



*Contra Costa County*

**REQUEST FOR PROPOSAL (RFP)**

**For**

**Independent Evaluation Services for CalVIP Cohort 5  
Community Violence Prevention Project**

**Solicitation #: RFP\_F-CONTR-0000000232**

**Release Date: June 16, 2026**

**Proposal Due Date: July 14, 2026,**

**No later than 3:00 P.M. PDT**

**Contact: Bryanna Alvarez, Buyer II**

**CONTRA COSTA COUNTY  
PURCHASING SERVICES  
255 GLACIER RD, BLDG 500  
MARTINEZ, CALIFORNIA 94553**

## **General Information:**

Contra Costa Health's Violence Prevention Program (VPP) is seeking proposals from qualified evaluation firms or academic institutions to serve as an independent evaluator for a community violence prevention project.

### **Proposal Submission:**

RFP release date: June 16, 2026

Last date to submit written questions: July 07, 2026, no later than 3:00 P.M. PDT

RFP due date: July 14, 2026, no later than 3:00 P.M. PDT

### **Proposal Submission:**

- Response to this RFP MUST be submitted electronically through the BidnetDirect.com web site – NO EXCEPTION.
- Late submittals WILL NOT be accepted – NO EXCEPTION.
- Fax submittals WILL NOT be accepted – NO EXCEPTION.

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the County to award a contract, nor is the County liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The County retains the right to award all or parts of this contract to several Proposers, to not select any Proposers, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

### **Questions:**

To ensure a fair, transparent, and competitive procurement process, all questions regarding the RFP will be accepted through the Bidnetdirect.com site only. The deadline for submitting questions for this RFP is on or before July 07, 2026, no later than 3:00 PM PDT.

The County is committed to providing timely, accurate, and consistent responses to all questions received, ensuring that all Offerors have equal access to the same information throughout the procurement process. All questions will be answered and disseminated to those registered on the Bidnetdirect.com website. Contact customer service if you need technical assistance with any part of the bid process; call 800-835-4603, Option 2.

### **AI Questions:**

The purpose of the question period is to clarify legitimate ambiguities in the solicitation documents. The County reserves the right to disregard questions that appear to be generic,

automatically generated, or not reflective of a reasonable review of the RFP. Respondents are encouraged to ensure all questions reflect their understanding of the project and the specific requirements of this solicitation.

**Pre-Bid Conference:**

There is no pre-bid conference for this RFP.

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# Section I: Introduction

## **A. Purpose**

Contra Costa Health's VPP is seeking proposals from qualified evaluation firms or academic institutions to serve as an independent evaluator for a community violence prevention project.

## **B. Objective**

Contra Costa Health's VPP seeks to engage a qualified, independent evaluation partner to design, implement, and manage a comprehensive program evaluation for its California Violence Intervention and Prevention Program (CalVIP) Cohort 5-funded Community Violence Prevention Project. The selected partner will support VPP across five program pillars — upstream youth prevention, street outreach and violence intervention, behavioral health integration, community healing, and workforce development — operating in the Contra Costa County cities of Antioch, Pittsburg, and Richmond, with concentrated implementation in five priority zones in Antioch and Pittsburg.

## **C. Background**

This three-year project is funded by the California Board of State and Community Corrections (BSCC) through the CalVIP Cohort 5. BSCC requires that all CalVIP-funded projects engage an organizationally independent evaluator to objectively assess program implementation and outcomes and report findings in alignment with state reporting requirements. The selected evaluation partner must have no organizational or financial ties to Contra Costa Health's financial management functions in order to satisfy this requirement.

## **D. Period of Agreement**

The initial contract will be for a period of one (1) year, with the option to renew for up to two (2) additional one-year terms through the end of the grant period (September 2029), subject to satisfactory performance and available funding.

## **E. Budget**

The County anticipates awarding one contract for Independent Evaluation Services to support the Community Violence Prevention Project.

The total compensation under the resulting agreement shall not exceed Two Hundred Fifty Thousand Dollars (\$250,000) over the full contract term, including the initial one-year period and both optional one-year renewals, inclusive of all labor, travel, materials, meetings, data collection, reporting, administrative costs, overhead, profit, and all other expenses necessary to perform the required services.

Submission of a proposal in excess of the maximum budget may result in the proposal being deemed non-responsive and removed from further consideration.

#### **Annual Funding Availability**

Funding for this project is contingent upon the availability of grant funds, County appropriations, and continued program authorization.

For the first year of the contract, the maximum amount available shall not exceed Sixty-Two Thousand Five Hundred Dollars (\$62,500).

The County reserves the right to adjust annual funding allocations based on project needs, grant requirements, performance, budget availability, and program priorities, provided that the total contract amount does not exceed \$250,000.

#### **No Guarantee of Funding**

The County makes no guarantee that the full contract amount will be expended. Payment shall be made only for services authorized, performed, and accepted by the County.

The County reserves the right to reduce the scope of work, negotiate pricing, amend funding levels, or terminate the agreement if funding becomes unavailable or project requirements change.

#### **F. Calendar of Events**

<b>Event</b>	<b>Date</b>
RFP Release date	June 16, 2026
Last date to submit written questions	July 07, 2026, no later than 3:00 P.M. PDT
RFP due date	July 14, 2026, no later than 3:00 P.M. PDT

#### **G. Correspondence**

As of the issuance of this RFP, vendors are specifically directed not to contact County personnel for meetings, conferences or technical discussions related to this RFP. Questions to this RFP must be submitted via BidnetDirect.com medium. Failure to adhere to this policy may result in disqualification of the vendor.

#### **H. Addenda Knowledge**

All Proposers shall acknowledge receipt of any amendments to this bid event by returning a signed hard copy with the bid. Failure to acknowledge receipt of any amendments may

render the proposal to be non-responsive. Changes to this bid event shall be issued only by the County. See Attachment A.

## Section II: Requirements and Qualifications

The County is committed to selecting a highly qualified, experienced, and financially stable vendor capable of delivering the services described in this RFP in a professional, timely, and cost-effective manner. To ensure the selected Contractor possesses the necessary expertise, resources, and organizational capacity to successfully perform the required scope of work, all Offerors must demonstrate that they meet the minimum qualifications set forth in this Section.

### **A. Organizational Overview**

The Proposer shall have demonstrated experience conducting program evaluations, research studies, performance assessments, or outcome evaluations for public agencies, nonprofit organizations, foundations, or community-based programs. A minimum of five (5) years of such experience is preferred, though proposers with compelling qualifications are encouraged to apply.

- Community violence intervention and prevention programs
- Public health initiatives
- Youth development programs
- Criminal justice, behavioral health, or social service programs
- Multi-agency collaborative initiatives.

### **B. Evaluation Methodology and Technical Capacity**

The Proposer shall demonstrate experience designing and implementing rigorous evaluation methodologies, including:

- Quantitative and qualitative research methods.
- Data collection, management, and analysis.
- Survey design and administration.
- Focus groups, interviews, and stakeholder engagement.
- Outcome and impact measurement.
- Development of performance indicators and evaluation frameworks.
- Preparation of findings and recommendations for diverse audiences.

The Proposer shall describe its proposed approach to measuring program outputs, outcomes, and long-term impacts.

### **C. Instrument Design Plan**



Proposers must have demonstrated experience developing practical, field-ready data collection instruments tailored to community-based program environments. Instruments must be designed for use by frontline staff with varying levels of data literacy and must be adaptable across multiple program pillars.

#### **D. Personnel Qualifications**

At minimum, the Proposer shall propose: (1) a Lead Evaluator (terminal degree or equivalent professional experience preferred) and (2) a Data Analyst (demonstrated quantitative skills required). Additional positions as the Proposer sees fit.

Key personnel shall possess:

- Advanced education in public health, social sciences, criminology, evaluation research, statistics, public policy, or a related field.
- Experience leading evaluations of programs similar in scope and complexity.
- Demonstrated expertise in data analysis, report writing, and stakeholder communication.

Resumes for all key personnel shall be included with the proposal.

#### **E. Equity and Cultural Competency**

The Proposer shall demonstrate experience working with diverse communities disproportionately impacted by violence and systematic inequities.

The Proposer shall describe its approach to:

- Incorporating equity into evaluation design and implementation.
- Engaging community stakeholders.
- Ensuring culturally responsive data collection and analysis.
- Presenting findings in a manner accessible to community members and decision-makers.

#### **F. Subject Matter Expertise**

The Proposer shall demonstrate expertise in evidence-based and promising practices related to violence prevention, community engagement, public health approaches to violence reduction, restorative justice, youth intervention, and/or related fields.

The Proposer should possess knowledge of:

- Violence prevention and intervention strategies.
- Outcome measurement and performance metrics.
- Equity-centered and culturally responsive evaluation practices.
- Trauma-informed approaches.
- Community-based participatory research methods.

#### **G. References**

Proposers must be able to provide a minimum of three (3) verifiable references from government agencies, public health departments, or foundations for which evaluation services were provided in the violence prevention or community safety field. See Exhibit C.

## Section III: Instructions to Responders

The County has prepared this RFP to solicit competitive proposals from qualified evaluation firms and academic institutions capable of providing independent program evaluation services for Contra Costa Health's CalVIP Cohort 5 Community Violence Prevention Project, as described in this RFP.

This Section provides all Offerors with the mandatory instructions, requirements, and procedures governing the preparation, formatting, and submission of proposals in response to this RFP. All Offerors are strongly advised to read this Section in its entirety before preparing their proposals. Proposals that do not conform to the instructions and requirements set forth herein may be deemed non-responsive and disqualified from further consideration without evaluation. The Agency assumes no responsibility for proposals that are submitted incorrectly, incompletely, or in a format that does not comply with these instructions.

The County's goal is to receive well-organized, complete, and responsive proposals that allow the evaluation committee to fairly and accurately assess each Offeror's qualifications, technical approach, and cost proposal. Adherence to these instructions is essential to achieving that goal and ensuring the integrity of the competitive procurement process.

### **A. Format**

Respondents shall submit proposals which are concise and which specifically respond to the specifications posted in this RFP. Each proposal shall be submitted with a cover letter signed by an authorized person and the following documents:

- a. Cover Letter – Signed by an authorized representative of the company
- b. Proposal – within a maximum of 15 pages, no smaller than 12-point font, describe specific capabilities, experience, approaches and proposed methodologies that demonstrate a clear understanding of the nature of the work to be performed described in Section IV under Scope of work. (Work samples, staffing plan, resumes, and required exhibits do not count toward the 15-page limit and should be submitted as separate attachments.)
- c. Statement of Experience – See Exhibit A
- d. Price Proposal – See Exhibit B
- e. Customer References – See Exhibit C
- f. Staffing Plan
  - Key personnel who will lead the evaluation, including the principal investigator or lead evaluator.
  - Qualifications, experience, and background of each team member.
  - Percentage of time dedicated to this contract.

- Any planned use of graduate students, research assistants, or subcontracted personnel and how their work will be supervised.

Resumes for all proposed key personnel must be included with the proposal submission. Contra Costa Health reserves the right to approve any substitution of key personnel during the contract period. The selected contractor must submit a written request and receive written approval prior to making any personnel substitution.

- g. Work Samples – A minimum of one (1) and up to three (3) work samples from previous violence prevention program evaluations; at least one must demonstrate the ability to produce accessible, non-technical evaluation summaries for community stakeholders.
- h. Anti-Collusion Statement – See Exhibit D
- i. Addenda Acknowledgement – See Attachment A
- j. Federal, State, and local permits and licenses
- k. Certificate of Insurance with Endorsement Letter

#### **B. Proposal Submission**

- a. Response to this RFP MUST be submitted electronically through the BidnetDirect.com web site – NO EXCEPTION
- b. Late submittals WILL NOT be accepted – NO EXCEPTION
- c. Fax submittals WILL NOT be accepted – NO EXCEPTION

#### **C. Customer References**

Respondents shall provide a minimum of three (3) references. See Exhibit C.

#### **D. Licenses and Permits**

Respondents shall possess all licenses, registrations and permits required by the State of California and the County of Contra Costa. Such licenses and permits are to be submitted to the County with the proposal or prior to the contract signing date.

#### **E. Proposal Expenses**

Respondents shall be fully responsible for all costs incurred in the development and submission of this RFP.

#### **F. Proposer Responsibility**

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a proposer's failure to be knowledgeable as to all of the requirements of this RFP.

#### **G. Interpretation**

Should any discrepancies, omissions, or doubt as to their meaning be found in the RFP specifications or requirements, the Respondent shall notify the County in writing through

the BidnetDirect.com website. The County will send written instructions or addenda to all participants in the RFP process. The County shall not be responsible for oral interpretations.

#### **H. Reservation**

The County reserves the right to do the following at any time and for its own convenience, at its sole discretion:

- To reject any and all proposals without indicating any reasons for such rejection
- Terminate this RFP and issue a new RFP anytime thereafter
- Extend any or all deadlines specified in the RFP, including deadlines for accepting proposals by issuing an Addendum at any time prior to the deadline for receipt of responses to the RFP
- Procure any services specified in the RFP by other means
- Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the proposal or other data available to the County. Such disqualification is at the sole discretion of the County
- Reject the proposal of any Respondent that is in breach of or in default under any other agreement with the County
- Reject any Respondent deemed by the County to be non-responsive, unreliable, unqualified or non-responsible

#### **I. Truth and Accuracy of Representation**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal.

#### **J. Sub-Contract and Assignment**

The Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under the Contract, or before the Contractor may assign the Contract or monies due or to become due, by operation of law or otherwise.

#### **K. Addenda**

No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via Addenda to be posted on BidnetDirect.com website.

#### **L. Addenda Acknowledgement**

All addenda shall include an acknowledgement of receipt that must be returned. The addenda must be signed and attached to the final response. Failure to attach any addendum may result in the rejection of the response. See Attachment A.

**M. Non-Collusion**

By submitting a signed proposal, Offeror certifies that there has been no collusion with any other Offeror. Reasonable grounds for believing Offeror has an interest in more than one proposal will result in rejection of all proposals in which the Offeror has an interest. Any party to collusion may not be considered in future proposals for the same or similar work. See Exhibit D attached.

## Section IV: Scope of Work

The Contractor shall provide a comprehensive and integrated suite of program evaluation services designed to ensure the rigorous, ongoing assessment of Contra Costa Health's VPP and its alignment with California BSCC CalVIP Cohort 5 requirements. The required services encompass the following major service areas, each of which is described in detail in the subsequent sections of this Scope of Work.

All evaluation framework components must reflect an understanding of the program goals, objectives, and timelines outlined in the CalVIP Project Workplan (Attachment C).

The selected evaluator shall provide an independent, full-cycle evaluation of the CalVIP-funded violence prevention project, including:

### **A. Evaluation Framework Design**

Develop a comprehensive evaluation plan for the full CalVIP program, including:

- A logic model mapping program inputs, activities, outputs, and outcomes across all five pillars.
- Process evaluation methodology to assess implementation fidelity, service delivery quality, and coordination across pillars.
- Outcome evaluation methodology to measure short-term, intermediate, and long-term impacts across individual, community, and system levels — including re-injury, re-arrest proxy, school engagement, employment engagement, social cohesion, and sense of safety.
- Identification of appropriate comparison groups or baseline measures given the place-based, multi-component nature of the intervention.
- Integration of both quantitative and qualitative methods.
- Alignment with BSCC reporting requirements and CalVIP Cohort 5 program standards.

The evaluation plan must account for the phased nature of program implementation, as subcontractors will be onboarded at different times and services will scale over the grant period. The Local Evaluation Plan must be submitted to BSCC by **September 30, 2026**.

### **B. Staffing Plan**

- Key personnel who will lead the evaluation, including the principal investigator or lead evaluator.
- Qualifications, experience, and background of each team member.
- Percentage of time dedicated to this contract

- Any planned use of graduate students, research assistants, or subcontracted personnel and how their work will be supervised.

Resumes for all proposed key personnel must be included with the proposal submission. Contra Costa Health reserves the right to approve any substitution of key personnel during the contract period. The selected contractor must submit a written request and receive written approval prior to making any personnel substitution.

### C. Required Deliverables and Due Date

The following shall be submitted to the BSCC by its respective deadline:

Deliverable	Due Date
Local Evaluation Plan	September 30, 2026
Quarterly Contributions to BSCC Progress Reports	See Attachment D
Community Surveys and Focus Groups	See Below
Audit Support Documentation and Coordination	September 30, 2029
Final Local Evaluation Report	September 30, 2029

### D. Community Surveys and Focus Groups deliverable schedule:

- Survey instrument and protocol — due **September 30, 2026**
- Baseline community survey analysis report — due **December 31, 2026**
- Mid-point community survey analysis report — due **December 31, 2027**
- Final community survey analysis — included in the Final Local Evaluation Report **(September 30, 2029)**
- Minimum of six (6) focus groups over the contract term, scheduled in coordination with VPP; focus group analysis report due within 30 days of each session. Vendor shall propose a preliminary focus group schedule in their proposal.

### E. Data Collection Instrument Design

Design, test, and refine data collection instruments for each program pillar, including:



- **Street Outreach and Violence Intervention:** Participant intake and assessment tools, case management tracking instruments, conflict mediation and shooting response documentation, referral tracking forms.
- **Upstream Youth Prevention:** Youth enrollment and assessment tools, prevention education session tracking, milestone and progress measurement.
- **Behavioral Health Integration:** Referral-to-service tracking instruments, warm handoff documentation, service engagement and retention measures.
- **Community Healing:** Event attendance and participation tracking, community perception and safety surveys, qualitative interview and focus group protocols.
- **Workforce Development:** Employment and training enrollment tracking, skill development assessments, retention and advancement measures.

All instruments must be designed for use by frontline staff with varying levels of data literacy and should be practical, non-burdensome, and integrated into existing workflows.

#### **F. Community Engagement and Field Data Collection**

The evaluator will conduct direct community data collection activities across the five CalVIP priority zones: Sycamore Corridor, Central Antioch, Southeast Antioch, Bay Point, and Railroad Corridor Pittsburg. This includes:

- Designing and administering community surveys measuring social cohesion, sense of safety, and program awareness
- Facilitating focus groups with community residents and program participants
- Conducting qualitative interviews as part of the outcome evaluation

This is an active field component — the evaluator is expected to have staff capacity to conduct in-person work across these five zones throughout the grant period.

#### **G. Data Management and Quality Assurance**

- Establish data management protocols and quality assurance procedures for all program data.
- Coordinate with Contra Costa Health internal data sources — including Epic, EMS, School-Based Clinic flowsheets, and other internal systems — through designated County intermediaries. The VPP-designated Data Lead or the VPP Program Manager will serve as the primary points of contact for all internal data requests; the evaluator will not be granted direct access to these platforms. All data coordination must occur in compliance with Contra Costa Health data governance requirements and any applicable data use agreements.
- Coordinate with five regional partners (Contra Costa District Attorney's Office, Family Justice Center, Alliance to End Abuse, City of Antioch, and City of Pittsburg) for cross-system data collection.

- Provide guidance on data system configuration to support centralized program data management (note: VPP does not currently have a centralized program data system)
- Develop data entry training materials and conduct training for VPP staff and subcontractor personnel.
- Conduct periodic data quality reviews and provide corrective feedback.
- Ensure all data management practices comply with applicable privacy requirements and human subjects protections.

## **H. Analysis and Reporting**

- Conduct quarterly data analysis aligned with BSCC reporting cycles.
- Contribute evaluation data and narrative to 12 quarterly BSCC progress reports over the service delivery period. (Attachment D)
- Produce quarterly evaluation briefs summarizing program implementation progress, early findings, and data quality.
- Produce an annual evaluation report at the end of each contract year.
- Produce a final comprehensive Local Evaluation Report at the conclusion of the grant period, due to BSCC by **September 30, 2029**.
- Support VPP in translating evaluation findings into program improvement recommendations.

## **I. Audit Support Coordination**

A Program-Specific Compliance Audit is required by BSCC and due by **September 30, 2029**. The audit will be performed by an independent Certified Public Accountant or County auditor and is funded separately under the grant (up to \$25,000). The evaluator's role is limited to coordination support — this includes facilitating data access, responding to auditor questions, and providing relevant evaluation documentation. The evaluator is not responsible for performing the audit itself.

## **J. Technical Assistance and Capacity Building**

- Provide ongoing technical assistance to VPP staff and subcontractors on data collection, documentation, and reporting.
- Conduct at minimum quarterly check-ins with each subcontractor to assess data collection practices.
- Participate in VPP program planning meetings as needed.
- Participate in BSCC site visits and direct communications with BSCC's evaluation team.
- Maintain ongoing collaboration with the VPP Program Manager and Project Director.
- Build internal evaluation capacity within VPP so that basic data monitoring can be sustained beyond the grant period.
- Provide training sessions accessible to VPP CCH staff and subcontractor personnel. VPP staff may attend training to support oversight, sustainability, and capacity-building goals.

## Section V: Evaluation and Selection Process

### A. Selection Process

All Proposals will be evaluated according to the following criteria and point value. Within the content of the information required by the RFP, Proposers are welcome to submit any and all supporting information which describes their ability to meet and exceed the criteria. An evaluation committee will conduct the evaluation of proposals. The Committee will discuss each proposal and establish consensus. Each member of the committee shall score the proposals independent of the other members, after which, scores will be combined/averaged. Once a contract award has been made, the County will notify all firms accordingly. Proposals will be evaluated based on the following criteria:

#### 1. Organizational Experience and Qualifications – 20 points

The County will evaluate the Proposer's demonstrated experience and qualifications in conducting independent evaluations of public-sector, community-based, public health, criminal justice, youth development, or violence prevention programs.

Consideration will be given to:

- Years of relevant experience.
- Similar projects completed successfully.
- Experience working with governmental agencies and community-based organizations.
- References and past performance.

#### 2. Technical Approach and Evaluation Methodology – 25 points

The County will evaluate the quality, feasibility, and rigor of the proposed evaluation plan.

Consideration will be given to:

- Understanding of project goals and evaluation objectives.
- Proposed evaluation framework and methodology.
- Data collection and analysis techniques.
- Outcome and performance measurement strategies.
- Ability to measure program effectiveness and impact.
- Reporting and communication plan.
- Project schedule and deliverables.

#### 3. Project Team Qualifications and Capacity – 15 points

The County will evaluate the qualifications and experience of the proposed project team.

Consideration will be given to:

- Relevant education, certifications, and professional credentials.
- Experience of key personnel in conducting similar evaluations.
- Availability and capacity to perform the work.
- Clearly defined roles and responsibilities.

**4. Experience with Community Violence Prevention Programs – 15 points**

The County will evaluate the Proposer's experience evaluating programs that address violence prevention, violence intervention, youth engagement, public safety, behavioral health, restorative justice, or related community-based initiatives.

Consideration will be given to:

- Experience with Community Violence Intervention programs.
- Knowledge of evidence-based violence prevention strategies.
- Experience evaluating federally, state, or locally funded violence prevention initiatives.
- Familiarity with relevant performance measures and outcome indicators.

**5. Cost Proposal – 15 points**

The County will evaluate the reasonableness, completeness, and competitiveness of the proposed costs.

Consideration will be given to:

- Overall cost effectiveness.
- Clarity and detail of the budget.
- Alignment of costs with the proposed scope of work.
- Demonstrated value to the County.

**6. Equity, Cultural Competency, and Community Engagement Approach – 10 points**

The County will evaluate the Proposer's ability to conduct evaluations using culturally responsive, equity-centered, and trauma-informed practices.

Consideration will be given to:

- Experience working with communities disproportionately impacted by violence.
- Community engagement strategies.

- Approaches for incorporating participant and stakeholder perspectives.
- Commitment to equity in evaluation design, implementation, and reporting.

**B. Best and Final Offer (BAFO)**

The County, at its sole discretion, may request Best and Final Offer (BAFO) from the finalists.

**C. Award**

As a result of this RFP, the County intends to award a contract to the Bidder(s) responsible whose response conforms to the RFP and whose bid presents the greatest value to the County.

The County reserves the right to award to a single or multiple contractors.

**D. Intent to Award**

Upon completion of the evaluation process, the County will issue a “Notice of Intent to Award” to the apparent successful proposer(s) in writing and post the results on bidnetdirect.com website. Unsuccessful Proposers will be notified via bidnetdirect.com notification system. It is the responsibility of proposers to check their email notification and have an updated email address on bidnetdirect.com.

The issuance of a “Notice of Intent to Award” does not constitute a contract or create any contractual rights or obligations.

**E. Interview / Oral Presentation**

At the sole discretion of the County, after initial evaluation of written proposals, a short list of the highest-ranked proposers may be invited to participate in interviews, oral presentations, or demonstrations.

**F. Debriefing**

Unsuccessful Proposers may request a debriefing within five (5) business days of the Notice of Intent to Award. The purpose of the debriefing is to provide information on the evaluation of the Bidder’s proposal.

**G. California Public Records Act**

All proposals, documents, correspondence, and materials submitted in response to this RFP are subject to disclosure under the California Public Records Act (CPRA), Government Code Section 6250 et seq., as amended by Proposition 24 (2020), which established the California Privacy Rights Act (CPRA). By submitting a proposal, the Offeror acknowledges that submitted materials may constitute public records subject to inspection and copying by any member of the public upon request.

The Contra Costa County, a public agency of the State of California, is obligated to comply with the CPRA and cannot contractually agree to withhold public records from disclosure.

## **H. Protest**

### **1. Protest Policy**

Any bidder or proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent or designee. The protest shall be submitted in writing to the Purchasing Agent or designee, within five (5) business days after such aggrieved person or company knows or should have known of the facts giving rise thereto. Failure to submit a timely protest shall bar consideration of a protest.

### **2. Grounds for Protest**

The protest shall state all grounds claimed for the protest and include supporting documentation. Failure to clearly state the grounds for the protest and provide supporting documentation shall be deemed a waiver of all protest rights.

### **3. Protest Procedures**

In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing to the attention of:

Cindy Shehorn, Purchasing Manager  
Contra Costa County  
Public Works Department  
255 Glacier Road, BLDG 500  
Martinez CA, 94553

## Section VI: Billing and Invoicing

### A. Payment Terms

Contractor shall submit a correct and complete invoice(s) to the County on a monthly basis, following the County's acceptance of deliverables or confirmation of services rendered for that period. Payment terms are Net 30 days, after receipt of correct invoice.

***All Proposers MUST accept the payment terms of Contra Costa County.***

### B. Pricing

Proposers shall submit a firm-fixed-price cost proposal for each major deliverable identified below. Proposers may also propose capped hourly rates for ad-hoc consulting work (e.g., additional analysis, partner coordination) provided the total proposal stays at or under the \$250,000 ceiling. All costs associated with labor, meetings, data collection, survey administration, focus groups, report preparation, presentations, project management, overhead, and other expenses necessary to complete the work shall be included in the proposed pricing.

The County intends to compensate the Contractor based upon successful completion and acceptance of deliverables.

Deliverable	Description
Local Evaluation Plan	Development of a comprehensive Local Evaluation Plan (LEP), including evaluation framework, logic model, performance measures, data collection methodology, stakeholder engagement strategy, reporting schedule, and approval by the County and BSCC, if applicable.
Quarterly BSCC Progress Reports	Preparation and submission of quarterly progress reports documenting project activities, performance measures, implementation status, challenges, outcomes, and other information required by the Board of State and Community Corrections (BSCC).
Community Surveys and Focus Groups	design, administer, and analyze community surveys and facilitate focus groups across the five CalVIP priority zones — Sycamore Corridor, Central Antioch, Southeast Antioch, Bay Point, and Railroad Corridor Pittsburg — throughout the grant period. This work is intended to capture community-level perceptions, experiences, and outcomes that cannot be measured through administrative data alone.
Program-Specific Compliance Audit	Coordination and support for the Program-Specific Compliance Audit performed by an independent CPA or County auditor. Includes facilitating data access,

	responding to auditor questions, and providing relevant evaluation documentation. Evaluator is not responsible for performing the audit itself.
Final Local Evaluation Report	Preparation of a comprehensive Final Local Evaluation Report documenting program implementation, outcomes, performance measures, lessons learned, findings, recommendations, and presentation of results to County stakeholders.



# Exhibit A: Statement of Experience

## **SECTION A**

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Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ Business License #: \_\_\_\_\_

### **Business Status:**

\_\_\_\_\_ Non Profit Corporation

\_\_\_\_\_ Corporation State of Incorporation: \_\_\_\_\_

\_\_\_\_\_ General Partnership

\_\_\_\_\_ Limited Partnership

\_\_\_\_\_ Sole Proprietorship

Other: \_\_\_\_\_

Name and title of an Officer or owner authorized to sign this proposal and any contract with the County that may result.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **SECTION B**

---

Number of years in business under present business name: \_\_\_\_\_

Other Business Name(s): \_\_\_\_\_

Number of years under prior name if any: \_\_\_\_\_

## **SECTION C**

---

Number of years of experience in providing required, equivalent, or related projects: \_\_\_\_\_

**SECTION D**

---

Similar services/projects completed during the last five years?

	Period	Services	\$ Amount Paid	Location	Agency Name
1 -					
2 -					
3 -					
4 -					
5 -					

**SECTION E**

---

Have you, or your agency failed or refused to complete a contract? ☐ YES ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**SECTION F**

---

Is your firm authorized to do business in the State of California? ☐ Yes ☐ No

**SECTION G**

---

Is your firm a State of California registered small business? ☐ Yes ☐ No

**SECTION H**

---

Is your firm local Business? ☐ Yes ☐ No

**SECTION I**

---

Explain any litigation similar to the services requested by this proposal involving you, or your agency, or any principal officer(s) thereof:

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**SECTION J**

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Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under the contract? \_\_\_\_\_ Yes \_\_\_\_\_ No (if yes, please explain): \_\_\_\_\_

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**SECTION K**

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License Provisions

Has your company changed names or license numbers in the past 10 years? If so, please state reason for change. Yes \_\_\_\_\_ No \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_

**SECTION L**

---

List the names and titles of the key personnel who would be assigned to the Project.

**Name**

**Classification**

_____	_____
_____	_____
_____	_____
_____	_____

**SECTION M**

---

List all required business and professional licenses that pertain to this Project:

License Number

Type

Expiration Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION N**

---

Do you and your agency agree to provide additional information as required by the County to make an informed determination of qualifications? \_\_\_\_\_ Yes \_\_\_\_\_ No

By signing this Statement of Experience, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Exhibit B: Proposal Price

Proposers must provide a firm-fixed fee for each major deliverable listed below. Fixed fees must represent the full cost to complete the deliverable, inclusive of all labor, materials, and expenses.

<b>Deliverable</b>	<b>Year 1 Fee</b>	<b>Year 2 Fee</b>	<b>Year 3 Fee</b>	<b>Total</b>
Local Evaluation Plan	\$	N/A	N/A	\$
Quarterly BSCC Progress Report Contributions (12 total — price per report)	\$	\$	\$	\$
Community Surveys and Focus Groups	\$	\$	\$	\$
Program-Specific Compliance Audit	N/A	N/A	\$	\$
Final Local Evaluation Report	N/A	N/A	\$	\$
<b>Total</b>	\$	\$	\$	\$

I have read, understood, and agreed to the terms and conditions of all contents of this RFP. The undersigned agrees to furnish the service stipulated in the RFP as stated.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## Exhibit C: Customer References

<b>Government Agency/Org:</b>	<b>Contact Person:</b>
<b>Address:</b>	<b>Tel. Number:</b>
<b>City, State, Zip:</b>	<b>Email Address:</b>
<b>Services Provided / Date(s) of Service:</b>	

<b>Government Agency/Org:</b>	<b>Contact Person:</b>
<b>Address:</b>	<b>Tel. Number:</b>
<b>City, State, Zip:</b>	<b>Email Address:</b>
<b>Services Provided / Date(s) of Service:</b>	

<b>Government Agency/Org:</b>	<b>Contact Person:</b>
<b>Address:</b>	<b>Tel. Number:</b>
<b>City, State, Zip:</b>	<b>Email Address:</b>
<b>Services Provided / Date(s) of Service:</b>	

**Firm Name:** \_\_\_\_\_

**Authorized Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Exhibit D: Anti-Collusion Statement

By signing this form, the Bidder agrees that this quote is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a quote for the same purpose and that the quote is in all respects fair and without collusion or fraud,

IT IS AGREED BY THE UNDERSIGNED BIDDER, THAT THE SIGNING AND DELIVERY OF THE QUOTE REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE BIDDER AND THE COUNTY.

NAME OF FIRM: \_\_\_\_\_

[Sign in ink in the space provided below]

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

# Attachment A: Addenda Acknowledgement

## **TO BE RETURNED WITH REQUEST FOR PROPOSAL**

RFP No.: \_\_\_\_\_ Title: \_\_\_\_\_

### **ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)**

Addendum #1: \_\_\_\_\_ Addendum #3: \_\_\_\_\_

Addendum #2: \_\_\_\_\_ Addendum #4: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Attachment B: CCC General Conditions

Place Holder

See Attached