

Chabot-Las Positas Community College District

Request for Qualifications (RFQ) to Provide IV-E Qualified Training Services For Alameda County

The Chabot-Las Positas Community College District (CLPCCD) is seeking to subcontract with qualified community based organizations to provide training services to providers and caregivers serving dependent children/youth and their families in Alameda County. This is not a competitive process, however if your agency's completed application is not received by the deadline your agency may not be considered for a subcontract. Qualified and accepted agencies will receive contracts for the 2018-19 Fiscal Year with an option for CLPCCD to renew each fiscal year.

RFQ TIMELINE

Release of RFQ- March 8, 2018

Bidders Q & A Call (not required) March 13, 2018, 3:00-4:00 PM

Completed responses due by 5:00 pm March 30, 2018

REQUIRED FORMS

Up to 4 Pages Qualifications Statement

Attachment 1: Sample Training Plan for Fiscal Year 2018-19

Attachment 2: Organizational Chart

Attachment 3: Three Contract Trainer Resumes

Attachment 4: Budget Justification

Attachment 5: Budget Request

Attachment 6: CEO or Agency Board of Directors Signed Letter of Adherence to Title IV-E Regulations

Attachment 7: Current Liability Insurance

INTRODUCTION

Alameda County is home to some of California's most vulnerable children and youth involved in the child welfare and probation systems. Caregivers and providers need specialized knowledge and skills to effectively support these children, youth and their families. In addition, California has undergone radical changes to the state system of care for these children including Resource Family Approval, Continuum of Care Reform, Katie A., as well as policies around Commercially Sexually Exploited Children and the reduction of medication use for dependent youth. These initiatives as well as the natural needs of the population being served require intensive, coordinated and targeted training for caregivers and providers across Alameda County.

Since 2002, the Chabot-Las Positas Community College District has administered Title IV-E Training services in Alameda County. The Title IV-E contract with Alameda County is primarily administered in partnership with qualified community based organizations serving court dependent youth and their families. Therefore CLPCCD is releasing the following solicitation to secure qualified community based agency partners to deliver these services for the 2018-19 fiscal year, with an opportunity for annual renewals.

BACKGROUND

Title IV-E Training funding was established by section 474 of the Social Security Act and clarified in 45 CFR 1356.60, 45 CFR 235.6 as well as ratified to include an expanded audience through the Fostering Connections to Success and Increasing Adoptions Act of 2008 (H.R. 6893). The funding supports caregivers (foster, kinship, adoption, etc.) and providers (group home/ Short Term Residential Treatment Programs, Foster Family Agency, probation, child welfare, family court, and other as defined in the acts) in receiving the necessary training and skill building to ensure “proper and efficient administration of the State Plan,” referring to the care and support of court dependent children, youth and their families.

PROPOSED SCOPE

Subcontractor responsibilities include all duties related to providing the following training activities:

- Customize trainings for a minimum of 6 qualified caregivers or providers each class
- Event-style large trainings for eligible participants throughout Alameda County
- Attendance of qualified staff to participate in conferences, trainings, or distance learning on Title IV-E eligible topics

Funding shall be used to reimburse contractors for Title IV-E qualified expenses including:

- Supervision and support of trainers and training related staff
- Coordination of training by staff
- Production of training materials
- Hard costs including venue, maintenance of building, etc.
- Trainer salary and fringe benefits or contracted fees for non-staff
- Travel expenses related to training event

For further definition refer to specific regulations

Subcontractors will be reimbursed at \$200 per hour of classroom training time and \$200 per hour of qualified curriculum development for new courses (hours can be up to 150% of the classroom time) or \$200 per hour of curriculum tailoring (hours can be up 50% of the classroom time). The cumulative use of curriculum development and curriculum tailoring should not exceed 50% of the total training time over the contract year. Agency’s shall not invoice for hours in excess of their actual expenses. For more expensive training activities or funding individual staff to attend qualified training activities, contractors will be reimbursed for documented training expenses at a fee reimbursement model. Subcontractors

are responsible for tracking and documenting all allowable expenses as well as maintaining the documentation for 5 years in preparation for an audit.

Subcontractors are expected to pay for all training expenses directly and submit monthly invoices and back up documentation in accordance with contract requirements by the 10th of each month. Services provided in June are to be invoiced by July 7th. In addition, each invoice is to be signed by an agency authorized signatory that has not created the invoice and is responsible for certifying that all expenses being reimbursed are in accordance with the Federal IV-E regulations. The following statement is to be included on all invoices "I certify that this invoice reflects actual direct and indirect costs, as defined by 45 CFR §§235.66 and 1356.60 incurred by (*agency's name here*) in the provision of Title IV-E training to qualified class members."

Subcontractors will also prepare for and support audits performed by the CLPCCD, Alameda Social Services Agency, State of California, and Federal Government as requested.

MINIMUM QUALIFICATIONS

To be eligible to apply the applicant must:

- Provide direct services to children, youth and their families involved in the child welfare and/ or probation systems
- Be endorsed by Alameda County Social Services Agency leadership
- Have experience administering similar training programs
- Be committed to adhering to Federal Title IV-E regulations as well as contract requirements
- Have extensive quality assurance systems to ensure adherence to Federal Title IV-E regulations as well as contract requirements
- Maintain agency insurance and liability coverage

QUESTION AND ANSWER CONFERENCE CALL

An optional Question and Answer conference call will be held Tuesday, March 13th at 3:00 pm. Potential Bidders may call in at this time to ask questions related to this RFQ. The conference line for this call is:

1. Dial-in number: **(515) 739-1759**
2. Enter the access code: **613978**

QUALIFICATIONS STATEMENT

1) Formatting for Narrative Portion:

- 4 pages maximum (not including attachments): *You are encouraged to be concise. This is a Request for Qualifications and not a competitive proposal process.*
- Times New Roman
- 12 point
- Double spaced
- 1 Inch margins

- 2) Outline of Qualifications Statement:** Briefly respond to all statements and questions in each section. Organize responses following the outline provided.
- a. **Agency Overview** Please address the following (1 page)
- How does your agency serve and support court dependent children, youth and families qualified for Title IV-E funding?
 - Describe your agency's relevant experience administering training programs for people serving dependent children, youth, and families.
- b. **Program Activities and Objectives** (1 page)
- Labeled as "**Attachment 1**" provide a draft training plan with general topics that will be offered and how those topics meet the Title IV-E Regulations (this is an attachment and not part of the page limitation).
 - What are the goals and objectives of your proposed training program?
 - How will training activities be coordinated and supported?
 - Describe your target training audience and how they meet the Title IV-E federal regulations?
- c. **Agency Capacity** (2 pages)
- Labeled as "**Attachment 2**" provide an Organizational Structure Chart with your agency staff who are responsible for administering the Title IV-E training program (this is an attachment and not part of the page limitation).
 - Labeled as "**Attachment 3**" provide 3 current trainer resumes.
 - Specify who from the agency (by title, name, and specific responsibilities) will create back-up documentation and create invoices to ensure accurate reporting of training hours and funds requested.
 - Specify who from the agency (by title, name, and specific responsibilities) will be responsible for quality assurance practices related to meeting Title IV-E regulations, ensuring accuracy of invoices, oversight of trainers, overall training quality, contract compliance as well as attention to detail related to documentation.
 - Specify how the agency will ensure responsible parties have the skills and knowledge required to competently conduct the roles outlined above.
 - Describe your accounting practice and how payments and reimbursements are tracked to ensure accuracy and preparation for audit.
 1. How do you document expenses related to training?
 2. How you ensure cost sharing with programs that benefit from training activities and do not qualify for Title IV-E funding?
- d. **Budget Overview and Narrative**
- Complete the "**Attachment 4: Budget Justification**" Excel spreadsheet for the hourly rate of \$200/hour. Directions to complete this document are at the top of the document.
 - Complete "**Attachment 5: Budget Request,**" second tab in workbook with the training hours you are requesting for the 2018-19 fiscal year, Fee for Service request and total funds request. CLPCCD has a capped amount of funds available to share amongst the subcontractors and your request may not be allocated in full.
 - Include any notes or points of clarification regarding Attachment 4 and 5 in the narrative Qualifications Statement.

APPLICATION PROCEDURES

Applications must be submitted by **5:00pm on March 30th**. E-mail the required sections in **one PDF**, with your agency name in the title to Megan McQuaid at mmcquaid@clpccd.org. Sections must be in the following order:

- 1)** Qualifications Statement
- 2)** Attachment 1: Sample Training Plan for Fiscal Year 2018-19
- 3)** Attachment 2: Organizational Chart
- 4)** Attachment 3: 3 Sample Contract Trainer Resumes
- 5)** Attachment 4: Budget Justification
- 6)** Attachment 5: Budget Request
- 7)** Attachment 6: CFO or Agency Board of Directors Signed Letter of Adherence to Title IV-E Regulations
- 8)** Attachment 7: Copy of Current Liability Insurance

ATTACHMENT 6: LETTER OF ADHERENCE TO TITLE IV-E REGULATIONS

Must be signed by either the Board of Directors or CEO who is authorized to sign on their behalf

Whereas Chabot-Las Positas Community College District is contracted to provide Training Services through Federal Title IV-E funding, it is essential that subcontracting agencies understand these regulations in order to ensure all services funded through the subcontract adheres to the regulations. By signing this document the individual and agency are certifying that they are familiar with the related Title IV-E regulations and will ensure the subcontracting agency adheres to these regulations for all training activities reimbursed through Title IV-E funding and will ensure all required documentation is ready for audit.

Federal entitlement programs like Title IV-E are highly categorical. This means that **only** those costs that meet the requirements laid out in the federal laws, regulations, and policies are eligible for funding. Consequently, the training curriculum, the trainees, and the specific costs related to the training are subject to federal and state audit when Title IV-E reimbursement is received.

By submitting this proposal and by signing below, the agency is committed ensuring the following:

- Staff responsible for administering the Alameda County Title IV-E program are aware of the Title IV-E regulations and the consequences if regulations are not followed
- Expenses allocated to the Alameda County IV-E contract are eligible costs under the 75% reimbursement rate in accordance with Title IV-E regulations
- All back up documentation is available for review and audit upon request
- All invoices submitted for reimbursement will be reviewed and signed by an agency leader other than the individual creating the invoice to ensure adherence to Title IV-E regulations

x _____

_____ Date

Print Name and Title

Must be signed by either the Board of Directors or CEO who is authorized to sign on their behalf