

SOLICITATION ATTACHMENT 4

Department of County Human Services
SUN Service System
4000003199

Packet “C” Countywide Services

READ THESE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION RESPONSE

If a provider wishes to offer proposals for more than one (1) of the Countywide Services, they must also provide a separate, stand alone proposal for each County-wide service. **(4.1 Proposal Content – page 29)**

The two (2) Countywide Services are:

<i>SUN Youth Substance Abuse Prevention Services</i>
<i>Sexual and Gender Minority Youth Services</i>

If a Provider of Countywide Services is subcontracting, they must include with the Proposal a copy of the Memorandum of Understanding (MOU). **(4.6 Minimum Requirements, B. At the time of proposal submission, item 2 – page 30).**

A Proposer must score a minimum of 70% of the summed total points required to qualify to provide this service. **(Section 3 .1.1 Written Scoring Process – page 27).**

No single Contractor may be awarded more than 40% of the total SUN Service System resources. **(Section 2.12 Contract Award – page 23).**

All applicable Evaluation questions must be answered. **(3.4 in Packet “C” – page 6).**

Page limit for both SUN Youth Substance Abuse Prevention Services and Sexual and Gender Minority Youth Services Evaluation questions is **10 pages each**. Excluded from the page limit count are the Proposal Cover Pages, the Staffing Model, Budget forms, and any other specifically required tables or documents called out in this RFP, whether optional or mandatory (e.g. draft working copies of MOUs, charts, etc.). **(4.2 Page Limits – page 30).**



RFP No: 4000003199 SUN SERVICE SYSTEM

PROPOSAL RESPONSE PACKET "A" COVER PAGE

COUNTYWIDE SERVICES

Issue Date: November 06, 2015

**Proposals Due: December 21, 2015
Not Later Than 4:00 PM**

Organization Name:	
Contact Person:	
1. COUNTYWIDE SERVICE APPLIED FOR (check only one box):	
<input type="checkbox"/> SUN SUBSTANCE ABUSE PREVENTION SERVICES	
<input type="checkbox"/> SEXUAL AND GENDER MINORITY YOUTH SERVICES	
2. PROPOSING AS: (Select only ONE)	
<input type="checkbox"/> SOLE PROVIDER	
<input type="checkbox"/> LEAD AGENCY	You must name your Subcontractor/s and service areas:
4. Wholly Secular Manner Statement:	
<p>"As an authorized agent, I certify that (insert Org. Name) _____ if selected, will perform the services in a wholly secular manner."</p> <p>Signature of certifying official: _____</p>	

Attach this cover page as Page One (1) of your proposal response.

This cover page does not count against the page limitation.

PROPOSER REPRESENTATIONS AND CERTIFICATIONS**FAILURE OF THE PROPOSER TO COMPLETE AND SIGN THIS FORM MAY RESULT IN REJECTION OF THE SUBMITTED OFFER**

The undersigned, having full knowledge of the specifications for the goods or services specified herein, offers and agrees that this offer shall be irrevocable for at least 30 calendar days after the date offers are due or as stated in the solicitation, and if accepted, to furnish any and/or all goods or services as described herein at the prices offered and within the time specified.

PROPOSER NAME: _____

ADDRESS: _____ City, State, Zip

TELEPHONE NO: _____

STATE OF
INCORPORATION: _____

DATE OF INCORPORATION: _____

BUSINESS
DESIGNATION:☐ Corporation☐ Sole Proprietor☐ Partnership☐ S. Corporation☐ Non-Profit☐ Government☐ Other: _____

OREGON MWESB

CERTIFICATION NUMBER: _____

☐ Minority Owned☐ Woman Owned☐ Emerging, Small☐ N/A**ASSURANCES** - The Proposer attests that:

1. The person signing this offer has the authority to submit an offer and to represent Proposer in all phases of this procurement process;
2. The information provided herein is true and accurate;
3. The Proposer is a resident proposer, as described in ORS 279A.120, of the State of _____, [insert State] and has not discriminated against any minority, women, or emerging small business enterprises certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining any required subcontracts, in accordance with ORS 279A.110;
4. "Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". ORS 279A.120 (1) ([b]);
5. Any false statement may disqualify this offer from further consideration or because of contract termination; and
6. The Proposer will notify the Department Contracts Officer within 30 days of any change in the information provided on this form.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY

MATTERS - The Proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:

Solicitation Attachment 4 Packet "C" Countywide Services

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2. of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.
7. Compliance with Tax Law. Contractor shall pay all taxes owed to a public body, as defined in ORS 174.109, and attests to compliance with the tax laws of this state or a political subdivision of this state including, but not limited to ORS 305.620, and ORS chapters 316, 317, and 318. Contractor will continue to comply with the tax laws of this state or a political subdivision of this state during the term of this contract. Failure to comply with this contract term is a default for which County may terminate the contract and seek damages and other relief available.

CERTIFICATION REGARDING CONFLICT OF INTEREST

"Organizational conflict of interest" means that, because of other activities or relationships with other persons or firms, a Contractor or Consultant (including its principal participants, directors, proposed consultants or subcontractors) would be unable or potentially unable to render impartial, technically sound assistance or advice to Multnomah County; or the Contractor's or Consultant's objectivity in performing the Work would or might be otherwise impaired. The Proposer certifies to the best of its knowledge and believe that neither it nor any of its principal participants and agents:

8. Has any relationships with any firms or individuals that are or appear to be an organizational conflict of interest.
9. Has or has had the following relationships with the specific firm(s)/individual(s), identified below, which may be determined to be an organizational conflict of interest. I understand that based on the information provided by Proposer, Multnomah County may exclude the Proposer from further consideration and may withdraw its selection if the real or apparent organizational conflict of interest cannot be avoided or mitigated. Proposer further certifies that the degree and extent of the relationship of the Proposer with these named firm(s)/individual(s) have been fully disclosed below.

Where Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to their offer. The inability to certify to all of the statements may not necessarily preclude Proposer from award of a contract under this procurement.

SIGNATURE OF AUTHORIZED PERSON

Signature:

Date:

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Print Name & Title:

Contact Person for this Procurement:

Phone:

Email:

3.4 COUNTYWIDE SERVICES WRITTEN EVALUATION QUESTIONS

Proposers of Countywide Services must answer all applicable questions in Section 3.4.

Score Sheet		120 Points
Part A – Organizational Qualifications and Capacity		
3.4.1.a	Community Relationships	10
3.4.1.b	Organizational Capacity and Experience	20
3.4.1.c	Ability to Adapt to the Needs of the Community	15
3.4.2.a	Contract Management	5
3.4.2.b	Managing Contract Performance	10
3.4.2.c	Disaggregating Data	5
3.4.3.a	Administrative Model	5
3.4.4.a	Recruiting and Retaining Staff	5
3.4.4.b	Trauma Support	10
3.4.4.c	Staff Satisfaction and Morale	5
3.4.5.a	Participant Feedback	10
3.4.5.b	Tracking and Reporting Goals and Outcomes	5
3.4.6	Sustainability Practices	5
3.4.7	Budget	5
3.4.8.a	Staffing Plan	2
3.4.8.b	Pay Structure	3
Part B – Programmatic Questions (choose one (1) of the following)		20
3.4.9	SUN Substance Abuse Prevention Program	20
OR		
3.4.10.a	Sexual and Gender Minority Youth Services – Support Services	10
3.4.10.b	Sexual and Gender Minority Youth Services – Technical Assistance	10
Total		140

PART A. ORGANIZATIONAL QUALIFICATION AND CAPACITY

3.4.1 ORGANIZATIONAL CAPACITY:

45 TOTAL POINTS

This is a three part question about why your organization is best suited to provide these services to the population you are proposing to serve. It is more about your organization's practices, broadly, than about one individual program area.

a) Community Relationships

Available Points: 10

Demonstrate your understanding of the key characteristics of the population you are proposing to serve. Provide examples of specific knowledge and experiences your organization has with this population. Discuss any established, or potential, partnerships and relationships that strengthen your ability to deliver services and support collaboration among key community organizations.

Evaluation Criteria:

Proposer:

- Demonstrates an understanding of the characteristics of the population.
- Response includes information such as the key demographics of the population, issues they may face, challenges to family success and well-being, academic barriers and related characteristics.
- Provides specific knowledge and meaningful experience with the population, such as, has worked in and/or with that age group, has established relationships (describes what these are and how they impact successful engagement), and direct experience.
- Includes key social service organizations, civic and faith-based organizations who may work with this population, as well as how the proposer is connected with other community organizations and how this promotes success.

b) Organizational Capacity and Experience

Available Points: 20

Describe your organization's capacity and experience in the provision of social service supports for all children, youth and families, and how this directly relates to your proposal to provide services in the SUN Service System. Discuss any assets your organization can bring that will enhance your ability to provide services to this population.

Service provision to the diverse populations in the county requires skills interacting with individuals and families that may themselves be members of multiple cultural groups simultaneously, and/or be impacted by multiple forms of oppression.

Include in your answer how your organizational culture directly supports improved outcomes for your service users. Include in your answer how you train staff to work with service users with multiple identities including transgender or gender non-conforming, multi-racial, disabled, lesbian, gay, bisexual, and others?

Evaluation Criteria:

Proposer:

- *Demonstrates capacity and experience as an organization to engage all children, youth and families in social support services; cites two examples that supports this; one example is specific about a person who has multiple identities*

- *Demonstrates how their capacity relates directly to their proposal to deliver services through the SUN Service System.*
- *Articulates reasons why their organization is best suited to work with this population.*
- *Describes how the culture of the organization (including its values, norms, history, practices, procedures and customs), matches and complements the youth population they serve, and how the organization responds to changing demographics.*
- *Describes an understanding of the needs of and strategies to ensure ability to work with populations with multiple identities.*

c) Ability to Adapt to the Needs of the Community

Available Points: 15

Describe how you tailor your organization's services to meet the culturally specific needs of individuals and the community. Please provide specific examples, including a description of how you worked with specific communities you serve and how your agency used that learning to inform future services and/or staffing.

Evaluation Criteria

Proposer:

- *Demonstrates a high degree of awareness of cultural elements that include but are not limited to: family structure and roles, trust dynamics/distrust of systems, traditional parenting practices, health and safety beliefs/practices, immigration dynamics, religious beliefs etc.*
- *Demonstrates how programming is designed and developed starting from the values, behaviors, norms and worldviews of the populations it serves, and the programming retains structural, cultural and linguistic elements specific to the culture of the communities served.*
- *Demonstrates that cultural adaptations are supported by program management and are used to inform future practice/policies.*

3.4.2 CONTRACT PERFORMANCE:

20 TOTAL POINTS

a) Contract Management

Available Points: 5

Provide two (2) specific examples of contractual outputs and outcomes your organization has had in another contract/s; one where you met your targets, and the other where you did not. Include a table showing the program type, target population, outputs and outcomes and how your organization fared compared to these targets (meet or did not meet). Discuss your organization's strategy when you did not meet a contractual expectation. What was your learning from this, and how did you apply this learning?

Evaluation Criteria

Proposer:

- *Provides specific examples and presents the requested information.*
- *Approach to understanding how and why they did not meet an expectation is clearly presented, including steps taken to understand how and why, and the resultant learning and way in which they addressed the issue is clear. Application of their learning is reasonable to the situation described.*

b) Managing Contract Performance

Available Points: 10

Describe the process your organization uses to review output and outcome information on a regular basis to ensure that program services are both reaching the intended population and contributing to positive outcomes.

Evaluation Criteria

- *Proposer describes a strategy that involves regular review of data that includes comparisons to established targets, shows how direct service staff are engaged in the process, and identify where programmatic approaches are adapted to meet participant needs.*
- *Review of outcome data is included in the strategy for particular populations.*

c) Disaggregating Data

Available Points: 5

Discuss the benefits of disaggregating output and outcome data by race and ethnicity to identify possible disparities based on race and how you will incorporate that information into your program implementation and internal monitoring.

Evaluation Criteria

- *Proposer demonstrates knowledge of the benefits of disaggregating data.*
- *Proposer demonstrates organizational capacity to disaggregate data and adapt programming as appropriate.*
- *If organization has not/does not disaggregate data based on race and ethnicity it outlines willingness (and a potential process) to do so.*

3.4.3 ADMINISTRATIVE MODEL:

5 TOTAL POINTS

Describe the administrative model you have chosen for delivering the services for which you are applying (**Solicitation Attachment 2, Model, page 9**). Include the elements of this administrative model that will lead to positive outcomes for participants. For clarity, your description may include a chart (optional) that depicts the model you have chosen. (*Any working agreement(s) and the optional chart do not count against page limits.*)

If you are proposing a Lead Agency (with subcontractors) administrative model you must address the following:

- 1) Describe each organization(s) providing services as part of this administrative model, the specific service(s) each will provide, as well as how and why they were chosen to provide the specific service(s).
- 2) Describe how Lead Agency and subcontractors will communicate and work together on a regular basis.
- 3) Provide detailed information regarding the terms and working agreements of the subcontract(s) or collaborative partnership member(s). The working agreement or MOU format is left to the discretion of the Parties. Label this working agreement or MOU as Proposal Attachment F and attach to your proposal.

Evaluation Criteria:

- *Proposer provides a thorough description of one of the two allowable administrative models and all relevant details.*
- *The "value add" for the model is evident, in particular as it relates to subcontractor experience and capacity to deliver identified services and participant outcomes.*

If Lead Agency Model was proposed:

Proposer:

- *Articulates the rationale for this selection, including reasonable criteria for the selection of any/all subcontractor(s). This selection is based on sound reason and practical considerations, and selection relates to any/all subcontractor experience for the given service area(s) to be subcontracted.*

- *Outlines how the communication between agencies will occur within the Subcontracting relationship and to what ends.*
- *Includes draft working agreement(s) with terms spelled out are included. Working agreement terms are detailed and include such things as roles, responsibilities and expectations for each of the parties involved; service types, dates, financial agreements and dispute resolution mechanism.*

3.4.4 STAFF RETENTION AND SUPPORT STRATEGIES

20 TOTAL POINTS

This is a three part question about hiring and retention of staff. Hiring and retention of qualified staff who reflect the community(ies) who engage in service is a key element for every organization. Likewise, directly and intentionally addressing staff retention and morale is critical to achieving successful outcomes with social service program participants.

a) Recruiting and Retaining Staff

Available Points: 5

Describe your organization's approach to recruitment of direct service and supervisory staff who reflect the communities engaging in service. What structures, systems and practices do you have in place to support staff to be successful in your organization and with program participants? How do your retention strategies take into consideration your direct service staffs' racial, ethnic, cultural, socioeconomic or other personal background experiences when providing support for success?

Evaluation Criteria

Proposer:

- *Describes staff recruitment efforts.*
- *Outlines support strategies used throughout the organization to support staff to be successful. May include strategies such as: regular individual supervision, staff meetings & sharing opportunities, opportunities for relevant and ongoing professional development, engaging staff in program planning and review activities, to name several.*

b) Trauma Support

Available Points: 10

How does your support for all staff in your organization include issues related to their exposure to vicarious and secondary trauma? How do you know that your organization is effectively supporting staff to work through these challenges and issues?

Evaluation Criteria

- *Proposer has both experience and realistic plans to support staff as they confront and address both pervasive and specific effects of trauma on families, while managing these effects personally.*
- *Response includes how the organization incorporates knowledge about trauma, healing and institutional racism into policies, practices and procedures – for staff support, self-care and service participant approaches.*
- *Supervision and other supportive services for staff include time for reflective supervision and time to process and share experiences.*
- *Proposer describes a viable feedback process to learn from staff about their experiences in the organization.*

c) Staff Morale and Satisfaction

Available Points: 5

What are three specific staff retention issues your organization has faced in recent years? How has your organization successfully addressed these? What is your understanding about how staff retention impacts staff morale within your organization?

Evaluation criteria

Proposer:

- *Presents three distinct staff retention issues they have experienced; examples are specific and relevant.*
- *Describes how the organization has used this information to promote morale and satisfaction.*
- *Describes a system that addresses issues and concerns in order to refine approaches to staff support, retention, and morale issues.*
- *Describes experience and realistic plans to support staff as they address effects of trauma on families, while managing these effects personally.*
- *Describes an organizational approach that considers staff retention issues as central to successful service delivery and morale; the ways this is achieved are outlined.*

3.4.5 CONTINUOUS IMPROVEMENT:

15 TOTAL POINTS

This is a two part question focused on how the organization engages, or will engage, in continuous improvement processes throughout the organization.

a) Participant Feedback

Available Points: 10

How do you gather and integrate feedback from clients about your organization's delivery of culturally responsive services? Describe an example of how specific feedback has informed how you do your work (e.g. changes in decision making, planning, and evaluation). How do you incorporate/use that feedback?

Evaluation Criteria

Proposer:

- *Describes ways in which the organization gathers feedback from program participants. If organization does not currently do this, outlines a process to do so in the future.*
- *Provides specific example/s of program development decisions that are informed by client voice.*
- *Describes systems for data collection-quantitative and qualitative-, evaluation and continuous improvement.*

b) Tracking and Reporting Goals and Outcomes

Available Points: 5

Describe how you track and report progress toward the achievement of goals and outcomes consistently to the general public as well as the community affected by inequities.

Evaluation Criteria

Proposer:

- *Provides a strategic plan, or another style of plan, that includes goals and outcomes for the organization.*
- *Demonstrates progress or lack of progress towards those goals and outcomes. Provides a description of how the organization shares this information with the general public and with people most affected.*
- *Describes outreach the organization has conducted and how that method of information sharing was decided based on the target audience.*

3.4.6 SUSTAINABILITY PRACTICES

5 TOTAL POINTS

Multnomah County places a premium on environmental protection and awareness. What is your experience in incorporating environmentally positive solutions into your work practices? How will your organization introduce environmentally sound practices to the delivery of services in the SUN Service System?

Evaluation criteria

- *Proposer describes prior experience incorporating environmentally positive solutions into the organization's work practices.*
- *If the organization has not had experience incorporating environmentally positive solutions into its work practices it describes the challenges or barriers to doing so.*
- *Proposer describes considerations and practices to incorporate environmental protection and awareness into the delivery of services in the SUN Service System.*

3.4.7 BUDGET

5 TOTAL POINTS

Please complete the line item budget form for each program in your application. This form can be found in this packet on page 17.

Evaluation Criteria:

- *Budget forms are completed.*
- *Line items generally adhere to sound budgeting practices.*

3.4.8 STAFFING PLAN & SALARY

5 TOTAL POINTS

a) Staffing Plan and Salary Ranges

Available Points: 2

Please create a detailed staffing plan and present staffing salary ranges using the two forms that can be found in this packet on pages 18 and 19.

Evaluation Criteria:

- *Staffing plan is realistic and reasonable to achieve desired outcomes*
- *Staffing plan is sufficient to meet the requirements of each service area as set forth in the Model.*
- *The staffing plan reflects program descriptions and staff FTE as proposed in Part B Regional Programmatic Questions.*

b) Pay Structure

Available Points: 3

Discuss your organization's pay structure and whether or not you are able to pay employees funded through this contract \$15 per hour, for all program services in your application.

Evaluation Criteria:

- *Organization presents pay structure for relevant positions funded through this contract in the Staffing Plan and Salary Range forms.*
- *Outlines the opportunities and barriers this presents for their organizations.*

-----END OF PART A-----

PART B: COUNTYWIDE SERVICES PROGRAMMATIC QUESTIONS**RESPOND TO THE APPROPRIATE SERVICE AREA QUESTION****3.4.9 SUN YOUTH SUBSTANCE ABUSE PREVENTION SERVICES 20 TOTAL POINTS**

Describe how your organization will provide the Strengthening Families curriculum throughout the County as outlined in the Model. (**Solicitation Attachment 1, Model, pages 55-57**). Include the elements below.

- Describe any direct or transferrable experience you have delivering group-based services with youth and their parent/caregiver.
- How you will deliver Strengthening Families, including other services or support connections you either have or would make if a situation warranted more supports than the Strengthening Families group.
- Your approach to outreach and recruitment focused on the SUN Service System's priority populations; include how you might modify the curriculum to be more culturally relevant for any particular population.
- How you plan to meet the outputs and outcomes as outlined in table 11 of the System Model.
- Your staffing plan, including supervision for those delivering the Strengthening Families program.

Evaluation Criteria:

- *Proposer describes direct or relevant experience delivering group-based services for youth and adults. If not direct experience, example of transferrable experience is related and clear, and conveys capacity to deliver Strengthening Families.*
- *Proposer presents clear and detailed plan for how they will deliver Strengthening Families. Approach includes description of outreach, collaboration, and referral process with other SUN Service System providers, schools, and other direct service personnel in order to effectively invite and engage youth and families in the program.*
- *Proposer articulates other supportive services and interventions, how they have developed these partnerships and how they will make these connections on behalf of participants, as necessary.*
- *Demonstrates, through specific examples, how they can modify the Strengthening Families curriculum to make it more culturally responsive for priority populations.*
- *Response includes specific methodologies to connect with others who can make referrals (in person, via email, presentations and so forth).*
- *Proposer presents organizational knowledge about the SUN Service System's priority populations as it relates to substance abuse, and describes how their outreach and recruitment will incorporate this knowledge to prioritize group services.*
- *Plan for achieving targets and requirements is reasonable. Number and types of staff delivering service is presented as well as supervisory approach. A plan to track and review service delivery is presented to ensure services are meeting output and outcome targets.*

OR

3.4.10 SEXUAL AND GENDER MINORITY YOUTH SERVICES 20 TOTAL POINTS

Describe how you propose to deliver the two key program components of the Sexual and Gender Minority Youth program, as outlined in the Model. **(Solicitation Attachment 1, Model, pages 58-59).** Include these elements in your response.

a) Social and Support Services

Available Points: 10

- Describe any direct or transferable experience you have in engaging sexual and gender minority youth in social service supports.
- Your overall approach to delivering social and support (direct) services, including amounts and types of groups and individual services.
- Linkages and partnerships you will establish and/or incorporate into your program, with a focus on how these support successful youth outcomes
- How you plan to achieve the target outputs and outcomes and meet other program requirements (staffing, oversight/supervision, data collection).
- The specific ways in which your approach to implementing SUN Youth Advocacy Services incorporates the principles of Assertive Engagement to promote hope and leadership with SGMY youth.

Evaluation Criteria:

- *Proposer describes experience (direct or transferable) in developing and/or delivering services to Sexual and Gender Minority Youth, or relevant related program, and showing success including meaningful, measurable outcomes.*
- *Approach and service delivery strategies incorporate best practices and research related to working with sexual and gender minority youth.*
- *Details are clear about how the two specific service components (support groups and counseling and/or case management) will be offered, in what setting(s) and the levels of service by type(s).*
- *Program approach includes description of collaboration with other SUN Service System providers and schools and ongoing communication about SGMY services to generate referrals into the program.*
- *Plan for achieving social and support services' targets and requirements as described is reasonable to achieve the desired outcomes, number and types of staff delivering service is presented. A plan to track and review service delivery is presented to ensure services are meeting output and outcome targets.*
- *Assertive Engagement approach is incorporated and reflected in expressed values of youth determining their service engagement (type and level), determining resource connections desired and staff roles are focused on "helping" and not as experts.*

b) Technical Assistance

Available Points: 10

Describe how you will provide technical assistance supports, including the types of training and consultation services you may provide.

Evaluation Criteria:

- *Technical assistance approach includes description of collaboration with other SUN Service System providers and schools and ongoing communication about SGMY services to identify needs and opportunities for technical assistance.*
- *Describes types of training supports they will make available to others. Includes specific curriculum (if appropriate), topics, duration of session(s) and numbers of participants per session who can participate.*
- *Consultation activities are described in manner that responds to such requests. Consultation may include training or other group efforts to build awareness and skills.*

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- *Plan for achieving technical assistance targets and requirements as described is reasonable to achieve the desired outcomes, number and types of staff delivering service is presented. A plan to track and review the technical assistance numbers is presented to ensure they are both meeting output and outcome targets and customer (trainees) needs.*

-----END OF PART B-----

3.4.11 CONTYWIDE SERVICES PROPOSAL CHECKLIST

Document Name	Solicitation Reference	Proposal Packet "A" Order	Required Action
Required Documents			
<input type="checkbox"/> Proposal Response Packet (Cover Page)	Solicitation Attachment 4 – Packet "C", page 2	Cover Page	Complete, sign and return as your proposal cover page
<input type="checkbox"/> Offeror Reps and Certs	Solicitation Attachment 4 – Packet "C", page 3	Proposal Attachment A	Complete, sign and return
<input type="checkbox"/> Proposer Response	Solicitation Attachment 4 – Packet "C", Section 3.4.1 – 3.4.10.b	Proposal Attachment B	Respond to all questions in Section 3.4.1 – 3.4.10.b and return
<input type="checkbox"/> Line Item Bidet Form	Solicitation Attachment 4 – Packet "C" page 17	Proposal Attachment C	Available in Excel on County Website. Complete and return
<input type="checkbox"/> Staffing PlanForm	Solicitation Attachment 4 – Packet "C" page 18	Proposal Attachment D	Available in Excel on County Website. Complete and return
<input type="checkbox"/> Personnel Salary Range Form	Solicitation Attachment 4 – Packet "C" page 19	Proposal Attachment E	Available in Excel on County Website. Complete and return
If Applicable			
<input type="checkbox"/> MOU	Solicitation Section 4.6.B.2	Proposal Attachment F	Use your own format
<input type="checkbox"/> Pre-Contract Vendor Administrative Capacity Information Packet	Solicitation Attachment 6	No Action Needed	For Informational Purposes Only

Electronic copy of the Line Item Budget Form can be found on the Multnomah County Website

<https://multco.us/purchasing/bids-proposal-opportunities>

Complete the Line Item Budget form and return with your proposal as Attachment C

Electronic copy of the Staffing Plan Form can be found on the Multnomah County Website

<https://multco.us/purchasing/bids-proposal-opportunities>

Complete the Staffing Plan form and return with your proposal as Attachment D

Electronic copy of the Personnel Salary Range Form can be found on the
Multnomah County Website

<https://multco.us/purchasing/bids-proposal-opportunities>

Complete the Personnel Salary form and return with your proposal as Attachment E