



REQUEST FOR PROPOSAL

**Community Coalitions/Task Forces
Friday Night Live Program
Strengthening Families Program
FY 2017-2020**

Release: April 14, 2017

Bidder's Conference (attendance highly recommended):

April 24, 2017

9:30am-11:30am

Santa Ynez Valley Marriott

555 McMurray Road

Buellton, CA 93427

Santa Rita Hills Conference Room

Letter of Intent (required): April 26, 2017, 3pm

Deadline: May 19, 2017, 3pm

Proposals must be delivered to:

Santa Barbara County Department of Behavioral Wellness

Attention: Qiuana Lopez – Contracts Department

300 N. San Antonio Rd Bldg 3• Santa Barbara, CA 93110

Electronic Copy: bwelrrfp@co.santa-barbara.ca.us

RFP contact information:

Qiuana Lopez, Contracts Specialist

Phone (805) 681-5229, Fax (805) 681-5222

Email: bwelrrfp@co.santa-barbara.ca.us

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Attachments:

Exhibits A-D **must** be submitted with the proposal. Exhibits E-H are included for reference.

Exhibit A – RFP Application Cover Sheet

Exhibit B – Excel Budget Template (Editable version available online at <http://countyofsb.org/behavioral-wellness/bids.sbc>)

Exhibit C – Customer References

Exhibit D – Cultural Competence

Exhibit E – Score Sheets

Exhibit F – County Standard Terms, Indemnity, and Insurance Requirements

Exhibit G- CSAP Strategies

Exhibit H- Bidders Conference Notification

SECTION 1 – REQUEST FOR PROPOSAL OVERVIEW

The Santa Barbara County Department of Behavioral Wellness, Alcohol and Drug Program (ADP) is requesting proposals for three unique programs. Each program is described separately in the *Section 2- Program Overviews* portion of this document. The intent is that each of these programs will be implemented in each region of the County (North County, Mid-County, South County). Interested parties may apply for all three programs or for just one program. Please indicate the region(s) of the County that you plan to reach using the *RFP Application Cover Sheet* (Exhibit A). Applicants must demonstrate a history of successful outreach to the target populations and community that they intend to serve.

The Santa Barbara County Department of Behavioral Wellness, Alcohol and Drug Program (ADP), *Prevention Services* is requesting proposals from interested parties to provide community-based prevention programs. Prevention programs must utilize evidence-based strategies targeting specific alcohol and drug related priority areas, which were defined through a county-wide Needs Assessment. In adherence to the Strategic Prevention Framework Plan, and under the direction of the Department of Healthcare Services, priority areas for prevention programs will include Underage Drinking, Excessive Drinking and Marijuana Use (Ages 10-25), and Opioid Misuse. Three evidence-based strategies have been selected and specific programs will be funded in order to address the priority areas identified. The three strategies are as follows, with detailed descriptions of these programs provided in the identified sections:

- Program 1- Community Coalitions/Task Forces
- Program 2- Friday Night Live Program
- Program 3- Strengthening Families Program

The anticipated RFP Schedule is as follows:

April 14, 2017	RFP Released
April 24, 2017	Bidder's Conference
April 26, 2017	Letter of Intent to Apply due by 3 pm
May 19, 2017	Applications due by 3 pm
June 2, 2017	Notice of Intent to Award is posted
June 5-9, 2017	Appeal Period
June 19, 2017	Notification of Appeal Results
June 20, 2017	Contract service negotiations begin
October 1, 2017	Program begins providing services to the community

Note: dates are subject to change; any revisions or new dates will be made available online

SECTION 2 – PROGRAM OVERVIEWS

PROGRAM 1- COMMUNITY COALITIONS/TASK FORCES

A. INTRODUCTION Part I: Community Coalitions/Task Forces (CCs/TFs)

A coalition is defined as a formal arrangement for collaboration among groups in which each retains its identity but all agree to work together towards a common goal. Similarly, a task force is a temporary grouping under one leader for the purpose of accomplishing a definite objective. These common groups of people serve as catalysts for population-level change, and should include a broad cross section of the population to ensure representation of organizations that represent various cultural groups.

B. Background

The Department of Health Care Services (DHCS) directs local county funding to primary prevention services through a block grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) using universal prevention strategies. Universal prevention strategies address the entire population with interventions aimed at preventing or delaying the abuse of alcohol, tobacco, and other drugs. Using a Strategic Planning Framework (SPF), counties are directed to use these funds to build infrastructures for effective and sustainable prevention interventions through a community-based approach. Traditionally, the ADP Prevention Programs have focused on approaches designed to affect the individual, peers and families. To reach a larger sector, a comprehensive community-level approach using a Public Health Model will be the focus of prevention services for the next three years.

C. Program Description

1. Program Summary:

Behavioral Wellness is looking for Community Coalitions/Tasks Forces (CCs/TFs) to enhance state and local alcohol and drug prevention efforts by mobilizing communities, participating in policy advocacy, and changing social norms. The Department of Behavioral Wellness will be funding multiple coalitions in order to best serve each region of Santa Barbara County.

2. Program Goals:

These groups will engage the community in policy campaigns to develop, adapt or implement new or existing policies to reduce or prevent alcohol and other drug problems. They will also effectively utilize media advocacy and other community education and media strategies to change norms and perceptions. They will work with local law enforcement, City and/or County officials, as well as State Legislatures to find ways to limit youth access to alcohol and marijuana, reduce excessive drinking, and limit opioid misuse. Preference will be given to those who can demonstrate sustainability to those who leverage other operational funding streams.

3. Program Services:

Applicant Requirements. Behavioral Wellness expects all Community Coalitions/Task Forces to have a minimum of the following 12 (twelve) community sectors involved in their coalitions or task forces: Youth, Parents, Business, Media, Schools, Youth Service Organizations, Faith-based or

Fraternal Organizations, Law Enforcement, Civic/Volunteer Groups, Healthcare Professionals, State, local, or tribal governmental agency with expertise in the field of substance abuse and other organizations involved in reducing substance abuse. The selected applicant(s) will be required to have an established coalition/task force or the ability to develop one within 6 (six) months. Selected applicants will also be required to:

- I. Partner with prevention and treatment professionals to determine gaps in existing Alcohol and Other Drug (AOD) policies in order to develop, adapt or implement three new or existing policies.
 - a. Utilize gap analysis to implement effective AOD prevention policy campaigns; for example:
 - monitoring retailers and limiting new outlets;
 - requiring mandatory Responsible Beverage Service (RBS) training for new licensees;
 - promoting enforcement of current policies including the Social Host Liability Ordinance (SHLO);
 - reducing the presence of alcohol at schools and youth organization events;
 - implementing policies promoting healthier options at community events; and
 - promoting the safe storage and disposal of prescription medications.
- II. Effectively utilize media strategies to change norms and perceptions.
 - a. Implement print and social media advocacy campaigns aimed at:
 - demonstrating the pervasiveness and consequences of the use of alcohol, electronic smoking devices, marijuana use among youth, and opioid misuse;
 - promoting increased visibility of enforcement;
 - reducing underage access to AOD through social settings; and
 - informing youth and adults about actual versus perceived norms of substance use.
- III. Collaborate with the Nutrition and Tobacco Partnership on the state-wide Healthy Stores Campaign in order to:
 - reduce access to unhealthy products;
 - reduce alcohol and drug advertising through vendor education; and
 - publicly acknowledge retail outlets who do not sell to minors.

4. Key Operational Points

The selected applicant will coordinate all aspects of coalition building including recruitment, direction of interventions and maintenance. The selected applicant will work closely with assigned ADP staff to ensure a two-way flow of communication, effective program implementation, and to receive technical assistance as needed. Preference will be given to applicants who can demonstrate that County funds will be leveraged with additional outside funding streams.

- i. Establish/maintain a Community Coalitions/Task Forces with a minimum of the following 12 (twelve) community sectors involved in their coalitions or task forces: Youth, Parents, Business, Media, Schools, Youth Service Organizations, Faith-based or Fraternal Organizations, Law Enforcement, Civic/Volunteer Groups, Healthcare Professionals State, local, or tribal governmental agency with expertise in the field of substance abuse and other organizations involved in reducing substance abuse.

- ii. Train a minimum of twelve (12) coalition members annually on the application of evidence-based prevention strategies.
- iii. Facilitate monthly coalition meetings designed to raise community awareness, develop policy and media advocacy strategies, develop campaign materials, and plan the implementation of community-based prevention projects.
- iv. Collaborate with coalition members and prevention partners in order to implement a minimum of two (2) media advocacy prevention campaigns annually reaching approximately 8000 people.
- v. Collaborate with coalition members and prevention partners in order to implement a minimum of two (2) community-based prevention projects annually.
- vi. Collaborate with County staff in order to collect annual community and retailer surveys.

5. Program Outcomes

A summative or outcome evaluation will be conducted to determine if the Program is meeting programmatic expectations. The following outcomes will be of primary interest:

• Reduced access and availability of AOD to youth	• Increased Responsible Beverage Service Trainings
• Policies to reduce presence of alcohol at schools	• Policies to reduce AOD abuse at community events
• Increased media regarding AOD trends	• Increased knowledge of AOD consequences
• Increased knowledge of enforcement of AOD laws	• Increased parental awareness of the SHLO
• Increased retailer compliance with best practices	• Reduction in AOD advertisements in retailers
• Reduction in sales to minors	• Increased enforcement of AOD laws
• Understanding regarding the discrepancy of actual vs. perceived youth AOD use	

In order to achieve these outcomes, all program funded by Behavioral Wellness must be designed, operated, and guided by the following principles:

- Community collaboration.
- Cultural competence, which is a top priority to reduce ethnic disparities in service delivery. Cultural competence includes linguistic competence, culturally sensitive attitudes, behaviors, and policies.
- A focus on evidence-based prevention strategies (Reference the attached CSAP Strategies in Exhibit G).

D. Staffing Requirements

Selected applicants must employ a minimum of one staff person who functions as the *Coalition Coordinator*. The Coalition Coordinator must meet the following minimum requirements:

- Mobilize coalition members in order to meet program outcomes.
- Serve as the primary point of contact with assigned ADP staff.
- Must have a minimum of two years of experience working in the field of prevention.

E. The Target Population

The general population of Santa Barbara County.

F. Funding Allocation

Up to \$120,000 per region, per year.

SECTION 2 – PROGRAM OVERVIEWS

PROGRAM 2 – FRIDAY NIGHT LIVE PROGRAM

A. INTRODUCTION

Friday Night Live (FNL) is a program implemented locally, which is supported by the California Friday Night Live Partnership and funded by the Department of Health Care Services (DHCS). FNL is a youth program that builds partnerships for positive and healthy youth development which engages youth as active leaders and resources in their communities. The main focus of this program is to promote healthy lifestyles among youth in order to prevent alcohol, tobacco, or other substance use among youth. FNL programs are continually evolving and adapting to the latest trends and issues affecting youth, responding to current prevention and youth development research and addressing the unique needs of each community served.

B. Background

The California Friday Night Live Partnership (CFNLP) was first developed in 1984 in Sacramento as a pilot program. FNL has since expanded to 52 counties throughout the state. Youth participants across the state reflect the diversity of California’s population and participate in evidence-based prevention strategies. Local FNL programs have been in place for nearly 30 years and engage youth in programs rich in opportunities and support so young people will be less likely to engage in problem behaviors, more likely to achieve in school, and more likely to attend higher education or secure a full-time job. FNL’s vision is to work hand-in-hand with young people.

C. Program Description

1. Program Summary:

Behavioral Wellness is looking for applicants who can run a youth-driven Friday Night Live (FNL) program that is certified by the California Friday Night Live Partnership. The selected applicant must provide county-wide services for high school and junior high- aged youth. The program takes the form of a youth-led club or chapter, with ongoing support provided by an adult advisor/ally. The program provides support and opportunities for young people to develop the skills to address alcohol and other drug issues at their school and in their community. It fosters resilience and protective factors through the development of action-oriented chapters in which activities are developed and driven by youth. Chapter members reach out to their peers of all ethnic, cultural, and socio-economic groups through prevention campaigns, community/school service projects and prevention activities.

2. Program Goals:

The selected applicant will work with the California Friday Night Live Partnership (CFNLP) in order to meet all FNL certification standards and will work toward meeting all necessary requirements in order to be considered a “Member in Good Standing” through the end of the contract period. “Member in Good Standing” requirements include, but are not limited to the following:

- i. Demonstrate FNL Core Components: chapters, outreach, skill development, and opportunities.

- ii. Demonstrate FNL Youth Development Standards of Practice: skill building, leadership and advocacy, peer and adult relationships, community engagement, and safety.
- iii. Demonstrate use of FNL Operating Principles.
- iv. Attend annual FNL Training Institute.
- v. Participate in monthly FNL Regional Learning Community phone calls.

3. Program Services:

Applicant Requirements. The selected applicant must work with local County-contracted coalitions/task forces to promote policy campaigns and policy developments that reduce problems related to underage drinking, excessive drinking, marijuana use, and opioid misuse. Services shall include educating, training and providing technical assistance to chapter advisors, teachers, youth leaders, parents and other community/school stakeholders who provide the opportunities for young people to get involved in their school and/or community. Services shall also involve building new chapters, training youth on skills that strengthen protective factors, and providing technical assistance on how to develop and implement community and school activities. Strategies shall include but not be limited to:

- i. Training on the application of youth development practices to chapter advisors, youth leaders, school staff and parents.
- ii. Implementing youth/adult leadership activities through which role models work with youth to help prevent substance abuse by increasing internal and external assets.
- iii. Collaborating with chapters, the youth leadership council, and prevention coalitions to implement youth-led activities, focusing on the prevention of underage drinking, excessive drinking, marijuana use, and opioid misuse.
- iv. Media advocacy training to youth for the development of culturally and linguistically relevant print and social media campaigns.
- v. Collaborate with the Nutrition and Tobacco Partnership on the state-wide Healthy Stores Campaign.

4. Key Operational Points

Applicant will work closely with assigned ADP staff to ensure a two-way flow of communication to ensure effective program implementation and to receive technical assistance as needed. Program implementation must meet the following minimum requirements:

- i. Establish/maintain a minimum of twelve (12) school-based chapters, with a minimum of six (6) chapters in North County and six (6) chapters in South County.
- ii. Train a minimum of twelve (12) adult advisors annually on the application of youth development practices and prevention strategies.
- iii. Host weekly chapter meetings at each of the sites designed to increase leadership opportunities, communication skills, participation in team building activities, and engagement in other meaningful activities.

- iv. Engage a minimum of 120 youth in school-based chapters throughout the school year.
- v. Collaborate with chapters to conduct a minimum of two (2) school-based prevention campaigns per site, each school year, reaching at least 50% of the total school enrollment.
- vi. Establish/maintain a Youth Leadership Council with a minimum of ten (10) participants that meet year-round at least two times a month.
- vii. Engage the Youth Leadership Council in the implementation of a year-long prevention project utilizing the *FNL Roadmap Chapter Project Guide*.
- viii. Collaborate with County staff in order to collect annual community and retailer surveys.

5. Program Outcomes

A summative or outcome evaluation will be conducted to determine if the Program is meeting programmatic expectations. The following outcomes will be of primary interest:

- | | |
|--|--|
| <ul style="list-style-type: none">• Increased assets of youth to be resilient to AOD• Policies to reduce presence of alcohol at schools• Increased media regarding AOD trends• Reduction in AOD advertisements in retailers• Understanding regarding the discrepancy of actual vs. perceived youth AOD use | <ul style="list-style-type: none">• Increased youth support of AOD policies• Increased knowledge of AOD consequences• Increased retailer compliance with best practices• Reduction in sales to minors |
|--|--|

D. STAFFING REQUIREMENTS

Selected applicant must employ a minimum of one staff person who functions as the *Friday Night Live County Coordinator*. The FNL County Coordinator must meet the following minimum requirements:

- Mobilize youth participants and adult role models in order to meet program outcomes.
- Serve as the primary point of contact with assigned ADP staff.
- Serve as the primary point of contact with the CFNLP and meet all FNL program requirements.
- Must have a minimum of two years of experience working in the field of prevention.

E. THE TARGET POPULATION

Services shall focus on the youth population throughout Santa Barbara County, ages twelve to eighteen (12-18) in multiple settings including traditional and non-traditional schools, after-school programs and other youth-serving agencies. Services shall also be provided to adults who lead, coordinate and/or facilitate services in the above-referenced youth settings.

F. FUNDING ALLOCATION

Up to \$110,000 per year.

SECTION 2 – PROGRAM OVERVIEWS

PROGRAM 3 – STRENGTHENING FAMILIES PROGRAM

A. INTRODUCTION

The Strengthening Families Program (SFP) is a nationally and internationally recognized parenting and family strengthening program for high-risk and general population families. SFP is an evidence-based family education and skills training program found to significantly improve parenting skills and family relationships, reduce problem behaviors, delinquency and alcohol and drug abuse in children and to improve social competencies and school performance.

B. Background

The Strengthening Families Program is a training program specifically designed for high-risk families, providing 10-14 sessions of evidence-based education and parenting skills, children's social skills, and family life skills. Parents and children participate in SFP, both separately and together. Group Leader Manuals contain a complete lesson for every session. Parents' and children's handouts are also provided for every session.

Group Class Curriculum for ages 7-17 has lessons for Parents, Teens, and Children classes plus a joint Family Practice class and includes video vignettes of key SFP skills. It can be presented in 10 to 14 weekly sessions (depending on family risk factors).

C. Program Description

Behavioral Wellness is looking for applicants to implement the Strengthening Families Program (SFP) in each region in the county.

1. Program Summary:

All programs should implement an SFP curriculum that targets both parents and children and depending on current audience/need, trainings should be available in English and Spanish. Agencies are also encouraged to target specific cultural group cohorts to meet local community needs.

2. Program Goals:

Effective implementation of the SFP curriculum teaches families how to talk to their children in an effort to increase protective factors and prevent substance use.

3. Program Services:

Applicant Requirements. The selected contract agency will coordinate all aspects of SFP to adhere to the curriculum requirements. Sessions will utilize the evidence-based parenting curriculum in order to provide education regarding parenting skills, family communication, decision-making skills, conflict resolution, etc., as outlined in the SFP program.

4. Key Operational Points

Agency will work closely with County staff to ensure a two-way flow of communication for effective program implementation and to receive technical assistance as needed. Program implementation must meet the following minimum requirements:

- i. Identify a minimum of two (2) program staff to participate in a County-sponsored SFP training in order to serve as facilitators for the Strengthening Families Program and participate in ongoing technical assistance as identified.
- ii. Recruit twenty to thirty (20-30) underserved families annually and provide training using the SFP curriculum.
- iii. Offer the full ten to fourteen (10-14) week SFP sessions a minimum of three (3) times per year.
- iv. Facilitate separate English and Spanish-speaking groups based on the primary language of the families who are registered for the program. Specific cultural sub-groups may be targeted in different cohorts.
- v. Provide a family meal in conjunction with each SFP weekly session.
- vi. Coordinate childcare for younger siblings as needed.
- vii. Offer SFP pre and post-tests as designed.

5. Program Outcomes

A summative or outcome evaluation will be conducted to determine if the Program is meeting programmatic expectations. The following outcomes will be of primary interest:

- | | |
|--|--|
| <ul style="list-style-type: none">• Increased family participation in prevention programs• 80% of participants complete the pre- and post-tests• Reduced risk factors for problem behaviors in children including behavioral, academic, and social problems. | <ul style="list-style-type: none">• 80% of participants complete the full 10-14 week SFP session• Increased family strengths and resilience |
|--|--|

E. STAFFING REQUIREMENTS

SFP group classes require a minimum of two (2) trained facilitators, a childcare provider, and a site coordinator.

G. THE TARGET POPULATION

Services shall focus on parents and youth within high-risk families specifically with youth ages 7-17 years old.

H. FUNDING ALLOCATION

Up to \$50,000 per region, per year.

SECTION 3 – PROPOSAL SUBMISSION, REVIEW AND APPEALS PROCESS

A. WHO MAY APPLY

To be eligible to submit a proposal for these services, the bidder must be a community-based organization with 501(c)(3) certification. Individuals and any governmental entity outside Santa Barbara County are not eligible to submit a proposal.

To be eligible to contract with the County an individual or entity must not be listed on the current Cumulative Sanction List of the Office of the Inspector General (U.S. Department of Health and Human Services) or the General Services Administration's list of parties excluded from federal programs, or the California Medi-Cal Suspended and Ineligible Provider List. **The County will not review a proposal submitted by an individual or entity found to be on any of these lists.**

The County plans to use the following links to identify individuals and entities that are not eligible to contract with the County: <http://exclusions.oig.hhs.gov>, <https://www.sam.gov/portal/public/SAM/>, and Medi-Cal Suspension Search Database. Each bidder should verify that it is not on any list prior to preparing a proposal to submit in response to this solicitation. Correction of any errors found on any sanction list is the sole responsibility of the bidder and must be made prior to the day the proposal is submitted.

The County requires all potential bidders (individuals or entities) to self-disclose any pending charges or convictions for violation of criminal law and/or any sanction or disciplinary action by any federal or state law enforcement, regulatory or licensing agency or licensing body, including exclusion from Medicare and Medicaid programs.

During the term of the contract between a selected bidder (the contracting entity or individual) and the County, and in accordance with law, if the contracting entity or individual becomes an ineligible person, the contractor shall be removed from any responsibility and/or involvement with County contracted obligations related to any direct or indirect federal or state health care programs and any other federal and state funds. An ineligible person is defined as any individual or entity who is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated into the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

The County does not require, and neither encourages or discourages, the use of lobbyists or other consultants for the purpose of securing business.

B. SUBMITTING RFP APPLICATIONS

1. The County has attempted to provide all information available with regard to the services described. It is the responsibility of each applicant to review, evaluate, and where necessary, request any clarification of information. All questions regarding the RFP should be directed in writing to bwelirfp@co.santa-barbara.ca.us or asked at the Proposal (Bidders) Conference.

SECTION 3 – PROPOSAL SUBMISSION, REVIEW AND APPEALS PROCESS

2. All applicants are highly encouraged to attend the Bidder's Conference on **April 24, 2017** located in mid-County (see attached Bidder's Conference Notification- Exhibit H).
3. A Letter of Intent is required by every interested applicant. If a Letter of Intent is not received by **April 26, 2017** by **3pm**, then the applicant will not be considered for selection.
 - a. The letter must be submitted on company letterhead and include all of the following:
 - i. A statement of intent to respond to RFP by applicant; indicate all program(s) for which applications will be submitted.
 - ii. A contact person within the applicant's organization that all correspondence concerning the proposal will be sent to. Include email, phone number and mailing address of the applicant's primary contact person. All RFP correspondence will be sent to this person only.
 - iii. The letter must state that the applicant accepts the terms, conditions, criteria and requirements set forth in the RFP and has sufficient experience and resources to develop, manage, and operate the proposed program.
 - iv. The letter must be signed by the CEO or Executive Director of the organization.
 - b. The letter must be sent electronically to bwllrfp@co.santa-barbara.ca.us.
 - c. The Applicant will be informed of receipt of the applicant's Letter of Intent by email to the primary contact listed in the letter. If applicant does not receive this email by **3:30 PM** on **April 28, 2017**, please contact bwllrfp@co.santa-barbara.ca.us.
 - d. The Letter of Intent is not intended as a guarantee that the applicant will submit a response to the proposal, but as a way for Behavioral Wellness to gauge the amount of interest, to manage all proposals coming in, and to ensure that all applicants are receiving the same information being disseminated.
4. All costs incurred in the development, preparation, and submission of an application in response to this solicitation will be solely at the expense of the applicants. All responses to the RFP become the property of the County, and will become public information only upon submission to the Board of Supervisors of any contracts between the County and selected applicants. Proposals are not open or available for inspection until that time.
5. Proposals must be typed in a 12 point Times New Roman or Arial font, and double-spaced on 8.5 x 11- inch plain white paper using one side of the paper only. Each proposal must include a Table of Contents, with page numbers, at the beginning of the proposal package. All pages in the original proposal package and copies must be numbered consecutively and may not be stapled or bound.
6. One original signed by an authorized representative of the applicant agency, seven (7) copies held by binder clips, and one electronic copy must be on the premises of Santa Barbara County Behavioral Wellness Administration no later than 3 pm on **May 19, 2017**, regardless of postmark date. No other locations will be acceptable. No faxes will be accepted. Please ensure delivery of RFP applications by the deadline to the address listed:

Santa Barbara County Department of Behavioral Wellness
Attention: Qiuana Lopez – Contracts Department
300 N. San Antonio Road, Bldg 3

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Santa Barbara, CA. 93110

Electronic Copy: bwellrfp@co.santa-barbara.ca.us

7. This RFP does not commit Behavioral Wellness to award funding.
8. Behavioral Wellness reserves the right to:
 - i. Seek additional proposals beyond the final submission date if, in its sole discretion, proposals received do not meet the guidelines or the intent of this RFP.
 - ii. Seek additional proposals for 30 days beyond the final submission if the original bidding period was for 40 days or less and only one responsive proposal was received.
 - iii. Choose Applicants who are not the lowest bidder.
 - iv. Award more than one contract.
 - v. Award a contract on the basis of initial offers received.

C. PROPOSAL REVIEW AND SELECTION PROCESS

A multiple stage evaluation process will be used to review and/or score technical proposals. Behavioral Wellness will reject any proposal that is found to be non-responsive at any stage of evaluation:

1. Technical Review: A review for completeness will be conducted in the Behavioral Wellness Contracts department.
 - i. Shortly after the proposal submission deadline, Behavioral Wellness staff will convene to review each proposal for timeliness, completeness and initial responsiveness to the RFP requirements. This is a pass/fail evaluation. Any application omitting a required item will not receive further review and will not be considered for funding. Any application that does not completely answer each question will not receive further review and will not be considered for funding.
 - ii. In this stage, Behavioral Wellness will compare the contents of each proposal to the claims made by the Applicant on the Required Attachment/Certification Checklist to determine if the Applicant's claims are accurate.
2. Proposal Review: A Proposal Review Committee made up of consumers, County employees, Behavioral Wellness staff, and a Behavioral Wellness Commission member, will review and rate proposals, using the specified criteria, and evaluating clarity, cost effectiveness, and overall quality. Technical support for the review process will be provided by the Contracts Department.
 - i. Proposals that appear to meet the basic format requirements, initial qualification requirements and contain the required documentation, as evidenced by passing the Technical Review will be submitted to the Proposal Review Committee.

The reviewers will individually and/or as a team review, evaluate and numerically score proposals based on the proposal's adequacy, thoroughness, and the degree to which it

SECTION 3 – PROPOSAL SUBMISSION, REVIEW AND APPEALS PROCESS

complies with the RFP requirements.

- ii. Behavioral Wellness will use the evaluation criteria listed in Parts 1-11 outlined in Section 4 below. The scoring sheet in Exhibit E will be utilized in the evaluation of the applicant's written proposals. The expectation is that those proposals in the competitive range may be considered for contract award.
 - iii. In assigning points for individual rating factors, reviewers may consider issues including, but not limited to, the extent to which a proposal response:
 - a. Is lacking information, lacking depth or breadth or lacking significant facts and/or details;
 - b. Is fully developed, comprehensive and has few if any weaknesses, defects or deficiencies;
 - c. Demonstrates that the applicant understands alcohol and other drug prevention and/or early intervention needs, the services sought, and/or the contractor's responsibilities;
 - d. Illustrates the applicant's capability to perform all services and meet all scope of work requirements;
 - e. If implemented, will contribute to the achievement of ADP goals and objectives; and/or
 - f. Demonstrates the applicant's capacity, capability and/or commitment to exceed regular service needs (i.e., enhanced features, approaches, or methods; creative or innovative business solutions).
 - iv. Behavioral Wellness will consider a proposal technically deficient and non-responsive if the proposal earns a score that is less than 75% of the total points. Non-responsive proposals will not advance to Stage 3.
3. Selection: Taking the recommendations of the Proposal Review Committee under advisement, the Behavioral Wellness Director in concert with the Behavioral Wellness Executive Team will make the final selection from among the top applicants and will enter into negotiations with the chosen applicant. Criteria considered will include responsiveness and thoroughness of the proposal, and presentation and perceived ability to carry out the program as specified. Behavioral Wellness will notify all applicants via email of their status and issue a "Notice of Intent to Award."
 4. Contract Approval: The Santa Barbara County Board of Supervisors has final authority to approve any contract on behalf of the county. Contracts shall be subject to the County's standard terms and conditions, and standard indemnification and insurance requirements (see Exhibit F). Should the parties fail to agree on contract terms, or should Board approval be denied, this may result in re-negotiation of the contract, the re-advertisement of the solicitation process or any other actions deemed appropriate by Behavioral Wellness.

D. APPEALS PROCESS

1. A "Notice of Intent to Award" will be posted at the Behavioral Wellness Administrative Office Building 3 on **June 2, 2017**. One will also be posted online at <http://countyofsb.org/behavioral-wellness/bids.sbc> and emailed to all applicants.
2. After the "Notice of Intent to Award" has been posted, applicants may appeal the selection decision made by Behavioral Wellness during the period **June 5** through **June 9, 2017**. To be considered,

SECTION 3 – PROPOSAL SUBMISSION, REVIEW AND APPEALS PROCESS

appeals must be received in the Behavioral Wellness Administration Office **no later than 3:00 p.m. on June 9, 2017.**

3. The appeal must be in writing and directed to the Behavioral Wellness Director stating the reasons, law, rule, regulation or practice on which the protest is based. Behavioral Wellness will notify the applicant of receipt of the appeal.
4. Appeals made after **3:00 p.m. on June 9, 2017** will not be considered. The Appeal Committee, made up of the Director of Behavioral Wellness or his/her designee, a representative of the Review Committee, and a representative of County Counsel will review and resolve all protests. The Appeal Committee may or may not meet with the appealing applicant.
5. The Appeal Committee's decision will be final and may not be appealed. Behavioral Wellness will give written notice to each appealing applicant, setting forth the final outcome of the appeal.

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

A. OVERVIEW AND SUBMISSION INFORMATION:

In preparing an application, please read each of the following sections closely. Your proposal should be directly responsive to the information presented regarding the applicable program. ***Please note that a separate proposal package must be completed for each program you are submitting a proposal for.***

Response: Applicants can respond with proposals for providing one or more programs, but will need to submit a separate complete proposal package for each program. Employ the Budget Template in Exhibit B to submit the budget for each program. An editable version is available online at <http://countyofsb.org/behavioral-wellness/bids.sbc>.

Structure: Each proposal must adhere to the format outlined in this RFP. Proposal sections must be labeled in the same way as the corresponding section of the RFP as is written below. Proposals that do not adhere to the RFP format outlined below will be disqualified.

Detail: In responding to each section of the RFP, the applicant should document all statements concerning *specific* experience, knowledge, training and capabilities to the fullest extent possible. For example, do not make unqualified statements such as “Our agency has a long history of providing prevention services.” Instead, factual, definitive information will be required such as: “For the past 5 years, our agency has implemented parent education classes serving more than 100 parents in the following locations...”

Length and format: Please complete each part of the application in the space indicated by these instructions:

1. The RFP narrative may be no longer than the page lengths indicated in this RFP. Please do not include attachments or addenda other than those requested in the application.
2. The applicant organization’s name and date should appear in the upper right-hand corner of every page.
3. A page number should appear at the bottom right corner of each page.
4. The application should be typed in Times New Roman or Arial, font size 12.
5. All margins of every page are to be one inch.
6. Pages should be double-spaced, single-sided, and justified.

Packaging/Delivery: All required sections must be included in the application. The required attachments must be included with the original, signed application. One original and 7 copies of the application must be submitted by 3:00 p.m. on **May 19, 2017**, as well as an electronic copy sent to bwellrfp@co.santa-barbara.ca.us. Behavioral Wellness staff will date and time stamp all applications. Applications received after 3:00 p.m. on **May 19, 2017** will not be considered.

Failure to submit proposals in the order required or exceeding the allowable page limit will result in rejection of the proposal. Details about certain requirements are contained below. Please follow the guidelines in the RFP to ensure that you return a complete proposal package for the County’s consideration.

The requirements outlined in this section are mandatory for all program applications. All applicants

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

must prepare responses to these questions.

For applicants responding to more than one program, separate proposals including each of the sections outlined must be completed for each program. A single program application can include proposals in multiple regions.

Proposals will consist of the following parts, which will be subject to the number of scoring points listed for a total of 150 points:

Part 1. RFP Application Cover Sheet– No points

Complete the **RFP Application Cover Sheet** that appears at the end of this document (**Exhibit A**). Please include all of the requested information as indicated.

- A. Indicate the program and region(s) included in the application proposal.
- B. Under Agency Information, include the proposed Project Director/Lead Staff if known. If unknown, indicate “TBD.” If the agency does not have a website at this time, indicate “N/A.”
- C. Under the “Total Request for Funding for this program” section, the total amount for each program requested by your agency from Behavioral Wellness should appear on the RFP Application Cover Sheet.

Part 2. Table of Contents (One page) – No points

Include page numbers for each required section.

Part 3. Agency Overview (Up to five pages) – 20 points

In this section, please present the characteristics of your organization that you think should persuade a reader that your organization is one that can effectively implement prevention program(s) in Santa Barbara County. Your organization’s distinguishing characteristics, key staff, and areas of strength should be described here.

- A. Describe the agency’s philosophy and conceptual approach to the delivery of prevention. Delineate the agency’s prior experience in providing prevention programs.
- B. Discuss your organization’s experience working as a partner in community collaborative efforts and multidisciplinary teams. Elaborate on your experience and success in sharing information and providing programs within federal confidentiality standards.
- C. Describe the agency’s existing services and how they will relate to the proposed services. Describe your experience in hiring, training and retaining direct service and support staff with expertise in: 1) alcohol & other drug prevention; 2) serving individuals with alcohol & other drug problems; 3) working with youth and the families of those served.
- D. Discuss your experience with process and outcome evaluation, developing data collection systems, and reporting to local funding sources.

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- E. According to the 2010 Census, the population in Santa Barbara is thirty-eight percent Latino. Describe your agency's experience in providing services that are relevant to the linguistic, racial, ethnic, and cultural characteristics of the local community served, particularly Latinos.
- F. Describe the composition of your Board of Directors and/or Advisory Boards, detailing gender, racial and ethnic composition, representation from the local community, representation of consumers and family members, and board members' local affiliations which could assist in mobilizing local efforts to expand community support for the local project.

Part 4. Program Narrative (Up to 12 pages) – 60 points

This section of the proposal should present a comprehensive statement of the proposed program and how the applicant would go about developing, administering and evaluating it. Applicants are reminded to review the appropriate **Program Overviews** section of this RFP to ensure that the narrative addresses the categories of services which will be provided through this application. In particular, applicants should be attentive to the stated expectations and key program outcomes.

The maximum number of points for the Program Narrative is 60 points. Points will be assigned as follows for each of the *segments* comprising the Program Narrative. Applications shall be arranged as follows and divided into the follow headings:

A. Start-Up Activities – 5 points

Please describe your ability to rapidly complete the start-up process and the specific start-up activities required to implement the proposed program. For each activity, describe the amount of time required for completion, and individual(s) responsible for ensuring that the activities are carried out. Agencies must participate in any mandatory Technical Assistance activities as required by the County.

B. Service Provisions and Methods – 20 points

Please describe:

1. How the program will incorporate and advance evidence-based prevention strategies;
2. If applicable, any locations where your agency currently operates prevention programs, the types of services that are delivered, the number of people served, and how long the agency has operated each program;
3. Your approaches and strategies for assuring safety of consumers and staff; and your policies and procedures when safety is jeopardized or cannot be assured.
4. What actions your agency will take to develop positive, collaborative working relationships with community members including specific cultural groups, as well as public and community-based organizations including, but not limited to: Behavioral Wellness Alcohol and Drug Program, local businesses, media, schools, youth service organizations, faith-based organizations, city &

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

county law enforcement agencies, civic or volunteer groups, and healthcare professionals.

5. Your agency's experience in serving the Santa Barbara community and working collaboratively with other organizations in Santa Barbara County;
6. How your agency will conduct recruitment and outreach for both program clients and agency staff, including how specific cultural groups will be included in these activities.
7. How your agency will ensure input regarding service provision and administration from individual and family service recipients as applicable;
8. What actions your agency will take to initiate and maintain collaborative working relationships and a pattern of frequent, constructive communication with the Behavioral Wellness assigned ADP staff, and to communicate significant program information to him/her in a timely manner.
9. Your ability to comply with all state and federal laws related to the services in this request.
10. In addition to meeting the requirements specified in this RFP, what additional program enhancements do you propose?

C. Outcomes – 20 points

In this section, please present in detail what you will do to reach the stated outcomes. This section is very important, because what is presented here will indicate to the reader how likely or unlikely it is that you will attain the stated goals, objectives, and outcomes. A proposal that includes clearly articulated and well-considered goals and specific quantifiable objectives, but fails to clearly present exactly how they will be attained, will not score well.

1. List the program outcomes and your strategies for accomplishing each outcome. Develop time-limited, measurable **process objectives** and **outcome objectives** for each outcome statement. Process objectives are things that are done, i.e., specific steps to accomplish each activity. Outcome objectives are measures of the intended effect of process objectives, i.e., the desired end result.
2. Describe the procedures that will be used to consistently collect and report outcome data to Behavioral Wellness in a timely manner.
3. Describe the procedures that will be used to collect data from community members served.
4. Describe the qualifications of any individual or entity that will be paid to collect and/or analyze outcome data, if applicable.

D. Staff Recruitment, Training, Development, Retention and Performance Evaluation – 10 points

1. Describe the program's practices with regard to each of the following:
 - Staff Recruitment

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- Staff Training
 - Staff Development
 - Staff Retention
 - Staff Performance Evaluation
2. Provide a list which includes the title for each position budgeted, program staff time reflected as a percentage of full-time equivalent (FTE) (where 1 FTE = 40 hours per week) for proposed services, general duties and qualifications for each position (including any required licensure). Indicate how your agency will plan for coverage during unanticipated staff absences. Resumes of key staff may be included in the attachments if available.
 3. Describe how your agency will recruit and retain staff members that represent the demographics of the population served.
 4. Describe how staff will be selected, oriented, and trained regarding: the desired service philosophy and program model; their responsibilities to uphold confidentiality; cultural competency principles and practices; and the responsibilities for accurate and timely documentation of services provided. Describe the types of background checks that will be performed by your agency on individuals hired for direct service and management positions.
 5. Describe in-service training activities and topics that will occur during the contract period.
 6. Describe how your agency engages staff in your ongoing quality improvement processes. Describe how staff concerns are communicated and responded to.

E. Evaluation – 5 points

1. Describe your plans to assure the County that appropriate administrative attention will be devoted to ongoing quality improvement.
2. Indicate your agency's client feedback processes and describe your agency's grievance procedures.

Part 5. Program Budget - 30 points

The maximum number of points for the Program Budget is 30 points. Points will be assigned as follows for each of the *segments* comprising the Program Budget. Applications shall be arranged as follows and divided into the follow headings:

A. Budget Narrative (Up to five pages) – 15 points

Funding for both operating budgets is listed below, contingent on renewal of funding to Behavioral Wellness from local, state, and federal sources:

In addition to funding from Behavioral Wellness, the applicant agency shall provide a minimum

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

five percent match (cash or in-kind).

The budget should separately identify:

1. Total Agency Proposed Expenditures;
2. Administrative Costs;
3. Proposed Expenditures for project;
4. Other Programs Expenditures.

For each category above, identify the types of costs as follows:

1. Personnel: Indicate budgeted costs, salaries and benefits, associated to proposed staff
2. Operating Expenses: Indicate budgeted (direct) operating costs in detail by line item
3. Capital Expenditures/Fixed Assets: Identify budgeted purchases of capital or fixed assets and provide a copy of the Agency's capitalization policy
4. Indirect Costs: Identify budgeted indirect costs in detail by line item and describe the allocation bases or methodology used to allocate indirect costs to all programs

Provide a narrative that describes your significant expenses. Include a description of consumable supplies, training, travel, drug testing services and supplies, facilities maintenance, evaluation, and indirect expenses.

B. Budget Spreadsheet (One page) – 10 points

1. A budget must be submitted with the RFP using the Excel budget template supplied in **Exhibit B**.
2. An indirect cost of up to 15% is allowed as a line item in the budget. All costs associated directly with providing services are considered direct costs and should be included in appropriate and allowed budget line items. All indirect costs must be detailed in the budget narrative and the total cost should be allocated on the line item within the budget.
3. Any intended deviations from OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all other applicable regulations must be described here.

C. Agency Contribution to the Project (One page) – 5 points

1. Identify the source, type, and amount of your minimum 5% match (cash or in-kind).

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

2. Describe any other resources your agency will bring to this project.

Part 6. Management and Reporting Capabilities (Up to three pages - 15 points)

Provide a detailed description of your program capabilities in each of the following areas:

A. Financial Management

Comment on your agency's demonstrated competency in the following areas:

1. Experience with and sound financial management of large programs (e.g., with annual budget exceeding \$1,000,000)
2. Experience in accurate and timely Mental Health Medi-Cal billing and preparation of annual cost reports
3. Does the agency employ or contract for the services of a Certified Public Accountant?

B. Personnel Management

C. General Administration

D. Adherence to Funding Agency Reporting Requirements

Part 7. Policies and Procedures (One page - 10 points)

Describe the program's practice with regard to each of the following:

A. Conflict of Interest

B. Non-Discrimination in Hiring and in the provision of services

C. Drug-Free Workplace

D. Confidentiality

E. Child/Adult Abuse

Part 8. Investigation Statement (One page - 5 points)

Include a statement of whether the agency is now or has in the past ten years been the subject of a public or private audit or investigation due to potential or alleged financial mis-management. These statements must describe the program audited or investigated, by whom, the date of the audit, the period audited and the purpose and outcome of the audit or investigation.

Part 9. Legal Information (One page - 0 points)

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Applicant must declare and document its authority to operate in the State of California. This should be accomplished by including photocopies of federal and state tax-identification numbers as an attachment.

Note: The applicant will be required before execution of the contract to provide proof of current insurance coverage at the limitations determined by the County's Risk Manager.

In addition, at the time of execution of the contract, applicants must also agree to adhere to the County's policies on Drug Free Workplace, Child and Elder Abuse, Confidentiality, Anti-Harassment and Conflict of Interest as provided for in the contract. Copies of these policies are available upon request.

Part 10. Supportive Information (5 points)

Include in this section up to five pieces of additional information supportive of the agency or this proposal. Information **may** include:

- A. Resumes of key staff
- B. Letters of commitment from other public or private agencies
- C. Brochures and promotional material
- D. Pictorial material, clippings and other information supportive of the proposal contents

Part 11. Attachments (5 points)

All proposals shall include the following attachments:

- A. An organizational chart for the entire legal entity or entities of your agency, showing how the proposed program would integrate into the existing organization.
- B. A list of all the relevant insurance your agency has and the specific limitations. Upon submission of the proposal package, applicant must provide certificates of insurance for all policies. Said certificates must clearly indicate limits of coverage. Prior to contract execution, vendor must comply with the standard County insurance requirements should the required coverage differ from what the vendor currently has in place. The County will be named as additional insured on general and automobile liability policies.
- C. The names, addresses and phone numbers of three references that can attest to your success in working within collaborative structures to serve community members (Exhibit C).
- D. The name, address and phone number of one additional reference that can attest to your ability to submit program data and financial reports on a timely basis. The requested references may not be from Behavioral Wellness (Exhibit C).

SECTION 4 – INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- E. Current Board member list
- F. Annual audited Financial Statement (most recent)
- G. Tax Return (most recent filed)
- H. Cultural Competence information (Exhibit D)

OVERVIEW OF APPLICATION ELEMENTS (for reference only)

<i>Part</i>	<i>Description</i>	<i>Maximum Points (150 points total)</i>	<i>Maximum # Pages</i>
1	RFP Application Cover Sheet	0	1
2	Table of Contents	0	1
3	Agency Overview	20	5
4	Program Narrative	60	12
5	Program Budget	30	8
6	Management and Reporting Capabilities	15	3
7	Policies and Procedures	10	1
8	Investigation Statement	5	1
9	Legal Information	0	1
10	Supportive Information	5	n/a
11	Attachments	5	n/a

EXHIBIT A – RFP APPLICATION COVER SHEET

For County Staff use:

Proposal # _____

Date/time Received: _____

Staff Member: _____

Check only the Program outlined in this application; separate applications with separate cover sheets are required for each program.

Applying for:

- Program 1- Community Coalitions/Task Forces
- Program 2- Friday Night Live Program (applications must include South and North County)
- Program 3- Strengthening Families Program

Indicate region(s) as applicable for the program selected above:

- South County (Goleta/Santa Barbara/ Carpinteria)
- Mid County (Lompoc, Buellton, Solvang, Santa Ynez)
- North County (Orcutt/Santa Maria)

Total Funding Request for this program: _____

Agency Information:

Agency: _____

Owner/CEO: _____

Project Director/Lead Staff: _____

Administrative Office Address: _____

Phone: _____ Fax: _____

Email: _____ Web site: _____

Attachment Checklist (please attach in order)

- A. Agency Organizational Chart
- B. Insurance
- C. Program Reference List
- D. Professional Reference List
- E. Current Board Members List, if applicable
- F. Annual Financial Statement (most recent)
- G. Tax Return (most recently filed)

Signature of Owner/CEO

Date

EXHIBIT B – EXCEL BUDGET TEMPLATE

Santa Barbara County Alcohol, Drug and Mental Health Services Contract Budget Packet Entity Budget By Program														
AGENCY NAME:														
COUNTY FISCAL YEAR:														
Gray Shaded cells contain formulas, do not overwrite														
#	COLUMN #	1	2	3	4	5	6	7	8	9	10	11	12	13
	I. REVENUE SOURCES:	TOTAL AGENCY/ ORGANIZATION BUDGET	COUNTY ADMHS PROGRAMS TOTALS	Enter PROGRAM NAME (Fac/Prog)										
1	Contributions		\$ -											
2	Foundations/Trusts		\$ -											
3	Miscellaneous Revenue		\$ -											
4	ADMHS Funding		\$ -											
5	Other Government Funding		\$ -											
6	Other (specify)		\$ -											
7	Other (specify)		\$ -											
8	Other (specify)		\$ -											
9	Other (specify)		\$ -											
10	Total Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I.B Client and Third Party Revenues:														
11	Client Fees		-											
12	SSI		-											
13	Other (specify)		-											
14	Total Client and Third Party Revenues (Sum of lines 19 through 23)	-	-	-	-	-	-	-	-	-	-	-	-	-
15	GROSS PROGRAM REVENUE BUDGET	-	-	-	-	-	-	-	-	-	-	-	-	-

EXHIBIT B – EXCEL BUDGET TEMPLATE

III. DIRECT COSTS	TOTAL AGENCY/ ORGANIZATION BUDGET	COUNTY ADMHS PROGRAMS TOTALS	Enter PROGRAM NAME (Fac/Prog)									
III.A. Salaries and Benefits Object Level												
16 Salaries (Complete Staffing Schedule)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17 Employee Benefits		\$ -										
18 Consultants		\$ -										
19 Payroll Taxes		\$ -										
20 Salaries and Benefits Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
III.B Services and Supplies Object Level												
21 Professional Fees		\$ -										
22 Supplies		\$ -										
23 Telephone		\$ -										
24 Utilities		\$ -										
25 Facility Costs (Rent/Lease/Mortgage)		\$ -										
26 Repairs and Maintenance		\$ -										
27 Printing/Publications		\$ -										
28 Transportation and Travel		\$ -										
29 Depreciation		\$ -										
30 Insurance		\$ -										
31 Board and Care (not Medi-Cal reimbursable)		\$ -										
32 Other (specify)		\$ -										
33 Other (specify)		\$ -										
34 Other (specify)		\$ -										
35 Services and Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36 III.C. Client Expense Object Level Total (Not Medi-Cal Reimbursable)		\$ -										
37 SUBTOTAL DIRECT COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IV. INDIRECT COSTS												
38 Administrative Indirect Costs (Reimbursement limited to 15%)		\$ -										
39 GROSS DIRECT AND INDIRECT COSTS (Sum of lines 47+48)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

EXHIBIT C – CUSTOMER REFERENCES

1. COMPANY/ORGANIZATION NAME:
ADDRESS:

CONTACT PERSON:
TELEPHONE NUMBER:
EMAIL ADDRESS:

Brief statement of the person's organization's relationship to the Offeror, the period of the relationship and how the services provided relate to these services described in the RFP.

2. COMPANY/ORGANIZATION NAME:
ADDRESS:

CONTACT PERSON:
TELEPHONE NUMBER:
EMAIL ADDRESS:

Brief statement of the person's organization's relationship to the Offeror, the period of the relationship and how the services provided relate to these services described in the RFP.

3. COMPANY/ORGANIZATION NAME:
ADDRESS:

CONTACT PERSON:
TELEPHONE NUMBER:
EMAIL ADDRESS:

Brief statement of the person's organization's relationship to the Offeror, the period of the relationship and how the services provided relate to these services described in the RFP.

4. DATA AND FINANCIAL REPORT REFERENCE

COMPANY/ORGANIZATION NAME:
ADDRESS:

CONTACT PERSON:
TELEPHONE NUMBER:
EMAIL ADDRESS:

Brief statement of the person's organization's relationship to the Offeror, the period of the relationship and how the services provided relate to these services described in the RFP.

EXHIBIT D – CULTURAL COMPETENCE

Agency Name: _____

Program Category: _____

Identify the Agency’s ability to provide language, gender, and culturally **specific** to the **RFP services** by checking all that apply and/or provide the name of Agency that you have an arrangement with to respond to these referrals.

A	B		C
Language, Gender and Culturally Competence	Have staff on board		Name of Agency that you have an arrangement with to respond to these referrals
	1 Included in staffing work plan	2 Not included in staffing work plan.	
Spanish (Language)			
Other Language:			
L.G.B.T.Q. Staff			
African American Staff			
Latino Staff			
Native American Staff			
Asian American Staff			
Pacific Islander Staff			
Others:			

EXHIBIT E – SCORE SHEETS

RFP SCORING SHEET									
Name of RFP:	COMMUNITY COALITIONS/ TASK FORCES								
Agency:									
Reviewer:									
Date of Review									
Section	Total Possible Points	Total Reviewer's Scores	Total Score	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	
Page)	N/A						-	-	
A. Agency information included									
B. Total funding requested									
Part 2. Table of Contents (1 Page)	N/A								
Part 3. Agency Overview (Up to 5 pages)	20								
A. Agency's philosophy and conceptual approach is clear and consistent with the goals of the proposed project.	3								
B. The agency has prior relevant experience working as a partner in community efforts and multidisciplinary teams.	5								
C. Previous experience indicates capability of developing, managing, and operating the proposed project.	5								
D. The agency has experience with process and outcome evaluation, data and reporting.	2								
E. The agency has experience addressing the cultural and linguistic needs of the local community.	3								
F. Composition of Agency Board	2								
Part 4. Program Narrative (Up to 12 pages)	60								
A. The start- up plan indicates a thorough knowledge of the processes and procedures needed.	5								
B. The plan incorporates evidence-based strategies, collaborative relationships and community based outreach with actions taken to ensure collaborative development.	20								
C. Program outcomes and strategies for accomplishing each outcome defined. Measurable process and outcome objectives should be reflective of the procedures defined for collection of data.	20								
D. The proposed use of personnel including the recruitment, training, and retention of staff should ensure quality outcomes in the project.	10								
E. The description of how the program will be evaluated demonstrates appropriate attention to ongoing quality improvement and clearly explains client feedback processes.	5								

EXHIBIT E – SCORE SHEETS

Part 5. Program Budget (Up to 8 pages)		30							
A.	The budget is reasonable and demonstrates a good appraisal of actual costs involved in completing the project. The agency's financial statement reflects sound fiscal practices. Assets are sufficient to undertake the proposed project. The estimate for on-going service rate is cost-effective and consistent with funding for similar programs.	15							
B.	The budget spreadsheet outlines the expected cost of the project and is broken down by major cost categories.	10							
C.	The agency's contribution to the project is clearly described.	5							
Part 6. Management and Reporting Capabilities (Up to 3 pages)		15							
	The agency's description of their program capabilities comments on their competency in financial and personnel management, general administration and demonstrates adherence to funding agency reporting requirements.								
Part 7. Policies and Procedures (1 Page)		10							
	The proposal indicates a thorough knowledge of the processes and procedures related to conflicts of interest, non-discrimination hiring practices, maintaining a drug-free workplace, confidentiality, and child/adult abuse.								
Part 8. Investigation Statement (1 Page)		5							
	The details of any audit or investigation due to potential or alleged financial mismanagement are clearly outlined.								
Part 9. Legal Information (1 Page)		N/A							
	Agency has provided information that documents authority to operate in the State of California.								
Part 10. Supportive Information		5							
	Agency included up to 5 pieces of addition information in support of the proposal.								
Part 11. Attachments		5							
	The agency has completed and included the following attachments: an organizational chart for the entire legal entity, a list of relevant insurance, names and phone numbers of three references, current board member list, most recent audited financial statement and tax return								
Total Points		150							

EXHIBIT E – SCORE SHEETS

RFP SCORING SHEET									
Name of RFP:		FRIDAY NIGHT LIVE PROGRAM							
Agency:									
Reviewer:									
Date of Review									
Section	Total Possible Points	Total Reviewers Scores	Total Score	Panellist 1	Panellist 2	Panellist 3	Panellist 4	Panellist 5	
Page)	N/A								
A.	Agency information included								
B.	Total funding requested								
Part 2. Table of Contents (1 Page)	N/A								
Part 3. Agency Overview (Up to 3 pages)	20								
A.	Agency's philosophy and conceptual approach is clear and consistent with the goals of the proposed project.	3							
B.	The agency has prior relevant experience working as a partner in community efforts and multidisciplinary teams.	5							
C.	Previous experience indicates capability of developing, managing, and operating the proposed project.	5							
D.	The agency has experience with process and outcome evaluation, data and reporting.	2							
E.	The agency has experience addressing the cultural and linguistic needs of the local community.	3							
F.	Composition of Agency Board	2							
Part 4. Program Narrative (Up to 12 pages)	60								
A.	The start-up plan indicates a thorough knowledge of the processes and procedures needed.	5							
B.	The plan incorporates evidence-based strategies, collaborative relationships and community based outreach with actions taken to ensure collaborative development.	20							
C.	Program outcomes and strategies for accomplishing each outcome defined. Measurable process and outcome objectives should be reflective of the procedures defined for collection of data.	20							
D.	The proposed use of personnel including the recruitment, training, and retention of staff should ensure quality outcomes in the project.	10							
E.	The description of how the program will be evaluated demonstrates appropriate attention to ongoing quality improvement and clearly explains client feedback processes.	5							

EXHIBIT E – SCORE SHEETS

Part 5. Program Budget (Up to 8 pages)		30							
A.	The budget is reasonable and demonstrates a good appraisal of actual costs involved in completing the project. The agency's financial statement reflects sound fiscal practices. Assets are sufficient to undertake the proposed project. The estimate for on-going service rate is cost-effective and consistent with funding for similar programs.	15							
B.	The budget spreadsheet outlines the expected cost of the project and is broken down by major cost categories.	10							
C.	The agency's contribution to the project is clearly described.	5							
Part 6. Management and Reporting Capabilities (Up to 3 pages)		15							
	The agency's description of their program capabilities, comments on their competency in financial and personnel management, general administration and demonstrates adherence to funding agency reporting requirements.								
Part 7. Policies and Procedures (1 Page)		10							
	The proposal indicates a thorough knowledge of the processes and procedures related to conflicts of interest, non-discrimination hiring practices, maintaining a drug-free workplace, confidentiality, and child/adult abuse.								
Part 8. Investigation Statement (1 Page)		5							
	The details of any audit or investigation due to potential or alleged financial mismanagement are clearly outlined.								
Part 9. Legal Information (1 Page)		N/A							
	Agency has provided information that documents authority to operate in the State of California.								
Part 10. Supportive Information		5							
	Agency included up to 5 pieces of addition information in support of the								
Part 11. Attachments		5							
	The agency has completed and included the following attachments: an organizational chart for the entire legal entity, a list of relevant insurance, names and phone numbers of three references, current board member list, most recent audited financial statement and tax return								
Total Points		150							

EXHIBIT E – SCORE SHEETS

RFP SCORING SHEET									
Name of RFP:	STRENGTHENING FAMILIES PROGRAM								
Agency:									
Reviewer:									
Date of Review									
Section	Total Possible Points	Total Reviewers Scores	Total Score	Panellist 1	Panellist 2	Panellist 3	Panellist 4	Panellist 5	-
Part 1. RFP Application Cover Sheet (1 Page)		N/A							
A.	Agency information included								
B.	Total funding requested								
Part 2. Table of Contents (1 Page)		N/A							
Part 3. Agency Overview (Up to 5 pages)		20							
A.	Agency's philosophy and conceptual approach is clear and consistent with the goals of the proposed project.	3							
B.	The agency has prior relevant experience working as a partner in community efforts and multidisciplinary teams.	5							
C.	Previous experience indicates capability of developing, managing, and operating the proposed project.	5							
D.	The agency has experience with process and outcome evaluation, data and reporting.	2							
E.	The agency has experience addressing the cultural and linguistic needs of the local community.	3							
F.	Composition of Agency Board	2							
Part 4. Program Narrative (Up to 12 pages)		60							
A.	The start- up plan indicates a thorough knowledge of the processes and procedures needed.	5							
B.	The plan incorporates the Strengthening Families curriculum into agency strategies, including class locations, number of people served, and how long program was in place. Any additional program enhancements. Approaches on strategies for assuring safety, collaborative working relationships with community members, including recruitment and outreach, policy and procedure and safety. Ability to comply with state and federal law.	20							
C.	Program outcomes and strategies for accomplishing each outcome defined. Measurable process and outcome objectives should be reflective of the procedures defined for collection of data.	20							
D.	The proposed use of personnel including the recruitment, training, and retention of staff should ensure quality outcomes in the project.	10							
E.	The description of how the program will be evaluated demonstrates appropriate attention to ongoing quality improvement and clearly explains client feedback processes.	5							

EXHIBIT E – SCORE SHEETS

Part 5. Program Budget (Up to 8 pages)		30							
A.	The budget is reasonable and demonstrates a good appraisal of actual costs involved in completing the project. The agency's financial statement reflects sound fiscal practices. Assets are sufficient to undertake the proposed project. The estimate for on-going service rate is cost-effective and consistent with funding for similar programs.	15							
B.	The budget spreadsheet outlines the expected cost of the project and is broken down by major cost categories.	10							
C.	The agency's contribution to the project is clearly described.	5							
Part 6. Management and Reporting Capabilities (Up to 3 pages)		15							
	The agency's description of their program capabilities comments on their competency in financial and personnel management, general administration and demonstrates adherence to funding agency reporting requirements.								
Part 7. Policies and Procedures (1 Page)		10							
	The proposal indicates a thorough knowledge of the processes and procedures related to conflicts of interest, non-discrimination hiring practices, maintaining a drug-free workplace, confidentiality, and child/adult abuse.								
Part 8. Investigation Statement (1 Page)		5							
	The details of any audit or investigation due to potential or alleged financial mismanagement are clearly outlined.								
Part 9. Legal Information (1 Page)		N/A							
	Agency has provided information that documents authority to operate in the State of California.								
Part 10. Supportive Information		5							
	Agency included up to 5 pieces of addition information in support of the								
Part 11. Attachments		5							
	The agency has completed and included the following attachments: an organizational chart for the entire legal entity, a list of relevant insurance, names and phone numbers of three references, current board member list, most recent audited financial statement and tax return								
Total Points		150							

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

AGREEMENT

FOR SERVICES OF INDEPENDENT CONTRACTOR

BC_____

THIS AGREEMENT (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter County) and «Contractor» with an address at «Address», «City», «State» (hereafter Contractor) wherein Contractor agrees to provide and County agrees to accept the services specified herein.

WHEREAS, Contractor represents that it is specially trained, skilled, experienced, and competent to perform the special services required by County and County desires to retain the services of Contractor pursuant to the terms, covenants, and conditions herein set forth;

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

1. DESIGNATED REPRESENTATIVE

Director at phone number 805-681-5220 is the representative of County and will administer this Agreement for and on behalf of County. «ContrFName» «ContrLName» at phone number «Phone» is the authorized representative for Contractor. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To County: Director
Santa Barbara County
Department of Behavioral Wellness
300 N. San Antonio Road
Santa Barbara, CA 93110
FAX: 805-681-5262

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

To Contractor: «ContrFName» «ContrLName», «Title»
 «Contractor»
 «Address»
 «City», «State» «Zip»
 Phone: «Phone»
 Fax: «Fax»

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

3. SCOPE OF SERVICES

Contractor agrees to provide services to County in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. TERM

Contractor shall commence performance on [DATE] and end performance upon completion, but no later than [DATE] unless otherwise directed by County or unless earlier terminated.

5. COMPENSATION OF CONTRACTOR

In full consideration for Contractor’s services, Contractor shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference.

6. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that Contractor (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent Contractor as to County and not as an officer, agent, servant, employee, joint venturer, partner, or associate of County. Furthermore, County shall have no right to control, 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 hereof. Contractor understands and acknowledges that it shall not be entitled to any of the benefits of a County employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, Contractor shall be solely

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, Contractor may be providing services to others unrelated to the County or to this Agreement.

7. STANDARD OF PERFORMANCE

Contractor represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, Contractor shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which Contractor is engaged. All products of whatsoever nature, which Contractor delivers to County pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in Contractor's profession. Contractor shall correct or revise any errors or omissions, at County's request without additional compensation. Permits and/or licenses shall be obtained and maintained by Contractor without additional compensation.

8. DEBARMENT AND SUSPENSION

Contractor certifies to County that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. Contractor certifies that it shall not contract with a subcontractor that is so debarred or suspended.

9. TAXES

Contractor shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. County shall not be responsible for paying any taxes on Contractor's behalf, and should County be required to do so by state, federal, or local taxing agencies, Contractor agrees to promptly reimburse County for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

10. CONFLICT OF INTEREST

Contractor covenants that Contractor presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by Contractor. Contractor must promptly disclose to the County, in writing, any potential conflict of interest. County retains the right to waive a conflict of interest disclosed by Contractor if County determines it to be immaterial, and such

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

waiver is only effective if provided by County to Contractor in writing. As required by 42 CFR sections 455.101 and 455.104, Contractor will complete a Conflict of Interest form provided by County.

11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

County shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. Contractor shall not release any of such items to other parties except after prior written approval of County. Contractor shall be the legal owner and Custodian of Records for all County client files generated pursuant to this Agreement, and shall comply with all Federal and State confidentiality laws, including Welfare and Institutions Code (WIC) §5328; 42 United States Code (U.S.C.) §290dd-2; and 45 CFR, Parts 160 – 164 setting forth the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Contractor shall inform all of its officers, employees, and agents of the confidentiality provision of said laws. Contractor further agrees to provide County with copies of all County client file documents resulting from this Agreement without requiring any further written release of information. Within HIPAA guidelines, County shall have the unrestricted authority to publish, disclose, distribute, and/or otherwise use in whole or in part, any reports, data, documents or other materials prepared under this Agreement.

Unless otherwise specified in Exhibit A, Contractor hereby assigns to County all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by Contractor pursuant to this Agreement (collectively referred to as “Copyrightable Works and Inventions”). County shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. Contractor agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. Contractor warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. Contractor at its own expense shall defend, indemnify, and hold harmless County against any claim that any Copyrightable Works or Inventions or other items provided by Contractor hereunder infringe upon intellectual or other proprietary rights of a third party, and Contractor shall pay any damages, costs, settlement amounts, and fees (including attorneys’ fees) that may be incurred by County in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

12. NO PUBLICITY OR ENDORSEMENT

Contractor shall not use County’s name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. Contractor shall not use County’s name or logo in any manner

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

that would give the appearance that the County is endorsing Contractor. Contractor shall not in any way contract on behalf of or in the name of County. Contractor shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the County or its projects, without obtaining the prior written approval of County.

13. COUNTY PROPERTY AND INFORMATION

All of County's property, documents, and information provided for Contractor's use in connection with the services shall remain County's property, and Contractor shall return any such items whenever requested by County and whenever required according to the Termination section of this Agreement. Contractor may use such items only in connection with providing the services. Contractor shall not disseminate any County property, documents, or information without County's prior written consent.

14. RECORDS, AUDIT, AND REVIEW

Contractor shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of Contractor's profession and shall maintain all records until such time that the State Department of Health Care Services completes all actions associated with the final audit, including appeals, for the fiscal year(s) covered by this Agreement, or not less than four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. County shall have the right to audit and review all such documents and records at any time during Contractor's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), Contractor shall be subject to the examination and audit of the California State Auditor, at the request of the County or as part of any audit of the County, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). Contractor shall participate in any audits and reviews, whether by County or the State, at no charge to County.

If federal, state or County audit exceptions are made relating to this Agreement, Contractor shall reimburse all costs incurred by federal, state, and/or County governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from County, Contractor shall reimburse the amount of the audit exceptions and any other related costs directly to County as specified by County in the notification. The provisions of the Records, Audit, and Review section shall survive any expiration or termination of this Agreement.

15. INDEMNIFICATION AND INSURANCE

Contractor agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

16. NONDISCRIMINATION

County hereby notifies Contractor that County's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and Contractor agrees to comply with said ordinance.

17. NONEXCLUSIVE AGREEMENT

Contractor understands that this is not an exclusive Agreement and that County shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by Contractor as the County desires.

18. NON-ASSIGNMENT

Contractor shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of County and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. TERMINATION

- A. **By County.** County may, by written notice to Contractor, terminate this Agreement in whole or in part at any time, whether for County's convenience, for nonappropriation of funds, or because of the failure of Contractor to fulfill the obligations herein.
 - 1. **For Convenience.** County may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, Contractor shall, as directed by County, wind down and cease its services as quickly and efficiently as reasonably possible, without performing unnecessary services or activities and by minimizing negative effects on County from such winding down and cessation of services.
 - 2. **For Nonappropriation of Funds.**
 - A. The parties acknowledge and agree that this Agreement is dependent upon the availability of County, State, and/or federal funding. If funding to make payments in accordance with the provisions of this Agreement is not forthcoming from the County, State and/or federal governments for the Agreement, or is not allocated or allotted to County by the County, State and/or federal governments for this Agreement for periodic payment in the current or any future fiscal period, then the obligations of County to make payments after the effective date of such non-allocation or non-funding, as provided in the notice, will cease and terminate.

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

- B. As permitted by applicable State and Federal laws regarding funding sources, if funding to make payments in accordance with the provisions of this Agreement is delayed or is reduced from the County, State, and/or federal governments for the Agreement, or is not allocated or allotted in full to County by the County, State, and/or federal governments for this Agreement for periodic payment in the current or any future fiscal period, then the obligations of County to make payments will be delayed or be reduced accordingly or County shall have the right to terminate the Agreement. If such funding is reduced, County in its sole discretion shall determine which aspects of the Agreement shall proceed and which Services shall be performed. In these situations, County will pay Contractor for Services and Deliverables and certain of its costs. Any obligation to pay by County will not extend beyond the end of County's then-current funding period.
- C. Contractor expressly agrees that no penalty or damages shall be applied to, or shall accrue to, County in the event that the necessary funding to pay under the terms of this Agreement is not available, not allocated, not allotted, delayed or reduced.
3. **For Cause.** Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County may, at County's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, Contractor shall immediately discontinue all services affected (unless the notice directs otherwise) and notify County as to the status of its performance. The date of termination shall be the date the notice is received by Contractor, unless the notice directs otherwise.
- B. **By Contractor.** Should County fail to pay Contractor all or any part of the payment set forth in EXHIBIT B, Contractor may, at Contractor's option terminate this Agreement if such failure is not remedied by County within thirty (30) days of written notice to County of such late payment.
- C. **Upon termination,** Contractor shall deliver to County all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by Contractor in performing this Agreement, whether completed or in process, except such items as County may, by written permission, permit Contractor to retain. Notwithstanding any other payment provision of this Agreement, County shall pay Contractor for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall Contractor be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of the services rendered by Contractor. In the event of a dispute as to the reasonable value of the services rendered by Contractor, the decision of County shall be final. The foregoing is cumulative and shall not affect any right or remedy which County may have in law or equity.

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

20. SECTION HEADINGS

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

21. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

22. REMEDIES NOT EXCLUSIVE

No remedy herein conferred upon or reserved to County is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

23. TIME IS OF THE ESSENCE

Time is of the essence in this Agreement and each covenant and term is a condition herein.

24. NO WAIVER OF DEFAULT

No delay or omission of County to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to County shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of County.

25. ENTIRE AGREEMENT AND AMENDMENT

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel. Requests for changes to the terms and conditions of this agreement after April 1 of the Fiscal Year for which the change would be applicable shall not be considered. All requests for changes shall be in

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

writing. Changes shall be made by an amendment pursuant to this Section. Any amendments or modifications that do not materially change the terms of this Agreement (such as changes to the Designated Representative or Contractor’s address for purposes of Notice) may be approved by the director of The Department of Behavioral Wellness. The Board of Supervisors of the County of Santa Barbara must approve all other amendments and modifications.

26. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

27. COMPLIANCE WITH LAW

Contractor shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of Contractor in any action or proceeding against Contractor, whether County is a party thereto or not, that Contractor has violated any such ordinance or statute, shall be conclusive of that fact as between Contractor and County.

28. CALIFORNIA LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

29. EXECUTION OF COUNTERPARTS

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

30. AUTHORITY

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(s), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Contractor hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which Contractor is obligated, which breach would have a material effect hereon.

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

31. SURVIVAL

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

32. PRECEDENCE

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

33. COMPLIANCE WITH HIPAA

Contractor is expected to adhere to Health Insurance Portability and Accountability Act (HIPAA) regulations and to develop and maintain comprehensive patient confidentiality policies and procedures, provide annual training of all staff regarding those policies and procedures, and demonstrate reasonable effort to secure written and/or electronic data. The parties should anticipate that this Agreement will be modified as necessary for full compliance with HIPAA.

34. COURT APPEARANCES.

Upon request, Contractor shall cooperate with County in making available necessary witnesses for court hearings and trials, including Contractor's staff that have provided treatment to a client referred by County who is the subject of a court proceeding. County shall issue subpoenas for the required witnesses upon request of Contractor.

35. PRIOR AGREEMENTS.

Upon execution, this Agreement supersedes all prior agreements between County and Contractor related to the scope of work contained in this Agreement.

36. MANDATORY DISCLOSURE.

Contractor must disclose, in a timely manner, in writing to the County all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this Agreement. Failure to make required disclosures can result in any of the remedies described in 45 C.F.R. Section 75.371, including suspension or debarment. (See also 2 C.F.R. part 180 and 376, and 31 U.S.C. 3321.)

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

EXHIBIT C INDEMNIFICATION AND INSURANCE REQUIREMENTS (FOR PROFESSIONAL CONTRACTS)

1. INDEMNIFICATION

Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless County and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by County on account of any claim except where such indemnification is prohibited by law. Contractor's indemnification obligation applies to County's active as well as passive negligence but does not apply to County's sole negligence or willful misconduct.

2. NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

Contractor shall notify County immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

3. INSURANCE

Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- i. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- ii. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- iii. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

- iv. **Professional Liability** (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limit of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the Contractor maintains higher limits than the minimums shown above, the County requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- i. **Additional Insured** – County, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
- ii. **Primary Coverage** – For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- iii. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the County.
- iv. **Waiver of Subrogation Rights** – Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- v. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- vi. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".

EXHIBIT F – COUNTY STANDARD TERMS, INDEMNITY, AND INSURANCE REQUIREMENTS

- vii. **Verification of Coverage** – Contractor shall furnish the County with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The Contractor shall furnish evidence of renewal of coverage throughout the term of the Agreement. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- viii. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, County has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by County as a material breach of contract.
- ix. **Subcontractors** – Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors.
- x. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
 - a) The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - b) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
 - c) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
- xi. **Special Risks or Circumstances** – County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of County

EXHIBIT G – CSAP STRATEGIES

Center for Substance Abuse Prevention
(CSAP)
Prevention Strategies

Combined List and Definitions

Updated July 2015

EXHIBIT G – CSAP STRATEGIES

Information Dissemination Strategy

Service Code 12

“This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco, and drug use, abuse, and addiction, and the effects on individuals, families, and communities . . . (and) . . . increases knowledge and provides awareness of available prevention programs and services.”

The Center for Substance Abuse Prevention (CSAP) characterizes Information Dissemination as “one-way” communication from the source to the audience. A message is delivered, but there is little opportunity for an exchange of information with those who receive the message. Examples of this strategy include print and electronic media, speaking engagements, resource directories, clearinghouses, or health fairs/promotions.

In an effort to collect the best possible prevention related data, California does not collect demographics for Information Dissemination type services/activities as they are generally estimated figures with no documented basis.

The following are definitions for the services/activities within this strategy:

A/V Material Development: The development of original substance use prevention audio/visual materials involving both hearing and/or sight for use in primary prevention services and activities. Examples: CD ROMs, DVD’s, MP3 files, audio or video tapes, and PowerPoint presentations.

A/V Materials Disseminated: Distribution of audio/visual substance use prevention materials as listed above for primary prevention services and activities. *Note: Report the actual number of A/V materials disseminated.*

Brochure/Pamphlet Development: The development of original substance use prevention brochures and pamphlets for use in primary prevention services and activities.

Brochure/Pamphlet Dissemination: Distribution of substance use prevention brochures and/or pamphlets for primary prevention services and activities. *Note: Report the actual number of brochures/pamphlets disseminated.*

Clearinghouse/Information Resource Center in Operation: A central repository and dissemination point for written and audiovisual materials regarding substance use. Examples: ATOD information resource centers, resource libraries, electronic libraries and bulletin boards, prevention resource centers, etc. *Note: this line item is only counted in reports one time per fiscal year, regardless of how many times the box is checked during data entry.*

Conference/Fair Planning: Participation in the coordination/planning of conferences/fairs/town halls as described below. Examples of associated tasks:

EXHIBIT G – CSAP STRATEGIES

planning meetings, phone calls, vendor organization, coordinating speakers, packing of materials, securing venues, etc.

Conferences/Fairs Attended: A gathering in which people with a common interest participate in discussions or listen to lectures to obtain information, and/or exhibition events offering entertainment/amusements. These events may be general in nature and may not necessarily be primary prevention based activities; however, they offer the opportunity to disseminate substance use primary prevention materials. Examples: conferences/town halls/community forums attended, presentations at conferences, booths/tables displaying informational materials, county/state fairs, etc. *Note: Report only the number of events attended regardless of event length, number of attendees, and/or staff in attendance.*

Curricula Development: Original substance use prevention curricula developed for use in primary prevention services and activities. Examples: program curricula, educational materials, lesson plans, etc.

Curricula Disseminated: Distribution of substance use primary prevention curricula and materials for primary prevention services and/or activities. Examples: evidence-based program curricula, course study material, classroom educational service curricula, training curricula, etc. *Note: Report the actual number of curricula materials disseminated.*

Health Fair/Promotion Planning: Participation in the coordination/planning of health fairs/promotions as described below. Examples: planning meetings, phone calls, vendor organization, coordinating speakers, packing of materials, securing venues, etc.

Health Fairs Attended/Promotions Conducted: A school- or community-focused gathering, or a wide array of services and methods to disseminate information regarding substance use and health-related risks/lifestyles. Examples: health promotion gatherings, health screening events, public health education fairs, etc. *Note: Report only the number of events attended regardless of event length, number of attendees, and/or staff in attendance.*

Media Campaign Development: Participation in the development of coordinated substance use prevention media messages intended to increase awareness, inform, or change behavior in target audiences. A message can be delivered via multiple print and broadcast mediums. Examples: television, newspapers, magazines, posters, billboards, bus ads, print materials that are a part of a media campaign, etc. *Note: Only use this category if the campaign is not part of an environmental media strategy.*

Media Campaigns Conducted: Report only the number of unique substance use prevention media campaigns conducted as listed above. Do not report the frequency and/or method in which the message was delivered. If a component of the message involved the dissemination of materials (brochures, pamphlets, posters, bumper stickers, etc.) select the most appropriate Information Dissemination Service Delivery. *Note: Only use this category if the campaign is not part of an environmental media strategy.*

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Newsletter Development: Participation in the development of written substance use prevention newsletters of interest to particular groups.

Newsletters Disseminated: Distribution of substance use prevention newsletters as listed above. Examples for distribution: electronic, e-mail, fax, print, etc. *Note: Report the actual number of newsletters disseminated.*

Printed Material Development: Participation in the development of original substance use prevention materials for use in primary prevention services and activities. Examples: fact sheets, flyers, posters, pre/post tests, surveys, etc.

Printed Materials Disseminated: Distribution of substance use primary prevention printed materials. *Note: Report the actual number of printed materials disseminated.*

Public Service Announcement (PSA) Development: Participation in the development of a non-commercial substance use prevention media message intended to modify public attitudes by raising awareness about specific issues that will be broadcast on public radio and/or television at no charge. *Note: Only use this category if the PSA is not part of an environmental media strategy.*

Public Service Announcements (PSA) Aired: The airing of a non-commercial substance use prevention media message intended to modify public attitudes by raising awareness about specific issues that is broadcast on public radio and/or television at no charge. *Note: Report the actual number of times the PSA was aired. Only use this category if the PSA is not part of an environmental media strategy.*

Resource Directory Development: Participation in the development of a list of substance use related programs and services in a particular community, county, or state. Examples: lists of prevention services, community services, etc.

Resource Directories Disseminated: Distribution of a list of substance use related program and service information as listed above. *Note: Report the actual number of directories disseminated.*

Speaking Engagements: Verbal communication intended to convey information about substance use issues to general and/or specific audiences. Examples: assemblies, rallies, town hall meetings, program recruitment, speeches, talks, news conferences, briefings, web-casts, assembly presentations, hearings, testimonials, etc. *Note: Report only the number of speaking engagements regardless of length, number of attendees, and/or staff in attendance.*

Telephone/Walk-in Information Services: Services intended to provide primary prevention substance use information and/or resources. Examples: telephone information and referral lines, walk-ins, etc. *Note: Report only the number of times an information service was delivered.*

Web Sites in Operation: A county- or provider-operated web site used to deliver substance use primary prevention information, education, and/or materials. *Note: this*

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line item is only counted in reports one time per fiscal year, regardless of how many times the box is checked during data entry.

EXHIBIT G – CSAP STRATEGIES

Education Strategy

Service Code 13

“This strategy involves two-way communication and is distinguished from the Information Dissemination Strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities.”

The Education Strategy has two basic characteristics that distinguish it from other prevention efforts. First, the strategy depends on the *interaction* between an *instructor and/or facilitator* and the participants. Second, the services under this strategy aim to “*improve critical life and social skills,*” which includes “*decision making, refusal skills, critical analysis, and systematic judgment abilities.*” Approaches used in this strategy involve some form of education to enhance individual efforts to remain free from alcohol, tobacco and other drugs (ATOD). However, not all activities within this strategy need to be conducted by a teacher or in a classroom/school setting.

Note: All prevention education services provided to the same individuals over time must be reported as Recurring Services.

The following are definitions for the services/activities within this strategy.

Children of Substance Abusers (COSA) Groups: Substance use prevention educational services for youth and adults who are children of substance users. Examples: COSA programs, short-term educational groups, risk and protective factor programs, Adult Children of Alcoholics (ACOA) meetings, etc.

Classroom Educational Services: Structured substance use prevention lessons, seminars, or workshops that are presented primarily in a school or college classroom. Examples: ATOD health education, delivery of primary prevention curricula, etc.

Educational Services for Adult Groups: Structured substance use prevention lessons, seminars, or workshops directed toward adults and seniors. A group can consist of one person. Examples: substance use education for adult/senior groups, general substance use prevention education, substance use prevention groups and organizations serving adult populations, etc.

Educational Services for Youth Groups: Structured substance use prevention lessons, seminars, or workshops directed to children, teens, young adults and youth organizations in a non-school setting. A group can consist of one person. Examples: substance use education for youth, general substance use prevention education, groups or organizations serving youth, etc.

Mentoring: A relationship over a prolonged period of time between two or more people in which the more experienced individual (mentor) provides stable, on-going support and guidance to the less experienced individual (mentee/protégé). Mentoring fosters supportive and caring relationships and encourages individuals to develop to their full potential. One-time or infrequent educational interactions with participants is not

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considered mentoring. This service delivery is used to report the recurring Friday Night Live Mentoring activities.

Parenting/Family Management Services: Structured classes, meetings and programs intended to assist parents and families in addressing substance use risk factors, implementing protective factors, and learning about the effects of substance use on individuals and families. Topics may include parenting skills, family communication, decision-making skills, conflict resolution, family substance use risk factors, family protective factors, and related topics. Examples: parent effectiveness training, parenting and family management classes/meetings, prevention programs serving the family, programs designed to strengthen families, etc.

Peer Leader/Helper Programs: Structured prevention services that utilize peers (people of the same ability, age, rank, or standing) to provide guidance, support, and other risk reduction activities for youth or adults. Examples: peer-resistance development, tutoring programs, peer support activities (clubs, church groups), etc.

Preschool Alcohol, Tobacco and Other Drug (ATOD) Prevention Programs: Structured substance use prevention lessons directed to preschool youth.

Small Group Sessions: Structured primary prevention educational services for youth and/or adults in small group settings. A group can consist of one person. Examples: substance use education groups, short-term prevention education groups, etc.

Theatrical Troupes: A performance that delivers an ATOD free educational message. Examples: skits, plays, cultural performances, etc. *Note: If the event is funded/hosted by a SAPT-funded county and/or provider, count all individuals who attend the event. If individuals from a SAPT-funded program attend an event hosted by another entity, count only the individuals from the SAPT-funded program that attended.*

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Alternative Strategy

Service Code 14

“This strategy provides for the participation of target populations in activities that exclude alcohol, tobacco, and other drug use. The assumption is that constructive and healthy activities offset the attraction to or otherwise meet the needs usually filled by alcohol, tobacco, and other drugs and would, therefore, minimize or remove the need to use these substances.”

Alternative activities and programs redirect individuals from potentially problematic settings and activities to situations free from the influence of ATOD.

Note: All alternative activities provided to the same individuals over time must be reported as Recurring Services. This includes Friday Night Live chapter activities, youth-based coalition activities, the activities of coalitions that include youth, on-going community drop-in center activities, on-going community service activities, on-going recreational activities and on-going youth/adult leadership activities.

The following are definitions for the services/activities within this strategy.

Alcohol and Other Drug (ATOD) Free Social/Recreational Events: Social and recreational events for youth and adults that specifically exclude the use of alcohol, tobacco and other drugs. If the event is funded/hosted by a SAPT-funded county and/or provider, count all individuals who attend the event. If individuals from a SAPT funded program attend an event hosted by another entity, count only the individuals from the SAPT-funded program that attended. Examples: alcohol and other drug-free community/church/school events, sober graduation/prom events, etc. *Note: There are restrictions on using the SAPT Primary Prevention Set-Aside dollars for entertainment. Refer to the “ADP Memo - SAPT Pv Funding Restrictions - SWAG - Incentives – Entertainment” located in the CalOMS Pv Library.*

Community Drop-In Center in Operation: A county- or provider-operated community center that provides structured prevention services (social, recreational, and learning environments) that do not permit alcohol, tobacco or other drug use on their premises. Use this category only to identify that a SAPT-funded drop-in center is in operation. Examples: community centers, recreation centers, senior citizen centers, teen centers, etc. *Note: This line item is only counted in reports one time per fiscal year, regardless of how many times the box is checked during data entry.*

Community Drop-In Center Activities: Use this category to report the community drop-in center activities and the number of participants engaged in the activity (see examples above).

Community Service Activities: Activities intended to prevent substance use by involving youth and adults in a variety of community services. Count only the individuals

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engaged in the community service activity. Examples: community clean-up activities, events to repair or rebuild neighborhoods, support to the elderly, disabled, ill, etc.

Outward Bound: Participants engage in structured and/or organized outdoor wilderness experiences that build confidence, leadership skills and teamwork. *Note: This does not include camps for disciplinary purposes.*

Recreational Activities: Activities, as compared to events, that youth and adults participate in that specifically exclude the use of alcohol, tobacco and other drugs. The key words are “active participation” rather than attendance. Examples: field trips, sporting activities, summer camp programs, participation in theatrical or musical productions, etc. *Note: Count only the individuals from SAPT-funded programs that participate in the activity, not everyone at the venue. There are restrictions on using the SAPT Primary Prevention Set-Aside dollars for entertainment. Refer to the “ADP Memo - SAPT Pv Funding Restrictions - SWAG - Incentives – Entertainment” located in the CalOMS Pv Library.*

Youth/Adult Leadership Activities: Services and/or activities through which youth and adults work together collaboratively. Examples: adult-led youth groups, Friday Night Live chapter activities, youth development, skill development, youth participation in decoy and/or shoulder tap operations, youth participation in coalition meetings/activities, etc. *Note: Combine this demographic category with the non-demographic Community-Based Process and/or Environmental Strategy categories when reporting data for youth/adult leadership activities that are involved in community-based and/or environmental initiatives or projects. Contact the DHCS Prevention Analyst for additional guidance on correct CalOMS Pv reporting for Youth/Adult Leadership Activities that involve more than one prevention strategy.*

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Problem Identification and Referral Strategy

Service Code 15

“This strategy aims at identification of those individuals who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs and to assess whether their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment.”

Of the six CSAP primary prevention strategies, this one causes the most discussion and controversy because it appears to crossover from primary prevention into intervention and treatment. The CSAP definition clearly precludes services “designed to determine if a person is in need of treatment”; however, a prevention screening to determine if behavior can be reversed through prevention education is allowed.

A key aspect of this strategy is that the services and/or activities are geared toward behavioral change, not therapy for ATOD dependency treatment. There is a potential for some of the services within this strategy to bridge into treatment. It is important that counties/providers are aware that administration of addiction diagnosis and severity instruments, case management, and/or preparation for treatment intervention are not a component of this strategy and can not be funded with the Substance Abuse Prevention and Treatment (SAPT) Block Grant Primary Prevention Set-Aside dollars.

Note: SAPT Primary Prevention Set-Aside funds cannot be used to conduct treatment assessments. Refer to the “Assessment Guideline Documents” located in the CalOMS Pv Library for further information. Per SAMHSA, “states should be aware that primary prevention set-aside funds cannot be used to fund SBIRT and should be encouraging the State Medicaid Agency and Health Insurance Marketplace to include SBIRT as a covered prevention or service delivery benefit.”

The following are definitions for the services/activities within this strategy.

Employee Assistance Programs: Services to provide personal help, including substance use information for individuals and their family members when problems may be interfering with work performance. Examples: workplace prevention education programs, risk reduction education for work-related problems involving substance use, health education and health promotion programs for employees, supervisor ATOD training, workplace ATOD policy development, workplace screening and/or referral, etc.

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Prevention Screening and Referral Services: The screening process is intended to determine if an individual's behavior can be reversed through ATOD primary prevention education activities or services. The outcome of prevention screenings will either place and/or refer individuals for prevention education programs. If individuals do not meet the criteria for primary prevention services, they may be referred for treatment assessment. Refer to the "Note" in the beginning paragraphs of this section regarding appropriate use of the SAPT prevention funding for assessments.

Student Assistance Programs: A school-based approach to providing focused services to students seeking support or needing interventions for academics, behavior, attendance often due to family, social and/or substance use issues. SAPs identify students in need of intervention, assess these students' specific needs, and provide them with support and referral to appropriate resources with the goal of assisting in academic achievement. Examples: early identification of student problems, screening and referral to prevention education services, screening and referral to outside agencies, etc. Refer to the "Note" in the beginning paragraphs of this section regarding appropriate use of the SAPT prevention funding for assessments.

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Community-Based Process Strategy

Service Code 16

“This strategy aims to enhance the ability of the community to more effectively provide prevention services for alcohol, tobacco, and drug abuse disorders. Activities in this strategy include organizing, planning, and enhancing the efficiency and effectiveness of services implementation, interagency collaboration, coalition building, and networking.”

This strategy focuses on capacity building which includes ongoing networking activities, collaborative systems planning, technical assistance and training for community groups and agencies, and assessing community readiness for engagement in prevention services. It also very closely aligns with the Strategic Prevention Framework steps of assessment, capacity, planning and evaluation.

The following are definitions for the services/activities within this strategy.

Accessing/Monitoring Services and Funding: Assisting county AOD agencies, primary prevention providers, and/or communities in increasing or improving their prevention service capacity. Examples: applying for grants, engaging in the request for proposal (RFP) process, developing contracts and program budgets, interviewing and hiring prevention staff, coordinating and monitoring federal/state/local prevention grantees and subcontractors, sharing or publicizing resource listings of federal/state/local funding sources, etc.

Assessing Community Needs/Assets: Implementing prevention-focused tasks to determine the needs for prevention services by identifying at-risk populations, communities, or geographic locations and determining priorities for service delivery. Examples: conducting/participating in neighborhood/community and /or statewide prevention needs assessments which may include data collection, data assessment, problem statement development, organizational/fiscal/leadership capacity assessment, readiness assessment, cultural competence assessment, service gap analysis, external factors/barriers to success, etc.

Community Team Activities: Activities conducted with, or sponsored by, community teams, coalitions, short term work groups, etc. for the purpose of fostering, supporting, or enhancing community prevention services. SAMHSA defines a coalition as “A group of individuals representing diverse organizations, factions or constituencies who agree to work together to achieve a common goal. Community coalitions differ from other types of coalitions in that they include professional and grassroots members committed to work together to influence long-term health and welfare practices in their community. Additionally, given their ability to leverage existing resources in the community and convene diverse organizations, community coalitions connote a type of collaboration that is

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considered to be sustainable over time.” *Note: Use this category to report all coalition activities. Combine this category with Environmental Strategy categories when reporting data for a community team or coalition that is involved in an environmental initiative or project.*

Community/Volunteer Training: Structured prevention activities intended to impart information and/or teach organizational development skills to community groups and/or volunteers. Examples: provide training to community groups, volunteers, community decision makers, neighborhood mobilization groups, etc.

Evaluation Services: Activities or services conducted to evaluate progress towards meeting goals and/or objectives and eventually, program success. Examples: working with evaluation teams, developing evaluation tools and instruments, collecting evaluation data, conducting data analysis, reviewing effectiveness of policies, programs and practices, developing recommendations for quality improvement, preparing evaluation reports and updates, etc.

Formal Community Teams: Formalized community teams concerned with fostering common interests and advocacy for prevention services. Examples of formal teams: interagency councils, alliances, coalitions, citizen groups that promote healthy communities, families, schools, and activities, etc. *Note: Enter the number of community teams formed into CalOMS Pv only once per fiscal year.*

Multi-Agency Coordination/Collaboration: Collaborative systems planning and/or coordinating prevention services between agencies, communities, organizations, schools, etc. *Note: Coalition meetings should not be reported for this category. Refer to the description for Community Team Activities. Internal staff meetings should not be reported for this category as that is considered administrative time.*

Systematic Planning: The continuous process of developing and/or revising a data-informed Strategic Prevention Plan. Examples of activities related to the systematic planning process are: developing and/or refining problem statements, identifying/prioritizing goals and objectives, determining outcomes, drafting/developing logic models, developing implementation plans, developing evaluation plans, identifying performance measures, selecting policies, programs and practices, etc.

Technical Assistance (TA): Services provided or received that are intended to impart technical guidance to prevention programs, community organizations, and/or individuals that will strengthen or enhance prevention activities. Examples: assistance with the strategic prevention framework process, addressing cultural responsiveness, programmatic quality assurance and improvement, adding programs and services, assistance with grant writing, etc. *Note: Ongoing TA received or provided to the same individuals is reported as Recurring Services.*

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Training Services: Structured substance use prevention training events intended to develop proficiency in prevention program design, development, and delivery skills. Examples: conducting and/or receiving training, training of trainers, CalOMS Pv trainings, skill-building activities, etc. *Note: Ongoing training received or provided to the same individuals is reported as Recurring Services.*

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ENVIRONMENTAL STRATEGY

Service Code 17

This strategy identifies, establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing incidence and prevalence of the use of alcohol, tobacco, and other drugs in general populations.

The Environmental Strategy focuses on places and specific problems with results that can be wide-ranging and sustained, although specific recipients are not identified. This strategy involves the identification, creation, modification, passage and/or enforcement of written and unwritten codes, legislation, ordinances, policies, and regulations..

The subcategories within the Environmental Strategy permit distinction between activities which center on legal and regulatory initiatives and those which relate to the service and action-oriented initiatives.

The following are definitions for the services/activities within this strategy.

Compliance – Activities geared toward improving compliance with existing laws and policies that have been shown to reduce ATOD availability and consumption.

Compliance Checks: The use of underage buyers or pseudo decoys to test retailer’s compliance with laws regarding the sale of alcohol, tobacco, marijuana-related products or paraphernalia to minors. *Note: Report the number of compliance checks conducted.*

Drug Sale Surveillance: Community members monitor an area that is known for illegal drug sales and then inform law enforcement of illegal activities. Also includes monitoring ^{events} for sales of drug related paraphernalia, particularly at events that are youth oriented, and informing local officials and/or law enforcement of these activities that promote youth drug use. *Note: Report the number of surveillance incidents.*

DUI Checkpoints: The practice of law enforcement agencies to stop traffic on public streets and highways for the sole purpose of checking drivers for intoxication from alcohol or drugs.

Law Enforcement Education: Training designed to assist in the prevention and/or reduction of the sale of alcohol, tobacco and marijuana products, including edibles, to minors. This also includes education regarding other drugs such as synthetics, spice, bath salts, vaping, etc. *Note: Ongoing education to the same individuals is reported as Recurring Services.*

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Party Patrols Conducted: Community members monitor underage parties and inform local law enforcement of underage drinking and/or the illegal use of drugs. *Note: Report the number of patrols conducted.*

Retailer/Vendor Education: Training designed to assist in the prevention and/or reduction of the sale of alcohol, tobacco, and other smoking related products to minors. This also includes healthy retailer education. *Note: Ongoing education to the same individuals is reported as Recurring Services.*

Shoulder Tap Surveillance Conducted: The use of underage youth to test adult's willingness to purchase alcohol or tobacco for underage youth outside a retailer outlet in conjunction with law enforcement. *Note: Report the number of surveillance incidents.*

Surveillance: Surveillance activities not related to drug sales or shoulder tap.

Training – Commercial Host and Management: Responsible beverage service (RBS) programs for Alcoholic Beverage Control (ABC) licensees, retailers and distributors of alcoholic beverages. Restaurants, bars, special events, fundraisers, etc. This also includes License Education on Alcohol and Drugs (LEAD) coordination. *Note: Ongoing training to the same individuals is reported as Recurring Services.*

Training – Social Host and Management: Approved responsible beverage service programs for those who serve alcoholic beverages in settings or circumstances under the servers' control where the drinker does not pay for his/her drink (weddings, private house party, event caterers, etc.). *Note: Ongoing training to the same individuals is reported as Recurring Services.*

Environmental Consultation/Technical Assistance – Consultation provided to community leaders, schools, workplaces, etc., supporting the development and implementation of local codes, legislation, ordinances, policies, and regulations. Also includes assistance provided to support the development and implementation of environmental strategies in the community. *Note: Ongoing technical assistance received or provided to the same individuals is reported as Recurring Services.*

Media Strategies – Structured environmental activities that use print, broadcast, social/web media to deliver messages to target audiences with the intent to change norms and behaviors around ATOD. This main category can be chosen if none of the sub-categories are suitable.

Counter-Advertising: Advertising that takes a contrary position to advertising messages that promote unhealthy activities such as smoking, vaping, binge drinking etc. The intent is to inform the public about the hazards of ATOD, the

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legal and social consequences of use, and/or the methods that the industry uses to promote ATOD in order to change the public's acceptance of ATOD misuse.

Informational/ATOD Warning Posters, Notices & Signs: Displaying notices/signs in retail outlets that give information about the legal, social and health effects of ATOD use and to discourage the sale of illegal substances to minors.

Media Advocacy: A strategy that uses the power of the media to advance an environmental prevention agenda. This strategy requires news story development that clearly presents specific ATOD problems and the policies and social change required to resolve them.

Retail Outlet Recognition: Using media and/or a public forum to acknowledge retail outlets that do not sell alcohol or tobacco to minors.

Social Norms Marketing: Changing community norms regarding ATOD use through targeted media campaigns. Behavior is influenced by perceptions of what is "normal" or "typical." Social norms marketing provides an accurate view of reality versus the misperception in an attempt to change or correct prevailing norms.

Policies and Regulations – Creating, modifying, passing and/or enforcing environmental practices, codes, ordinances, regulations, and legislation that reduces ATOD availability and/or changes norms and behavior surrounding ATOD use. This main category can be chosen if none of the sub-categories are suitable.

Advertising Restrictions: Policies that control the density and acceptable placement of product advertising (billboards, store fronts, product placement, etc.). This includes enforcement of the Lee Law.

Drug Paraphernalia Ordinances: Local ordinance regulating the sales, displaying, furnishing, supplying, giving or otherwise dispensing of drug paraphernalia.

One-Day Event Requirements: Policies pertaining to permits provided by state and local governments for time-limited activities/events where alcohol will be served. The permits are issued by Alcoholic Beverage Control and the local municipality. For example, special events, community fairs, car shows, fundraisers, farmer's markets, etc.

Product Pricing Policies: An approach that seeks to set minimum prices for specific alcohol and/or tobacco products or seeks to increase the taxes on said products in an effort to reduce affordability which reduces consumption and negative consequences.

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Public Use Restrictions: Ordinances or regulations that control the availability of alcohol in public places.. Examples are Conditional Use Permits, Drinking in Public Ordinances, restrictions/bans in parks and recreational areas, open container laws, controlling hours of sale, etc.

School Policies (college): Prevention policies of the school administration to eliminate settings or circumstances for ATOD use and/or availability on or about the premises.

School Policies (K-12): Prevention policies of the school administration to eliminate settings or circumstances for ATOD use and/or availability on or about the premises.

Social Host Ordinance: Local ordinance that makes it an infraction or misdemeanor for persons who knowingly allow minors to obtain, possess, or consume alcoholic beverages at parties held at private residences or private premises.

Sponsorship Restrictions: Regulations that reduce or prohibit ATOD manufacturers, retailers, wholesalers and distributors from sponsoring events - especially those where children, families, and/or young adults are present.

Sporting Event Policies: Policies that place limits on alcohol, tobacco and other smoking related activities and or sales at sporting events. Examples are number of drinks sold to a single individual, no drinks sold after a set time, alcohol free seating areas, smoking areas, medical marijuana policies, vaping policies, etc.

State Alcohol Beverage Control (ABC) Regulations: Participation in activities to create or expand public policy for the prevention of ATOD problems specifically through legislation and regulations administered by the State ABC.

Workplace Policies: Policies in the workplace to eliminate settings or circumstances for ATOD use and/or availability on or about the workplace premises.

Zoning Ordinance – Retail Outlet Density: Local ordinances that restrict the location and density of retail outlets that sell alcohol, tobacco and marijuana. This can include Public Convenience and Necessity (PCN) determination, Deemed Approved Ordinances and Responsible Retailer Programs (RRP).

Zoning Ordinance – Abate Existing Outlets: Local ordinances that control alcohol, tobacco and marijuana outlets currently in operation.

Zoning Ordinance – New Outlets: Local ordinances that will control future alcohol, tobacco and marijuana outlets. This can include Public Convenience and Necessity (PCN) determination.

EXHIBIT G – CSAP STRATEGIES

Zoning Other: Local ordinances that are not related to outlets. Confer with a DHCS Prevention Analyst before using this category.

Environmental – Other - *Activities that are not related to environmental compliance, consultation/technical assistance, media strategies, or policies, regulations or ordinances.*

Community Development: Environmental ATOD prevention activities being undertaken to develop communities and enable them to participate in initiatives that will improve health and increase social and economic well-being.

Efforts with City, County and/or State Officials: Working with district attorneys, sheriffs, elected officials, Boards of Supervisors, etc. to educate and advocate for a remedy to a community ATOD related issue. Providing education in response to inquiries and providing prevention education.

Facility Design to Prevent AOD Problems: Physical design to reduce the likelihood of problematic behaviors related to ATOD use on or about the premises. This includes architectural design, landscaping, interior design, and lighting and décor planning. This can include Crime Prevention Through Environmental Design (CEPTED) principles.

Holiday Campaigns and Special Events: Environmental strategies and/or campaigns focused on ATOD free and/or alcohol safe community holidays or special community events that traditionally or historically involve the use of ATOD; and /or heightened enforcement campaigns against DUI and drinking in public during community holidays or special community events.

Marijuana Efforts: Environmental, community-level strategies that affect change. Examples may include efforts around social access, civil remedies to disrupt local drug markets or decreasing the availability of drug paraphernalia.

Neighborhood Mobilization: Activities to enlist the active participation of neighbors (occupants of the areas) working in planning, designing, and implementing an ATOD environmental prevention initiative for a specific problem in that area.

Prescription Drug Efforts: Environmental, community-level strategies that affect change. Examples may include efforts around social access, take-back days or drop boxes.

EXHIBIT H – BIDDERS CONFERENCE NOTIFICATION

Bidder's Conference Notification

April 24, 2017 9:30am-11:30am

Santa Ynez Valley Marriott
555 McMurray Road
Buellton, CA 93427
Santa Rita Hills Conference Room

