positive prevention-oriented after-school, holiday or vacation activities. Successful applicants will ensure that students and their families are given an opportunity to identify the types of activities to be offered.

Upon your Board's approval, HRA will issue the RFP on February 15, 2000 with all proposals due by March 15, 2000. Proposals will be reviewed by a Proposal Review Committee which includes members of the Children's Network Cabinet and HRA staff. HRA will return to your Board on May 2, 2000 with contract recommendations.

IT IS THEREFORE RECOMMENDED that your Board authorize the Human Resources Agency Administrator to issue a Request for Proposals to provide after-school activities to children in kindergarten through eighth grade, and return to your Board on May 2, 2000 with recommendations for the award of contracts.

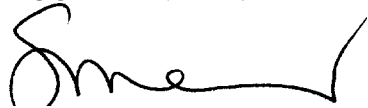
Very truly yours,



CECILIA ESPINOLA  
Administrator

CE/MS (n:\cpsadmin\childnet\ctfrfp-bos.wpd)

RECOMMENDED:



Susan A. Mauriello  
County Administrative Officer

Attachment

cc: Children's Network

## **AFTER-SCHOOL SERVICES FOR K-8**

### **COUNTY OF SANTA CRUZ CHILDREN'S NETWORK REQUEST FOR PROPOSALS (RFP)**

#### **PURPOSE OF RFP**

The County of Santa Cruz ("County") is seeking proposals from interested entities ("Applicants") to provide prevention-oriented after-school activities for at-risk students in Kindergarten through eighth grade.

The County of Santa Cruz has \$22,750 in Children's Trust Fund monies to implement services that would commence no earlier than May 2, 2000 and end no later than June 30, 2001. These services will be procured through a contract with the Human Resources Agency. Applicants may apply for any amount up to \$22, 750.

#### **BACKGROUND**

In April 1996, the Board of Supervisors named the Children's Network the local council responsible for establishing criteria for determining programs which shall receive funding from the Children's Trust Fund. The Children's Trust Fund consists of a portion of fees charged for Birth Certificates plus any grants or bequests from private sources for child abuse and neglect prevention and intervention.

According to the Welfare and Institutions Code 18967, money shall be used to fund child abuse and neglect prevention and intervention programs operated by non-profit organizations or public institutions of higher education with recognized expertise in child welfare.

#### **CONTRACT REQUIREMENTS**

The successful contractor will be required to:

1. Offer direct services that address: prevention-oriented after-school, holiday or vacation activities for at-risk K-8 students;
2. Ensure students and their families will be given an opportunity to identify the types of activities that will support and promote healthy, nurturing environments. Anticipated services include tutoring, mentoring, recreation, arts enrichment and other positive activities.

## **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

The requirements for proposals are described in the following pages. Please be sure to read and address all elements of this Request for Proposals in your response. Your proposal must be signed by an authorized representative of the Applicant.

Four (4) copies of the proposal must be received no later than March 15, 2000 at 5:00 p.m. at the Human Resources Agency, 1000 Emeline Avenue. Proposals should be submitted in a sealed envelope clearly marked "Proposal for Children's Trust Fund". Address proposal to:

Santa Cruz County Children's Network  
 Human Resources Agency  
 1000 Emeline Avenue  
**Santa Cruz, CA 95060**  
 Attention: Judy Dame11

## **REVIEW OF PROPOSALS**

Upon receipt of the proposals, a Proposal Review Committee designated by the Children's Network Cabinet will review the proposals. Based upon the applicant's qualifications and experience and their ability to fulfill the stated contract requirements, the Committee will recommend one or more contractor(s).

The Human Resources Agency will forward to the Board of Supervisors for their approval a final recommendation on the proposed contractor(s), along with the proposed contracts.

## **RFP LIMITATIONS**

1. The Children's Network and the County of Santa Cruz reserves the right to reject any or all proposals received, and to negotiate with the selected respondents any desired change in the proposal in order to meet the County's requirements.
2. The County will not be liable for any cost incurred by the Applicant in the preparation of the proposals.
3. The Applicant may be required to furnish the County such additional information as the County may reasonably require.
4. The Human Resources Agency and the Children's Network reserves the right to conduct personal interviews of any or all Applicants prior to making a recommendation to the Board of Supervisors.
5. These contracts are for **one** time funds only.

**1. IDENTIFICATION OF APPLICANT**

Give the Applicant’s legal name, address, phone number, and fax number (if available).

**2. PROPOSED SERVICES**

Within the \$22,750 or less program budget and contractor requirements, describe in detail the range of services proposed to be provided by you or your organization including:

1. Outline the direct after-school services you propose providing to K-8 students.
2. Describe how you will involve parents in the development, delivery, and evaluation of proposed services.
3. Describe how you will develop the indicators, timelines, and measurements which will track progress towards achieving the stated outcomes.
4. Describe the reporting system which you propose to utilize to provide the County with detailed information regarding:
  - Number of students served
  - Types of services provided
  - Staff time utilized
  - Baselines, indicators, timelines, and measurement methodologies for designated outcomes.
5. Provide a proposed timeline for completing the required activities.

**3. QUALIFICATIONS AND EXPERIENCE**

In addition to reviewing proposals for the range of services to be provided, it is essential that we understand your or your organization’s qualifications for providing the proposed services. To determine an Applicant’s qualifications for this program, your proposal must include detailed answers to the following questions.

1. Characterize your or your organization’s background, education, and experience, in providing after-school programs to K-S students.
2. Provide examples that convey the breadth of your or your organization’s experience and effectiveness relative to the requirements of this program.
3. Describe your or your organization’s familiarity with service needs and issues in the Latino community.
4. Give the name of your insurance provider and a description of coverage (please review next section).

#### 4. **INSURANCE REQUIREMENTS**

Attachment #1 details the County insurance requirements to be incorporated in the final contract with the organization selected for this position.

Should your organization not presently carry the type/limits of insurance shown, please submit your proposal with any differences clearly noted. Indicate whether your organization would be able to obtain the insurance shown and at what additional cost, if any.

It is suggested that you provide a copy of Attachment #1 to your insurance broker for review. Should any questions arise regarding any of the insurance provisions, please contact Janet McKinley, County Liability/ Property Manager, at (83 1) 454-2240.

The insurance provisions of shown may or may not be modified, based on factors unique to this position and proposals reviewed. It is suggested that your organization not construe the insurance requirements as a reason not to submit a proposal. However, for the County to give your organization fair consideration, please be specific about what insurance you can or cannot provide and other related concerns.

#### 5. **ADDITIONAL REQUIRED ATTACHMENTS FOR PRIVATE NOT-FOR-PROFITS OR 501 ©(3)s.**

- A. Attach a current organizational chart showing clear lines of authority within your organization.
- B. Attach a copy of your organizations Articles of Incorporation certified by the State.
- C. Attach a roster of your organization's Board of Directors or other governing body, and a schedule of FY 99/00 Board meetings, if applicable.
- D. Attach copies of your IRS and California Franchise Tax Board nonprofit determination letters, if applicable.

**Attachment 1 (5 pages)**  
**Children's Network RFP**  
**County Insurance Requirements**

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here

\_\_\_\_\_/\_\_\_\_.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here

\_\_\_\_\_.

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g., owned by CONTRACTOR'S employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000.00 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here

\_\_\_\_\_/\_\_\_\_\_.

(3) Comprehensive or Commercial Liability Insurance coverage in the minimum amount of \$1 ,000,000.00 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$1 ,000,000.00 combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY \_\_\_\_/\_\_\_\_\_.

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a 0278 "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three years after the expiration of the Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

(3) All the insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be cancelled until after thirty (30) days prior written notice has been given to: "

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:



AMENDMENT OF AUTOMOBILE LIABILITY INSURANCE REQUIREMENT

Subparagraph 6A(2) of Contract No. \_\_\_\_\_, dated \_\_\_\_\_, by and between COUNTY OF SANTA CRUZ (hereinafter called COUNTY) and \_\_\_\_\_ (hereinafter called CONTRACTOR) is amended to read as follows:

      /       Reduction in Requirements

CONTRACTOR represents to COUNTY that it owns, operates or utilizes one or more personal vehicles and that the result which is to be accomplished under this Agreement does not require use of any such vehicle for other than CONTRACTOR'S personal transportation only (with no passengers, hazardous materials, or valuable (greater than \$5,000.00) property). In reliance on said representation COUNTY amends Section 6A(2) of said Agreement to require that said personal vehicles each have insurance coverage in the minimum amount of \$100,000.00 combined single limit per accident. COUNTY further reduces insurance requirements by permitting CONTRACTOR to comply with subparagraphs 6B(2), (3) and (4) by utilizing the attached "INSURANCE REPRESENTATIONS BY CONTRACTOR" form without request to or refusal by insurance providers as to those requirements. In all other respects, the Automobile Liability Insurance requirements of this Agreement remain in full force and effect.

The above paragraph(s) shall be operative if initialed by both parties in the space provided, effective \_\_\_\_\_

COUNTY OF SANTA CRUZ

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_  
Human Resources Agency

Attachment

AMENDMENT OF COMPREHENSIVE OR COMMERCIAL  
GENERAL LIABILITY INSURANCE REQUIREMENT

0280

Subparagraph 6A(3) of Contract No. \_\_\_\_\_, dated \_\_\_\_\_, by and between COUNTY OF SANTA CRUZ (hereinafter called COUNTY) and \_\_\_\_\_, (hereinafter called CONTRACTOR) is amended to read as follows:

\_\_\_\_\_/\_\_\_\_\_ 1. Guest Speaker Waiver

CONTRACTOR represents to COUNTY that it will accomplish the result required by this Agreement by manner and means similar to those employed by a guest speaker, namely by oral and documentary presentation to a group of persons such that no person will be exposed to reasonably foreseeable risk of personal injury or property damage. In reliance thereon, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirements of said Contract by waiving same.

\_\_\_\_\_ 2. Teacher, Instructor, Trainer Waiver

CONTRACTOR represents to COUNTY that it will accomplish the result required by this Agreement by manner and means similar to those employed by a teacher, instructor, or, trainer and subject to the following limitations: (1) the results will be accomplished entirely within a classroom setting; (2) no minors will be involved; and (3) no person will be exposed to reasonably foreseeable risk of personal injury or property damage. In reliance thereon, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirements of said Agreement by waiving same.

\_\_\_\_\_/\_\_\_\_\_ 3. General No Risk Waiver

CONTRACTOR represents to COUNTY that it will accomplish the result required by this Agreement by manner and means which will expose no person to reasonably foreseeable risk of personal injury or property damage, namely as follows: \_\_\_\_\_  
In reliance thereon, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirements of said contract by waiving same.

The above paragraph(s) shall be operative if initialed by both parties in the space provided, effective \_\_\_\_\_

COUNTY OF SANTA CRUZ

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_

Attachment B

INSURANCE REPRESENTATIONS BY CONTRACTOR

On the basis of the following representations by CONTRACTOR to COUNTY as initialed and executed below, compliance with Subparagraphs 6B(2), (3) and (4), respectively of the above Agreement, shall be deemed achieved.

\_\_\_/\_\_\_ Additional Insured [6B(2)]. CONTRACTOR represents that as to the following required insurance coverage(s): \_\_\_\_\_

\_\_\_\_\_ it is unable to obtain an endorsement adding COUNTY as an additional insured pursuant to Subparagraph 6B(2). In reliance thereon, COUNTY hereby waives said requirement.

\_\_\_/\_\_\_ Notice of Cancellation [6B(3)]. CONTRACTOR represents that as to the following required insurance coverage(s): \_\_\_\_\_

\_\_\_\_\_ it is unable to obtain an endorsement including a clause requiring prior notice of cancellation of or reduction in coverage pursuant to Subparagraph 6B(3). CONTRACTOR hereby covenants and represents that it will notify COUNTY in writing at least thirty (30) days prior to cancellation of or reduction in coverage pursuant to Subparagraph 6B(3). In reliance thereon, and upon performance of said covenant, COUNTY hereby deems CONTRACTOR to be in compliance with Subparagraph 6B(3).

\_\_\_/\_\_\_ Certificate of Insurance [6B(4)]. CONTRACTOR represents that as to the following required insurance coverage(s): \_\_\_\_\_

\_\_\_\_\_ it has been unable to obtain certification of insurance coverage pursuant to Subparagraph 6B(4). CONTRACTOR hereby covenants and represents that it has obtained, will maintain (and attaches hereto a copy of the face sheet(s) of), the contractually required insurance set forth on the attached self-certification of insurance form. In reliance thereon, COUNTY hereby deems CONTRACTOR to be in compliance with Subparagraph 6B(4).

The above paragraph(s) shall be operative if initialed by both parties in the space provided, effective \_\_\_\_\_

COUNTY OF SANTA CRUZ

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_

Attachment C