

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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**REQUEST FOR PROPOSAL  
ADP-RFP-08-03**

You are invited to review and respond to this Request for Proposal (RFP), Technical Assistance and Training for Improving Prevention, Treatment and Recovery Services to Youth. In submitting your proposal, you must comply with the instructions in the RFP.

This RFP contains a copy of California State "Standard Agreement Language" that will be used to develop a contract between the successful bidder and the Department of Alcohol and Drug Programs. In addition, ADP will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at Internet site [www.ols.dgs.ca.gov/standard+language](http://www.ols.dgs.ca.gov/standard+language). If you do not have Internet access, a hard copy can be provided by contacting the person listed below. ADP will not accept changes to the Standard Agreement Contract Language or the General Terms. Therefore, please review the specified language, in its entirety, prior to submitting your proposal.

If you have questions or concerns regarding this RFP the contact person is:

Mr. Robert D. Hudspeth, Contract Administrator  
Contracts Office, Division of Administration  
Department of Alcohol and Drug Programs  
1700 "K" Street, First Floor  
Sacramento, California 95811-4037  
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Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum.

GREG L. DILLS  
ADP Contract Manager



**STATE OF CALIFORNIA**  
**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**  
**REQUEST FOR PROPOSALS**  
**ADP-RFP- 08-03**

**YOUTH TECHNICAL ASSISTANCE AND TRAINING FOR IMPROVING PREVENTION,  
TREATMENT, AND RECOVERY SERVICES TO THE YOUTH POPULATION**

**SYNOPSIS**

This is a Request for Proposals (RFP) to provide Technical Assistance (TA) and Training to the Alcohol and Other Drug (AOD) Prevention, Treatment and Recovery Field for Youth. The technical assistance and training will focus on reducing barriers to, and assuring the quality of, AOD prevention, treatment, and recovery program services offered to California's Youth population. The result of this TA will be to increase the accessibility and quality of AOD prevention, treatment and recovery program services to California's Youth population.

Within 60 days of the contract award, the contractor will be required to conduct an AOD needs assessment and gap analysis survey of all California counties and provide a report of the results. This report will be used to determine how to best allocate TA resources to programs serving the youth population.

The contract period will be for three years with years two and three being continued based upon the contractor's performance, availability of Federal funds, and if ADP elects to continue the contract. ADP reserves the right to terminate this contract without cause, after a 30 day notice to the contractor, when it is in the best interest of the State. The total costs of all tasks, subtasks and milestones cannot exceed **\$420,000** for the full three year contract term, nor can they exceed **\$140,000** for any one year. The bidder must be in good standing with the State of California and the Federal Government, and must comply with non-discrimination and drug-free workplace requirements.

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## 1.0 GENERAL INFORMATION

### 1.1 Goal

- A. It is the goal of the California Department of Alcohol and Drug Programs (ADP) to provide technical assistance (TA) and training to alcohol and other drug (AOD) organizations, local and statewide, that focus on reducing barriers to, and assuring the quality of, AOD prevention, treatment, and recovery program services offered to California's youth population.
- B. ADP seeks to improve access, quality and appropriateness of AOD prevention, treatment, and recovery program services to the youth population. To accomplish this, ADP shall contract with an appropriate organization that, through its proposal, demonstrates the necessary high level of skill, abilities, and knowledge that will enable it to provide a broad scope of AOD TA and training to ADP and local and statewide organizations, which provide prevention, treatment, and recovery services. For the purposes of this contract the age of the youth population under consideration is ages 12 through 17.

### 1.2 Background

- A. ADP is the primary State agency responsible for the system of AOD services in California. In cooperation with county governments, numerous private and public organizations, and individuals, ADP provides leadership and coordination for planning, development, implementation, and evaluation of a comprehensive statewide system of care for adults and youth. AOD services for youth include prevention, early intervention, treatment, and recovery support services. Additionally, ADP recognizes the unique needs of youth and encourages increased collaboration with other youth and family service providers as a necessary component of the youth AOD services delivery system. However, the availability of treatment services for youth continues to lag far behind the needs.
- B. According to 2005 estimates for California, over 178,000 youth ages 12 through 17 needed but were not receiving treatment for illicit drug use in the past year, and over 195,000 needed but were not receiving treatment for alcohol use in the past year. This is due largely to funding and capacity issues. The 2005-2006 California Student Survey, reports 282,000 youth are AOD abusers or dependent. In Fiscal Year 2005-2006, approximately 22,000 youth were provided AOD treatment services. However, there were approximately 2,400 youth on waiting lists for treatment services.
- C. In addition to limited capacity and fiscal constraints, there are programmatic barriers to providing youth treatment services in the current system. Many programs lack the ability and/or resources to design and implement outcome, clinical, fiscal and automated systems to measure access, quality and client improvement.
- D. Other programmatic barriers include:
  - Lack of funding for youth treatment;
  - Fragmentation among agencies serving the same youth;
  - Lack of resources for co-occurring disorders;

- Lack of staff qualified to work with substance abusing youth;
- Emphasizing youth pathology, delinquency, and deviancy, rather than using a youth development approach;
- Lack of useful youth data other than CalOMS;
- Lack of standardized, coordinated approaches to identify and refer youth to appropriate treatment;
- Community resistance, geographic isolation, and transportation difficulties;
- Lack of culturally and linguistically diverse approaches; and,
- Lack of proactive and targeted training services for the field.

California's population is made up of many different and diverse groups of people that have unique cultural values, social mores, and languages. Barriers to intervention, prevention, treatment and recovery programs and services exist due to these differences. These barriers must be addressed for effective outreach and improvement.

ADP is committed to improving accessibility to quality and appropriate prevention, treatment and recovery program services for youth. Ongoing ADP efforts to overcome barriers to youth treatment have included establishing youth treatment guidelines, identifying best practices and screening tools, implementing the California to Access and Recovery Effort program (CARE), increasing the knowledge and interest in youth treatment among existing AOD practitioners, promoting integrated approaches to multiple youth problems, seeking alternative funding sources, youth perinatal services, and providing technical assistance.

There are critical differences between youth and adult AOD-related problems that require more experienced and trained staff, additional safety precautions, and a wider range of services to address a variety of life issues unique to the recovering youth. Because adolescence is an important time of physical growth and psychosocial maturation, AOD use interferes with normal development. Potential long-term deficits in developmental, psychological, and social growth must be addressed by the youth treatment model. Treatment providers must help youth make up for the developmental stages that have been compromised due to AOD use. There is strong evidence that AOD use among young people compounds other problems, and can lead to greater levels of abuse, violence, crime, school failure, mental health problems, out of home placement, increased medical care, etc.

Therefore, to intervene in young lives and to have lasting effects, youth services must address AOD use in concert with other problems; be provided in a program that reflects the chronological, emotional, and psychological age of the youth it serves; and, include family participation. Effective strategies also support youth to stay in school, achieve school goals and objectives, and help youth identify and build upon their own unique developmental assets.

### **1.3 Definitions**

See Attachment I for definitions related to this RFP.

#### 1.4 **Minimum Qualifications of Bidder**

The bidder and any of the bidder's subcontractor(s) must be in good standing with the State of California and the Federal Government.

#### 1.5 **Funding Period**

The contract term covers a term of three years from either the start date of the contract or the date the contract is fully executed, which ever is later. Funding of the second and third year is based upon the contractor's performance, availability of Federal funds, and if ADP elects to continue the contract. ADP reserves the right to terminate this contract, without cause, after a 30 day notice to the Contractor, when it is in the best interest of the State.

#### 1.6 **General Terms and Conditions**

- A. Following the bid selection process, a contract will be prepared between the selected bidder and ADP. The contract will be based upon the Technical Proposal, Cost Proposal, all criteria contained in this RFP, the State Administrative Manual, the State's General Terms and Conditions (GTC - 307) that may be viewed at Internet site: <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>, and applicable provisions of the Government Code (GC), the Public Contract Code, and any federal requirements. Attachment II is the Contract that will be used for this project. The State does not accept alternate contract language from a prospective Contractor. A proposal with such language will be considered a counter proposal and will be rejected. No oral understanding or agreement shall be binding on either party.
- B. Upon award, Contractor shall complete and submit to ADP the Payee Data Record (STD 204, Rev. 6/2003) to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found on the Internet at <http://www.documents.dgs.ca.gov/osp/pdf/Std204.pdf>, under the heading Standard Forms, Fill & Print Standard eForms. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
- C. Upon award, Contractor shall sign and submit to ADP, the Contractor Certification Clauses (CCC 307) which can be found on the Internet at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).
- D. Upon award, a Statement of Economic Interests Form may be required of selected bidder's staff, or subcontractor's staff who are "consultants" as defined in the Political Reform Act of 1974. These disclosures would include interests in real property, investments, income and his/her status as a director, officer, partner, trustee, or employee of a management position in any business entity or nonprofit corporation. The Statement of Economic Interests Form (Form 700) can be found at [www.fppc.ca.gov](http://www.fppc.ca.gov), please use the "Form 700 (2007/08)" link/version. When required, Form 700 must be filed within 30 days of the contract's effective date.
- E. Upon award, Contractor may be required to disclose its lobbying activities.

## 1.7 Scope of Work and Deliverables

The selected Contractor will be required to complete the following work using innovative and creative methods and approaches, to successfully fulfill the terms of the contract:

- A. The Project Work Plan documents the required activities necessary to complete the work of this contract. The plan will reflect tasks and sub-task for each of the three years of the contract. Every twelve months of the contract, the pending plan for the forthcoming year will be reviewed and/or revised. The plan will reflect a mutually agreed upon balance of the various activities in a manner that results in the maximum program effectiveness throughout the State. Within 60 days after the initial contract award, the selected contractor shall complete the following:
1. Prepare, disseminate, collect, and analyze an Alcohol and Other Drugs (AOD) needs assessment and gap analysis for youth services (ages 12 through 17) including each of the 58 county AOD Administrators; and other organizations. Contractor shall prepare a report on the survey results, needs assessment and gap analysis, which shall contain specific information concerning the needs of the youth population. The report shall include information for the need of culturally competent services for the youth population, and gaps in the State and local achievement of the Culturally Linguistically Appropriate Services (CLAS)
  2. Review and revise the Project Work Plans submitted with the RFP Proposal. The Contractor will work with ADP to include recommended actions from the needs assessment and gap analysis conducted per paragraph 1.7 A.1. The revised Project Work Plans shall include detailed deliverables, milestones, timelines and any changes in TA allocations between the various counties and projects. The format of the Project Work Plans may be in a new format to accommodate the survey results and other measurable deliverables.
- B. Contractor shall provide quarterly reports on AOD evidence-based practices specific to the target population for use on ADP's web site and dissemination. ADP Program Representative shall approve topic(s) prior to quarterly submission.

Provide a minimum of 280 days of TA and training statewide during the 12-month contract period. The 280 TA and training days shall support the Department, including creating and supporting a youth treatment workshop and the Department's grant sub-recipients. The contractor will assist in the development of policies, procedures, and background information for emerging and special projects.

- C. Technical assistance services to counties and providers shall include the following:
1. Consultation: The consultation services will be problem specific and solution focused. They will focus on improving program operations or solving a problem.

- a. Consultation shall be provided through either on-site assistance, by telephone, or written correspondence.
- b. Contractor shall seek written approval of all consultation requests prior to scheduled start date of services. On-site consultations shall be short term in nature and not exceed five days of service unless a justification for an extension is approved in advance by ADP. The justification will address the following three areas:
  - Why is it necessary to extend the services;
  - Why the services were not provided in the allotted time; and,
  - What are the consequences if the extension is denied.
- c. Contractor shall maintain a telephone log of all consultation calls including date, name of contact, organization name, topic of call, and length of call (start and end times).

## 2. Regional Training Events

- a. Contractor shall conduct minimum of (3) regional training events, (1) each in Northern California, Central California, and Southern California based, in part, on the findings of the needs assessment.
- b. Projected TA trainings and dates shall be included in the Project Work Plans. Contractor shall obtain approval of the training plan from ADP's Project Representative's at least 15 workdays prior to each training event. The plan must include the items listed below:
  - (1) Objectives of the training;
  - (2) Outline of curriculum to be presented;
  - (3) A pre-training and post-training participant survey form to assess participants' knowledge increase;
  - (4) Copies of all handout materials provided to participants;
  - (5) Names and resumes of presenters;
  - (6) Occupational categories of intended participants;
  - (7) Location, date, time and agenda;
  - (8) Evaluation forms to be completed by participants. The contractor will submit the completed evaluations to the Project Representative with the monthly progress report; and,
  - (9) Proposed hours for preparation time.
- c. All technical assistance and training under this contract is cost-free to the recipients.
- d. Accessibility Requirements
  - i. Select training event locations that meet federal accessibility requirements for persons with disabilities.

- ii. Event notices must include the following statement: “If you need a disability-related reasonable accommodation/alternative format for this event, please contact **(name)** at **(phone number, email address, and TDD number)** by **(a date up to two weeks prior to the event)**”. Contractor is responsible for providing any needed disability-related reasonable accommodations/alternative formats. (Contractor can contact California Association of Addiction Recovery Resources, Disability Access Technical Assistance & Training Project for further assistance, at [www.caarr.org](http://www.caarr.org)).
  - iii. In accordance with the California Government Code, Section 11135 and Title II, ADA requirements, publications that are made available through this contract must include the following statement: “This publication can be made available in alternative formats, including Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability.” In addition, publications must be made available in other languages if requested by a limited English proficient person. Contractor is responsible for providing publication alternative formats.
- D. Upon request, provide ADP with technical assistance. These services shall be included in, not in addition to, the 280 total days specified in Section 1.7.B. above. Provide TA and training to ADP on, but not limited to, the following:
- Updating State Youth Treatment Guidelines;
  - Preparing Youth Treatment Annual Report;
  - Researching solutions for youth group home barriers;
  - Researching youth treatment standards and develop process for certification;
  - Innovative and new youth development principles and approaches in prevention, treatment and recovery;
  - Identifying, leveraging, and/or expanding local, state and federal funding resources;
  - National standards for Culturally Linguistically Appropriate Services in health care and treatment/recovery programs;
  - Utilizing the chronic care model to improve AOD treatment outcomes and adapting the Institute of Medicine’s Continuum of Care for AOD treatment and recovery;
  - Appropriate, evidence-based youth treatment strategies to engage, retain, and involve clients in need of treatment services;
  - Integrating cultural attitudes beliefs and practices into evidence based youth centered services;
  - Researching screening tools for youth;
  - Identify strategies to address youth capacity;
  - Collaborate with stakeholders to identify regulatory changes needed to improve youth treatment;
  - Matching youth to appropriate service options and facilitating objective unbiased referrals including CARE;

- Serving pregnant and parenting teens, emancipated youth, and foster care youth;
  - Co-occurring disorders, identity disorders;
  - Leadership development;
  - Proper health, nutrition and exercise for youth;
  - Career development; youth employment and training;
  - Improving AOD treatment outcomes;
  - Client follow-up, aftercare, and relapse prevention;
  - Developing program structure, reporting and client tracking capabilities, and evidence-based practices;
  - Program funding and sustainability and resource development;
  - Confidentiality;
  - Early Periodic Screening Diagnosis and Treatment (EPSDT);
  - Staff and volunteer ethics and boundaries;
  - Supporting and enhancing community and school-based mentoring programs; and,
  - Working with faith-based organizations, schools, mental health agencies, group homes and the criminal justice system.
  - Gender and age appropriate services for youth.
- E. Market the contractor's technical assistance services to assure statewide access and service.
- F. Obtain prior approval from ADP for cumulative technical assistance service requests for more than (5) days to (1) entity within (1) contract year.
- G. If there is any question about whether a service request is within the scope of services, obtain prior clarification from ADP. ADP will deny payment for services performed outside the contract's Scope of Work.
- H. Use consultants who possess expert knowledge of California's youth population, as defined in RFP Attachment 1, as well as other under served populations. All consultants must be approved by ADP.
- I. Inform county alcohol and drug program administrators in writing, 24 hours prior to the delivery of services, of any technical assistance conducted or provided to an AOD agency located in the administrator's county.
- J. After technical assistance is provided, assure that an evaluation, on a form provided by ADP, is distributed and completed by the AOD agency receiving assistance. A copy of the completed evaluations shall be forwarded to ADP's Project Coordinator.
- K. Obtain written pre-approval from ADP on all written products, reports or materials developed or used during the term of the contract.
- L. Provide ADP's Resource Center with a compact disk (CD-ROM) format of any publications (manuals, books, training materials, or journals) produced under this contract.
- M. Submit electronically, a written monthly progress report by the 15<sup>th</sup> of the following month. This must be included in the Project Work Plans. The monthly

report shall include pertinent information on monthly activities or objectives such as:

- Relevant statistical data on the number of youth served per county.
- Demographics – Program Name, Name of City and County.
- The number of individuals served.
- Number of technical assistance days delivered.
- Number of technical assistance hours provided.
- Type or subject area of technical assistance (See Attachment XI, Table 6 for list of subject areas).
- Marketing strategies.
- Problems encountered in achieving or failing to achieve proposed objectives.
- Methods employed to resolve stated problems, etc.
- Copy of the consultation telephone log (see 1.7.C.1.c).

Monthly reports shall accompany itemized invoices for payment. (See Attachment XI, Monthly Report Format). ADP reserves the right to modify reporting requirements as it deems necessary.

N. Submit a written annual report (must be included in the Project Work Plans) describing:

- The technical assistance provided in each county and the agencies served during the contract period.
- Specific problems which were addressed to remove systemic, programmatic and fiscal barriers to the prevention, intervention and treatment of AOD problems.
- The effectiveness of the Contractor's solution(s) to reducing barriers to, and assuring the quality of, alcohol and other drug prevention, treatment and recovery program services for California's youth population.
- Best Practices – Report on any best practices discovered in the course of providing technical assistance.
- Gaps in services – Report on any gaps in AOD services in a particular county or geographic area.
- Submit on CD-ROM.

The annual report is due to ADP 30 days after the end of each contract year.

- O. If applicable, incorporate the prevention concepts contained within the Strategic Prevention Framework (hereafter referred to as Framework) when delivering technical assistance regarding prevention services.
- P. Provide technical assistance on a variety of treatment modalities and the continuum of services approach to treatment.
- Q. Attend no less than one quarterly meeting with a youth treatment constituent committee each year.
- R. Collaborate with at least one other ADP Technical Assistance Contractor to conduct a joint training event each year. Approval from ADP Program Representative must be obtained 15 days prior to training.

## **2.0 TECHNICAL PROPOSAL**

The Technical Proposal describes the method, staffing, and funding needed to develop and deliver services requested by this RFP.

### **2.1 Specific Requirements:**

- A. Order of Responses: All required components of the proposal must be present and follow the order of the RFP. Bidders' response to each item in this RFP must be identified in their proposal by the same numbers and letters to which the response applies. (Required; no points)
- B. Cover Sheet: Include the RFP number and title, name of bidder agency and name and telephone number of the contact person for the bidder company. (Required; no points)
- C. Table of Contents: Provide a Table of Contents that lists each section responded to in this RFP and its page number. List attachments. Use the same sequence and titles used in this RFP. (Required; no points)
- D. Failure to comply with the requirements of Section 2.1 will result in disqualification of the proposal.

### **2.2 General Guidelines:**

- A. ADP seeks a contractor who demonstrates the ability to apply innovative and creative methods and approaches to the Scope of Work outlined in RFP Section 1.7.
- B. The Technical Proposal must be specific regarding the methods and personnel to be used.
- C. The Technical Proposal must clearly and fully demonstrate an understanding of the subject, the best methods for delivery of services, and the technical problems inherent in the process.
- D. The Technical Proposal must clearly convey the intent and understanding necessary to accomplish project requirements.

- E. Simply stating that the bidder understands or paraphrasing this RFP will be considered inadequate.
- F. Phrases such as "well known techniques will be used" will be considered non-responsive.
- G. ADP recognizes that all technical factors cannot be detailed in advance. However, the technical proposal must sufficiently detail how the bidder would accomplish project requirements including a full explanation of techniques, procedures, and staffing to be used.

**2.3 Technical Proposal Scoring**

The maximum score possible for the Technical Proposal is 215 points. The minimum standard ADP will accept for the Technical Proposal is 151 points (70%). This score will be determined by an ADP Selection Review Committee. The Technical Proposal score will then be added to the Cost Proposal score to determine the overall score. Those proposals not meeting minimum standard will not have the Cost Proposal scored and will not be considered for funding.

The six weighted evaluation criteria and their respective possible points are as follows:

<u>Category</u>	<u>Maximum Possible Score</u>
Understanding of Problem	20 Points
Operation and Service Delivery	90 Points
Preliminary Project Work Plans	25 Points
Bidder's Agency Qualifications	20 Points
Project Personnel	35 Points
Project Budget	<u>25</u> Points
Total	215 Points

**2.4 Bidder is to provide written responses to the following:**

- A. Bidder's Understanding of and Solution to the Problem: **Maximum Score: 20**
  - A. Describe the most effective practices, methods, approaches and strategies for improving access to and quality of AOD prevention/treatment/recovery services for the youth population.  
  
Maximum Score: 10 points
  - B. Describe your understanding of the barriers that impede access to and affect participation in AOD prevention/ treatment/recovery services by youth. Describe in summary format the most effective methods, strategies or approaches for resolving the barriers.  
  
Maximum Score: 10 points
- B. Operation and Service Delivery: **Maximum Score: 90**

1. Describe how the bidder will conduct the needs assessment and gap analysis. Include in the description:
  - a) A minimum of five questions to be included in the needs assessment including questions focused separately on the needs of female and male youth;
  - b) List of potential participants and dissemination plan;
  - c) Strategy for obtaining the greatest number of responses;
  - d) Estimated number of TA days required to conduct the needs assessment and complete the gap analysis;
  - e) How the bidder will complete and utilize the gap analysis; and,
  - f) Types of TA services that may be provided to ADP to address findings of the gap analysis.

Maximum Score: 15 points

2. Describe how the TA services provided to improve access to and quality of prevention, treatment and recovery services will fulfill the requirement to:
  - a) Be culturally and socially relevant to the needs of the youth population;
  - b) Use a variety of practices, methods, approaches and strategies, based on the best practices in adult learning, when delivering TA;
  - c) Ensure that research-based treatment and treatment principles of effectiveness are applied in the provision of TA;
  - d) Reinforce the continuum of services approach to prevention, treatment, and recovery;
  - e) Include (not limited to) the following:
    - i) How TA service requests will be identified by need, clarified, if necessary, and prioritized;
    - ii) How it will be determined when a training event is preferable to individual or on-site consultation;
    - iii) How the qualified staff or consultant will be assigned to meet the needs of a TA request;
    - iv) How TA and training services will be provided in an economically effective way; and,
    - v) The relationship between Contractor and ADP's Program

Representative.

Maximum Score: 25 points

3. Describe the steps the bidder will take to develop and conduct a minimum of three regional training events – (1) each in Southern California, Northern California, and Central California. Describe how training topics will be selected, how topics will relate to the needs assessment and gap analysis. Describe how training presenters will be selected and the criteria for selecting trainers.

Maximum Score: 10 points

4. Describe an innovative, creative, and cost-effective statewide marketing plan to inform the AOD field of the Contractors' TA services to assure statewide access and service including a descriptive publication and a website.

Maximum Score: 10 points

5. Describe or provide the following on service evaluations:
- a. How the bidder will ensure that evaluations, including the follow-up evaluations, are completed by the entities receiving services;
  - b. How bidder will utilize information received in the evaluations;
  - c. Samples of the additional questions bidder will add to the evaluation to assess the extent the recipient has acquired new knowledge and/or skills; and,
  - d. Samples of additional questions bidder will add to the follow-up evaluation to determine how the recipient is using the newly acquired information or skills.

Maximum Score: 20 points

6. Describe bidder's overall capability to manage the proposed project, including:
- a. Ability to locate and hire qualified staff and consultants;
  - b. Ability to manage staff and consultants;
  - c. The administrative system the bidder will use to ensure payment of consultant services expenses satisfies pertinent state laws, regulations, and policies; and,
  - d. Means to properly invoice, submit reports (including the use of Microsoft Excel and Word or compatible), and fulfill other contract business requirements.

Maximum Score: 10 points

C. Preliminary Project Work Plans - (single spaced): **Maximum Score: 25**

Using Attachment III as a guide, write a one-year (12 month) project work plan for each 12 month period of the contract. These project work plans shall include the following items: The project goal, objectives necessary to complete the goal, tasks necessary to complete the objectives, responsible staff (classification or name), and expected outcomes. All work and deliverables listed in RFP Section 1.7 should be included.

Maximum Score: 25 points

D. Bidder's / Agency Qualifications: **Maximum Score: 20**

1. Submit an annotated list of work experience, relevant to this RFP, conducted by the bidder's company in the last (3) years or currently in progress. Include:

- a. Contracting organization
- b. Synopsis of work performed
- c. Contracting period

Maximum Score: 10 points

2. Submit at least two letters of recommendation from agencies for whom the bidder's company has provided services (relevant to this RFP preferred) during the last (3) years. The letters should describe the services performed.

Maximum Score: 10 points

E. Project Personnel: **Maximum Score: 35**

1. Provide job titles and duty statements describing the activities each project staff position, including consultants, will perform during the project. A pool of consultants may be described in one duty statement. Include the names of project staff and consultants, if known.

Indicate the percentage of time each project staff will devote to each activity listed in their duty statement. Include overall total percent of time devoted to project--100 percent would indicate a full time position. For consultants, do not indicate percent of time; instead, indicate the estimated number of hours or days consultants as a group, not individually, will be utilized.

Maximum Score: 10 points

2. Submit resumes showing credentials, experience and qualifications of all key project staff (including consultants). This information must be included in the initial proposal and must be presented upon request throughout the term of the contract. If project staff is unknown, include qualifications for the position(s). Staff qualifications must be appropriate

and sufficient to accomplish duties and program objectives.

**Scoring Note:** Qualification of unknown staff will not merit as highly as known staff. Resumes will be scored based on the level of staff qualifications as they relate to the requirements of this RFP.

Knowledge of the following (direct experience preferred) shall be reflected in the submitted resumes:

- The youth population's:
  - Economic conditions
  - Behaviors
  - Political positions
  - Lifestyles
  - Legal problems
  - History
  - Psychological factors
  - Cultural beliefs
  - Gender issues
- Marketing services throughout California.
- Youth AOD agencies throughout California.
- Organizing, developing and conducting regional training events.
- A range of programmatic and management issues related to:
  - Treatment and recovery management
  - Prevention strategies and activities
  - Financial management
  - Program design
  - Program administration
  - Program evaluation
  - Performance Outcome Measurements
- All components of alcohol and other drug service delivery systems, including program services such as:
  - Treatment/Recovery
  - Intervention
  - Prevention/Education
  - Continuum of Services
  - Outreach
  - Referrals
  - Assessment
  - Counseling
  - Family services

Maximum Score: 25 points

3. Letters of commitment from consultants, or others who are proposed principals for this project (not bidder's employees), must be submitted with the proposal. The letter should be submitted on the proposed consultant's letterhead and must state that the consultant has read the proposal and agrees to participate in the activities at the level specified. Failure to include the letter(s) of commitment shall result in disqualification of the proposal.

Required if applicable: No points

F. **Project Budget: Maximum Score: 25 points**

Proposal must be fully supported by cost and pricing data adequate to justify the bid amount.

1. A detailed line item budget must be completed showing individual line items under budget categories. Individual budgets must be submitted for each year of the contract. Use the Line Item Budget Instructions, RFP Section 2.5, and Attachment IV, Sample Budget Format, to prepare a budget for the bid amount.

Maximum Score: 10 points

2. All budget line items must be fully explained and justified in a narrative entitled "Budget Justification." This justification should include:
  - a. Why each individual line item is being charged to the project.
  - b. Why the quantity of a line item is reasonable (i.e., amount of personnel time, travel, printing, etc.).
  - c. Why the cost of each line item is reasonable in price.
  - d. What formula was used to determine the cost of each line item.
  - e. For consultant or personnel time, identify the hours of work allocated for administration, travel, preparation, and direct TA services.

Maximum Score: 15 points

**2.5 Line Item Budget Instructions**

A. **Direct Cost Categories**

The direct cost budget categories are Personnel Services and Operating Expenses.

1. **Personnel Services**
  - a. The Personnel Services category includes each authorized staff position the bidder is devoting to this project listed by title, and a line item for fringe benefits showing the percentage rate.
  - b. A line item for each authorized position must provide a computation of the monthly or hourly salary rate, the number of months or hours the

position will be filled, and the percentage of salaried time the position will devote to the project.

- c. A salary range shall be shown to include any anticipated wage increases during the period covered by the proposal.
- d. All salaries must be fully justified in the budget justification and by job titles/duty statements/resumes under Project Personnel, Section 2.4.E.

2. Operating Expenses

- a. The Operating Expenses category includes all other direct cost line items, such as rent, travel and subsistence, supplies, consultants, etc.
- b. **Note:** Only the cost of rental space for temporary storage of materials is allowed. A line item for rent must identify the number of square feet to be utilized for the project, and the cost per square foot.
- c. ADP policy does not allow for purchase of furniture or equipment. Equipment is defined as an article of nonexpendable tangible personal property. A line item for equipment rental, use allowance (not to exceed 6.67 percent of acquisition cost annually), or depreciation must identify the type of equipment.
- d. Reimbursement for travel and per diem expenses from ADP under the Agreement shall be at the rates currently in effect, as established by the California Department of Personnel Administration (DPA). Those rates are specified in the Department's Travel and Subsistence Guidelines, Attachment V. Food and beverage are unallowable costs except for meals permitted by the subsistence guidelines. No travel outside the State of California shall be reimbursed without prior written authorization from ADP.
- e. Consultant's costs must be fully explained and justified, including the cost per hour and number of hours. Consultant travel and per diem costs must be shown separately from staff travel costs. Fees shall be consistent with market rates of similar services.

B. Indirect Cost Categories

1. Indirect Cost

An indirect cost category may be included in the budget if the applicant has a current indirect cost rate approved by the cognizant agency on behalf of the Federal Government; is in the process of obtaining such approval; or, has other supporting documentation. A copy of the agreement approving the rate and/or the supporting justification data must accompany the bid proposal if an indirect cost category is requested. The State reserves the right to deny an indirect cost category and request direct costing.

**Note:** Your federal cognizant agency is \_\_\_\_\_. The current maximum rate is \_\_\_\_\_% based \_\_\_\_\_.

2. Overhead or Administrative Costs

An overhead or administrative cost category must be approved by the State. The bidder must provide a list of all costs included in this category, including the methodology used to compute these costs.

Costs included as overhead or administrative costs may not be simultaneously shown as direct or indirect costs in other parts of the budget. The State may request direct costing.

C. Miscellaneous or Other

There shall be no line items entitled miscellaneous, other, or fees. All line items must be fully explained and clearly justified.

D. Budget Negotiations

The proposed budget for each of the (3) contract years may be negotiated at the option of the State, but the total bid amount for each year may not be increased.

## 2.6 Federal Grant Fund Restrictions

### **Federal Funds Time Limit**

This contract is funded 100 percent by federal funds. These federal funds are time limited. In order for the Contractor to receive payment from the federal funds identified in this contract, the Contractor must submit invoices and reports within 30 days of the contract ending date. Failure to submit invoices and reports within the timeframes specified in the contract will result in such invoices not being paid if the time for which funds are available has expired.

### **Federal funds** (Applies to contracts funded in whole or part by federal funds)

It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.

ADP has the option to terminate this contract under the Right to Terminate clause, or to amend the contract to reflect any reduction of funds.

The recipient shall comply with the Single Audit Act and the reporting requirements set forth in OMB Circular A-133, if applicable.

Funding for this project is provided through a federal grant and is contingent upon the availability of such funds for this purpose. Federal Substance Abuse Prevention and Treatment block grant funds provided by this RFP cannot be used for the following:

1. Providing inpatient hospital services for alcohol or drug abuse programs.

2. Making cash payments to intended recipients of health services.
3. Purchasing or improving land, purchasing, constructing, or permanently improving any building or other facility; or, purchasing major medical equipment.
4. Satisfying any requirement for the expenditure of nonfederal funds as a condition for the receipt of federal funds.
5. Providing financial assistance to any entity other than a public or nonprofit private entity.
6. Providing individuals with hypodermic needles or syringes so that such individuals may use illegal drugs.
7. By law, none of the funds awarded can be used to pay the salary of an individual at a rate in excess of Executive Level I, as currently listed on the following website: <https://www.opm.gov/oca/08tables/pdf/ex.pdf> . As of January 1, 2008, this amount is \$191,300.
8. Lobbying Congress or any federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan or in connection with legislation.
9. Additional restrictions on lobby (Appropriations Act Section 503)
  - a. No part of any appropriation contained in this Act shall be used, other than for formal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself or any State legislature, except in presentation to the Congress or any State legislative body itself.
  - b. No part of any appropriation contained in this Act shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before congress or any State legislature.

## **2.7 Method of Payment**

The method of payment to the Contractor will be cost reimbursement. The cost reimbursement method of payment reimburses the Contractor no more frequently than monthly, in arrears, in accordance with the budget for actual expenditures incurred. As required by the State Administrative Manual, 10 percent of each payment will be withheld as a final payment. No more than 90 percent of the contract amount will be paid prior to receipt of the annual report. For contracts that consist of tasks that will be completed on a yearly basis, the 10 percent withhold will be released upon completion of each project year.

## **2.8 Funding Availability for Multi-Year Contracts**

The contract may be valid and enforceable for subsequent years past the first year of the contract if sufficient funds are made available to ADP for the purposes of this program, and ADP elects to continue the contract. In addition, the contract will be subject to any additional restrictions, limitations, or conditions enacted by the California State Legislature or by the U.S. Congress if federal funds are involved and contained in the California State Budget Bill or any statute enacted by the California State Legislature or by the U.S. Congress that may affect the provision, terms, or funding of the contract in any manner. If funds are not appropriated for this program, the contract will be terminated and have no further force and effect. The contract may also be amended to reflect a reduction in funding.

## **2.9 Budget Contingency Clause**

- A. It is mutually agreed that if the California State Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, ADP shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, ADP shall have the option to either cancel this Agreement with no liability occurring to ADP, or offer an Agreement amendment to Contractor to reflect the reduced amount.

## **2.10 Financial and Compliance Audit**

The bidder is not required, under the terms of this project, to perform a financial and compliance audit meeting the requirements of the U.S. Office of Management and Budget's Circular A-133, "Audits of State, Local Governments and Non-Profit Organizations." However, if the bidder will be performing such an audit in response to federal funds received for other programs, it is recognized that the cost of the audit, made in accordance with the above provisions, is an allowable charge to all programs. Therefore, cost of the audit may be reflected in the bidder's proposed budget as an indirect or administrative cost. Apportionment of the audit cost shall be made according to generally accepted accounting principles.

## **3.0 COST PROPOSAL**

One copy of the Cost Proposal must be submitted. A separate sealed envelope for the Cost Proposal is not required.

Use your company letterhead for your Cost Proposal and simply state the following:

Date  
Mr. Robert D. Hudspeth, Contract Analyst  
Contracts Office, Division of Administration  
Department of Alcohol and Drug Programs  
1700 "K" Street, First Floor

Sacramento, California 95811-4037

The undersigned certifies that all requirements of the Request for Proposal known as "Technical Assistance and Training for Improving Prevention, Treatment, and Recovery Services to Youth" ADP-RFP-08-03 were understood and complied with. In addition, the undersigned certifies that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Our all-inclusive bid is as follows:

Bid Amount: \$ \_\_\_\_\_  
Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Bids shall be signed by the bidder. An unsigned bid or bids submitted without the original signature will be rejected. A bid may be signed by an agent of the bidder if he/she is properly authorized by a power of attorney or equivalent document submitted to the State prior to the submission of the proposal (or with the proposal).

### 3.1 **Total Cost**

The total cost shall not exceed \$140,000 for each 12-month contract period, nor can it exceed \$420,000 for the three year period. Any proposal submitted with an annual budget in excess of \$140,000 will automatically be rejected. Contractor will not be allowed to charge participants a fee for services, materials, events, or postage and handling for distribution of materials.

### 3.2 **Cost Proposal Scoring**

The maximum score for Cost Proposals is 93, which is 30 percent of the overall score.

Cost Proposal scores will be determined as follows:

The lowest dollar Cost Proposal (LCP) shall earn the maximum Cost Proposal Score of 93 points. The remaining Other Cost Proposals (OCP) shall earn Cost Proposal points by applying the following formula:

$$\frac{\text{LCP dollar amount (divided by)}}{\text{OCP dollar amount}} \times 93 \text{ points} = \text{Cost Proposal Score}$$

Calculations up to the nearest tenth of a decimal point will be used.

### 3.3 **Small Business Preference Program**

For information on the State Small Business Preference Program refer to the Internet Web-site listed below. If applying for Small Business preference, follow the directions in Attachment VII.

**Small Business Enterprise (SBE)** <http://www.pd.dgs.ca.gov/smbus/default.htm>

### 3.4 **Disabled Veteran Business Enterprise Program (DVBE)**

**DVBE participation is required in this project.** Please view the DVBE Web-site [www.pd.dgs.ca.gov/smbus/sbdvbelist](http://www.pd.dgs.ca.gov/smbus/sbdvbelist) .

**Economic Development Incentive Preference Programs**

For information on State economic development incentive programs refer to the following Internet Web-sites listed below. If applying for any of the State's preference programs follow the directions in Attachment VII.

- 1) Target Area Contract Preference Act (TACPA) - [www.pd.dgs.ca.gov/edip/tacpa.pdf](http://www.pd.dgs.ca.gov/edip/tacpa.pdf)
- 2) Enterprise Zone Act (EZA) - [www.pd.dgs.ca.gov/edip/eza.htm](http://www.pd.dgs.ca.gov/edip/eza.htm)
- 3) Local Agency Military Base Recovery Area (LAMBRA) Act – [www.pd.dgs.ca.gov/edip/lambra.htm](http://www.pd.dgs.ca.gov/edip/lambra.htm)

**4.0 ESTIMATED TIME SCHEDULE**

**Note:** The Time Schedule will be completed by Contracts Unit staff (working with Project Representative) after approval of the RFP has been received from ADP's Executive Office.

- |   |   |
|---|---|
| <b>4.1 RFP released to bidders:</b>                               | <b><u>July 17, 2008</u></b>                             |
| <b>4.2 Questions due from prospective bidders:</b>                | <b><u>July 24, 2008</u></b>                             |
| <b>4.3 Responses to bidders' questions posted on ADP website:</b> | <b><u>July 30, 2008</u></b>                             |
| <b>4.4 Letter of Intent due to ADP:</b>                           | <b><u>July 30, 2008</u></b>                             |
| <b>4.5 Bid Proposals due by 4:00 p.m.:</b>                        | <b><u>August 19, 2008</u></b>                           |
| <b>4.6 Announcement of Award of contract:</b>                     | <b><u>Sept. 18, 2008</u></b>                            |
| <b>4.7 Period of performance:</b>                                 | <b><u>October 15, 2008 through October 14, 2011</u></b> |

**5.0 SUBMISSION OF PROPOSAL**

- 5.1** All proposals must be delivered to the address shown below and received and time stamped by an ADP employee by the date and time indicated in Section 4.5. Proposals received after the due date and time will not be considered. Postmarks will not be accepted as meeting the deadline. Faxed proposals will not be accepted. If you plan to deliver your proposal in person, please allow at least 15 minutes to go through ADP's security procedures. Security guards are not ADP employees and will not time stamp proposals.

**Note:** Delivery and postal services often deliver after the specified due date/time. It is the bidder's responsibility to ensure that the bid and proposal arrive at ADP before the deadline.

Proposals must be submitted in a sealed package clearly marked with the RFP number and title and be addressed to:

Department of Alcohol and Drug Programs  
RFP-08-03  
Contracts Office, Division of Administration  
1700 "K" Street, First Floor  
Sacramento, California 95811-4037

**5.2** Bidder's proposal shall consist of the following:

A. Technical Proposal

The Technical Proposal shall consist of responses to the following RFP Sections:

- 2.1 Specific Requirements
- 2.4 A Bidder's Understanding of and Solution to the Problem
- 2.4 B Operation and Service Delivery
- 2.4 C Preliminary Project Work Plans
- 2.4 D Bidder's Company/Organization Qualifications
- 2.4 E Project Personnel
- 2.4 F Project Budget

Bidders shall submit a total of **five** hard copies of their Technical Proposal and one digital copy on CD-Rom, in Microsoft Word format.

B. Cost Proposal

The Cost Proposal shall consist of responses to the following RFP Sections:

- 3.0 Cost Proposal Letter
- 3.3 Small Business Preference Program (if applicable)
- 3.4 Disabled Veteran Business Enterprise Program
- 3.5 Economic Development Incentive Preference Program (if applicable)

Bidders shall submit one hard copy of their Cost Proposal with an original signature, as well as one electronic copy using Microsoft Word on a CD-ROM.

- 5.3** The bidder's narrative response to the technical portion of the proposal should be double-spaced and submitted on standard white, 8½" x 11" sized paper. The project work plans may be single-spaced. Each page shall be clearly and consecutively numbered.
- 5.4** The bidder's response to each item in this RFP must be identified with the same numbers and letters of the paragraph in the RFP to which the response applies.
- 5.5** Costs for developing proposals are entirely the responsibility of the bidder and shall not be chargeable to the State of California or included in any cost elements of the price.
- 5.6** A proposal may be rejected if conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind.
- 5.7** The Cost Proposal (bid) shall be signed by an individual who is authorized to bind the proposing firm contractually. The signature must indicate the title or position that the

individual holds in the organization. An unsigned or improperly signed Cost Proposal (bid) shall be rejected. A bid proposal may be signed by an agent of the bidder if he/she is properly authorized by a power of attorney or equivalent document submitted to ADP prior to submission of proposal or with the proposal submission.

- 5.8** A proposal may be modified after its submission by withdrawal and resubmission prior to the time and date specified for proposal submission. Modification offered in any other manner, oral or written, will not be considered.
- 5.9** A bidder may withdraw his/her proposal by submitting a written request for its withdrawal to ADP, signed by the bidder or an agent authorized in accordance with paragraph 5.7. The bidder may, therefore, submit a new proposal prior to the proposal submission time. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- 5.10** Bidders are cautioned to not rely on ADP during the evaluation to discover and report to the bidder any defects and errors in the submitted documents. Bidders, before submitting their documents, should carefully proof them for errors and adherence to the RFP requirements.
- 5.11** ADP may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- 5.12** Issuance of the RFP in no way constitutes a commitment by ADP to award a contract. ADP may reject any or all proposals for reasonable cause and may waive any immaterial deviation of a proposal. The ADP's waiver of any non-material defect shall in no way modify the RFP documents or excuse the bidder from full compliance with the RFP and the bidder's proposal if the bidder is awarded the contract. ADP may also cancel this RFP at any time.
- 5.13** More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered. Reasonable grounds for believing that any bidder has submitted more than one proposal for the work contemplated herein will cause the rejection of all proposals submitted by that bidder. If there is reason for believing that collusion exists among the bidders none of the participants in such collusion will be considered in this or future procurements.

## **6.0 EVALUATION AND SELECTION PROCESS**

- 6.1** ADP will use the evaluation and selection procedure specified in Section 10344(c) of the Public Contract Code (PCC) to select the proposal that will best meet ADP's needs. This procedure specifies award to be made to the responsible bidder with the highest score.
- 6.2** Each proposal shall be reviewed to determine if the proposal meets the format requirements specified in the RFP sections 2.1 A-D, 5.2 A-B, 5.3, 5.4, and 5.7. Proposals not meeting format requirements at this point shall be disqualified. These disqualified proposals shall not have their Technical Proposal scored, nor be considered for an award of contract.
- 6.3** Technical proposals shall then be submitted to the Selection Review Committee, which shall evaluate and score the Technical Proposals. Points will be assigned to the

Technical Proposal as shown in RFP Section 2.3. A minimum of 151 points must be achieved in the Technical Proposal to be considered responsive. A non-responsive proposal shall neither be considered for an award of contract nor have its Cost Proposal scored.

- 6.4** Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected. If, in the opinion of ADP, such information was intended to mislead ADP in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of the RFP; it will be the basis for rejection of the proposal.
- 6.5** All proposals meeting the format requirements and passing the Technical Proposal by 151 points or more shall then have their Cost Proposal score determined. Cost Proposal scores will be determined as stated in RFP Section 3.2.
- 6.6** The Technical Proposal score will then be added to the Cost Proposal score to determine the overall score. Calculations up to the nearest tenth of a decimal point will be used. The bidder with the highest overall score will be awarded the contract.
- 6.7** The bidder's response to each item in the RFP shall be identified with the same numbers and letters of the paragraph to which the response applies. Failure to number responses in this manner may adversely affect the scoring of the bidder's proposal if reviewers are unable to locate responses. Omitted responses result in no score for that section and no contribution to the overall score. The proposal should follow the format of the RFP.
- 6.8** Evidence which indicates that the bidder, bidder's staff, and/or consultants have in any way attempted to influence the confidential nature of the review through contacts with ADP staff or members of the Selection Review Committee will result in the automatic disqualification of the bid.
- 6.9** All proposals and scoring sheets shall be available for public inspection at the conclusion of the scoring process.

## **7.0 PROTEST**

A "Notice of Intent" to award contract letter will be mailed to all bidders. The notice will specify the time period available for submission of protests against the awarding of the contract.

To file a protest, the bidder must provide a full and complete written statement specifying the grounds for the protest to the Contract Manager of ADP (use address, email or fax number in RFP section 11.0). Protests are limited to whether ADP followed the processes presented within this RFP. A protest may not challenge the judgment of the Selection Review Committee in determining a technical proposal's score. The protester(s) carries the burden of demonstrating the merits of the protest.

Bid protests must be received by the ADP Contract Manager by the protesting bidder(s) during the 5-day protest period. A written response will normally be rendered to the protester(s) within 10 working days of receipt of the protest.

## **8.0 NEWS RELEASES**

News releases pertaining to an award resulting from this RFP will not be made without prior written approval of ADP.

## **9.0 DISPOSITION OF PROPOSALS**

**9.1** Upon proposal opening, all documents submitted in response to this RFP become the property of the State of California, and will be regarded as public records under the California Public Records Act (GC, Section 6250 et seq.) and subject to review by the public. The State cannot prevent the disclosure of public documents. However, the contents of all proposals, draft proposals, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of a bidder's proposal, shall be held in the strictest confidence until the "Notice of Intent" is posted.

**9.2** Proposal packages may be returned only at the bidder's expense, unless such expense is waived by the awarding agency.

## **10.0 CONTACT INFORMATION**

Any questions you may have concerning this RFP shall be submitted in writing to the Contract Office by the date listed in RFP Section 4.2, "Questions due from prospective bidders". Questions will be answered in a written summary, which will be posted on the ADP website at [www.adp.ca.gov](http://www.adp.ca.gov). Direct questions to the address, fax, or email listed in RFP Section 11.0.

## **11.0 LETTER OF INTENT**

If your organization or firm intends to submit a proposal in response to this RFP, please send a "Letter of Intent" to apply by the date listed in RFP Section 4.4, Estimated Time Schedule. The letter should be on company letterhead, signed by a person officially representing the organization.

A "Letter of Intent" is requested for ADP planning purposes only and is not required. It does not constitute a commitment to apply. Send the letter to:

Mr. Robert D. Hudspeth  
Department of Alcohol and Drug Programs  
RFP-08-03  
Contracts Office, Division of Administration  
1700 K Street, First Floor  
Sacramento, California 95811-4037

You may fax your questions or "Letter of Intent" to (916) 324-5105 or send via email to [rhudspeth@adp.ca.gov](mailto:rhudspeth@adp.ca.gov). To verify receipt you may call Mr. Robert D. Hudspeth at (916) 322-3060.

## ATTACHMENT I

### DEFINITIONS

For the purposes of this RFP, the following definitions apply:

**ADP:** The Department of Alcohol and Drug Programs.

**Alcohol and Other Drug (AOD):** Any beverage containing alcohol (such as beer, wine, and whiskey) and other drugs (licit and illicit).

**Alcohol and Other Drug (AOD) Agencies:** Alcohol and drug service providers, alcohol and drug advisory boards, community organizations that provide AOD services, county alcohol and drug administrators, the ADP, and other organizations involved in areas closely related to AOD treatment and recovery services.

**California Outcomes Measurement System (CalOMS):** The California Outcomes Measurement System (CalOMS) is a statewide client-based data collection and outcomes measurement system. CalOMS will allow the Department of Alcohol and Drug Programs to effectively manage and improve the provision of AOD services at the state, county, and provider levels.

**Consultant:** An individual whose level or area of expertise extends beyond that possessed by the contractor's staff. The individual works for the contractor and may deliver technical assistance and training on the contractor's behalf.

**Consultation:** The provision of expert advice, guidance, or information through written correspondence, telephone conversations, or on-site assistance. On-site assistance is short-term in nature and programmatic in content and may be provided to ADP.

**Continuum of Services:** An approach to AOD prevention and treatment that acknowledges that alcoholism and drug addiction are chronic conditions that can be prevented and treated through the provision of a comprehensive continuum of services, including prevention, intervention, treatment and recovery. The Continuum of Services facilitates the development and continuous improvement of comprehensive, integrated and effective AOD systems and services in counties and local communities throughout the State.

**County Alcohol and Drug Program Administrators:** The individuals designated pursuant to the Health and Safety Codes to administer AOD programs and funds for each county.

**Cultural and Linguistically Diverse (cultural competence):** Broadly based and diverse understanding of, and ability to respond and relate to, culturally specific nuances, communication styles, traditions, icons, experiences, and spiritual traditions of a given culture or cultures.

**National Outcome Measures (NOMs):** The federal data collection and outcomes measurement system. NOMs will allow the Federal Government to effectively manage and improve the providing of AOD services in each state. Failure to meet the NOMs requirements will result in the loss of Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant funding.

## ATTACHMENT I

**On-site:** A site other than the contractor's office such as recipient's location.

**Research-based Treatment:** An accountability concept based on scientifically defensible substance abuse treatment research and evaluation, which are federal requirements for treatment programs using federal SAPT funds. (For more detailed information, see definition for **Treatment Principles of Effectiveness.**)

**Substance Abuse Prevention and Treatment (SAPT) Block Grant:** Funds from the Federal Center for Substance Abuse Treatment (CSAT) provided to the ADP as the single state agency in California for this grant. CSAT is within the Substance Abuse and Mental Health Services Administration (SAMHSA) which is an operating division of the U.S. Department of Health and Human Services (HHS).

**Target Population:** Youth population in California, ages 12 – 17.

**Technical Assistance (TA):** The provision of specialized services such as advice, guidance, consultation, coordination, instruction or training, and written materials to assist AOD agencies and ADP to better serve the target population; and includes a range of programmatic issues related to treatment and recovery service delivery, outreach and recruitment; client services assessment and treatment planning, outcome systems, and collection and reporting needs assessment; communication skills; cultural competency; financial management; program development, design and administration; planning; grant writing; material development; program evaluation, policy development; relapse prevention and other related TA to the AOD treatment/recovery field to ensure and increase access to and quality of AOD treatment/recovery program services for the target population.

**Technical Assistance (TA) Day:** Eight hours of service providing TA and training not including lunch and break time. This may include time proportionately appropriate for preparation, travel, data analysis, report writing. "Proportionately appropriate" means time for preparation must be reasonable given the expertise level stated by the contractor's Technical Proposal. Other activities, which directly support tasks within the scope of work, may be allowed with prior approval of ADP's Project Representative.

**Training Event:** A body of knowledge or set of skills provided to a group of people in a structural way, usually involving curriculum or course outline with supporting materials.

**Treatment/Recovery:** A reactive process that addresses an individual's specific AOD use along with any associated medical, psychological, physical, and social problems. The goal of the process is to help the individual ultimately return to productive functioning in the family, workplace, and society.

**Treatment/Recovery Field:** Public or private community-based organizations, county run or local groups that are involved in the AOD treatment/recovery service delivery system; AOD treatment service programs/providers; county alcohol and drug program administrators; the ADP and other local, county and State government agencies that are involved in AOD treatment programs or initiatives.

**Treatment Principles of Effectiveness:** A set of overarching principles that characterize the most effective drug abuse and addiction treatments. These research-

## ATTACHMENT I

based principles contained in the *Principles of Drug Addiction Treatment: A Research-Based Guide*. NIDA, October 1999, are:

- (1) No single treatment is appropriate for all individuals.
- (2) Treatment needs to be readily available.
- (3) Effective treatment attends to multiple needs of the individual, not just his or her drug use.
- (4) An individual's treatment and services plan must be assessed continually and modified as necessary to ensure that the plan meets the person's changing needs.
- (5) Remaining in treatment for an adequate period of time is critical for treatment effectiveness.
- (6) Counseling and other behavioral therapies are critical components of effective treatment for addiction.
- (7) Medications are an important element of treatment for many patients, especially when combined with counseling and other behavioral therapies.
- (8) Addicted or drug-abusing individuals with coexisting mental disorders should have both disorders treated in an integrated way.
- (9) Medical detoxification is only the first stage of addiction treatment and by itself does little to change long-term drug use.
- (10) Treatment does not need to be voluntary to be effective.
- (11) Possible drug use during treatment must be monitored continuously.
- (12) Treatment programs should provide assessment for HIV/AIDS, Hepatitis B and C, tuberculosis and other infectious diseases, and counseling to help patients modify or change behaviors that place themselves or others at risk of infection.
- (13) Recovery from drug addiction can be a long-term process and frequently requires multiple episodes of treatment.

**Youth:** Youth is defined herein as the period of life between puberty and maturity, which is generally accepted as the ages 12-17.

**ATTACHMENT II  
 SAMPLE CONTRACT**

**SCOPE OF WORK**

1. Contractor shall provide a minimum of 280 days of technical assistance and training to the alcohol and other drug (AOD) prevention, treatment and recovery field. The focus of this TA and training will be to increase the accessibility and quality of AOD services to California's youth population.

Contractor shall provide services as described in Section 1.7, Scope of Work and Deliverables, Exhibit A, Project Work Plans. (Note: Project Work Plans are based on the bidder's response to RFP)

2. The services shall be performed throughout California.
3. The project representatives during the term of this agreement will be:

STATE AGENCY	CONTRACTOR
Name: Don Braeger	Name:
Title: Project Representative	Title:
Division: PSD - Treatment	Section/Unit
Address: Dept. of Alcohol and Drug Programs 1700 K Street, 4 <sup>th</sup> Floor Sacramento, CA 95811-4037	Address:
Phone: (916) 324-4468	Phone:
Fax: (916) 323-1849	Fax:
Email: dbraeger@adp.ca.gov	Email:

Either party may make changes to the contact information above by giving written notice to the other party. Said changes shall not require an amendment to this Agreement.

4. **Contract Oversight**

Contractor shall meet or confer with ADP's Project Representative at least once each month to review progress, formulate plans for the coming month, and discuss any difficulties or problems so that remedies can be developed as soon as possible.

ADP's Project Representative or any authorized representative, has the right at any reasonable time to inspect, or otherwise evaluate, the work performed or being performed hereunder, including subcontract supported activities, and the premises on which it is being performed. If any inspection, or evaluation, is made by ADP of the premises of the Contractor or subcontractor, the Contractor shall provide and shall require its subcontractors to provide all reasonable facilities and assistance for the safety and convenience of ADP representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

ADP's Project Representative or any authorized representative may also attend any events (e.g. conferences and training events) funded through this contract.

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SAMPLE CONTRACT**

5. **Key Personnel/Consultants**

ADP reserves the right to approve in advance Contractor's key personnel, including consultants, to be assigned to this project, and to disapprove the continuing assignment of said key personnel provided under this Agreement. If any key personnel are unable to perform due to illness, resignation, or other factors beyond the Contractor's control, the Contractor shall immediately offer substitute personnel for ADP approval. Key personnel are those assigned to perform under this contract, except those performing supporting activities (e.g. administrative assistance, secretarial, accounting, etc.)

Contractor shall obtain prior approval from ADP before utilizing consultants. A resume or vita shall accompany any request for consultant approval. If the consultant is approved by ADP, their resume or vita shall, by this reference become a part of this contract and be on file at ADP for public record. Consultants and their resumes submitted in the contractor's proposal for this contract are a part of this contract by this reference and are on file at ADP.

6. **Subcontracts**

Nothing contained in this Agreement or otherwise, shall create any contractual relation between ADP and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to ADP for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor.

The Contractor's obligation to pay its subcontractors is an independent obligation from ADP's obligation to make payments to the Contractor. As a result, ADP shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

Contractor shall submit any subcontracts to ADP for approval prior to implementation. Upon termination of any subcontract, ADP shall be notified immediately.

The total of all subcontracting for this contract shall not exceed \$50,000 or 25 percent of the total contract, whichever is less.

7. **Scope of Work Minor Adjustments**

Minor adjustments of the tasks to be performed by the Contractor and any required due dates, that are mutually agreeable to ADP and the contractor, may be made without formal amendment. Adjustment that materially changes the contract, including changing the contract goals or objectives, or quantity and quality requirements, may not be made under this clause. Contractor shall provide a written request for the scope of work minor adjustment. The request shall contain a statement of the adjustment requested, a clear justification as to the need for the adjustment, and the adverse effects of not making the adjustment. If ADP agrees with the request, ADP's Project Representative and Contracts Manager shall approve and sign the justification and return a copy to the Contractor.

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SAMPLE CONTRACT**

8. **Monthly Progress Reports**

Contractor must submit monthly, written progress reports, by the 15th of the following month, to ADP's Project Representative. The monthly report and itemized invoice shall correspond with your Project Work Plans including the clear identification of completed tasks and subtask, also to include information on monthly activities such as relevant data (statistical and anecdotal), problems encountered in achieving or failing to achieve proposed objectives, methods employed to resolve stated problems, etc. ADP's Project Representative may request that additional details be included in the monthly report. The monthly report must accompany the monthly itemized invoice for payment. Itemized invoices will not be processed until receipt of an acceptable corresponding monthly report.

9. **Final Report**

Contractor shall submit a final report to ADP describing contract services provided and outcome evaluation results to ADP no later than 30 days after the end of each 12-month contract period. Specific guidelines for writing the final report may be provided by ADP's project representative.

The final report shall be submitted on a CD-ROM in Microsoft Word.

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **Invoicing and Payment**

For services satisfactorily rendered, ADP agrees to pay the Contractor not more frequently than monthly in arrears, for actual expenditures incurred, upon receipt and approval of invoices.

Invoices must be billed to ADP, signed by an authorized representative, and include:

- Agreement number;
- Time period covered; and,
- Costs for Services completed for the period shall be identified and shall be in accordance with budget line items, and clearly associated with each task and subtask identified in the accepted project work plans.

Submit invoices to:

Don Braeger  
Department of Alcohol and Drug Programs  
1700 K Street, 4th Floor  
Sacramento, California 95811-4037

ADP may request additional detail to support any cost stated on an invoice. Costs claimed on invoices must be consistent with the Project Work Plans tasks, sub tasks and activities as detailed with the Monthly Progress Report. The Monthly Progress Report and invoices will be carefully reviewed to ensure a direct link between activities and/or services and expenditures. Should inconsistencies be noted, ADP will not reimburse for questionable expenditures unless and until the inconsistency is resolved to the satisfaction of ADP.

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See invoice, page 37 for an example of a recommended invoice format. You may use this invoice or your organization's forms or letterhead to submit your claims.

**2. Federal Funds Time Limit**

This contract is funded 100 percent by federal funds. These federal funds are time limited. In order for the Contractor to receive payment from the federal funds identified in this contract, the Contractor must submit invoices and reports within 30 days of the contract ending date. Failure to submit invoices and reports within the timeframes specified in the Contract will result in such invoices not being paid if the time for which such funds are available has expired.

**3. Method of Payment**

The method of payment to the Contractor will be cost reimbursement. The cost reimbursement method of payment reimburses the Contractor no more frequently than monthly, in arrears, in accordance with the budget for actual expenditures incurred. As required by the State Administrative Manual, 10 percent of each payment will be withheld as a final payment. No more than 90 percent of the contract amount will be paid prior to receipt of the annual report. For contracts that consist of tasks that will be completed on a yearly basis, the 10 percent withhold will be released upon completion of each project year.

**4. Ten Percent (10%) Withholding**

In accordance with the requirements set forth in the State Contracting Manual, Section 7.33.B, ADP shall withhold, from the invoiced payment amount to the Contractor, an amount equal to ten percent (10%) of that payment. Such retained amount shall be held by ADP and only released to the Contractor upon ADP's staff determination that the Contractor has satisfactorily completed all of the required services or completed required tasks as stated in the Progress Payment clause. Contractor shall submit a final invoice requesting reimbursement of the 10 percent withheld. See Final Invoice Page 8 of this Exhibit for an example of a recommended final claim format. You may use this invoice or your organization's forms or letterhead to submit your final claim.

**5. Contract Budget**

Expenditures relating to this project shall be in accordance with the Budget, Exhibit B, Attachment 1.

**6. Budget Revisions - No Amendment Required**

Notwithstanding the amendment clause in Exhibit C, provided in the following link <http://www.documents.dgs.ca.gov/ols/GTC-307.doc>, the contract budget may be revised, without formal amendment, within the limitation of this clause.

The budget format consists of categories and line items and, if applicable, indirect or administrative costs. The budget categories are Personnel Expenses, Operating Expenses, and DVBE Subcontractor. Line items are defined as those individual items

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listed under the budget categories.

Funds may be moved between the line items shown on the budget within the budget categories using funds from line items within the same category with the approval of ADP's Project Representative, the Program Supervisor/Manager, and ADP's Contracts Manager.

The indirect cost percentage may be decreased but not increased. The DVBE Subcontractor line item shall not be decreased.

Contractor shall submit a written justification for budget adjustments and revisions, along with an explanation on how the funds will be adjusted. Justifications must be approved by ADP's project representative, the Program Supervisor/Manager, and ADP's Contracts Manager. ADP may deny any revisions within its sole discretion. Revisions that have the effect of changing the contract objectives and methods will not be approved. Revisions that materially alter the contracted services will not be approved.

It is further understood that in no event shall the maximum amount payable under this Agreement exceed the amount specified on the face sheet of this agreement. Line items may not be added or deleted under this provision. In addition, revisions that would have the effect of reducing contractors Disabled Veteran Business Enterprise (DVBE) commitments may not be made. Revisions not covered above will require a formal amendment.

**7. Budget Adjustments - Amendment Required**

Contractor may request formal amendment to this Agreement for changes to the budget that exceed the provisions of the Budget Revisions – No Amendment Required clause herein. Said request must include:

- A. A written statement of the adjustment requested;
- B. A detailed description of why the adjustment is necessary;
- C. How the need for the adjustment came about;
- D. Indicate the adverse effects of not approving the requested adjustment;
- E. Indicate other alternatives available; and,
- F. Include a revised budget with columns showing the original budget amounts, the adjustment(s), and the new amounts.

A formal amendment requires all necessary reviews and written approvals in advance of the effective date of such requested changes. ADP reserves the right to deny any request to amend this Agreement.

**8. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**9. Expenditures**

Principles for determining allowable expenditures under this contract are as provided in

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SAMPLE CONTRACT**

one of the following applicable Cost Principles in the Code of Federal Regulations (CFR):  
Cost Principles for State, Local & Indian Tribal Government (Title 2 CFR Part 225);  
Cost Principles for Educational Institutions (Title 2 CFR Part 220);  
Cost Principles for Non-Profit Organizations (Title 2 CFR Part 230); and,  
Cost Principles for Commercial Organizations, Federal Acquisition Regulation, (Title 32  
CFR 31.2, et seq.)

These Cost Principles can be accessed through the Internet at the following address:

[www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html). These Cost Principles replace the Office of  
Management and Budget Circulars A-87, A-21, and A-122.

10. **Travel and Per Diem**

Reimbursement for travel and per diem expenses from ADP under this Agreement shall, be at the rates currently in effect, as established by the California Department of Personnel Administration (DPA). If the DPA rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this agreement shall be necessary. No travel outside the State of California shall be reimbursed without prior written authorization from ADP.

11. **Authorization for Purchases**

Prior authorization in writing by ADP will be required before Contractor will be reimbursed for any purchase order or subcontract exceeding \$5,000 for any articles, supplies, equipment or services or for any fee, or other payment, and for consultation costs exceeding \$350 per day, except for public utility services.

The Contractor must provide in its request for authorization all particulars necessary for evaluation of the necessity or desirability of incurring such cost, and as to the reasonableness of the price.

For purchases of any said articles, supplies, equipment, services or for consultant fees exceeding such minimum amount, three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified. If other than the lowest bidder or a sole-source provider is selected, justification must be presented to ADP for prior approval.

12. **Budget Contingency Clause**

- A. It is mutually agreed that if the State of California Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, ADP shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement; and,
- B. Contractor shall not be obligated to perform any provisions of this Agreement. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, ADP shall have the option to either cancel this Agreement with no liability occurring to ADP, or offer an agreement amendment to Contractor to reflect

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the reduced amount.

- C. ADP retains the right to cancel this contract, without cause, with 30 days notice to the Contractor.

13. **Federal Funds**

It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.

This contract is valid and enforceable only if sufficient funds are made available to ADP by the U. S. Government for the Fiscal Year(s) covered by this agreement for the purposes of this program.

In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the U.S. Congress or any statute enacted by the U.S. Congress, which may affect the provisions, terms, or funding of this contract in any manner.

It is mutually agreed that if the U.S. Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.

ADP has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.

The recipient shall comply with the Single Audit Act and the reporting requirements set forth in OMB Circular A-133, if applicable.

14. **Revenue Restrictions**

Contractor agrees that any fees, refunds, rebates, credits, interest or other amounts accruing to or received by the Contractor under this Agreement shall:

- a. Be adequately documented as to their receipt and use. Such documentation shall be provided to ADP upon request.
- b. Be utilized to off-set project costs approved by the ADP in writing.
- c. Be paid by the Contractor to ADP, to the extent that they are properly allocable to costs for which the Contractor has been reimbursed by ADP under this Agreement, if not utilized to off-set project costs.

Unless stated in the Scope of Work of contract, Contractor may not charge participants a registration fee or fee for services.

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**INVOICE**

Billed To:  
 Dept. of Alcohol and Drug Programs  
 Attn: \_\_\_\_\_  
 1700 K Street, \_\_\_ Floor\_\_\_\_\_  
 Sacramento, CA 95814-4037

Contractor:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contract Number: \_\_\_\_\_  
 \_\_\_\_\_

Invoice Period:

See Invoice Instructions on next page

BUDGET LINE ITEMS (Must match approved contract)	BEGINNING BALANCE (1)	REVISIONS (2)	ADJUSTED BALANCE (3)	CURRENT EXPENSES (4)	ENDING BALANCE (5)
GRAND TOTAL					
LESS 10% WITHHOLD					
AMOUNT OF INVOICE					

**FOR ADP USE ONLY**

I hereby certify that all goods, services and required reports have been received pursuant to the contract.		
<b>X</b>		
PROJECT REPRESENTATIVE	DATE	
<b>FUNDING INFORMATION FOR THIS INVOICE</b>		
FEDERAL GRANT NAME AND AWARD YEAR		
STATE FISCAL YEAR		
INDEX	OBJECT	PCA

**FOR CONTRACTOR'S USE**

PLEASE USE BLUE INK FOR SIGNATURE
<b>X</b>
CONTRACTOR'S ORIGINAL SIGNATURE
DATE
CONTACT PERSON (PLEASE PRINT)
TELEPHONE NUMBER
EMAIL ADDRESS

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**INVOICE INSTRUCTIONS**

BUDGET LINE ITEMS: Enter the line items exactly as budgeted in the approved contract.

COLUMN (1) "BEGINNING BALANCE" - Enter the Ending Balance, column (5), of the prior invoice. (For the initial "Beginning Balance" enter line items exactly as budgeted in the approved contract).

COLUMN (2) "REVISIONS" – Use this column only if making revisions to the contract budget which are necessary to accommodate current expenses listed on invoice.

NOTE: Please read your contract to determine your budget revision limitations.

COLUMN (3) "ADJUSTED BALANCE" – Use this column only when column (2), Revisions, was used. Column (1) plus/minus column (2) = column (3).

COLUMN (4) "CURRENT EXPENSES" – Enter expenses to be claimed by this invoice. These amounts must not exceed the adjusted balances in column (3).

COLUMN (5) "ENDING BALANCE" – The amounts in this column are arrived at as follows:

- A. Column (1) minus column (4) = column (5).
- B. If a revision was made, column (3) minus column (4) = column (5).

NOTE: Column (5) becomes the Beginning Balance, column (1) on your next invoice.

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**FINAL INVOICE**

Billed To:  
 Dept. of Alcohol and Drug Programs  
 Attn: Contract Monitor  
 1700 K Street, Floor\_\_\_\_  
 Sacramento, CA 95814-4037

Contractor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contract #: \_\_\_\_\_

This is our claim for the 10 percent that has been withheld from our monthly invoices.

MONTH	AMOUNT
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	
<b>TOTAL</b>	

Please pay this amount less any outstanding amounts owed to ADP.

**FOR ADP USE ONLY**

I hereby certify that all goods, services and required reports have been received pursuant to the contract.		
<b>X</b>		
PROJECT REPRESENTATIVE	DATE	
<b>FUNDING INFORMATION FOR THIS INVOICE</b>		
FEDERAL GRANT NAME AND AWARD YEAR		
STATE FISCAL YEAR		
INDEX	OBJECT	PCA

**FOR CONTRACTOR'S USE**

PLEASE USE BLUE INK FOR SIGNATURE
<b>X</b>
CONTRACTOR'S ORIGINAL SIGNATURE
DATE:
CONTACT PERSON (PLEASE PRINT)
TELEPHONE #:
EMAIL ADDRESS:

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**GENERAL TERMS AND CONDITIONS**

**PLEASE NOTE:** Exhibit C will not be included with the final agreement. The General Terms and Conditions will be included in the agreement by reference to Internet site:

[www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts)

**SPECIAL TERMS AND CONDITIONS**

1. **Conflict of Interest**

Contractor acknowledges that state laws on conflict of interests, found in the Political Reform Act, Public Contract Code Section 10365.5, and Government Code, Section 1090, apply to this contract.

2. **Evaluation of Contractor**

Performance of the Contractor under this Agreement will be evaluated. The evaluation shall be prepared on Contract/Contractor Evaluation Sheet (STD 4), and maintained in the Agreement file. For consultant agreements, a copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and if the contract is for an amount over \$5,000 (Public Contract Code, Section 10369).

3. **HIPAA Provision**

If any of the work performed under this Contract is subject to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), the Contractor shall perform the work in compliance with all applicable provisions of HIPAA. ADP reserves the right to amend this Contract to assure compliance with HIPAA.

4. **Disputes**

If Contractor believes that there is a dispute or grievance between Contractor and ADP arising out of or relating to this contract, Contractor shall first discuss and attempt to resolve the issue informally with ADP's Project Representative. If the issue cannot be resolved at this level, Contractor shall adhere to the following procedures:

- A. If the issue cannot be resolved informally with ADP's Project Representative, Contractor shall submit, in writing, a grievance report together with any evidence to ADP's Program Services Division Deputy Director. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within 10 working days of receipt of the written grievance report from the Contractor, the Division Deputy Director shall make a determination on the problem, and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Division Deputy Director's decision, Contractor may appeal to the next level, following the procedure in "Disputes", paragraph B, listed below.

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B. Contractor must submit a letter of appeal to ADP's Chief Deputy Director explaining why the Deputy Director's decision is unacceptable. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from ADP's Project Coordinator. Contractor's letter of appeal must be submitted within 10 working days of the receipt of the Program Services Division Deputy Director's written decision. The Chief Deputy Director shall, within 20 working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Chief Deputy Director shall be final.

5. **Right To Terminate**

- A. Termination without Cause: ADP reserves the right to terminate this agreement subject to 30 days written notice to the Contractor.
- B. Termination for Cause: ADP can terminate this agreement immediately for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on ADP's notification letter to the Contractor.

6. **Force Majeure**

Except for defaults of subcontractors, neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include but shall not be limited to acts of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or governmental statutes or regulations super-imposed after the fact. If a delay or failure in performance by the Contractor arises out of a default of its subcontractor, and if such default of its subcontractor, arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

7. **Computer Software**

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

8. **Domestic Partners Act**

Pursuant to Public Contract Code, Section 10295.3, no state agency may enter into any contract executed or amended after January 1, 2007, for the acquisition of goods or services in the amount of \$100,000 or more with a contractor who, in the provision of benefits, discriminates between employees with spouses and employees with domestic

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partners, or discriminates between domestic partners and spouses of those employees.

**9. Subcontract Requirements**

- A. Prior written authorization will be required before the Contractor enters into or is reimbursed for any subcontract for services costing \$5,000 or more. The Contractor shall obtain three bids or justify a sole source award.
1. The Contractor must provide in its request for authorization, all particulars necessary for evaluating the necessity or desirability of incurring such cost.
  2. The State may identify the information needed to fulfill this requirement.
  3. Unless otherwise mandated by the funding agency (i.e., Federal Government), ADP may only pay the Contractor's overhead charges or indirect costs on the first \$25,000 of each subcontract.
- B. ADP reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this agreement. Upon receipt of a written notice from ADP requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by ADP.
- C. Actual subcontracts (i.e., written agreement between the Contractor and a subcontractor) of \$5,000 or more are subject to the prior review and written approval of ADP. ADP may, at its discretion, elect to waive this right. All such waivers shall be confirmed in writing by ADP.
- D. Contractor shall maintain a copy of each subcontract entered into in support of this agreement and shall, upon request by ADP, make said copies available for approval, inspection, or audit.
- E. Sole responsibility rests with the Contractor to ensure that subcontractors, used in performance of this agreement, are paid in a timely manner. The timeliness of said payments may be affected by the timeliness of payments issued by ADP to the Contractor.
- F. The Contractor is responsible for all performance requirements under this agreement even though performance may be carried out through a subcontract.
- G. When entering into a consulting service agreement with ADP, the Contractor may be required to supply budget detail for each subcontractor and/or each major subcontracted activity under this agreement.
1. Budget detail format and submission requirements will be determined by ADP.
  2. Methods of including budget detail in this agreement, if applicable, will be determined by ADP.

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3. Any subcontractor budget detail displayed in this agreement, or incorporated by reference, is included for information purposes only. Changes to a subcontractor's identity or budget detail shall not require the processing of a formal amendment.
- H. The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this agreement.
- I. The Contractor agrees to include the following clause, relevant to record retention, in all subcontracts for services:  
  
"*(Subcontractor Name)* agrees to maintain and preserve, until (3) years after termination of *(Agreement Number)* and final payment from ADP, to permit ADP, Bureau of State Audits, or Department of General Services, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records."
- J. Unless otherwise stipulated in writing by ADP, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this agreement.

10. **Incorporated Request For Proposal Documents**

This agreement is comprised of the terms of this Standard Agreement (STD 213) including Exhibits and the following Request for Proposal (RFP) documents which are incorporated herein and made a part of this contract by this reference:

- A. Request for Proposal ADP-RFP-08-03 entitled: Youth Services Technical Assistance and Training for Improving Services to the Youth Population. This RFP is on file at ADP, Contracts Office.
- B. The contractor's written proposal in response to the above named RFP.

This proposal is on file at ADP, Contracts Office.

11. **Order of Precedence**

In the event that there are any inconsistencies and/or ambiguities between this contract and any incorporated documents, the following order of precedence shall be used to interpret the contract requirements.

- A. Applicable state and federal laws;
- B. The terms of the Standard Agreement (STD 213) including all exhibits and attachments;
- C. Request for Proposal ADP-RFP-08-03 entitled: Youth Technical Assistance and Training for Improving Prevention, Treatment, and Recovery Services to the Youth

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Population; and,

D. Contractor's response to the RFP.

**ADDITIONAL PROVISIONS**

1. **Federally Funded Contracts**

A. **Federal Laws - Substance Abuse Prevention and Treatment Block Grant**

This contract is governed by Government Code 16366.1 and following; the federal authorization provisions of Title 42 United States Code (U.S.C.), 300x-21 et seq.; and, Title 45 Code of Federal Regulations (CFR), Part 96. The Catalog of Federal Domestic Assistance Number is 93.959.

B. **Salary Restriction**

Contractor agrees that no part of any federal funds provided under this contract shall be used by the Contractor or any subcontractor to pay the salary of an individual at a rate in excess of the amount set by the Federal National Institute of Health.

Reference: [http://grants.nih.gov/grants/policy/salcap\\_summary.htm](http://grants.nih.gov/grants/policy/salcap_summary.htm).

Note: At the time of this writing the cap was \$191,300 per year direct salary exclusive of overhead, fringe benefits, and general and administrative expenses.

C. **Prohibition Against Supporting Lobbying Activities**

By signing this contract, Contractor certifies that no part of any federal funds provided under this contract shall be used by the Contractor or any subcontractor to support lobbying activities to influence proposed or pending federal or state legislation for appropriations. This prohibition is related to the use of federal grant funds and is not intended to offset your right, or that of any other organization, to petition Congress, or any other level of Government, through the use of other resources. (Reference 31 U.S.C. 1352)

D. **Air or Water Pollution Requirements**

Any federally funded agreement and/or subcontract in excess of \$100,000 must comply with the following provisions unless said agreement is exempt under 40 CFR 15.5.

1. Government contractors agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
2. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

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E. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions** (Reference: 29 CFR, Part 98, Section 98.510)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The contractor agrees that it will include the above debarment clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Lower tier covered transactions is defined as:

1. Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
2. Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a primary covered transaction.
3. Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are:
  - a. Principal investigators;
  - b. Providers of federally-required audit services; and/or,
  - c. Researchers.

2. **Event Locations**

Select event locations that meet State accessibility requirements for persons with disabilities. Note: event notices must include the following statement: "If you need a disability-related reasonable accommodation/alterative format for this event, please contact (name) at (phone number, E-mail address, and TDD number) by (a date up to two weeks prior to the event)." Contractor is responsible for providing any needed disability-related reasonable accommodations/alterative formats.

**ATTACHMENT II  
SAMPLE CONTRACT**

3. **Publications – Alternative Formats**

In accordance with the California Government Code section 11135 and Title II, ADA requirements, publications that are made available through this contract must include the following statement: "This publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability." In addition, publications must be made available in other languages if requested by a mono-lingual person. Contractor is responsible for providing publication alternative formats.

4. **Contract Product Review**

- A. All contract products produced under this contract shall be produced according to the requirements as stated in the project work plans.
- B. Prior to release, ADP shall have the right to review products produced as a result of this contract and request changes to those products. Contractor shall use its best efforts to incorporate requested changes.

5. **Contract Product Disclaimer/Credit Statements**

- A. If requested by ADP, all products, including published materials, reports, brochures, posters, videos, etc. developed or used as part of this contract, shall contain the following or similar disclaimer statement: "The opinions, findings, and conclusions herein stated are those of the authors and not necessarily those of the State of California, Department of Alcohol and Drug Programs."
- B. If requested by ADP, all products, including printed materials, reports, brochures, posters, videos, etc. developed or used as part of this contract shall contain the following or similar credit line: "Support for this project has been given by the State of California, Health and Human Services Agency, Department of Alcohol and Drug Programs".

6. **Rights In Data**

- A. Subject Data. As used in this clause, the term "Subject Data" means writings, sound recordings, pictorial reproductions, drawings, designs or graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable) which are first produced or developed under this contract. The term does not include financial reports, cost analyses, and similar information incidental to contract administration.
- B. Federal Government and State Rights. Subject only to provisions of (C) below, the Federal Government and State of California may use, duplicate or disclose in any manner and for any purpose whatsoever, and have or permit others to do so, all Subject Data delivered under this contract.
- C. License to Copyrighted Data. In addition to the Federal Government and State of California rights as provided in (B) above, with respect to any subject data which

**ATTACHMENT II  
SAMPLE CONTRACT**

may be copyrighted, the Contractor agrees to and does hereby grant to the Federal Government and State of California a royalty-free, nonexclusive and irrevocable license throughout the world to use, duplicate or dispose of such data in any manner for State of California or Federal Government purpose and to have or permit others to do so. Provided, however, that such license shall be only to the extent that the Contractor now has or prior to completion or final settlement of this contract may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

- D. Marking and Identification. Contractor shall mark all Subject Data with the number of this contract and the name and address of the Contractor or subcontractor who generated the data. The Contractor shall not affix any restrictive markings upon Subject Data, and if such markings are affixed, the Federal Government or State of California shall have the right at any time to modify, remove, obliterate, or ignore any such markings.
- E. Subcontractor Data. Whenever any Subject Data is to be obtained from a subcontractor under this contract, the contractor shall use sections A, B, C, and D of this clause in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the Federal Government's; or State of California's rights in that subcontractor Subject Data.
- F. Deferred Ordering and Delivery of Data. The Federal Government or State of California shall have the right to order at any time during the performance of this contract, or within two years from either acceptance of all items (other than data) to be delivered under this contract or termination of this contract, whichever is later, any Subject Data and any data not called for in the schedule of this contract but generated in performance of the contract, and the Contractor shall promptly prepare and deliver such data as is ordered. The Contractor shall exercise its best efforts to prepare and deliver such data as is ordered.

The Federal Government's or State of California's right to use data delivered pursuant to this paragraph shall be the same as the right in Subject Data as provided in paragraph (B) above. The Contractor shall be relieved of the obligation to furnish data pertaining to an item obtained from a subcontractor upon the expiration of two years from the date of acceptance of such items. When data, other than Subject Data, is delivered pursuant to this paragraph, payment shall be made, by equitable adjustments or otherwise, for converting the data into the prescribed form, reproducing it or preparing it for delivery. The terms of such payment shall be agreed upon in writing by the Contractor and the State of California and/or Federal Government, whichever ordered the production of the data.

7. **Contract Product Rights and Licenses**

Contractor shall use its best efforts to secure all rights and licenses necessary for the creation, production or development of the products executed under this contract.

**ATTACHMENT II  
SAMPLE CONTRACT**

8 **Prior Approval of Training Events/Conferences**

Contractor will be required to obtain prior ADP approval of the locations, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training event, seminar, workshop, or conference and for any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under the contract in any media. This requirement does not apply to necessary staff meetings to conduct routine business matters.

9. **Confidentiality of Information**

In performing work under this contract, contractor shall take reasonable precautions to protect the confidentiality, integrity, and availability of State information assets (defined in SAM 4840.4). Contractor agrees to promptly report to the Department Information Security Officer or Chief Information Officer any significant information security vulnerability, threat, or breach known or suspected by the contractor to exist.

10. **Editorial Guidelines**

Contractor shall use its best efforts to use the following guidelines when writing or speaking about alcohol and other drugs:

“Alcohol and other drugs” is the preferred expression when writing or speaking about drugs, including alcohol. In referring to problems associated exclusively with alcohol, there is no need to use the expanded expression.

“AOD” is an abbreviation that may be used in place of “alcohol and other drugs.” It should be defined at first mention in each chapter or section. It is better used as a modifier (e.g., “AOD use/abuse”) than as a noun (e.g., “the use of alcohol and other drugs”). The judicious use of the term AOD is helpful where it aids conciseness and clarity and should not be employed as a wholesale replacement for the complete expression.

“AOD use (or abuse) prevention,” “AOD problem prevention,” or preventing alcohol and other problems” (or, as appropriate, “use,” “misuse,” or “abuse”) are preferable expressions rather than “AOD prevention.” Alcohol and other drugs cannot be prevented; only their use, misuse, or abuse can be prevented.

Illegal vs. Illicit: Drugs themselves are either illicit or licit; their use can be either illegal or legal. For example, the purchase or public possession of alcohol, licit drug, is illegal for underage youth.

War metaphors such as “war on drugs” are generally not appropriate in prevention message. The various aspects of prevention can be communicated effectively without using military language, which is offensive to many cultures and individuals, and may imply that prevention can be accomplished just by eliminating the drug supply from our Nation.

The term “use” should be employed when making statements about people who should

## **ATTACHMENT II SAMPLE CONTRACT**

not drink alcohol: youth, pregnant women, recovering alcoholics, or operators of motor vehicles or other machinery. Otherwise, the terms “misuse” and “abuse” are more appropriate. Concerning illicit drugs, the term “use” may connote less of a judgment than the term “abuse,” which may imply that “use” is permissible but “abuse” (undefined) is not. Controversy surrounds this issue, but efforts should be made to be clear about intended meaning.

Because a person does not have to be drunk to be impaired, the term “alcohol-impaired driving” or “drinking and driving” is preferable to “drunk driving.” When writing about vehicle collisions associated with alcohol and other drug use, use “crashes,” “injuries,” or “incidents.” “Accident” suggests that the event was random, inevitable, and therefore could not have been avoided.

Use “safety belt” instead of “seat belt” to emphasize the protective benefits of this device.

Whenever possible, attempt to be specific regarding the alcoholic beverage under discussion rather than using the general terms “liquor” or “spirits.”

“Alcohol and other drug use” or “abuse” is preferable over “substance abuse” or “substance use.”

Avoid the generic use of the terms “chemical use” and “chemical abuse” unless referring directly to chemically produced drugs.

Avoid using the term “hard” or “soft” drugs because these terms imply that some drugs, such as marijuana, are virtually harmless.

Use “injected drugs” or “injectable drugs” rather than the term “IV drugs” or “IV use.”

Avoid the term “recreational use of drugs,” which trivializes drug-taking behavior.

Use “mind-altering drugs” rather than “mood-altering drugs” because the latter does not reflect the potentially powerful physiological effects of alcohol and other drugs.

Use “crack cocaine” instead of “crack” because crack cocaine is a derivative of cocaine.

Avoid phrases such as “getting high,” “tripping out,” or “hooked.” These slang expressions trivialize the effects of alcohol and other drug use.

Avoid using derogatory terms such as “drunks,” “potheads,” “dope fiends,” or “drug addicts.” These expressions show a lack of respect for individuals with alcohol and other drug problems.

Use “spitting tobacco” instead of “smokeless tobacco” or “chewing tobacco” to deglamorize the product and to place emphases on the mouth and throat areas where medical problems associated with these products can occur.

Use “housing development” instead of “housing project,” “slum,” or slum dwelling.”

**ATTACHMENT III**  
**SAMPLE PROJECT WORK PLAN**

1. PROGRAM GOAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. OBJECTIVES	3. ACTIVITIES, TASKS AND SUBTASKS	4. PERFORMED BY (NAME/TITLE)	5. EXPECTED OUTCOMES	6. ESTIMATED COMPLETION DATE

**ATTACHMENT IV**

**SAMPLE PROJECT BUDGET FORMAT**

PERSONNEL SERVICES

	<u>Salary Range</u> <u>Monthly/Hourly</u>	<u># Months</u> <u>or Hours</u>	<u>Percent</u> <u>of time</u>	<u>Total</u> <u>Amount</u>
Position				
Classification	\$___ - \$___	___	___	\$___
Position				
Classification	\$___ - \$___	___	___	\$___
Position				
Classification	\$___ - \$___	___	___	\$___
Subtotal Personnel				\$___
Fringe Benefits (___%)				\$___
<b>TOTAL PERSONNEL SERVICES</b>				<b>\$___</b>

OPERATING EXPENSES

Rent (\$___/sq. ft. x ___ sq. ft. x ___(time))	\$___
Consultants (cost per hour/day and # of hours/days)	\$___
Travel and per diem (Consultant)	\$___
Travel and per diem (Staff)	\$___
Telephone/Fax	\$___
Postage	\$___
Office Supplies	\$___
Printing and Duplication	\$___
Equipment (Rental, Use Allowance or Depreciation (list type of equipment))	\$___
Subcontractor	\$___
<b>TOTAL OPERATING EXPENSES</b>	<b>\$___</b>
DVBE subcontractor	\$___
INDIRECT COSTS (___% x \$___)	\$___
<b>TOTAL BUDGET</b>	<b>\$___</b>

NOTE: Line items listed are samples only. Bidder is to list those personnel and operating expenses needed to support their proposal. Indirect costs shall comply with the provisions of RFP 08-03.

**ATTACHMENT V**

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS  
TRAVEL AND SUBSISTENCE GUIDELINES**

TRAVEL: ADP will pay transportation costs from your headquarters (this may be your home) to the place of the meeting, training, etc. Amounts claimed without justification are considered taxable income.

**TRAVEL BY PERSONAL AUTOMOBILE:**

50.5 cents per mile

Where public transportation is not available or is available only with an undue loss of time, mileage for your personal automobile is allowed. Where automobile travel is an option and there is adequate public transportation, travel allowance will be made on the basis of the cost of the lowest rail, bus, or air fare available in lieu of the automobile mileage.

SUBSISTENCE: Actual costs for meals, lodging and incidental expenses may be claimed in accordance with the following guidelines:

**MEALS**: Breakfast \$6.00, Lunch \$10.00, Dinner \$18.00, Total \$34.00

**BREAKFAST**: To claim breakfast, travel must begin before 6 a.m.

**LUNCH**: To claim lunch, travel must begin at or before 11 a.m.  
No lunch allowance will be paid when travel status is for less than 24 hours.

**DINNER**: To claim dinner, travel must begin at or before 5 p.m.

**FRACTIONAL DAY OF TRAVEL AT END OF TRIP:**

Travel must end at or after:

8 a.m. for breakfast to be claimed  
2 p.m. for lunch to be claimed  
7 p.m. for dinner to be claimed

**FOR TRAVEL OF LESS THAN 24 HOURS:**

Travel must begin at or before 6 a.m. and end at or after 9 a.m. to claim breakfast.  
Travel must begin at or before 4 p.m. and end at or after 7 p.m. to claim dinner.  
No lunch or incidentals may be reimbursed on travel of less than 24 hours.

**LODGING:**

\$84.00 With receipt for actual cost up to \$84.00 plus tax.

**ATTACHMENT V**

\$110.00 With receipt for actual cost up to \$110 plus tax for the counties of Los Angeles and San Diego.

\$140.00 With receipt for actual cost up to \$140 plus tax for the counties of Alameda, San Francisco, San Mateo, and Santa Clara.

INCIDENTALS: \$6.00 for each full 24-period

Incidental expenses include tips, newspapers and magazines, personal telephone calls, laundry and dry cleaning, and whatever small miscellaneous expenses are incurred during the course of travel. No incidental expense reimbursement is allowed for period of less than 24 hours. No receipts are required.

OTHER ALLOWABLE COSTS: Taxi fares, airport shuttle fares, parking, etc. are reimbursable as used in connection with State business, providing original receipts are submitted with the claim.

**ATTACHMENT VI**  
**PREFERENCE PROGRAMS**  
**DISABLED VETERAN**  
**BUSINESS ENTERPRISE PARTICIPATION**

**A. GENERAL OPTIONS**

When the Disabled Veteran Business Enterprise(s) (DVBE) participation requirements have been included in the RFP, there are three basic ways for bidders to meet the requirements for this program:

1. Achieve the minimum DVBE participation goals.
2. Make and document a “good faith effort” to achieve participation.
3. Submit and have approved a DVBE Utilization Plan by DGS. Utilization Plans are for contracts for goods and information technology.

**B. MEETING GOALS**

There are two methods of meeting the goals. If a bidder is a:

1. DVBE: Commit to perform not less than three percent (3%) of the dollar amount of the bid or
2. Non-DVBE: Commit to use DVBEs for not less than three percent (3%) of the dollar amount of the bid.

**C. CONTRACT GOAL OR GOOD FAITH EFFORT**

In order to be “responsive” to this requirement, the bidder must:

Use three percent (3%) or more of proposed bid amount to reimburse DVBEs to perform contract services. Complete Exhibit A of this Attachment.

OR

Make a “good faith effort” to find DVBEs to perform proposed contract services by doing all of the steps outlined in Exhibit B of this Attachment.

Note: DVBEs are for-profit entities only.

**D. DOCUMENTATION REQUIREMENTS**

- a. Exhibit A must be completed showing the type of work and company proposed for DVBE participation, their subcontractor (if any), and other related information. If no DVBEs are to be used state “N/A” or “None” on Exhibit A. Exhibit A is to be submitted in the Final Bid/Proposal whether the contract goal or the “good faith effort” alternative is chosen.

**ATTACHMENT VI**

- b. The bidder must include a copy of the DVBE certification letter from the Office of Small Business and DVBE Certification (OSDC) for each firm listed on Exhibit A.
- c. In addition to the above, for those bidders opting to document a “good faith effort,” (see Exhibit B) the bidder must document the following:
- Contacts with this Department, other state, federal, and local governmental agencies. Internet address: [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus) .
  - Advertisements in trade and focus papers. Note: Dual trade and focus paper advertising is acceptable.
  - Solicitations to potential DVBE subcontractors/consultants/suppliers for this contract with sufficient lead time to fully entertain and consider responding bids. Solicitations and responses may be by direct mail, telephone, fax, Internet or E-mail.
  - Selection of DVBEs (use Exhibit A).
  - Non-selection of potential subcontractors/consultant/suppliers.

**E. USE OF PROPOSED DVBEs**

If awarded the contract, the successful bidder must use the DVBE subcontractor, consultant, and/or supplier(s) proposed unless the Contractor requests substitution via written notice to the State and the State has approved such substitution.

Failure to adhere to at least the DVBE participation proposed by the contractor may be cause for contract termination and recovery of damages under the rights and remedies due the State under the default section of the contract.

**ATTACHMENT VI**

**PREFERENCE PROGRAMS**

**EXHIBIT A  
DISABLED VETERAN OWNED BUSINESS PARTICIPATION SUMMARY**

<b>DVBE COMPANY NAME</b>	<b>NATURE OF WORK</b>	<b>CONTRACTING WITH (BIDDER OR SUBCONTRACTOR)</b>	<b><i>TIER</i></b>	<b>CLAIMED DVBE DOLLAR AMOUNT</b>	<b>DVBE CERTIFICATION ATTACHED (YES OR NO)</b>

**ATTACHMENT VI**  
**PREFERENCE PROGRAMS**  
**INSTRUCTIONS**

Exhibit A is to be completed whether the contract goals or the "Good Faith Effort" alternative is chosen. If no participation is obtained, state "N/A" or "None" on the form.

**COMPANY NAME:** List the name of the DVBE subcontractor, consultant, or supplier proposed for participation.

**NATURE OF WORK:** Identify the proposed work to be performed by the DVBE listed.

**CONTRACTING WITH:** Indicate the name of the bidder or subcontractor with which the listed DVBE is directly contracting.

**TIER:** The contracting tier of the DVBE company should be indicated using the following level of designations:

- 0 = Bidder
- 1 = Direct subcontractor/consultant/supplier to bidder
- 2 = Subcontractor/consultant/supplier of Level 1

**CLAIMED DVBE VALUE:** The total dollar amount to be claimed by the DVBE under this contract.

**CERTIFICATION:** In order to obtain DVBE participation credit, a certification for the DVBE **MUST** be on file with the Office of Small Business. A copy of the certification from OSDCA shall be submitted with the final bid/proposal. **To receive an application for DVBE certification, contact OSDCA at [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus) or call (916) 375-4940.**

The certification must comply with the following requirements:

- Meet all requirements set forth in Article 6 (commencing with Section 999) of Chapter 6, Division 4 of the California Military Code; and,
- Provide to the Office of Small Business and DVBE Certification, by no later than five o'clock on the date on which the subject bid is due, an Award of Entitlement from the U.S. Department of Veterans Affairs or the U.S. Department of Defense, issued within six (6) months of the date on which certification is sought, which would certify or declare the existence of a service-connected disability, of at least 10 percent, at the time of application for or renewal of certification as a DVBE.

**ATTACHMENT VI**

**PREFERENCE PROGRAMS**

**SAMPLE DOCUMENTATION OF A GOOD FAITH EFFORT**

**STEP 1: CONTACT AND DOCUMENT RESOURCES TO IDENTIFY DVBEs**

Document, using the following format as a guideline, the contacts made with the awarding Department, other state and federal agencies and local organizations (at least two) that will help identify potential DVBEs for participation in your proposal.

**STATE AGENCY:**

Organization Name: Office of Small Business and DVBE Certification (OSDC)

Contact: Receptionist

Telephone #: (916) 375-4940

24-Hour Recording: (916) 322-5060

Fax #: (916) 375-4950

Date/Time: \_\_\_\_\_

Outcome: \_\_\_\_\_

For this step, contact OSDC to get a list of DVBEs to contact at [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus).

**FEDERAL AGENCIES:**

U.S. Department of Veteran Affairs, Center for Veterans Enterprise (CVE)

810 Vermont Avenue

N.W. Washington, D.C. 20420

Phone # (toll-free) 1-866-584-2344

Phone # (public) (202) 565-8336

Fax #: (202) 254-0238

Email: [vacve@mail.va.gov](mailto:vacve@mail.va.gov)

Federal Small Business Administration

Contact: Internet Access only

Internet Address: <http://www.pronet.sba.gov>

Date/Time: \_\_\_\_\_

Outcome: \_\_\_\_\_

Outcome: (attach list of potential firms downloaded)

Note: Verify firms are **California** certified DVBEs.

For this step, search [www.ccr.gov](http://www.ccr.gov) for SDVOBs (Service Disabled Veteran Owned Businesses) located in California, then search OSDC's website [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus) to see if they are DVBE Certified in California.

## ATTACHMENT VI

### PREFERENCE PROGRAMS

#### LOCAL RESOURCE ORGANIZATIONS (AT LEAST 2):

Organization Name: Advanced Online DVBE Resource Center (ARC)  
Phone #: (562) 439-8987  
Fax #: (562) 439-1398  
[www.dvbe.net](http://www.dvbe.net)

Date/Time: \_\_\_\_\_

Outcome: \_\_\_\_\_

Organization Name: Association for Service Disabled Veterans (ASDV)  
Phone #: (650) 949-3751  
Fax #: (650) 949-0336  
[www.asdv.org](http://www.asdv.org)

Date/Time: \_\_\_\_\_

Outcome: \_\_\_\_\_

Organization Name: California Contracts Referral Service  
Phone #: (858) 974-9806  
Fax #: (858) 974-9913  
[www.webe.incom.net](http://www.webe.incom.net)

Date/Time: \_\_\_\_\_

Outcome: \_\_\_\_\_

For this step, go to the DVBE Resource Packet at [http://www.pd.dgs.ca.gov/publications/state\\_federal\\_local\\_contacts.htm](http://www.pd.dgs.ca.gov/publications/state_federal_local_contacts.htm) for the above listed local organizations.

**STEP 2: ADVERTISE** to obtain a list of Trade and Focus Papers, go to DGS' DVBE Resource Packet at: <http://www.pd.dgs.ca.gov/publications/resource.htm> and scroll to the end of the page. Select Compliance Option B: The "Good Faith Effort" for information about advertising.

1. Advertise in at least one trade paper and one paper focusing on DVBEs. Note: one ad in a dual trade and focus paper is acceptable.
2. Ads should appear in the paper(s) with sufficient lead time for potential DVBEs to respond and for you to fully consider their participation in the contract. Sufficient lead time is at least 14 calendar days prior to this RFP's proposal due date. Reminder: most papers are issued bimonthly or monthly, not daily, therefore, your ad placement must be timely.
3. Attach copies of the advertisement(s) to your proposal.

#### STEP 3: SOLICIT/CONSIDER DVBEs AND DOCUMENT SOLICITATIONS

1. Invite potential DVBEs, identified through Steps 1 and 2 above, to supply the needed service or supplies. This may be done via: direct mail, telephone, fax, or E-mail. Certification letters are not needed for potential DVBEs in the first 2 steps. Only DVBEs that have agreed to participate in the project have to submit Certification Letters.

**ATTACHMENT VI**

**PREFERENCE PROGRAMS**

2. Using the following format as a guideline, document your solicitations.

Organization Name: \_\_\_\_\_  
Organization Address: \_\_\_\_\_  
Organization Telephone # or E-mail address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
How Solicited (mail, telephone, fax, E-mail) \_\_\_\_\_  
Date of Solicitation: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_  
Selected – Yes: List on Exhibit A  
Selected – No: (indicate reason) \_\_\_\_\_

**ATTACHMENT VII**

**STATE ECONOMIC DEVELOPMENT INCENTIVE PROGRAMS**

**SMALL BUSINESS**

**TARGET AREA CONTRACT PREFERENCE ACT (TACPA)  
ENTERPRISE ZONE ACT (EZA)  
LOCAL AGENCY MILITARY BASE RECOVERY ACT (LAMBRA)**

The following are the procedures for bidders to follow if they wish to apply for 5 percent Small Business preference; or TACPA, EZA, or LAMBRA preferences of 5 percent each plus up to 4 percent workforce preferences each.

**SMALL BUSINESS PREFERENCE**

Section 14835, et seq. of the California Government Code requires that a five percent (5%) preference be given to bidders who qualify as a Small Business or to non-small businesses claiming twenty-five percent California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the bid response must include a list of the small business(es) with which you commit to subcontract in an amount of at least twenty-five percent of the net bid price with one or more California certified small businesses. Each listed certified small business must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

The required list of California certified small business subcontractors must be attached to the bid response and must include the following:

- Subcontractor name;
- Address;
- Phone number;
- A description of the work to be performed and/or products supplied; and,
- The dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor.

In addition to the list, bidders must identify small business subcontractors on their Project Budget. The rules and regulations of this law, including the definition of small business for the delivery of services, are contained in Title 2, California administrative Code, Section 1896 et seq. A copy of the regulations is available upon request. To claim the small business preference, which may not exceed \$50,000 for any bid, your or the subcontractor firm must have its principal place of business located in California and be certified by the State Office of Small Business Certification and Resources. Questions regarding the preference approval should be directed to that office at (916) 375-4940.

If you are claiming Small Business preference please complete the following small business information on you or your subcontractor(s) and return with your proposal:

Bidder's Small Business Number:\_\_\_\_\_ or date applied for Certification:\_\_\_\_\_

Subcontractor Small Business Number:\_\_\_\_\_ or date applied for Certification:\_\_\_\_\_

## ATTACHMENT VII

(Applies when the bidder is able to pick the work site where services will be provided. Providing technical assistance statewide on an as needed basis does not qualify.)

Under the provisions of the TACPA, Government Code Section 4530 et seq., EZA, Government Code Section 7070 et seq., and LAMBRA, Government Code 7118 et seq., preferences are available to California based companies that demonstrate and certify under penalty of perjury that at least 50 percent of the total labor hours for manufactured goods, or 90 percent of the total labor hours for services (100% in the case of LAMBRA) will be performed in distressed areas. The Acts also makes available additional preferences to California based bidders who certify under penalty of perjury to hire persons in targeted employment areas.

Bidders are not required to apply for TACPA/EZA/LAMBRA preferences, and denial of preference requests is not a basis for rejection of the bid.

If bidders wish to be considered for the preferences, they must demonstrate and certify that they will comply with the requirements of these Acts. Bidders must complete and submit the applicable forms listed below. The information provided must demonstrate that the bidder has the ability to comply with the terms and provisions of the preference programs. The State, as part of its evaluation process, reserves the right to verify, validate, and clarify all information contained in the bid. This may include, but is not limited to information from bidders, manufactures, subcontractors and any other sources available at the time of bid evaluation. Refusal to agree to and/or comply with these terms, or failure to provide additional supporting information at the State's request, may result in denial of the preferences requested.

Bidders applying for preference(s) must submit the following form(s):

TACPA – STD 830 <http://www.documents.dgs.ca.gov/osp/pdf/std830.pdf>

EZA – STD 831 <http://www.documents.dgs.ca.gov/osp/pdf/std831.pdf>

LAMBRA – STD 832 <http://www.documents.dgs.ca.gov/osp/pdf/std832.pdf>

### SCORING PREFERENCES

The preference(s) will be based on the score of the bidder with the highest score that is not applying for the preference(s).

Example: The score of the highest scored proposal (that is not applying for a preference) is 180 points. This score amount would be multiplied by a preference (for example 5%) to determine additional preference points. (5% x 180 = 9 points). All bids applying and qualifying for the preference would have these additional preference points (in this case, 9 points) added to their score.

**ATTACHMENT VIII**

**TECHNICAL ASSISTANCE APPLICATION**

Youth Technical Assistance and Training for Improving Prevention, Treatment, and Recovery Services to the Youth Population.

ADMINISTERED BY (CONTRACTOR NAME)  
FOR THE  
CALIFORNIA DEPARTMENT OF  
ALCOHOL AND DRUG PROGRAMS

Please submit completed application four weeks prior to the proposed training to:

Name of Contractor:  
Address:  
Contact Person:  
Telephone Number:  
Fax Number:  
E-mail Address:

**ATTACHMENT VIII**

**TECHNICAL ASSISTANCE APPLICATION**

**A. APPLICANT INFORMATION**

TA #: \_\_\_\_\_

Contact Person: _____	Title: _____
Organization: _____	
Address: _____	
City: _____	State: _____ Zip: _____ County: _____
Phone: _____	Fax: _____
E-Mail: _____	Website: _____

**B. ORGANIZATION DESCRIPTION**

1. Please check **one** of the following categories that best describes your organization:

<input type="radio"/> Business/Professional Association	<input type="radio"/> City Agency	<input type="radio"/> Health Service Agency
<input type="radio"/> Board	<input type="radio"/> State Agency	<input type="radio"/> Law Enforcement
<input type="radio"/> Coalition/ Community Partnership	<input type="radio"/> Federal Agency	<input type="radio"/> Neighborhood/Housing
<input type="radio"/> Community-Based Organization	<input type="radio"/> Education K – 12	<input type="radio"/> Religious Organization
<input type="radio"/> Treatment Provider	<input type="radio"/> College	<input type="radio"/> County ADP
<input type="radio"/> Other County Agency	<input type="radio"/> Other: _____	

2. How did you hear about our TA services? (Please check **one**.)

- |  |  |                                  |
|--|--|----------------------------------|
| <input type="radio"/> Training Event/Brochure                              | <input type="radio"/> Colleague            | <input type="radio"/> Internet   |
| <input type="radio"/> County Alcohol and Drug Program                      | <input type="radio"/> Previous Utilization | <input type="radio"/> Consultant |
| <input type="radio"/> State Department of Alcohol and Drug Programs (DADP) | <input type="radio"/> Other: _____         |                                  |

3. Please write a brief description of your organization:

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4. What is/are the primary funding source(s) for your organization?

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**ATTACHMENT VIII**

**C. TECHNICAL ASSISTANCE INFORMATION (Use additional paper, if necessary.)**

1. What kind of assistance is needed? (Check all that apply)

- Training       Consultation       Facilitation       Product Development

**Please Describe:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify your primary goal(s) to be achieved through the requested technical assistance or training.

Goal: \_\_\_\_\_

Outcome(s):    1. \_\_\_\_\_  
                     2. \_\_\_\_\_  
                     3. \_\_\_\_\_

2. Describe any previous attempts to address the TA need(s) or obtain consultation or other resources. Also describe the results of those attempts:

\_\_\_\_\_  
\_\_\_\_\_

3. Proposed training date(s) or timeline: \_\_\_\_\_

4. Estimated number of participants: \_\_\_\_\_

5. Where will consultation occur? \_\_\_\_\_

6. Identify the geographic area(s) to be served by technical assistance or training service.

- County/Local       Regional (inter-county)       Statewide

7. Please identify the population(s) that will be most impacted by the technical assistance or training services. (Check all that apply)

Gender:     Male  Female     Both

Age Group:       Children     Adolescents/Teens     Adults       Older adults

No Specific Age

**Ethnic Groups:**

- African American       Caucasian       Native American       No Specific Group  
 Asian/Pacific Islander       Latino       Other: \_\_\_\_\_

8. Does your organization have resources to pay for or share the cost of the technical assistance or training services?       Yes       No

**ATTACHMENT VIII**

9. If yes, please describe the resources your organization can provide (e.g., funding for consultation fee, photocopy training materials, consultant's travel costs, etc.)

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10. Are you requesting a specific consultant or consultants?  Yes  No

If yes, please specify: \_\_\_\_\_

**ATTACHMENT IX**

**TECHNICAL ASSISTANCE EVALUATION FORM**

TA Number: \_\_\_\_\_  
Client Agency: \_\_\_\_\_  
Consultant(s) who provided service: \_\_\_\_\_  
Evaluation completed by: \_\_\_\_\_

1. How helpful was the consultant's information?  
\_\_\_ no help    \_\_\_ almost no help    \_\_\_ of limited help    \_\_\_ moderately helpful    \_\_\_ very helpful
2. Please indicate how the information/assistance was helpful, or if it was not helpful, why.  
\_\_\_\_\_  
\_\_\_\_\_
3. Please tell us how the technical assistance was helpful in building the capacity of your organization.  
\_\_\_\_\_  
\_\_\_\_\_
4. If you have not found the information/assistance helpful yet, do you think it will be in the future?  
 Yes     No     Not applicable

Please rate the consultation using a scale of 1 to 5 (1 is least effective, 5 is most effective).

1. (Contractor Name) arranged for the delivery of consulting services in a timely and adequate manner:  
1                    2                    3                    4                    5
2. The consultant appeared competent in his/her field and brought the necessary background and experience for dealing with the designated problem area:  
1                    2                    3                    4                    5
3. The consultant dealt fully and adequately with the specific areas of requested assistance.  
1                    2                    3                    4                    5
4. The consultant's recommendations were timely, practical, and addressed our needs.  
1                    2                    3                    4                    5
5. How would you rate the responsiveness of Contractor's consultants and staff in meeting your consulting needs?  
1                    2                    3                    4                    5

Does your organization require additional assistance at this time?     Yes     No

Please add any additional comments or suggestions for improvement on the back of this page.

**Thank you for your feedback!**

**If you have any questions or future technical assistance needs, please contact us:**

**Name of Contractor:**

**Address:**

**Contact Person:**

Telephone Number:

Fax Number:

E-mail Address:

Address:

**ATTACHMENT X**

**TECHNICAL ASSISTANCE (TA) AND TRAINING  
 30-DAY FOLLOW-UP EVALUATION**

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

Client Organization: \_\_\_\_\_

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

Consultant(s) who provided service:

Evaluation completed by:

Please respond to the following questions about the technical assistance or training you received through (insert Contractor name).

	<b>Very</b>	<i>Somewhat</i>	<i>Not Very</i>	<i>Not at All</i>	<i>Don't Know</i>	<i>N/A</i>
1. How useful was the TA or training to your organization?	<input type="checkbox"/>					
2. How relevant was the TA or training to your organization's goals?	<input type="checkbox"/>					
	<b>Yes, Many</b>	<i>Yes, Some</i>	<i>No, Not Many</i>	<i>None at All</i>	<i>Don't Know</i>	<i>N/A</i>
3. Were you given practical examples during the TA or training?	<input type="checkbox"/>					
4. Were you given suggestions for applying the information in your own organization?	<input type="checkbox"/>					
	<b>Definitely</b>	<i>Probably</i>	<i>Probably Not</i>	<i>Definitely Not</i>	<i>Don't Know</i>	<i>N/A</i>
5. Would you recommend TA or training to colleagues?	<input type="checkbox"/>					
6. In retrospect, was the time you spent in TA or training worthwhile?	<input type="checkbox"/>					
6a) If not, why?						
7. What elements of the TA or training were most useful? <i>Please be specific.</i>						

**ATTACHMENT XI**

**TECHNICAL ASSISTANCE (TA) AND TRAINING  
 30-DAY FOLLOW-UP EVALUATION**

8. What elements of the TA or training were least useful? <i>Please be specific.</i>						
9. What elements of the TA or training have you put into practice? <i>Please be specific.</i>						
10. How often have you participated in the following activities since the TA or training?						
	<b>Very Often</b>	<i>Often</i>	<i>Not Very Often</i>	<i>Never</i>	<i>Don't Know</i>	<i>N/A</i>
a) Shared some of the acquired information with others.	<input type="checkbox"/>					
b) Used TA or training materials.	<input type="checkbox"/>					
c) Applied ideas from the TA or training to the operations of your organization.	<input type="checkbox"/>					
11. Have you formally trained others in what you learned?						
<input type="checkbox"/> Yes <input type="checkbox"/> No ↓						
If yes: a) How many people have you trained? _____ b) Whom did you train? <input type="checkbox"/> Subordinates <input type="checkbox"/> Supervisors <input type="checkbox"/> Other colleagues <input type="checkbox"/> Persons outside the organization						

Thank you for your responses. Please write any additional comments or suggestions below, or feel free to contact:

If you have any questions or future technical assistance needs, please contact us:

Name of Contractor:

Address:

Contact Person:

Telephone Number:

Fax Number:

E-mail Address:

## ATTACHMENT XI

### MONTHLY REPORT FORMAT

- 1) Provide status update on each project goal and objective.
- 2) The monthly report must include a summary of TA requests with a brief description of each request as indicated in the attached Technical Assistance Outcome Report outline.
- 3) Provide the following in table format (sample tables attached):

Table 1:	Summary of TA Requests and Assignments
Table 2:	Technical Assistance Day Utilization
Table 3:	Technical Assistance Requests by County
Table 4:	Referral Source
Table 5:	Type of Organization Making Request
Table 6:	Technical Assistance Subject Area
Table 7:	Number of Participants by Training/TA Type and Month

- 4) Indicate any problems or difficulties identified during the month and methods used or recommendations for resolving problems or difficulties.

**ATTACHMENT XI**

**TECHNICAL ASSISTANCE (TA) OUTCOME REPORT FOR PROVIDER  
(Provide the following information for each TA Provided)**

1. Name / Address / Contact Person of Group Requesting Assistance
2. Name of TA Provider (Contractor or Consultant)
3. Date(s) TA Provided
4. Who was Trained (i.e., line staff, manager, board members, etc.)
5. Narrative Description of TA Services Provided
  - A. Background – Description of problem or need addressed by technical assistance
  - B. Description of services provided
  - C. Number of persons and description of target population(s) service is provided to
  - D. Findings/Outcomes/Observations
  - E. Recommendations
  - F. Other
6. Amount of Hours Spent by TA Provider
  - \_\_\_\_\_ Preparation
  - \_\_\_\_\_ Travel
  - \_\_\_\_\_ Direct Services (Consultation and/or Training)
  - \_\_\_\_\_ Other (Specify) \_\_\_\_\_
7. Attach List and Copies of Relevant Materials (i.e., outlines, sign-in sheets, evaluation forms, etc.)

ATTACHMENT XI

TABLE 1

Summary of Monthly TA Requests and Assignments  
 (Excluding Regional Training Events)

Technical Assistance Requests	(Month)	(Month)	(Month)	(Month)	(Month)	(Month) cont.	To Date
Completed							
In Progress							
Canceled							
Referred							
Denied							
Postponed							
<b>TOTAL REQUESTS</b>							

TABLE 2

TA Day Utilization

TA Days by Type of Provider	Number of TA Days Completed			
	In Progress	(Reporting Month)	YTD	% of Goal
<b>ADP Requested TA</b>				
TA/Training				
<b>TA Provided to Community Clients</b>				
By Consultants				
By Staff				
By Workshops				
<b>Resource Development</b>				
Training Materials, Manuals, Newsletters, etc.				
<b>TOTAL TA DAYS</b>				
<b>TA Days Remaining</b>				
<b>Annual Required TA Days</b>			<b>280</b>	<b>100%</b>

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TABLE 3

TA Requests by Month and County

County	(Month)	(Month)	(Month)	(Month)	(Month) Cont.	Total to Date	Percent to Date
Alameda							
Alpine							
Amador							
Butte							
Calaveras							
Colusa							
Contra Costa							
Del Norte							
El Dorado							
Fresno							
Glenn							
Humboldt							
Imperial							
Inyo							
Kern							
Kings							
Lake							
Lassen							
Los Angeles							
Madera							
Marin							
Mariposa							
Mendocino							
Merced							
Modoc							
Mono							
<b>Cont...</b>							
Northern							
Central							
Southern							
Statewide							
<b>TOTAL Requests</b>							

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TABLE 4

Referral Source

Referral Source	(Reporting Month) Requests		Total Requests to Date	
	Number	% of Month	Total Requests	% to Date
TA Consultant				
County AOD Program				
Allied Organization				
Training Event/Brochure				
Internet				
Previous Utilization				
State ADP				
Colleague				
Media (specify)				
Unknown				
Other (specify)				
<b>TOTAL</b>				

TABLE 5

Type of Organization Making Request

Type of Organization	(Reporting Month) Requests		Total Requests to Date	
	Number	% of Month	Total Requests	% to Date
Board				
City Agency				
Allied Agency				
Community-Based Organization				
County AOD Program				
County Agency – Other (specify)				
Federal Agency				
Health Service Agency				
Law Enforcement				
Neighborhood/Housing				
Non-Profit Organization				
Professional Association				
Religion-Based Organization				
State ADP				
State Agency – Other				
Other (specify)				
Unknown				
<b>TOTAL</b>				



**ATTACHMENT XI**

on-Profit Status									
Program Development & Management									
Relapse Prevention									
Resource/Fund Development									
Strategic Planning									
Suicide									
Youth									
Other – Specify:									
Other – Specify:									
Other – Specify:									
<b>TOTAL</b>									

**TABLE 7**

**# of Participant by Training/TA Type and Month**

Training/TA Type	# of Participants						YTD # of Participants
	(Month)	(Month)	(Month)	(Month)	(Month)	(Month) Cont.	
Northern California							
Central California							
Southern California							
On-site Training/ Treatment Providers							
On-site Training/ County AOD Office							
Conference/Workshop/Event Presentations							
Classroom Presentations							
Individual TA via Internet, Telephone							
Web based Training							
Other:							
Other:							
<b>TOTAL</b>							