

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

REQUEST FOR PROPOSALS (“RFP”): RENEW LAC - 2009

**DIVISION OF CHRONIC DISEASE AND INJURY PREVENTION:
Renewing Environments for Nutrition, Exercise and Wellness (RENEW)
in Los Angeles County (LAC) Initiative**

Released November 19, 2009

Updated: December 16, 2009 (updates and revisions are in red)

TABLE OF CONTENTS

	Page Number
I. Tentative Schedule of Events	3
II. Renew Initiative Description <i>Overview</i> <i>Background</i> <i>Purpose</i>	4
III. Availability of Funds: Category 1 Availability of Funds: Category 2 <i>Contract Term and Renewal</i> <i>Conferences and Training</i>	8 23
IV. Goals and Strategies: Category 1 Goals and Strategies: Category 2	9 24
V. Eligibility and Minimum Requirements: Category 1 Eligibility and Minimum Requirements: Category 2 <i>Eligible Applicants</i> <i>Exclusions</i> <i>Minimum Requirements to Participate</i>	11 25
VI. Full Proposal Instructions: Category 1 Full Proposal Instructions: Category 2 <i>Proposal Due Date</i> <i>Proposal Submission</i> <i>Parking and Public Transportation Information</i> <i>Proposal Cover Letter</i> <i>Time Stamped Receipt</i> <i>Proposal Format Requirements</i> <i>Executive Summary</i> <i>Body of Proposal</i>	16 26
VII. Proposal Narrative Questions: Category 1 Proposal Narrative Questions: Category 2	19 29
VIII. Selection Process and Evaluation Criteria <i>Evaluation Process</i> <i>Section Score Summary</i>	32

	Page Number
IX. Special Notices	34
X. Requirements Following Contract Award	36
XI. Uses and Limitations of Funding	38
XII. County of Los Angeles Requirements	39
XIII. Proposal Conditions	42
XIV. Appendices <i>Appendix A: Proposal Checklist</i> <i>Appendix B: Recommended Data Sources</i> <i>Appendix C: Prevalence of Childhood Obesity</i> <i>Appendix D: Work Plan (Scope of Work)</i> <i>Appendix E1: Line Item Budget Instructions</i> <i>Appendix E2: Sample Line Item Budget</i> <i>Appendix E3: Blank Line Item Budget</i> <i>Appendix E4: Budget Justification Instructions</i> <i>Appendix E5: Sample Budget Justification</i>	54
XV. Attachments A - U <i>Required County Forms – must be attached to proposal</i>	75

I. TENTATIVE SCHEDULE OF EVENTS
--

November 19, 2009	-	4 p.m.	RFP available on www.publichealth.lacounty.gov/chronic
November 20, 2009	-	10 a.m.	RFP available for in-person pick-up
November 23, 2009	-	1:30 p.m.	Bidders' Conference
December 15, 2009	-	5 p.m.	Deadline for receipt of written inquiries
December 21, 2009	-	5 p.m.	Deadline for receipt of full proposal
January 18, 2010 – February 3, 2010			Mandatory oral interviews with top-scoring Applicants (Required partners must attend)
February 27, 2010			Applicants notified of funding decision
April 27 April 1, 2010			Anticipated effective date of new contracts (Date subject to change)

II. RENEW Initiative Description

Overview

As part of the American Recovery and Reinvestment Act of 2009, the Centers for Disease Control and Prevention (CDC) released a funding opportunity announcement (FOA) to local and state public health departments. This initiative, entitled *Communities Putting Prevention to Work* (CPPW), will provide selected public health departments approximately 10-20 million dollars over a two (2) year period to develop and implement evidence-based policy, systems, and environmental change strategies that address obesity, physical inactivity, and poor nutrition throughout the agency's jurisdiction. (CDC is also offering funding for tobacco use and exposure prevention through a separate grant process). The County of Los Angeles ("County") Department of Public Health ("DPH") hopes to receive approximately One Million One Hundred Twenty-Five Thousand Dollars (\$1,125,000) for funding in two categories, as described below.

In response to the CDC funding opportunity, DPH has proposed a comprehensive initiative to the CDC called "RENEW LAC!", or **Renewing Environments for Nutrition, Exercise and Wellness in Los Angeles County**. The initiative will improve nutrition, increase physical activity, and reduce obesity throughout Los Angeles County. DPH's initiative consists of policy, systems, and environmental change strategies included in the CDC FOA with input from stakeholders and experts. A major component of DPH's initiative is to provide funding to cities, school districts and non-profit community based organizations (CBOs) to develop and implement policy, system and environmental change strategies to increase physical activity, improve nutrition and decrease obesity prevalence throughout their respective jurisdictions.

Contingent upon CDC awarding funding to DPH, DPH expects to offer funding via the RENEW RFP to cities, CBOs and school districts to apply for funding in ~~one of the following~~ two categories:

Category 1

Develop and implement broad-based policy, systems, and environmental changes to increase opportunities for physical activity, improve nutrition, and decrease obesity/overweight prevalence. In order to achieve this goal, Applicants must select evidence-based strategies from a prescribed menu of strategies provided in this RENEW RFP. DPH intends to fund up to eight (8) Applicants at approximately \$125,000 per year over a two year period. Most cities, school districts, and non-profit community based organizations are eligible to apply. *See Category 1 Eligibility Requirements for additional information on page 11.*

-OR-

Category 2

Develop and implement a community-based proposal to support the activities of the RENEW grant-funded initiative that will be conducted by the City of Los Angeles' Department of Planning if CDC funding is provided. Complete specific activities identified by the City of Los Angeles RENEW initiative. DPH intends to fund one (1) Applicant at \$125,000 per year over a two year period. Most non-profit community based organizations are eligible to apply. *See Category 2 Eligibility Requirements for additional information on page 25.*

Applicants may submit one proposal for Category 1 funding AND one proposal for Category 2 funding (for a total of two proposals, one in each category).

Please note that funding of Category 1 and Category 2 initiatives is contingent upon DPH receiving the CDC's *Communities Putting Prevention to Work* (CPPW) grant. As such, the amount of funding for each category may be less than stated above, or may not be funded at all. DPH will not be able to fund any proposals submitted in response to this RENEW RFP if DPH is not awarded the CDC grant. If DPH receives funding from the CDC, DPH intends to contract with Applicants selected as a result of this RENEW RFP process.

Background

Over the last ten years the average weight of Los Angeles ("LA") County adults has steadily increased and has been accompanied by rising rates of obesity, diabetes, and hypertension. The prevalence of childhood obesity has also increased, raising the risk of other adverse health effects such as early onset of hypertension, type 2 diabetes, and asthma. Engaging in regular physical activity and maintaining a healthy diet are two of the most effective ways to prevent these and many other chronic conditions including cardiovascular disease, colon cancer, osteoporosis, and depression. However, almost half of LA County adults do not get recommended levels of physical activity, 36% describe themselves as inactive, and only 27% of LA County teenagers consume at least five or more servings of fruits and vegetables a day¹. These sedentary and poor diet lifestyles have a profound impact on chronic disease, rates of premature death, and years of healthy life lost in the County.

Understanding patterns of health or disease requires a focus not only on personal behaviors and biologic traits, but also on social conditions and physical environments that offer or limit opportunities for positive health outcomes. These characteristics of communities – social, physical, and economic – are a major influence on the public's health and have both short- and long-term consequences for health and quality of life. Research has shown that implementing policy, systems, and environmental changes, such as improving physical education in schools, improving safe options for active transportation, and providing access to nutritious foods, can result in healthier behaviors and positively impact multiple chronic disease outcomes.

In essence, in order to improve community health, the community's physical, social, and economic environment must change to make healthy eating and physical activity the easy choice. For example, increasing the presence of grocery stores that sell affordable healthy foods in economically disadvantaged neighborhoods encourages residents to purchase healthy foods. Or, designing neighborhoods to include ample sidewalks, safe crossings, adequate lighting and traffic calming features encourages people to walk. These system-wide changes increase opportunities for residents to eat healthfully and engage in physical activity.

Success in creating healthy communities also requires community and political support. Such support can be fostered by strong partnerships with cities, CBOs and school districts. All of these types of agencies bring resources to a partnership vital to the successful development and implementation of a policy or other system-wide change. For instance, cities and school-districts often have technical expertise, experience developing policy language, and knowledge of the inner workings of a city council or school board. CBOs often have key connections to community leaders, can mobilize community and political support, and have the skill set to effectively promote a policy. Partnerships between these entities can be instrumental to creating policy change.

The RENEW RFP seeks Applicants who can form an effective partnership to create and implement policy, systems, or environmental change that will increase opportunities for physical activity, improve nutrition, and/or decrease obesity/overweight prevalence throughout the partnership's jurisdiction.

¹Los Angeles County Department of Public Health, Office of Health Assessment and Epidemiology. Key Indicators of Health by Service Planning Area; June 2009.

Purpose

The purpose of the RENEW RFP is to initiate an expansion in the way communities encourage physical activity and healthy eating. Previous public health efforts have often focused primarily on programmatic interventions, health education, and individual behavior change. While all of these strategies are important to public health, communities must also look toward implementing broad scale policy change that can create healthy environments. RENEW initiatives will model how policies, systems and environmental changes can increase levels of physical activity and healthy eating throughout an entire community. These communities will create a healthier environment by implementing policies that give residents access to healthier foods or by changing the built environment to make it easier to be physically active. How these communities approach the system-wide changes will vary. Some may focus on creating change through access and social support strategies, while others may focus on price and point of purchase/promotion strategies. Whichever strategies they select the goal will be the same; to decrease obesity and overweight prevalence in their community.

Please Note:

Category 1 Applicants, the next section of the RFP begins on page 7.

Category 2 Applicants, the next section of the RFP begins on page 22.

Category 1 Applicants Only

Category 1 sections include:

- III. Availability of Funds
- IV. Goals and Strategies
- V. Eligibility and Minimum Requirements
- VI. Full Proposal Instructions
- VII. Proposal Narrative Questions

CATEGORY 1 APPLICANTS ONLY

III. AVAILABILITY OF FUNDS

The funding of RENEW initiatives is contingent upon the Department of Public Health (DPH) receiving the CDC grant. If DPH does not receive the CDC grant, DPH will not fund any of the proposals submitted in response to this RENEW RFP. If DPH receives a smaller amount of funding than anticipated, DPH reserves the right to fund fewer RENEW RFP Applicants, reduce the amount of funding offered to Applicants, or not fund any Applicants. Funding notification will be made on or near February 27, 2010.

In accordance with County policy, DPH will review various factors in making funding recommendations to the County Board of Supervisors. These include the quality of the proposed initiative; qualifications demonstrated during oral interviews with top scoring Applicants; and geographic distribution across the County.

Up to eight initiatives will be funded at approximately \$125,000 per year for one year, with the option of a one-year renewal, at the sole discretion of the County.

Please note: There are several funding and staffing restrictions and requirements. Please refer to section V. *Eligibility and Minimum Requirements* for information.

Each of the selected Applicants will receive additional Technical Assistance funding

Through a different funding process (outside of the initiative's \$125,000 budget), DPH will also fund a technical assistance coordinator to provide support to the initiatives. The technical assistance coordinator will subcontract with a pool of experts who can serve as consultants to the RENEW initiatives, e.g. signage design consultants; planning, transportation, and architecture firms; meeting facilitation specialists; etc. The technical assistance coordinator and/or DPH staff will meet with initiative partnerships within the first few weeks of each year to assist in selecting the most appropriate technical assistance consultants to support each initiative that year. DPH and the technical assistance coordinator will work to meet the technical assistance needs of each successful Applicant to the best of its ability and within reasonable limits.

All eight initiatives may be eligible to share a technical assistance funding pot of approximately \$300,000 over two years. All technical assistance funding decisions are subject to the approval of DPH.. The technical assistance funds for each RENEW initiative will be managed by the technical assistance coordinator who will pay the technical assistance consultants directly.

Contract Term and Renewal

DPH anticipates a contract term of a period of two years, subject to changes in local, state, and federal resources, beginning on or about ~~April 27~~ April 1, 2010 through ~~April 26~~ March 31, 2012. Any resultant contracts will be effective on the date of approval by the County Board of Supervisors, anticipated to be on or about ~~April 27-April 1~~, 2010. The contract term shall include one initial term of one year and one one-year renewal option, which may be exercised at the sole discretion of the Director and are based on performance, continued availability of funds, and approval by DPH and the County Board of Supervisors.

Professional Development: Conferences and Trainings

DPH will encourage Selected Applicants to attend conferences and trainings to support employees' professional development related to the needs of the initiative. Selected Applicants will be permitted to spend up to \$5,000 from their budget each year for professional training. Site visits to other communities that have conducted similar initiatives and that have relevant expertise to share are allowable forms of training. Initiative staff, partners, and key initiative leaders (all subject to DPH approval) are eligible to use these funds, as long as doing so supports the goal of the initiative.

IV. GOALS AND STRATEGIES

Goals:

The long term goals of the RENEW initiative must include one or more of the following:

- Increase levels of physical activity in the proposed city/community
- Improve nutrition (e.g. increase fruit/vegetable consumption, reduce caloric intake, salt, and/or sugar sweetened beverages) in the proposed city/community
- Decrease obesity/overweight prevalence in the proposed city/community

To achieve these long-term goals, the successful proposals will increase access and reduce barriers to physical activity and healthy eating by passing a new policy, systems, or environmental change within their community. Applicants are also strongly encouraged to begin to implement the policy, system, or environmental change within the grant period. Strategies to achieve these goals are described below.

Initiative Strategies

Category 1 Applicants must select at least two strategies from the menu of strategies listed in Table 1 to reach their identified goals. These evidence-based strategies are drawn from peer-reviewed literature as well as expert syntheses from the Community Guide, a resource for evidence-based public health strategies and other peer-reviewed sources. Communities and states have found these interventions to be successful in practice. The combined set of selected strategies (referred to as the “initiative”) must be a policy, systems and environmental change effort and should be based on a thorough analysis of gaps and opportunities that exist in the proposed community. The initiative should have the capacity to impact a significant portion of the community and be guided by the goals and measures listed in the previous section.

Applicants must select at least two strategies from Table 1 but may select more than two strategies if they can be reasonably achieved within the two-year grant period and within budget. Typically, strategies listed under Access, Price, and Social Support & Services (specifically, comprehensive Safe Routes to School plans) result in a policy, system or environmental change. Therefore, DPH strongly encourages Applicants to select at least one strategy from one of these three categories.

In order to take a comprehensive approach to the initiative, Applicants must select strategies that complement each other and should select strategies from a variety of categories (e.g. one strategy from Access and one strategy from Point of Purchase/Promotion). The selected strategies may all be Physical Activity strategies, they may all be Nutrition strategies, or they may be a combination of both.

Here are examples of potential combinations of strategies. This list is in no way exhaustive:

- Two Physical Activity strategies with one emphasizing Access and one emphasizing Social Support & Services

- Two Nutrition strategies with one emphasizing Price and one emphasizing Social Support & Services
- Three Nutrition strategies with one emphasizing Access, one emphasizing Social Support & Services, and one emphasizing Point of Purchase/Promotion
- Two Physical Activity strategies with one emphasizing Access and one emphasizing Point of Purchase/Promotion; AND one Nutrition strategy emphasizing Point of Purchase/Promotion

Table 1: Menu of Evidence Based Strategies

	Nutrition	Physical Activity
Access	• Healthy food/drink availability (e.g., incentives to food retailers to locate/offer healthier choices in underserved areas, healthier choices in child care, schools, worksites) • Limit unhealthy food/drink availability (whole milk, sugar sweetened beverages, high-fat snacks) • Reduce density of fast food establishments and convenience stores without healthy food options • Reduce sodium through purchasing actions, labeling initiatives, restaurant standards • Procurement policies and practices • Farm to institution, including schools, worksites, hospitals and other community institutions	• Safe, attractive accessible places for activity (e.g. access to outdoor recreation facilities, enhance bicycling and walking infrastructure, place schools within residential areas, increase access to and coverage area of public transportation, mixed use development, reduce community designs that leads to injuries). • City planning, zoning and transportation (e.g., planning to include the provision of sidewalks, mixed use, parks with adequate crime prevention measures, and Health Impact Assessments) • Require daily quality physical education (PE) in schools • Require daily physical activity in afterschool/childcare settings • Restrict screen time (afterschool, daycare)
Point of Purchase/Promotion	• Signage for healthy vs. less healthy items • Product placement & attractiveness • Menu labeling	• Signage for neighborhood destinations in walkable/mixed-use areas • Signage for public transportation, bike lanes/boulevards.
Price	• Changing relative prices of healthy vs. unhealthy items (e.g. through bulk purchase/procurement/competitive pricing)	• Reduced price for park/facility use • Incentives for active transit • Subsidized memberships to recreational facilities
Social Support & Services	• Support breastfeeding through policy change and maternity care practices	• Safe routes to school • Workplace, faith, park, neighborhood activity groups (e.g., walking hiking, biking)

Initiative Examples

Initiative Example 1: City Applicant

The hypothetical city of Medina is an urban city with approximately 200,000 residents who are mostly low-income and have high rates of childhood obesity. The City of Medina is one of only a few cities in the area with several parks throughout the city. In fact, over 80% of residents live within walking distance to a park. Although residents view the parks as an asset to the community they have often complained

about crime in the park and difficulty accessing the hiking trails at the city's largest park Medina Greenway. Using initiative funds, the City of Medina's Planning Department has decided to decrease crime and improve access by creating the Medina City Park Master Plan (Access). Through the master plan process, the planning department will gather community input to determine what improvements residents would like to see and how the parks can be made more accessible. Residents have already vocalized the need for signage along the Medina Greenway hiking trails and the City has agreed to provide hiking trail signs (Promotion) to jump start the initiative. The City of Medina has enlisted the help of Healthy Green Spaces, a CBO with great ties to the community, to help collect input from community members, promote master plan community meetings, and to start a Medina City walking club (Social Support & Services) to lead residents on walks throughout all of the parks.

Initiative Example 2: School District Applicant

Over the past ten years, an increasing percentage of Anacapa School District students have been failing to meet the State's physical activity standards. To help its students become more physically active, the school district has decided to encourage its students to walk or bike to school. However, many parents do not want their children to walk or bike to school due to safety concerns. To address parents' concern, Anacapa School District will use initiative funds to create a Safe Routes to School plan for the four elementary schools with the lowest physical fitness test results. The Safe Routes to School plan will address several areas that will facilitate a safe walking and biking environment including: an engineering component (e.g. improving school zone signage – Promotion; e.g. slowing down traffic-Access), an encouragement component (e.g. Walk to School Day- Social Support), an enforcement component, an education component, and an evaluation component. The school district has partnered with the Parent Teachers Association (PTA) and is already organizing a walking school bus (Social Support) at two schools. The PTA will also encourage parents, teachers, neighbors, the police department, and other relevant stakeholders to participate in the Safe Routes to School planning process.

Initiative Example 3: Community Based Organization

The majority of Dellpoint City children do not eat enough fruits and vegetables to maintain a healthy diet. Nutritious Living, a coalition of nutrition advocates and community based organizations has a history of working with the City on policy change; recently the coalition worked with the City of Dellpoint to pass a healthy vending machine policy for all city owned vending machines. Using initiative funds, the City of Dellpoint has agreed to continue to work with Nutritious Living to pass a 100% healthy food procurement policy for all foods sold to youth during city sponsored programs, such as after school programs at City parks (Access). Additionally, Nutritious Living will work with the city to reduce prices of all healthy food sold at city sponsored programs (Price). Resistance from some parents is anticipated. Nutritious Living will lead an extensive outreach campaign to raise awareness among parents about the importance of this new policy and will train parents to advocate on behalf of the policy before City Council. Nutritious Living's initiative coordinator will work at an office in Dellpoint's city hall to facilitate a more effective working relationship. The City of Dellpoint passed a resolution in support of this policy change and committed a City staff person at .5 FTE for two years to work on this policy change effort in conjunction with the coalition.

V. ELIGIBILITY AND MINIMUM REQUIREMENTS

Eligible Applicants Under Category 1

Interested and qualified entities/organizations that can demonstrate their ability to successfully provide the services described in this RENEW RFP are invited to submit grant proposals. The following entities are eligible:

- Cities (e.g. city planning departments, city parks and recreation departments, city public works departments, community and senior services departments, etc.)
- California, non-profit community-based organizations with 501(c)(3) status that have been in business for more than two years. Non-profit Applicants without 501(c)(3) status that have been in business for more than two years may apply through a credible fiscal sponsor.
- School districts

Note: The lead agency is the agency with which the County enters into a contract once a proposal is selected. Applicants may not apply to be the lead agency in both Category 1 and Category 2. However, an Applicant may apply to be the lead agency in one category and a subcontractor in the other category.

Eligibility Exclusions Under Category 1

To maintain geographic diversity, the following entities are excluded from applying because they—or the City/school district in whose jurisdiction they are located—will receive funding as a major partner in DPH’s overall county-wide RENEW Initiative:

Long Beach and Pasadena

- The City of Long Beach and the City of Pasadena may not be the lead Applicant ~~or a partner~~
- ~~The Long Beach and Pasadena school districts may not be the lead Applicant or a partner~~
- ~~Community-based organizations may not partner with the cities of Long Beach and Pasadena or the Long Beach and Pasadena school districts. However, community-based organizations located in Long Beach and Pasadena are eligible to lead initiatives in other cities or serve as the non-lead community-based partner in other cities if they meet the required criteria~~
- Community-based organizations may partner with the City of Long Beach and the City of Pasadena as long as the community-based organization is the lead Applicant

Los Angeles (City)

- The City of Los Angeles may not be the lead Applicant
- The Los Angeles Unified School District (LAUSD) may not be the lead Applicant
- Community-based organizations may partner with the City of Los Angeles or LAUSD as long as the community-based organization is the lead Applicant

Los Angeles (County)

- County of Los Angeles Departments may not apply as the lead Applicant
- Community-based organizations may partner with County of Los Angeles Departments to work in unincorporated areas as long as the community-based organization is the lead Applicant
- School districts may partner with County of Los Angeles Departments to work in unincorporated areas as long as the school district is the lead Applicant

Additionally, an application to this RENEW RFP will *not* be accepted from 1) individuals; 2) a national or state organization (local chapters of national and state organizations may apply); 3) colleges and universities; 4) individual schools; 5) entities outside of Los Angeles County; ~~6) Category 2 lead Applicants~~. However, Category 2 applicants, colleges, universities, schools and national or state organizations may participate as a partner/subcontractor organization.

Minimum Requirements to Participate Under Category 1

1. *Target Population*

Additional points will be given to grant proposals that address the needs of low-income communities and also communities with low levels of physical activity, limited access to healthy food and beverages, and high overweight/obesity prevalence.

2. **Partnerships**

A. Partner Selection

Applicants are required to have an active partner that is either a city, community based organization, and/or school district. Partner selection must be based on the table below:

If Applicant is:	Required partner(s) include:
City	Non-profit community-based organization AND school district if initiative involves a school district
Non-profit community-based organization	City (or County department in unincorporated areas only) AND school district if initiative involves a school district
School District*	City (or County department in unincorporated areas only) AND/OR non-profit community-based organization*

** Note: School Districts may be exempt from the partnership requirement if they can justify their decision in the RFP narrative that the proposed initiative does not require city and/or CBO participation.*

A CBO Applicant may propose to work in one or two cities. If the Applicant chooses to work in two cities the Applicant must fulfill all of the partnership requirements and deliverables described in this RFP for both cities.

Exception: Regional Initiatives

Initiatives may propose a regional policy change, such as a bike master plan across multiple cities. In this case, the Applicant must provide a strong justification as to why a regional policy/systems/environmental change is appropriate and will be more effective than a policy change in a single city. Applicants must also demonstrate (through letters of support etc) that all cities are ready to pass and implement the policy and have the political will to do so. Such Applicants are not required to provide a .5FTE for each city impacted by the proposal. However, at least one city must serve as the initiative's required partner and provide a .5FTE staff person. Applicants must provide a strong justification as to how the proposed staffing pattern is sufficient to complete the work of passing and implementing the policy in each city. The Applicant must also specify how the deliverables in the Action Plan/Scope of Work will be completed for all cities.

B. Partnership Requirements

Partnership requirements depend on the agencies involved in the partnership.

If Applicant is a city or school district, its required CBO partner must commit to:

- Lead efforts to promote and/or advocate for the initiative by participating in the following activities: give presentations to various community groups, hold informational one-on-one discussions with key leaders, collect names of potential supporters, and create and disseminate promotional materials (flyers, brochures, etc.). **The city/school district must pay the CBO at least \$20,000 per year of the RENEW budget to conduct this work.**
- Lead or have a strong leadership role in developing a coalition/taskforce of community stakeholders to advocate and promote the initiative (additional information in Partnership Deliverables paragraph below)

If Applicant is a CBO, its required city/school district partner must commit to:

- Provide an in-kind staff person at .50 Full-Time-Equivalent (FTE) to serve as the point person on the initiative
- Be closely involved in decision-making regarding the technical assistance funding for consultants
- Have city/school district staff do specific Work Plan activities on the CBO's timeline towards passage of the initiative
- Within six to eight weeks of notification of funding by DPH secure a city council resolution (or school district equivalent) committing City staff to work on this initiative and committing to the timeline and deliverables in the initiative contract
- If it furthers the goal of the initiative, provide an in-kind work space for the initiative coordinator at the office most involved with the initiative

C. Partnership Deliverables

Each partnership is responsible for determining its own deliverables and how the partnership will achieve its deliverables. However, every partnership is required to form a coalition/taskforce of community stakeholders to advocate for the new policy, systems, or environmental change. The coalition/taskforce is responsible for promoting the initiative and mobilizing community members to demonstrate their support of the initiative. This should include: giving presentations to community groups; holding informational one-on-one discussions with key leaders; and disseminating promotional materials. DPH strongly encourages the community based organization to lead the coalition/taskforce, or at minimum have a strong leadership role in the coalition/taskforce. DPH also encourages the partnership to develop creative and time efficient strategies to facilitate coalition/taskforce activities (e.g. e-mail specific tasks to members instead of holding meetings).

D. Letters of Support

At the time of grant proposal submission, Applicants are required to submit a letter of support from their required partner(s) explaining the partners' role, responsibilities, and support for the initiative. The partners' role and responsibilities should reflect the commitments described in the above Partnership Requirements paragraph. Letters of support must come from an individual with the authority to speak on behalf of the department/organization and who can commit department/organization time and resources to participate. Letters of support from local jurisdictions must come from the City or County Department that will be most involved in partnering on the initiative.

E. Additional Partners

While required minimum partners are listed above, it is the responsibility of each Applicant to determine whether additional partners may be needed to make their initiative successful and competitive. Additional partners may be included in the grant proposal at the time of application; they may also be added at a later date. Additional partners could include coalitions, other community based organizations, law enforcement, developers, engineers, businesses, architecture and planning firms, transportation officials, media representatives, etc. Letters of support from additional partners must at minimum, commit to providing promotional and/or advocacy support for the initiative.

3. Initiative Coordinator

Selected Applicants are required to hire one person to serve as a full-time (1 FTE) initiative coordinator within 90 days of funding notification. Initiative coordinator responsibilities include but are not limited to: moving the partnership forward to meet deliverables and goals; organizing and leading the partnership; documenting partnership successes; leading the effort to overcome barriers to the initiative; connecting with DPH Chronic Disease Prevention and Service Planning Area (SPA) staff; working with the TA Coordinator and partners to identify technical assistance needs; fulfilling County requirements; developing, revising, and implementing work plans; and working with DPH and CDC to monitor and evaluate the initiative. It is strongly recommended that the salary for the initiative coordinator is high enough to attract qualified candidates who are experienced at leading similar efforts. See below for additional requirements.

If Applicant is a City or School District the Applicant must:

- Select one of the following methods to hire an initiative coordinator within 90 days of funding notification:
 - Hire initiative coordinator as a city/school district employee. Applicants must convincingly demonstrate in the narrative that hiring a staff person within 90 days of funding notification is feasible
 - Subcontract with partnering community-based organization to hire initiative coordinator
 - Subcontract with an individual consultant or consulting firm to serve as initiative coordinator. Consulting firms must designate one staff person to serve as the full-time initiative coordinator (1 FTE).
 - Subcontract with a personnel services agency to hire a temporary initiative coordinator
 - Commit one current city/school district staff person to serve as the initiative coordinator at 1 FTE. A letter from City Manager/School Board indicating this commitment must be submitted with the proposal

If Applicant is a Community Based Organization the Applicant must:

- Hire one person to serve as a full-time (1 FTE) initiative coordinator within 90 days of funding notification. In addition to standard initiative coordinator responsibilities described in the opening paragraph of this section, the initiative coordinator is also responsible for leading promotional efforts including but not limited to: giving presentations to various community groups; holding informational one-on-one discussions with key leaders; collecting names of potential supporters; creating and disseminating promotional materials (flyers, brochures, etc.); and leading or having a strong leadership role in organizing the initiative coalition/taskforce. Subcontracting to hire an initiative coordinator is not permitted.

4. Relevant Experience

All Applicants must be able to document a minimum of two years experience in policy, systems, or environmental change efforts related to physical activity, obesity, and/or nutrition.

Applicants must also be able to document 1) a minimum of two years experience collaborating with city decision makers (or school district officials if initiative is based at school district) whose support is crucial to the initiative's success; and 2) a minimum of two years experience collaborating with community representatives on policy, systems or environmental change efforts.

5. Location

Applicants and required partners must be based in Los Angeles County and have an operational business office located in Los Angeles County on the date of grant proposal submission. Subcontractors, excluding required partners, do not need to be located in Los Angeles County.

The Applicant's grant proposal must indicate the agency location and the city/unincorporated area where the proposed initiative will take place. If the Applicant is not located in the city/unincorporated area where the initiative will take place, then the Applicant must either: 1) have two years experience working in that city/unincorporated area, OR 2) partner with an organization (in addition to the city) that has been located in the city/unincorporated area for a minimum of two years and that has knowledge of and connection to the community.

6. Subcontractors

Applicants may choose to apply for funds as a lead agency with funded subcontractors. However, Applicant may have no more than two subcontractors. Applicants are highly encouraged to discuss their proposed budgets with their required partner(s) and to include in their budgets an amount sufficient to defray the cost of required partners' participation, as needed. **Required community based organization partners are subcontractors and they must receive at least \$20,000** to support their community involvement and promotional efforts. Consultants may also serve as subcontractors. For cities and school districts, there is no limit on the percentage of grant funds that may be subcontracted. For community-based organizations, subcontracting to hire an initiative coordinator is not permitted.

7. Size and Scale

Policy, systems and environmental change efforts should impact an entire city, school district, community planning area, or well-defined unincorporated area.

VI. FULL PROPOSAL INSTRUCTIONS

If applying for Category 1 AND Category 2 funding, Applicants must submit two completely separate proposal packages, one proposal package for Category 1 and one proposal package for Category 2. Each proposal package must include: narrative, cover letter, table of contents, executive summary, work plan, line item budget, budget justification, letters of support, and Attachments A-U.

Proposal Due Date

Applicants are required to submit a full proposal, to be received by DPH no later than Monday, **December 21, 2009 at 5:00 p.m. (Pacific Standard Time).**

Note: DPH will reject any proposal submitted past the deadline. DPH assumes no responsibility for lost, misaddressed, or proposals not received on time.

Proposal Submission

Proposals should be hand delivered or sent by a delivery service (excluding U.S. postal service) to the address directly below. Submission by email is not permitted.

County of Los Angeles – Department of Public Health
Chronic Disease and Injury Prevention Division

3530 Wilshire Blvd. Suite 800 (8th floor)
Los Angeles, CA 90010-2313
Attention: Jean Armbruster

Parking and Public Transportation Information

The main parking structure is located on Normandie Ave. between Wilshire Blvd. and 7th St. It is labeled “3530 Wilshire Blvd.” (*Take the elevator to level P1. Exit and walk to the second set of elevators. Take the elevator to the 8th floor.*) Additional parking is available in the parking structure on Ardmore Ave. or at metered parking surrounding the building. Parking validation cannot be provided; the parking fee is \$13.

Metro Rail Directions: Take the Wilshire/Western train via the *Metro Purple line/subway* to the Wilshire/Normandie stop. Upon exiting the subway station, the building is steps away.

Please allow ample time for parking or public transportation.

Proposal Cover Letter

The cover letter should include:

1. A statement that the proposal is submitted in response to RFP RENEW- 2009;
2. The RENEW RFP Category (Category 1 or Category 2);
3. The legal name, address (including zip code), cross streets, and census tract (<http://factfinder.census.gov> and select *address search*) of the Applicant organization applying for funds (city, non-profit community-based organization, or school district);
4. The city, school district, community planning area, or unincorporated area where the initiative will be conducted. If the initiative will be conducted in an unincorporated area provide the name of the major streets that border the area (Category 1 Applicants Only);
5. If the Applicant is not located in the city/unincorporated area where the initiative will be conducted, then Applicant must do one of the following:
 - a. Explain how the Applicant meets the minimum requirement of having two years experience working in the city/unincorporated area (Category 1 and 2 Applicants) OR;
 - b. Provide the name and street address of the required partner organization that has been located in the city/unincorporated area for a minimum of two years and explain how the partner has knowledge of and connection to the community (Category 1 Applicants Only);
6. The name, title, telephone number (including area code), email address and FAX number of the Applicant’s contact person for the RFP;
7. The name, title, and telephone number (including area code), email address, FAX number, and signature of the individual authorized to legally bind the agency, such as the Chief Executive Officer;
8. The amount of funding requested to conduct the initiative for **Year 1** (12-month period from ~~April 27 April~~, 2010 – ~~April 26 March 31~~, 2011; **Year 2** (12-month period from ~~April 27 April 1~~, 2011 – ~~April 26 March 31~~, 2012);

9. The Applicant's federal tax identification number;
10. The Applicant's 501(c)(3) number, if applicable.

The cover letter should be addressed to:

Jean Armbruster, Director
PLACE Program
County of Los Angeles Department of Public Health
3530 Wilshire Blvd. Suite 800
Los Angeles, CA 90010

Note: Additional information should not be included in the cover letter.

Proof of Receipt

If submitting your proposal in person, bring one original cover letter on Applicant's letterhead plus one additional photocopy of the cover letter; both the original and the photocopy will be time-stamped; the copy will serve as your receipt from DPH. The time-stamped original will serve as DPH's documentation of receipt of the proposal. If submitting a proposal via a delivery service, Applicants should require proof of delivery from the service; DPH will not be able to send Applicants a confirmation of receipt.

Proposal Format Requirements

Grant proposals are to be organized and assembled into one volume in the format and order described below. **DPH will reject any proposal that fails to adhere to required format.**

1. All grant proposals submitted to DPH must be written in English.
2. Submit one complete, unbound, SINGLE-SIDED, original proposal package (including original signed cover letter and all required attachments and forms) and six DOUBLE-SIDED copies of the original (including copies of the cover letter and all required forms and attachments) so that there are a **total of seven (7) copies** of the proposal available for review.
3. All materials must be typewritten, single spaced, with 11-point Arial font on 8½" by 11" paper, with the 8½" ends of the paper as the top and bottom of the page and 1" margins. Header and footer margins shall be no less than 0.3". (Note: these guidelines do not apply to the work plan and budgets)
4. The overall narrative for Category 1 Applicants should not exceed 12 pages. The overall narrative for Category 2 Applicants should not exceed 10 pages. Page limits exclude cover letter, table of contents, executive summary, budgets, budget justifications, work plan, letters of support, and attachments.
5. Number each page sequentially following the cover letter, including attachments, and provide a complete Table of Contents for the proposal and its attachments. Label each section clearly.
6. **Do not staple or bind the original proposal.** Use a rubber band or binder clip to keep the pages of the original proposal together. Staple the copies of the proposal. If thickness of the proposal copies prohibits stapling, please use an appropriately sized binder clip. **Do not professionally bind** (e.g. spiral binding) the original or copies of the proposal.

7. Other than the attachments specified in this RENEW RFP, no other exhibits or attachments should be submitted with the Proposal.

Note: DPH may reject any proposal that fails to adhere to the required format.

Any information, which is proprietary or confidential, must be clearly marked “PROPRIETARY” or “CONFIDENTIAL.” Such information should not appear on the same page as not-proprietary or non-confidential information. DPH will use its best efforts to maintain the confidentiality of such information. However, if the California Public Records Act or any other applicable law requires its disclosure to others, County shall not be liable for any damages suffered by the Applicant as a result of the release of such information.

Executive Summary

The Executive Summary should condense and highlight contents of the full grant proposal. It should provide DPH and the evaluation committee with a broad understanding of the Applicant including a description of the nature of the Applicant’s agency, a broad understanding of the initiative’s goals and activities, and a description of how the Applicant’s required partner (Category 1 Applicants only) fits into the initiative. The Executive Summary provides reviewers with an initiative overview critical to understanding further initiative details provided in the body of the proposal but will not be scored or counted toward your narrative page limit. The Executive Summary may not exceed one page.

Body of Proposal

Applicants must complete all sections of the proposal as outlined below. All responses should be complete and specific. In the same order as presented below, number and label the parts of the narrative to correspond to the question number (e.g. Question 1(a): Community Profile and Assessment). Do not leave any question blank. In the body of the proposal cite appropriate data sources where possible.

VII. Proposal Narrative Questions

Section 1 Narrative Questions for Category 1

Question 1: Community Profile and Assessment (approximately 1 page) Maximum Score: 15 points

1a. Provide your city/community’s prevalence of childhood obesity using the “Childhood Obesity by City and Community in Los Angeles County” in Appendix C. Please use another reputable data source if data for your community is unavailable.

1b. Using Census data (www.census.gov) indicate the percentage of persons living below the poverty line in your city/community. Please use another reputable data source if Census data is unavailable for your community.

1c. Describe the physical activity, nutrition and/or obesity prevention needs in your community as they relate to the proposed initiative. Indicate the target population of the initiative. Use the Recommended Data Source guide in Appendix B for assistance.

1d. Describe the community's key physical (grocery stores, green space, bike paths, etc.) and social (clubs, community events) assets and challenges as they relate to the initiative. Describe how these assets and challenges will impact and support the success of the initiative. Quantitative, qualitative and observational data may be used.

Question 2: Organizational Capacity and Relevant Experience (approximately 1 page) Maximum Score: 8 points

Describe how the proposed initiative relates to the Applicant's mission. Include a description of at least two years of work experience the Applicant has conducted in the areas of healthy eating, physical activity and/or obesity prevention, which involve policy, systems and environmental change approaches. Describe how the Applicant collaborated with decision-makers and community members while conducting this work.

Question 3: Partnerships (approximately 1 page)

Maximum Score: 5 points

Describe how and why your partnership was formed, as well as any previous and/or current experience working together, particularly on healthy eating, physical activity, and/or obesity prevention initiatives. Describe your partners' experience, particularly as it relates to the ability to advance healthy eating and/or physical activity through policy, systems and environmental change strategies. State your partners' anticipated roles in the initiative. Explain how the partnership, particularly the community based organization, will promote and advocate for the initiative. Name the city department (or school district department) that will be most involved with the initiative, why the department was selected, and whether the department will be responsible for both the development and implementation of the initiative.

Question 4: Other Efforts to Reduce Obesity (approximately 1/2 page) Maximum Score: 3 points

Other than the activities of the Applicant or required partner describe up to two other initiatives being undertaken in the same community that address obesity. Describe how the proposed initiative might complement or enhance these existing efforts.

Question 5: Proposed Policy, System and Environmental Change (approximately 4 pages) Maximum Score: 25 points

6a. Provide an overview of the proposed initiative for the entire two-year period, including which strategies you selected from the strategy menu, how these strategies address the needs of your community, and how these strategies are aligned with one another. Clearly state the policy, systems and environmental change you are proposing.

6b. Describe the goals you expect to accomplish by the end of the two-year term (e.g. policy passage and signage installation). Also describe the health-related goals that will likely result from your initiative (e.g. consumption of more fruits and vegetables; increase in walking and biking). ~~If you will~~ After you secure passage of the policy during the two year period, indicate your next steps to implement your policy/systems change and estimate the date the policy/system change will be implemented.

6c. Explain major activities you will conduct over the two year period to reach initiative goals. The activities should correspond with your Preliminary Work Plan (Appendix D).

6d. Justify why the proposed initiative best meet the needs of your community and take advantage of the assets in your community.

Question 6: Readiness (approximately 1 page)

Maximum Score: 5 points

Explain why the partnership is ready to do this work and why you will be successful. Describe community support and how you know the community wants the policy/systems/environmental changes proposed. Describe political support from key influential leaders and how it is expected to support the partnership's efforts.

Question 7: Challenges (approximately 2/3 page)

Maximum Score: 5 points

Describe any barriers including crime, fear of crime, cultural practices, budget constraints, etc. that might hinder the development and/or implementation of the proposed initiative. Explain how the partnership will address those barriers.

Question 8: Sustainability (approximately 2/3 page)

Maximum Score: 5 points

Summarize any special considerations or characteristics that make the partnership uniquely qualified to receive this grant. Discuss plans for sustaining the policy/systems/environment change to ensure continued progress once the funding period ends.

Question 9: Staffing (approximately 1/2 page)

Maximum Score: 3 points

Identify all staff people who will implement the activities of this project and identify the staff person accountable for the project. Indicate which staff are existing staff and which staff will need to be hired. If a new staff person will need to be hired as the initiative coordinator, explain how the process the Applicant will use to hire for this position will allow hiring within 90 days of funding notification from DPH (see section V. *Eligibility and Minimum Requirements*). Address any barriers that may arise.

Question 10: Evaluation (approximately 1/3 page)

Maximum Score: 3 points

Describe the partnership's commitment to engage in evaluation activities related to the proposed initiative. Explain how you will know that your initiative has made a difference. Demonstrate the partnership's willingness to share successes and lessons learned with other communities by participating in a learning network.

Question 11: Technical Assistance (approximately 1/3 page)

Maximum Score: 3 points

Describe any technical assistance the partnership may need to help it succeed with the initiative.

Section 2: Preliminary Work Plan (Scope of Work) (no page limit)

Maximum Score: 15 points

See Appendix D

Section 3: Budget and Budget Justification (no page limit)

Maximum Score: 5 points

See Appendix E

Section 4: Attachments/Required Documents:

See Attachments A-U

Attach the completed documents to your proposal. If a particular form does not apply to your organization, please submit the form and indicate **DOES NOT APPLY**.

Category 1 Applicants, the next section of the RFP begins on page 31.

Category 2 Applicants Only

Category 2 sections include:

- III. Availability of Funds
- IV. Goals and Projects
- V. Eligibility and Minimum Requirements
- VI. Full Proposal Instructions
- VII. Proposal Narrative Questions

CATEGORY 2 APPLICANTS ONLY

III. AVAILABILITY OF FUNDS

The funding of RENEW initiatives is contingent upon the Department of Public Health (DPH) receiving the CDC's Communities Putting Prevention to Work grant. If DPH does not receive the CDC grant, DPH will not fund any of the proposals submitted in response to this RENEW RFP. If DPH receives a smaller amount of funding than anticipated, DPH reserves the right to either fund fewer RENEW RFP Applicants, reduce the amount of funding offered to Applicants, or not fund any Applicants. Funding notification will be made on or near February 27, 2010.

In accordance with County policy, DPH will review various factors in making funding recommendations to the County Board of Supervisors. These include the quality of the proposed initiative; qualifications demonstrated during oral interviews with top scoring Applicants; and geographic distribution across the County.

One initiative will be funded at approximately \$125,000 per year for one year, with the option of a one-year renewal, at the sole discretion of the County.

If DPH is awarded the CDC's Communities Putting Prevention to Work grant, DPH intends to fund one initiative in the City of Los Angeles for a period of two years. The initiative will receive up to \$125,000 per year. Any resultant contract will be effective on the date of approval by the County Board of Supervisors, anticipated to be on or about ~~April 27~~ April 1, 2010.

Contract Term and Renewal

DPH anticipates a contract term of a period of two years, subject to changes in local, state, and federal resources, beginning on or about ~~April 27~~ April 1, 2010 through ~~April 26~~ March 31, 2012. Any resultant contracts will be effective on the date of approval by the County Board of Supervisors, anticipated to be on or about ~~April 27~~ April 1, 2010. The contract term shall include one initial term of one year and one one-year renewal option, which may be exercised at the sole discretion of the Director and are based on performance, continued availability of funds, and approval by DPH and the County Board of Supervisors.

Professional Development: Conferences and Trainings

DPH will encourage Selected Applicants to attend conferences and trainings to support employees' professional development related to the needs of the initiative. Selected Applicants will be permitted to spend up to \$5,000 from their budget each year for professional development. Site visits to other communities that have conducted similar initiatives and that have relevant expertise to share are allowable forms of training. Initiative staff, partners, and key initiative leaders (all subject to DPH approval) are eligible to use these funds, as long as doing so supports the goal of the initiative.

IV. GOALS AND PROJECTS

Goals:

The long term goals of the RENEW initiative must include one or more of the following:

- Increase levels of physical activity in proposed community
- Improve nutrition (e.g. increase fruit/vegetable consumption, reduce salt and trans fats) in proposed community
- Decrease obesity/overweight prevalence in proposed community

To achieve these long-term goals, the successful Applicants will increase access and reduce barriers to physical activity and healthy eating by passing and implementing new policy, systems, or environmental change within their community. Strategies to achieve these goals are described below.

Proposed Project for the City of Los Angeles - Category 2 Applicants

The City of Los Angeles' Department of Planning will receive funding as a major partner in DPH's overall county-wide RENEW Initiative. To successfully complete their project, the City of Los Angeles needs support from a community based organization. RFP Category 2 Applicants will partner with the City of Los Angeles' Planning Department to support the initiative described below.

The City of Los Angeles plans to create a comprehensive city-wide policy to promote Transit-Oriented Districts (TODs) around transit stations. This initiative will create the necessary policies and regulations to improve walkability, pedestrian and bike access between transit stations and surrounding neighborhoods, and better linkages between the stations and key destinations such as parks, grocery stores, libraries and other community facilities. The City of Los Angeles will develop this new TOD policy as part of its current efforts to update two Community Plans in South and Southeast Los Angeles. The City has identified several areas in which they need assistance, referred to as the "Proposed Project" below. Applicants must be able to complete all of the activities described under the Proposed Project either as the Applicant or by hiring subcontractors (Applicants may not hire more than two subcontractors).

Proposed Project for CBO Partner on City of Los Angeles' RENEW Initiative

Activities:

1. Conduct outreach about the project in the South Los Angeles and Southeast Los Angeles Community Plan Areas to generate support and participation. This includes: create and disseminate bilingual flyers/brochures about the project, identify interested participants, make presentations to local civic/nonprofits/schools/faith-based groups.
2. Conduct outreach to invite people to workshops, focus groups, other public meetings. Arrange meeting logistics for workshops, focus groups, other public meetings.
3. Help develop the policy document(s), including framing key issues.
4. Organize and conduct walk audits (including identifying destinations, community assets, and improvements necessary to optimize the pedestrian experience).
5. Organize and conduct bike audits (including identifying destinations, community assets, and improvements necessary to optimize the recreational and commuter bike experience).

V. ELIGIBILITY AND MINIMUM REQUIREMENTS

Eligible Applicants Under Category 2

Interested and qualified non-profit community based organizations that can demonstrate their ability to successfully provide required services described in this RENEW RFP are invited to submit grant proposals.

Note: The lead agency is the agency with which the County enters into a contract once a proposal is selected. Applicants may not apply to be the lead agency in both Category 1 and Category 2. However, an Applicant may apply to be the lead agency in one category and a subcontractor in the other category.

Eligibility Exclusions Under Category 2

Grant proposals will *not* be accepted from 1) cities or other government agencies 2) individuals; 3) a national or state organization (local chapters of national and state organizations may apply) 4) colleges and universities; 5) schools or school districts; 5) entities outside Los Angeles County; ~~6) Category 1 lead Applicants.~~

Minimum Requirements to Participate

1. *Relevant Experience*

All Applicants must be able to document a minimum of two years experience in policy, systems, or environmental change efforts related to physical activity, obesity, and/or nutrition.

Applicants must also be able to document a minimum of two years experience working on projects similar to the Proposed RENEW Project.

2. *Location*

Applicants must be based in Los Angeles County and have an operational business office located in Los Angeles County on the date of grant proposal submission. Subcontractors do not need to be located in Los Angeles County.

If the Applicant is not located in the South LA or Southeast LA Community Plan Areas where the initiative will take place, then the Applicant must have two years experience working in this community.

3. *Staffing*

Selected Applicants are required to hire one person to serve as a full-time (1 FTE) project coordinator within 90 days of funding notification. Project coordinator responsibilities include but are not limited to: overseeing the Project; fulfilling County requirements; developing and implementing work plans; and ensuring the completion of deliverables. It is highly recommended that the project coordinator is paid a competitive salary and is experienced at leading similar efforts.

4. *Subcontractors*

Applicants may choose to apply for funds as a lead agency with subcontractors. However, Applicant may have no more than two subcontractors. Subcontracting to hire a project coordinator is not permitted.

5. ***Letters of Support***

At the time of grant proposal submission, Applicants are required to submit a letter of support from any identified subcontractors. The letters of support from subcontractors must describe their commitment and role in the Proposed RENEW Project. Additional letters of support may be submitted from other agencies that describe the Applicant's quality of work, provide a recommendation, and/or any role the author will have in the Proposed Project. Letters of support must come from an individual with the authority to speak on behalf of the department/organization and who can commit department/organization time and resources to participate.

VI. FULL PROPOSAL INSTRUCTIONS

If applying for Category 1 AND Category 2 funding, Applicants must submit two completely separate proposal packages, one proposal package for Category 1 and one proposal package for Category 2. Each proposal package must include: narrative, cover letter, table of contents, executive summary, work plan, line item budget, budget justification, letters of support, and Attachments A-U.

Proposal Due Date

Applicants are required to submit a full proposal, to be received by DPH no later than Monday, **December 21, 2009 at 5:00 p.m. (Pacific Standard Time).**

Note: DPH will reject any proposal submitted past the deadline. DPH assumes no responsibility for lost, misaddressed, or proposals not received on time.

Proposal Submission

Proposals should be hand delivered or sent by a delivery service (excluding U.S. postal service) to the address directly below. Submission by email is not permitted.

County of Los Angeles - Department of Public Health
Chronic Disease and Injury Prevention Division
3530 Wilshire Blvd. Suite 800 (8th floor)
Los Angeles, CA 90010-2313
Attention: Jean Armbruster

Parking and Public Transportation Information

The main parking structure is located on Normandie Ave. between Wilshire Blvd. and 7th St. It is labeled "3530 Wilshire Blvd." (*Take the elevator to level P1. Exit and walk to the second set of elevators. Take the elevator to the 8th floor.*) Additional parking is available in the parking structure on Ardmore Ave. or at metered parking surrounding the building. Parking validation cannot be provided; the parking fee is \$13.

Metro Rail Directions: Take the Wilshire/Western train via the *Metro Purple line/subway* to the Wilshire/Normandie stop. Upon exiting the subway station, the building is steps away.

Please allow ample time for parking or public transportation.

Proposal Cover Letter

The cover letter should include:

1. A statement that the proposal is submitted in response to RFP RENEW LAC - 2009;

2. The RENEW RFP Category (Category 1 or Category 2);
3. The legal name, address (including zip code), cross streets, and census tract (<http://factfinder.census.gov> and select *address search*) of the Applicant organization applying for funds (city, non-profit community-based organization, or school district);
4. The city, school district, community planning area, or unincorporated area where the initiative will be conducted. If the initiative will be conducted in an unincorporated area provide the name of the major streets that border the area (Category 1 Applicants Only);
5. If the Applicant is not located in the city/unincorporated area where the initiative will be conducted, then Applicant must do one of the following:
 - a. Explain how the Applicant meets the minimum requirement of having two years experience working in the city/unincorporated area (Category 1 and 2 Applicants) OR;
 - b. Provide the name and street address of the required partner organization that has been located in the city/unincorporated area for a minimum of two years and explain how the partner has knowledge of and connection to the community (Category 1 Applicants Only);
6. The name, title, telephone number (including area code), email address and FAX number of the Applicant's contact person for the RFP;
7. The name, title, and telephone number (including area code), email address, FAX number, and signature of the individual authorized to legally bind the agency, such as the Chief Executive Officer;
8. The amount of funding requested to conduct the initiative for **Year 1** (12-month period from ~~April 27~~ April 1, 2010 – ~~April 26~~ March 31, 2011; **Year 2** (12-month period from ~~April 27~~ April 1, 2011 – ~~April 26~~ March 31, 2012);
9. The Applicant's federal tax identification number;
10. The Applicant's 501(c)(3) number, if applicable.

The cover letter should be addressed to:

Jean Armbruster, Director
PLACE Program
County of Los Angeles Department of Public Health
3530 Wilshire Blvd. Suite 800
Los Angeles, CA 90010

Note: Additional information should <u>not</u> be included in the cover letter.
--

Proof of Receipt

If submitting your proposal in person, bring one original cover letter on Applicant's letterhead plus one additional photocopy of the cover letter; both the original and the photocopy will be time stamped; the copy will serve as your receipt from DPH. The time-stamped original will serve as DPH's documentation

of receipt of the proposal. If submitting a proposal via a delivery service, Applicants should require proof of delivery from the service; DPH will not be able to send Applicants a confirmation of receipt.

Proposal Format Requirements

Grant proposals are to be organized and assembled into one volume in the format and order described below. **DPH will reject any proposal that fails to adhere to required format.**

1. All grant proposals submitted to DPH must be written in English.
2. Submit one complete, unbound, SINGLE-SIDED, original proposal package (including original signed cover letter and all required attachments and forms) and six DOUBLE-SIDED copies of the original (including copies of the cover letter and all required forms and attachments) so that there are a **total of seven (7) copies** of the proposal available for review.
3. All material must be typewritten, single spaced, with 11-point Arial font on 8½” by 11” paper, with the 8½” ends of the paper as the top and bottom of the page and 1” margins. Header and footer margins shall be no less than 0.3”. (Note: these guidelines do not apply to the work plan and budgets)
4. The overall narrative for Category 1 Applicants should not exceed 12 pages. The overall narrative for Category 2 Applicants should not exceed 10 pages. Page limits exclude cover letter, table of contents, executive summary, budgets, budget justifications, work plan, letters of support, and attachments.
5. Number each page sequentially following the cover letter, including attachments, and provide a complete Table of Contents for the proposal and its attachments. Label each section clearly.
6. **Do not staple or bind the original proposal.** Use a rubber band or binder clip to keep the pages of the original proposal together. Staple the copies of the proposal. If thickness of the proposal copies prohibits stapling, please use an appropriately sized binder clip. **Do not professionally bind** (e.g., spiral binding) the original or copies of the proposal.
7. Other than the attachments specified in this RFP, no other exhibits or attachments should be submitted with the Proposal.

Note: DPH may reject any proposal that fails to adhere to the required format.

Any information, which is proprietary or confidential, must be clearly marked “PROPRIETARY” or “CONFIDENTIAL.” Such information should not appear on the same page as not-proprietary or non-confidential information. DPH will use its best efforts to maintain the confidentiality of such information. However, if the California Public Records Act or any other applicable law requires its disclosure to others, County shall not be liable for any damages suffered by the Applicant as a result.

Executive Summary

The Executive Summary should condense and highlight contents of the full grant proposal. It should provide DPH and the evaluation committee with a broad understanding of the Applicant including a description of the nature of the Applicant’s agency, a broad understanding of the initiative’s goals and activities, and a description of how the Applicant’s required partner (Category 1 Applicants only) fits into the initiative. The Executive Summary provides reviewers with an initiative overview critical to understanding further initiative details provided in the body of the proposal but will not be scored or counted toward your narrative page limit. The Executive Summary may not exceed one page.

Body of Proposal

Applicants must complete all sections of the proposal as outlined below. All responses should be complete and specific. In the same order as presented below, number and label the parts of the narrative to correspond to the question number (e.g. Question 1(a): Community Profile and Assessment). Do not leave any question blank. In the body of the proposal cite appropriate data sources where possible.

VII. PROPOSAL NARRATIVE QUESTIONS

Section 1 Narrative Questions for Category 2 Applicants

Question 1: Organizational Capacity and Relevant Experience (approximately 4 pages) Maximum Score: 25 points

1a. Describe how the Proposed Project relates to the Applicant's mission.

1b. Describe how the Applicant has at least two years experience conducting work in policy and promotion. The description must include but is not limited to:

- Experience working on projects related to healthy eating, physical activity and/or obesity prevention, that involved a policy, systems and environmental change approach.
- Experience conducting outreach to communities to: generate support for a proposed policy (or equivalent); collect input from community members; encourage community members to attend City sponsored meetings/workshops.
- Experience promoting and educating the public on bike and pedestrian related topics (e.g. promotional campaigns, workshop facilitation, large-scale community events, educational toolkit development, etc.).
- Experience working in south LA and southeast LA community plan areas for a minimum of two years. ~~if Applicant is not based in this community-~~
- Experience working with culturally diverse and monolingual speaking communities.

1c. State the Applicant's experience organizing and conducting bike and walk audits. Include in your description an approximate number of audits conducted, purpose of audits, location of the audits, and size and scale of the audits (description can be in a table or list format). Highlight one walk/bike audit that was successful at informing a policy/systems/environmental change effort. Describe why it was successful and how the Applicant will incorporate lessons learned into the Proposed Project.

Question 2: Description of Key Activities (approximately 3 pages) Maximum Score: 40 points

2a. Describe Applicant's approach and major tasks Applicant will conduct to complete each of the activities listed under the Proposed Project. The description should complement the Preliminary Work Plan described below in Section 2.

2b. Describe any barriers that might hinder the Applicant from completing the Proposed Project. Explain how the Applicant will address these barriers.

Question 3: Partnership (approximately 2 pages) Maximum Score: 10 points

3a. Describe the Applicant's experience working with the City of Los Angeles.

3b. Describe how the Applicant would like its partnership with the City of Los Angeles to function. Justify why the Applicant would be a strong partner for the City of Los Angeles. Identify potential challenges that may prevent the partners from working together effectively and how the challenges will be addressed.

Question 4: Staffing (approximately 1 page)

Maximum Score: 5 points

4a. Identify all staff people who will implement the activities of this project and identify the staff person accountable for the project. Indicate which staff are existing staff and which staff will need to be hired.

4b. If a new staff person will need to be hired as the project coordinator, explain how the process the Applicant will use to hire for this position will allow hiring within 90 days of funding notification from DPH. Address any barriers that may arise.

4c. If Applicant plans to hire subcontractors to complete a portion of the Proposed Project, describe the role of the subcontractor(s). Identify the subcontractor specifically or provide a description of the type of subcontractor the Applicant will hire. Describe relevant projects the Applicant and subcontractor have worked on together previously (if applicable).

Section 2: Preliminary Work Plan (Scope of Work) (no page limit)

Maximum Score: 10 points

Use the blank Preliminary Work Plan template provided in Appendix D, to list the key steps the Applicant will conduct to complete each activity listed under the Proposed Project.

Section 3: Budget and Budget Justification (no page limit)
See Appendix E

Maximum Score: 10 points

Section 4: Attachments/Required Documents:

See Attachments A - U

Attach the completed documents to your proposal. If a particular form does not apply to your organization, please submit the form and indicate **DOES NOT APPLY**.

Category 2 Applicants, the next section of the RFP begins on <u>page 31</u>.

Category 1 and Category 2 Applicants

The following sections include:

- VIII. Selection Process and Evaluation Criteria
- IX. Special Notices
- X. Requirements Following Contract Award
- XI. Uses and Limitations of Funding
- XII. County Of Los Angeles Requirements
- XIII. Proposal Conditions

VIII. SELECTION PROCESS AND EVALUATION CRITERIA

Evaluation Process

An evaluation committee will review and evaluate all proposals that adhere to requirements of the RFP format and procedure. Review and evaluation of each proposal shall consist of the four levels described below:

Level I - “Pass/Fail” Evaluation:

Initially, a “pass/fail” evaluation will be made to determine compliance with all of the provisions of the RENEW RFP. This level of evaluation does not include an in-depth reading of the proposal’s content, but is conducted solely to ensure that a complete proposal has been received. DPH will review the proposal to see that all of the required forms/documentations are included, and that the proposal meets the RENEW RFP guidelines. Failure in any one of the “pass/fail” criteria may be cause for disqualification of the entire proposal from further review. The determination to disqualify a proposal shall be at the sole discretion of the Director. Criteria for passing the first level review include the following:

1. Full grant proposal, cover letter and all required attachments are received on or before the submission deadline at the location specified in this RENEW RFP.
2. Full grant proposal is typewritten in English and submitted with the correct number of copies of cover letter, proposal and required attachments.
3. Full grant proposal contains and identifies all proposal sections in sequential order as set forth in this RENEW RFP.
4. Full grant proposal does not include additional exhibits or attachments that have not been requested.
5. Applicant meets minimum requirements, as identified in *Section V: Eligibility and Minimum Requirements*.
6. Cost/budget information provided by the Applicant is unconditional, complete, and contains no unsigned material or irregularities.

DPH may disqualify any proposal that does not meet the above pass/fail requirements. Furthermore, DPH may disqualify any proposal that provides inaccurate, false, or misleading data or statements. DPH may, at its sole discretion, correct any obvious mathematical or clerical errors.

Level II - “Scored” Evaluation:

Full grant proposals that pass Level I will proceed to Level II. Utilizing predetermined and weighted criteria, an Evaluation Committee will score proposals that pass the first level of evaluation. The Evaluation Committee will assign numeric scores to each proposal that contains all of the required components. The numeric score will be based upon the proposal’s strengths and weaknesses according to the criteria described in the RENEW RFP. Each proposal will be reviewed and scored based upon the adequacy and thoroughness of its response to the County’s needs and the RENEW RFP requirements. During this review, proposals will be evaluated and ranked by evaluation committee members. Refer to *Section VI: Full Proposal Instructions* for specific criteria used to score each proposal.

Category 1 Applicants: Section Score Summary

Question 1: Community Profile and Assessment	Maximum Score: 15
Question 2: Organizational Capacity and Relevant Experience	Maximum Score: 8
Question 3: Partnerships	Maximum Score: 5
Question 4: Other Efforts to Reduce Obesity	Maximum Score: 3
Question 5: Proposed Policy, System, Environmental Change	Maximum Score: 25
Question 6: Readiness	Maximum Score: 5
Question 7: Challenges	Maximum Score: 5
Question 8: Sustainability	Maximum Score: 5
Question 9: Staffing	Maximum Score: 3
Question 10: Evaluation	Maximum Score: 3
Question 11: Technical Assistance	Maximum Score: 3
Preliminary Work Plan	Maximum Score: 15
Budget and Budget Justification	<u>Maximum Score: 5</u>

Total Max. Score: 100

Category 2 Applicants: Section Score Summary

Question 1: Organizational Capacity and Relevant Experience	Maximum Score: 25
Question 2: Description of Key Steps	Maximum Score: 40
Question 3: Partnership	Maximum Score: 10
Question 4: Staffing	Maximum Score: 5
Preliminary Work Plan (Scope of Work)	Maximum Score: 10
Budget and Budget Justification	<u>Maximum Score: 10</u>

Total Max. Score: 100

Level III - Oral Interview:

A small number of select, high scoring, geographically distributed proposals will proceed to Level III: a mandatory oral interview by DPH. The purpose of the oral interview is 1) to verify information as claimed in the Applicant's written proposal; 2) to ask additional questions related to the feasibility, quality, and potential of Applicant's proposal compared with other proposals; and 3) to assess the leadership capabilities of the Applicant, the experience and cohesiveness of the partnership, and the extent to which all required partners are fully committed to the initiative. In addition, DPH may request a brief tour of the local neighborhood or community where the initiative will take place (Category 1 Applicants only). Selection of final candidates will be based upon total score from oral interview evaluation.

NOTE: All required partners must attend the mandatory oral interview, which will tentatively take place between January 18 – February 3, 2010; required partners must make themselves available during that time period at the request of DPH to participate in the oral interview (additional partners may attend on an optional basis at the sole discretion of DPH). DPH may request that Applicants give brief oral presentations during the interview. The Director may, at his/her sole discretion, identify and request additional information to evaluate final candidates.

DPH retains the sole right to determine the number of oral interviews to be conducted. This determination will be based upon, but not be limited to, the number of high scoring proposals and their geographic distribution throughout the County.

Level IV - Recommendation for Contract Award:

After the proposals and oral interviews have been evaluated and ranked and the results of the evaluation accepted by the Director, funding recommendations will be made to the County Board of Supervisors.

Funding recommendations will be based upon the quality of the proposed initiative, qualifications demonstrated during oral interviews, and geographic distribution throughout the County. DPH reserves the right to direct funding at its discretion, in the best interests of the County.

In the event negotiations with the Applicant(s) recommended for funding do not result in a contract for recommendation to County of Los Angeles Board of Supervisors, then the Director may, at his/her sole discretion, reject a proposal and commence negotiations with the next highest ranked Applicant(s), in keeping with the County's goals of quality and geographic distribution throughout the County.

Note: All awards of funds pursuant to this RENEW RFP will be made by, and at the sole discretion of, the County of Los Angeles Board of Supervisors.

IX. SPECIAL NOTICES

RENEW RFP Availability

The RFP may be obtained by:

1. Downloading a copy of the RFP from the Department of Public Health website at: www.publichealth.lacounty.gov/chronic/RFP2009 on or after the release date of **November 19, 2009**. The RFP and Sample Agreement will be available in PDF form and will require Acrobat Reader. Required documents such as budgets and Scopes of Work will be available online as Excel and Microsoft Word documents. Addendums to this RFP will be posted, as necessary on this website. Note that DPH will not have a record of organizations that download the RFP or addendums to the RFP, as such, it is each Applicant's responsibility to visit the DPH website to determine if any Addendums or other information have been posted that relates to this RENEW RFP.
2. Picking up a copy in person. The RFP will be available for pick up between **November 20, 2009 and December 2, 2009** on Monday through Friday between the hours of 9 a.m. and 4 p.m. (Pacific Standard Time). The pickup location is:

DPH Chronic Disease and Injury Prevention Division
3530 Wilshire Blvd. Suite 800
Los Angeles, CA 90010-2313
3. Picking up a copy in person. The RFP will be available for pick up between **November 20, 2009 and December 2, 2009** on Monday through Friday between the hours of 9 a.m. and 4 p.m. (Pacific Standard Time). The pickup location is:

DPH Chronic Disease and Injury Prevention Division
3530 Wilshire Blvd. Suite 800
Los Angeles, CA 90010-2313
4. Requesting that a copy be mailed to you. To obtain a copy of the RFP by mail or e-mail, please email a request to Katherine Magwene at kmagwene@ph.lacounty.gov with the contact person's name, agency name, email address, and address no later than 4 p.m. (Pacific Standard Time) on **December 2, 2009**. The County assumes no responsibility for mail delays, e-mail/fax problems or any failure to send the RFP to all interested parties, although every reasonable effort will be made to do so. Mailed copies will be limited to one copy per prospective Applicant.

Bidders' Conference

A Bidders' Conference will be held on **November 23, 2009 from 1:30 p.m. – 3:30 p.m. (Pacific Standard Time)** at:

Department of Health Services
Administration Building - First Floor Auditorium
313 N. Figueroa St.
Los Angeles, CA 90012

Applicants are strongly encouraged to attend the Bidders' Conference. Grant proposals are generally strengthened by the attendance of key staff contributing to the grant proposal's development and implementation of the initiative.

The Bidders' Conference will be held in the first floor auditorium of the DHS Administration building, located on the corner of Temple and N. Figueroa St. Limited parking is available behind the Health Services Administration building at the "5 Star Parking" lot (Lot #29) at Fremont Avenue and Temple Street (entrance on Fremont Avenue) for \$7 all day. Parking is also available at the "Parking Company of America" lot on the northwest corner of Temple and Figueroa (across from the Health Services Administration Building - entrance on Temple Street) for \$8 all day. Metered parking is also available surrounding the building.

For further information or to verify any changes to the date and/or location of the Bidders' Conference, visit our website at www.publichealth.lacounty.gov/chronic/RFP2009.

Inquiries

Only written inquiries about the RFP will be accepted and all inquiries must be received no later than 5 p.m. (Pacific Standard Time) on **Tuesday, December 15, 2009**. Written inquiries will be accepted by e-mail. Inquiries should be addressed to:

Louisa Franco
Email address: lfranco@ph.lacounty.gov

All inquiries must include the following:

- Name
- Organization name
- Mailing address
- Email address
- Area code and phone number
- Area code and fax number
- RFP Category
- Question(s)

Responses to Inquiries and Changes to Request for Initiatives

DPH reserves the right, at any time prior to the submission deadline, to add, delete, or modify any provision of this RFP in the form of a written addendum that will become part of this RFP. Answers to all written inquiries will be included in an addendum and all addenda to the RFP will be posted on the LA County Public Health website at www.publichealth.lacounty.gov/chronic/RFP2009. The failure of any grant proposal to address items or issues contained in or resulting from such addenda may be grounds for not reviewing that grant proposal or not recommending it for funding.

Please note that Applicants are responsible for checking the Department of Public Health website www.publichealth.lacounty.gov/chronic/RFP2009 for updates and RFP Addenda that may be posted subsequent to the release of the RFP. DPH assumes no responsibility for communicating additional information to Applicants.

X. REQUIREMENTS FOLLOWING CONTRACT AWARD

Applicants awarded a contract and who enter into a formal agreement with the County must adhere to the following requirements:

1. Department of Public Health Involvement

In collaboration with the CDC, DPH staff will be substantially involved in the program activities, above and beyond routine grant monitoring. DPH staff may include staff from the RENEW initiative office and/or DPH staff from the initiative's respective Service Planning Area (SPA). Activities may include programmatic support to ensure success of the initiative in the following areas:

- Participate in partnership and development meetings
- Community mobilization and partnership development
- Developing and revising work plans.

2. Deliverables

Selected Applicants shall comply with all requests for documentation of deliverables, as outlined by the Preliminary Work Plan (Appendix D) and yearly work plans.

3. Work Plans

In addition to the Preliminary Work Plan (Scope of Work) submitted with the Applicant proposal, selected Applicants must also submit a more detailed Work Plan within 30 days of start date. Work Plans must be updated throughout the grant term. DPH will provide Work Plan criteria and assistance in Work Plan development.

4. Learning Network

DPH will convene selected Applicants on a regular basis (2-4 times per year) throughout the grant period so they may share challenges, successes and lessons learned. In addition, trainings provided by physical activity and nutrition specialists will be integrated into the Learning Network meetings. Initiative coordinators will be required to participate in the meetings of the Learning Network and provide updates on their initiatives.

5. Monitoring

Selected Applicants will be expected to provide evidence of initiative deliverables approved by DPH staff and to meet program monitoring requirements including, but not limited to, support and oversight to staff, subcontractors, and consultants; submission of timely progress and financial reports by agreed-upon deadlines; availability for periodic DPH monitoring site visits and provision of information needed for performance monitoring and management; and, at the close of the grant period, provide a final written report on the initiative's accomplishments.

6. *Progress Reports to DPH*

Contractors will be required to submit monthly progress reports that provide all necessary information to describe progress toward accomplishing Work Plan activities. This narrative progress report is a written summary of the initiative's progress, achievements, and challenges during the reporting period. Timely submission of progress reports is required or will delay payment of invoices.

7. *Evaluation*

Selected Applicants will be required to participate in any mandated evaluation activities throughout the duration of initiative funding, including all required data collection activities. As a CDC-funded project, the initiatives may involve extensive evaluation activities including: utilizing the CDC's Community Health Assessment and Group Evaluation (CHANGE) tool; creating an evaluation plan linked to initiative's Work Plan; participating in modeling studies, tracking progress on specific outcome measures; and recording pre and post measurements (e.g. conducting bike and pedestrian counts).

8. *Invoices and Payment*

Contractors (i.e., selected Applicants awarded a contract under this RENEW RFP) shall submit invoices on a monthly basis. Contractors must pay all sub-contractors prior to submitting a reimbursement request to DPH. Grant payments are made only as reimbursements, occurring no more frequently than monthly. Lump sum invoices for the entire grant are not allowed. Payment of invoices will not be considered without timely submission of progress reports.

9. *Promotional Material*

Contractor shall obtain County approval for all promotional material (including but not limited to posters, pamphlets, fact sheets, and videos) prior to final development, purchase, or distribution.

10. *Computer Systems Requirements, E-Mail Capability and Internet Access*

Contractor shall maintain adequate hardware, software, e-mail, and internet systems in order to electronically receive, process, and/or provide information to DPH, the CDC and other program advocates. Contractor shall maintain, at a minimum, the following:

- Pentium IV with 1 gigabyte memory and a Microsoft Windows XP Professional Service Pack 2003 operating system;
- Adobe Reader software;
- Microsoft Word software;
- E-mail service that offers 10MB storage space; and
- Internet Access.

11. *Subcontracting*

A written agreement must be maintained between the selected Applicant (Contractor) and subcontractor. The written agreement must be approved by DPH 30 days prior to start of services and will include the same provisions as the contract between the Contractor and DPH including insurance requirements (see *Exhibit I: Sample Agreement*). Contractors must use a subcontracting agreement that clearly shows the work, deliverables, due dates, and costs. Contractors will be responsible for annual monitoring of the subcontractor's compliance with contract provisions and performance in carrying out initiative activities.

Once funds are awarded and the Board of Supervisors approves the contract between DPH and the lead agency, the Contractor must send DPH a copy of its subcontractor agreement for approval.

XI. USES AND LIMITATIONS OF FUNDING

Use of Grant Funds

Grant funds may be used for staff salaries, consultant fees, data collection and analysis, supplies, incentives, meetings, conferences, trainings, initiative related travel (in-state and out-of-state), and other direct project expenses. A maximum of 18.28% will be allowed for indirect costs. Up to 12% of grant funds may be used for fiscal sponsor fees; this must come out of the Applicant's indirect costs.

Up to 15 % of budget may be spent on modest equipment or minor alterations if it is directly linked to the proposed initiative. Purchasing equipment is subject to approval by DPH and will be judged within the context of individual proposals. Where appropriate, examples of relevant equipment purchases might include:

- Bike racks, when they are part of an overall plan to establish far-reaching policies that promote biking as a form of transportation to increase physical activity.
- Bikes when used to promote the widespread implementation of bike-sharing programs through policy and system changes that increase access to bike-sharing amongst large populations in order to increase physical activity with population-wide impact.
- Food storage equipment such as salad bars and refrigerators when this purchase is part of a promotional effort that will help to achieve the establishment of policies that will increase access to fruits, vegetables, and healthy foods across large populations.
- Signage that identifies and provides distance and other markers in existing physical spaces – thus changing existing physical spaces into walking and biking routes.

Funding Limitations and Exclusions

The County of Los Angeles shall in no way be liable or responsible to an Applicant or any third party for any costs incurred in connection with the preparation or submission of grant proposal, in connection with the modification of an Applicant's operations in responding to this RFP, in connection with an Applicant's protest of the contract award process, or in connection with the contract negotiation process.

The following limitations and exclusions apply to all proposed activities:

1. Funds may not be used for lobbying activities by Applicants or their subcontractors receiving funds as a result of this RFP. Lobbying is defined as communicating with governmental staff or officials with the intention of promoting a "yes" or "no" vote on a particular piece of legislation. (Note that this restriction does not limit Applicants from normal lobbying activities conducted with funding sources other than the RENEW grant). Advocacy activities *are* allowed with RENEW grants. Advocacy is defined as educating elected officials, their staff, governmental employees, or the general public about the RENEW initiative.
2. Funding may not be used for organized fund raising, political endorsements, financial campaigns, annual campaigns, political campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred to raise capital or obtain contributions. However, funds may be used for grant writing and other activities related to raising funds for policy implementation (subject to DPH approval).
3. Funding may *not* be used to subsidize individuals for costs of direct clinical care, health care, to support clinical trials, to construct or renovate facilities, or to supplant (substitute for) funds currently being used to support similar activities.
4. Funding may not be used to purchase food or beverages.

5. Funding may not be used for medical services or any other direct services that are covered benefits under public/private health coverage programs.
6. Funding may not be used for initiatives that promote religious doctrine. Faith-based organizations that address the guidelines and criteria stated in the RFP are eligible as long as the proposed initiative does not promote religious doctrine.
7. Contract cannot be awarded to an individual.
8. Under no circumstances will advance payment requests be considered.
9. Recipients may not use funds for research.
10. Recipients may not generally use funding for the purchase of furniture or equipment (except furniture or equipment for hired staff). Any such proposed spending must be identified in the budget.
11. Recipients may not use funding for construction.

XII. COUNTY OF LOS ANGELES REQUIREMENTS

Documents to be submitted **if** funds are awarded:

If approved for funding, the successful Applicant will be required to submit the following documents during contract negotiations. If the successful Applicant is unable to submit the following documents or comply with the following County requirements, the award will be granted to the next highest qualifying Applicant.

DO NOT SUBMIT THESE DOCUMENTS WITH YOUR PROPOSAL

1. Indemnification and Insurance Requirements: Any contract awarded by DPH will include the following, or substantially similar, Indemnity and Insurance provisions. The following is a brief summary, only: Applicants should refer to Exhibit 1, Sample Agreement, for the complete requirements.
 - a. Indemnification: Contractor agrees to indemnify, defend, and hold harmless the County and its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to the Agreement.
 - b. Certificates of Insurance or other written evidence of coverage in a form acceptable to County must be submitted during contract negotiations.
 - c. Public Entity Contractors may elect to satisfy all or any portion of the contract insurance requirements through use of a program of self-insurance.
 - d. Indemnification provision: The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

e. Insurance provisions:

- General Liability Insurance (written on Insurance Services Office ["ISO"] policy form "CG 00 01" or its equivalent), naming County as an additional insured, with limits of not less than the following:

General Aggregate:	\$2 Million
Products/Completed Operations Aggregate:	\$1 Million
Personal and Advertising Injury:	\$1 Million
Each Occurrence:	\$1 Million

Such insurance shall also include environmental impairment liability.

- Automobile Liability Insurance (written on ISO policy form "CA 00 01" or its equivalent) with a limit of liability of not less than \$1 Million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto". Such insurance shall also include environmental impairment liability.
- Workers Compensation and Employers' Liability Insurance providing workers' compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which Contractor is responsible. If Contractor's employees will be engaged in maritime employment, coverage shall provide workers compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which Contractor is responsible. In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	\$1 Million
Disease - Policy Limit:	\$1 Million
Disease - Each Employee:	\$1 Million

NOTE: Subcontractor(s) and Consultant(s) shall provide and maintain the same levels and types of insurance as described above for the Contractor. Failure by Contractor and Subcontractor(s) to procure and maintain the required insurance shall constitute a material breach of contract upon which Director may suspend or County may immediately terminate a contract.

2. Additional Required Documents: DPH will request the following documents during contract negotiations or within the first 30 calendar days of the effective date of the contract.
 - a. Evidence that selected Applicant can carry costs of the initiative for 90 days;
 - b. Identification of individual(s) authorized on behalf of Contractor to conduct business, make commitments, and enter into binding agreements with the County;
 - c. Written policies: non-discrimination in employment, non-discrimination in services, unlawful solicitation, conflict of interest, confidentiality, records retention, and employee's acknowledgement of employer;
 - d. Job descriptions, with qualifications listed for budgeted positions, including subcontractor staff;
 - e. Jury Service policies stating that employees shall receive, on an annual basis, no less than five(s) days of regular pay for actual service rendered;
 - f. A detailed statement listing all sources of funding to Contractor including private contributions. Statement shall include the nature of the funding, services to be provided, total dollar amount, and period of time of such funding;
 - g. Work Plan

- h. Articles of incorporation and agency by-laws
 - i. Roster or current Board of Directors and/or Advisory Board
 - j. Any other documents that may be required as a condition of funding.
3. As a recipient of CDC funds, the successful Applicant must meet CDC requirements. These requirements include but are not limited to:
- AR-9 Paperwork Reduction Act Requirements
 - AR-10 Smoke-Free Workplace Requirements
 - AR-11 Healthy People 2010
 - AR-12 Lobbying Restrictions
 - AR-14 Accounting System Requirements
 - AR-20 Conference Support
 - AR-21 Small, Minority, And Women-owned Business
 - AR-27 Conference Disclaimer and Use of Logos

Additional information on the requirements can be found on the CDC Web site at the following Internet address: http://www.cdc.gov/od/pgo/funding/Addtl_Reqmnts.htm.

Other requirements include but are not limited to:

- Wage Rate Requirements
[This term and condition shall not apply to tribal contracts funded with this appropriation. (Recovery Act Title VII—Interior, Environment, and Related Agencies, Department of Health and Human Services, Indian Health Facilities)] Subject to further clarification issued by the Office of Management and Budget, and notwithstanding any other provision of law and in a manner consistent with other provisions of Recovery Act, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (Recovery Act Sec. 1606)
- Limit on Funds (Recovery Act)
None of the funds appropriated or otherwise made available in Recovery Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. (Recovery Act Sec. 1604)
- Disclosure of Fraud or Misconduct
Each recipient or sub-recipient awarded funds made available under the Recovery Act shall promptly refer to the HHS Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. The HHS Office of Inspector General can be reached at <http://www.oig.hhs.gov/fraud/hotline/>

- Recovery Act: One-Time Funding
Unless otherwise specified, Recovery Act funding to existent or new awardees should be considered one-time funding.

A complete list of requirements can be found on pages 37-42 of the CDC's Funding Opportunity Announcement (FOA) posted on the DPH website: www.publichealth.lacounty.gov/chronic/RFP2009

XIII. PROPOSAL CONDITIONS

A. Informal Solicitation for Proposals

Notwithstanding any other provision of this RFP, Applicants are hereby advised that this RFP is an informal solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. Thus, the Director reserves the sole and unqualified right to reject any and all proposals for any reason at any time.

B. County Rights and Responsibilities:

The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization that attended the Bidder's Conference. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

C. Final Contract Award by County's Board of Supervisors

Notwithstanding any decision by the Director to recommend the award of a resultant contract to any Applicant, the County's Board of Supervisors retains the right to exercise its independent judgment and discretion concerning the final selection of a proposal and the terms and conditions of any resultant contract, and to determine which proposal best serves the interest of the County. The Board of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

D. Compliance with Request for Proposals

Responses to this RFP shall be made according to the specifications and instructions contained herein, and must comply with content, sequence, and format for proposals as outlined in *Section VI, Full Proposal Instructions*, of this RFP. Failure to adhere to any RFP instruction or to comply with the format requirements of *Section VI, Full Proposal Instructions* may be cause for rejection of the proposal, at the Director's sole discretion.

E. Acceptance of Terms and Conditions

Applicant understands and agrees that submission of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP, and any addenda thereto; and as further evidenced by Applicant's authorized representative's signature and date on the Acceptance of Terms and Conditions Affirmation form (Attachment O) as submitted within Applicant's response to this RFP.

Applicants are encouraged to carefully review Exhibit I entitled "Sample Agreement" and its service and payment exhibit(s), since many of its provisions will be included in the agreement that may be awarded as a result of this RFP. However, please note that the draft contract language specified in the

Sample Agreement is subject to change, and not all clauses shown may be used, and other agreement provisions that do not currently appear may be included in the final version of the agreement document.

Applicants are not required to sign the Sample Agreement at this time. This document is provided for the Applicant's information only. Applicants who are recommended to provide services as a result of this RFP process will be required to sign the final version of the formal contract document upon completion of the contract negotiation process.

F. County Changes to Request for Proposals

The Director reserves the sole right to interpret or change any provision of this RFP at any time prior to the final proposal submission date. Any such interpretation or changes shall be by a written addendum to this RFP. For purposes of this RFP process, any written addendum, including any written question and answer handout, shall become part of this RFP and may become part of any resultant contract. Every reasonable effort shall be made to assure that any written addendum made to the RFP is provided to each Applicant who, based on County's records: 1) attended the Bidder's Conference, or 2) notified the DPH contact person requesting that Applicant receive such addendum by fax or mail. An Applicant's failure to address the requirements of any written addenda may result in their proposal not being considered. The Director, at his sole discretion, may determine that if an addendum is issued, a time extension may also be required for the submission of the proposals, in which case the written addendum shall also indicate the new proposal submission date.

G. Applicant Changes to Proposal

Prior to the final submission date, an Applicant may retrieve its proposal in order to make additions or alterations. Such retrieval, however, shall not extend the final submission date for proposals under this RFP process. In any event, an Applicant may not change any aspect of its proposal after the final submission date, unless the same opportunity is offered to all Applicants at the Director's sole discretion.

H. Contact with DPH Employees

Except as may otherwise be expressly noted herein, as of the issuance date of this RFP and until the final date for submission of the proposal, all County officers, employees, and agents, except for designated DPH personnel, are specifically directed not to hold meetings, conferences, or technical discussions with an Applicant(s) regarding this RFP. Any Applicant found to be acting in any way contrary to this directive shall be disqualified from entering into any contract that may result from this RFP.

Any questions or comments regarding this RFP or other matters relating thereto shall be addressed to:

County of Los Angeles - Department of Public Health
Division of Chronic Disease and Injury Prevention
3530 Wilshire Boulevard, Suite 800
Los Angeles, CA 90010
Attention: Louisa Franco
E-mail: lfranco@ph.lacounty.gov

Director shall determine at his/her sole discretion the nature of Applicant's question or comment and decide whether to respond to such question or comment directly, or to share his/her response equally with all Applicants under a written addendum.

I. Firm Offer

All proposals shall be firm and final offers and may not be withdrawn for a period of two hundred seventy (270) calendar days following the final proposal submission date.

J. Inquiries and Investigative Authority

Director reserves the right to make inquiries into the operational and financial capacity and responsibility of an Applicant. The failure of an Applicant to promptly supply information in connection with such inquiry, which may include, but not limited to, information regarding current and past performance, financial stability, professional citations, incidents or charges of malpractice, and the ability to provide the services described in this RFP in a timely manner, may be grounds for rejection of the proposal at the sole discretion of Director. By submitting a proposal in response to this RFP, the Applicant acknowledges that it gives Director investigative authority to verify and confirm any and all related information, credentials, resources, and references listed in the proposal.

K. Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Director's sole judgment and his/her judgment shall be final.

L. Disclosure of Contents of Proposals

All proposals submitted in response to this RFP shall become the exclusive property of the County. At such time as Director formally, and in writing (whether by Health Deputy memo, Board memo, or Board letter), recommends rejection of any or all proposals, or recommends award of an agreement, or agreements, to County's Board of Supervisors all proposals shall be regarded as public record(s), with exception of those parts of each proposal defined by the Applicant as a business or trade secret and plainly marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY." (Contractor shall agree that a blanket statement of Applicant's entire RFP being confidential, or the marking of each page of Applicant's RFP response as a "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," shall not be deemed as correct notice of an exception; and that a correct notice of an exception is one that specifically and logically identifies those areas of an Applicant's RFP response that are truly of a "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" in nature.) In any event, Contractor shall ensure that such business or trade secret information does not appear, or is combined, on the same page(s) as non-proprietary or non-confidential information to allow for the securing (i.e., removal of entire page) of such information from disclosure, when requested by other parties for review as a public record.

County shall not in any way be liable or responsible for the disclosure of any such information or any part thereof, if disclosure is required or permitted under the California Public Record Act or otherwise by law or order of the court.

M. Term of Contract (*see Section III- Availability of Funds*)

DPH anticipates a contract term of a period of two years, subject to changes in local, state, and federal resources, beginning on or about ~~April 27~~ April 1, 2010 through ~~April 26~~ March 31, 2012. The contract term shall include one initial term of one year and one one-year renewal option, which may be exercised at the sole discretion of the Director of Public Health or his/her designee, and are based on performance, continued availability of funds, and approval by DPH and the County Board of Supervisors.

The Director of Public Health or his/her designee may extend the final contract term on a month-to-month basis for up to six months, at his/her sole discretion. The contract shall commence with approval by the Los Angeles County Board of Supervisors, but not prior to February 26, 2010.

N. Compliance with Applicable Law

Any contract which may be entered into between County and Applicant, and awarded by the County's Board of Supervisors as a result of this RFP, shall be in compliance with all applicable federal, State and local laws, ordinances, regulations, rules, and directives, including federal statutes

and regulations regarding lobbying activities, non-discrimination, equal opportunity, and the employment of aliens and others, as such provisions exist now or in the future.

O. County Contract Provisions

All proposals submitted in response to this RFP shall especially acknowledge Applicant's advance willingness to meet the requirements of a number of standard contract provisions that will be part of any agreement awarded as a result of this RFP competitive selection process. In order to be funded, successful applicants will be required to sign a contract which includes these standard provisions. A sample contract is included as Exhibit 1. Failure of Applicant to specifically acknowledge his/her willingness to meet the requirements of such provisions by completion of the form(s) provided herein, may be grounds for rejection of Applicant's proposal response, the determination of which shall be at the sole discretion of Director. The standard contract provisions a Applicant must acknowledge his/her willingness to meet the requirements of, include, but are not limited to the following:

(1) Consideration of GAIN/GROW Participants for Employment:

Should contractor require additional or replacement personnel after the effective date of this agreement, contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet contractor's minimum qualifications for the open position. If contractor decides to pursue consideration of GAIN/GROW participants for hiring, Contractor shall provide information regarding job openings and job requirements to Department of Public Social Services' GAIN/GROW staff at GAINGROW@dpss.lacounty.gov. County will refer GAIN/GROW participants, by job category to contractor.

Note: In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

As a threshold requirement for consideration for contract award, Applicants shall demonstrate a proven record of hiring GAIN/ GROW participants or shall attest to a willingness to consider GAIN or GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Applicants shall attest to a willingness to provide employed GAIN or GROW participants access to the Applicants' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Applicants who are unable to meet this requirement shall not be considered for contract award.

Applicants shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Attachment D, along with their proposal.

(2) Applicant's Willingness to Consider County Employees for Employment:

If Applicant is selected for a contract award, and should Applicant as a contractor require additional or replacement personnel after the effective date of the contract to perform the services set forth herein, Applicant shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a reemployment list during the term of Applicant's contract.

(3) County Lobbyist Ordinance:

County has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance," defines a County lobbyist and imposes

certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in Los Angeles County Code Chapter 2.160. In effect, each person, corporation, or other entity who seeks a County permit, license, franchise, or contract must certify compliance with the ordinance. As part of this solicitation process, it is the responsibility of each Applicant to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation, or other entity submitting a response to this RFP, must certify that each County lobbyist, defined by Los Angeles County Code Section 2.160.010, that is retained by the Applicant, is in full compliance with Chapter 2.160 of the Los Angeles County Code.

(4) County's Quality Assurance Plan:

After contract award, the County or its agent will evaluate Applicant's performance under the contract, on not less than an annual basis. Such evaluation will include assessing compliance with all contract terms and performance standards. Deficiencies the County determines are severe or continuing and that may place the performance of the agreement in jeopardy if not corrected will be reported to the County's Board of Supervisors. The resultant report on such evaluation will include a description of the quality improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures taken by County and the contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the agreement or impose other penalties as specified in the agreement.

(5) Determination of Applicant Responsibility:

- a. A responsible Applicant is one who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is County's policy to conduct business only with Applicants who are responsible contractors.
- b. Applicants are hereby notified that, in accordance with Chapter 2.202 of the Los Angeles County Code, County may determine whether the Applicant is responsible based on a review of the Applicant's performance under any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by Applicant against public entities. Labor law violations which are the fault of subcontractors and of which the Applicant had no knowledge shall not be the basis of a determination that the Applicant is not responsible.
- c. County may declare an Applicant not responsible for purposes of this selection process if County's Board of Supervisors, in its discretion, finds that Applicant has done any of the following: 1) committed any act or omission which negatively reflects on Applicant's quality, fitness, or capacity to perform a contract with the County, or a contract with any other public entity, or engaged in a pattern or practice which negatively reflects on same, 2) committed an act or offense which indicates a lack of business integrity or business honesty, or 3) made or submitted a false claim against County or any other public entity.
- d. If there is evidence that the highest ranked Applicant(s) may be found not responsible, the Director shall notify the Applicant(s) in writing of the evidence relating to the Applicant's responsibility, and of his or her intention to recommend to the Board of Supervisors that the Applicant(s) be found not responsible. Director shall provide the Applicant and/or the Applicant's representative with an opportunity to present evidence at a hearing as to why the Applicant should be found to be responsible and to rebut evidence which is the basis for

Director's recommendation. If the Applicant fails to avail itself of the opportunity to rebut Director's evidence, the Applicant may be deemed to have waived all rights of appeal.

- e. If the Applicant presents evidence in rebuttal to DPH, DPH shall evaluate the merits of such evidence, and based on that evidence make a recommendation to the Board of Supervisors. A record of the hearing shall be maintained by Director and presented to the Board along with Director's recommendations.
- f. These terms shall also apply to proposed subcontractors/subconsultants of Applicants under County contracts.

(6) Applicant Debarment:

- a. Applicant is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Applicant from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Applicant's existing contracts with the County, if the Board of Supervisors finds, in its discretion, that the Applicant has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on Applicant's quality, fitness, or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against County or any other public entity.
- b. If there is evidence that the apparent highest ranked Applicant(s) may be subject to debarment, the Department shall notify the Applicant(s) in writing of the evidence which is the basis for the proposed debarment, and shall advise the Applicant(s) of the scheduled date for a debarment hearing before the County's Contractor Hearing Board.
- c. County's Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. Applicant and/or the Applicant's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, County's Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the Applicant should be debarred and, if so, the appropriate length of time of the debarment. Applicant and Director shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to County's Board of Supervisors.
- d. After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision, and any recommendation of the County's Contractor Hearing Board shall be presented to the Board of Supervisors. County's Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the hearing board.
- e. If a Applicant has been debarred for a period longer than five (5) years, that Applicant may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Applicant has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona

fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

- f. The County's Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Applicant has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the County's Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the County's Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the County's Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- g. The County's Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The County's Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the County's Contractor Hearing Board.
- h. These terms shall also apply to proposed subcontractors of Applicants on County contracts.
- i. Attachment M is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

(7) Jury Services Program:

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the Jury Service Ordinance, Exhibit R, and the pertinent jury service provisions of Exhibit I, Sample Agreement, Additional Provisions, Paragraph 39, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their Subcontractors. Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- a. The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

- b. There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000, and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
- c. If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in Attachment H, County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

(8) County Policy on Doing Business with Small Business:

- a. The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.
- b. The Local Small Business Enterprise Preference Program requires the Company to complete a certification process. This program and how to obtain certification are further explained in Subparagraph (11) of this Section.
- c. The Jury Service provides exceptions to the Program if a company qualifies as a Small Business. Further explanation of this Program is provided in Subparagraph (9), Jury Service Program of this Section.
- d. The County also has a Policy on Doing Business with Small Business that is stated in Attachment T.

(9) Local Small Business Enterprise Preference Program:

- a. The County will give Local SBE preference during the solicitation process to businesses that meet the definition of a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. A Local SBE is defined as: 1) A business certified by the State of California as a small business and 2) has had its principal office located in Los Angeles County for at least one year. The business must be certified by the Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above prior to requesting the Local SBE Preference in a solicitation.
- b. To apply for certification as a Local SBE, businesses may register at the Office of Affirmative Action Compliance's web-site at <http://oaac.co.la.ca.us/contract/sbemain.html>.
- c. Certified Local SBEs must request the SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and

certification affirmed. Businesses must attach the Local SBE Certification Letter to the required form, Attachment E, Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form, with their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Local SBE.

- d. Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>.
- (10) Local Small Business Enterprise (SBE) Prompt Payment Program:
It is the intent of the County that Certified Local SBEs receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.
- (11) Notification to County of Pending Acquisitions/Mergers by Proposing Company:
The Applicant shall notify the County of any pending acquisitions/mergers of their company. Failure of the Applicant to provide this information may eliminate its proposal from any further consideration.
- (12) Transitional Job Opportunities Preference Program:
- a. In evaluating proposals, the County will give preference to businesses that are certified by the County as Transitional Job Opportunity vendors, consistent with Chapter 2.205 of the Los Angeles County Code. A Certified Transitional Job Opportunity vendor is, and has been such for three (3) years, an entity: 1) that is a non-profit organization recognized as tax exempt pursuant to Section 501 (c) (3) of the Internal Revenue Services Code; set forth, under penalty of perjury, such information as requested by the County on either electronic or hard copy forms, along with their application form and three most recent annual tax returns to the department with their proposal response to the contracting solicitation for which they are competing; 2) has been in operation for at least one year providing transitional job and the related supportive services to program participants; and 3) provide a profile of their program with a description of their program components designed to assist program participants, number of past program participants, and any other information requested by a contracting department.
 - b. Transitional Job Opportunities vendors must request the preference in their solicitation response and may not receive the preference until their certification has been affirmed by the applicable department. County must verify the Transitional Job Opportunity vendor certification prior to applying the preference. Sanctions and financial penalties may apply to an Applicant that knowingly and with intent to defraud seeks to obtain or maintain certification as a Transitional Job Opportunities vendor.
 - c. To request the Transitional Job Opportunities Preference, Applicant must complete Attachment N, Transitional Job Opportunities Preference Application and submit it along with all supporting documentation with their proposal.
- (13) Contractor's Obligations as a "Non Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA):
Contractor expressly acknowledges and agrees that the provisions of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.
- (14) Applicant's Charitable Contributions Compliance (if applicable):

- a. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.
- b. All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Attachment P. A completed Attachment P is a required part of any agreement with the County.
- c. In Attachment P, prospective contractors certify either that:
 - they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement, **OR**
 - they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.
- d. Prospective County contractors that do not complete Attachment S as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

(15) Injury and Illness Prevention Program (IIPP)

Contractor shall be required to comply with the State of California's Cal/OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

(16) Background and Security Investigations

Background and security investigations of Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the Contractor.

(17) Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Attachment U of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

(18) Applicant's Adherence to County's Child Support Compliance Program:

Applicants shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract

or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

(19) Applicant's Exclusion from Participation in a Federally Funded Health Care Program:

The Applicant is required by this RFP process to complete and sign the Federally Funded Health Care Program Affidavit (see Attachment R), certifying that neither the Applicant nor any of its staff members are currently barred from participation in a federally funded health care program. If the Applicant cannot execute this affidavit because it or one or more of its staff members is barred from participating in a federally funded health care program, the Applicant shall submit a statement, (also labeled Attachment R), reflecting all of the details of such debarment action. The Director will then consult with County Counsel to determine whether any such debarment is grounds for Applicant's elimination from this RFP process.

P. Cost of Proposals and/or Modifications of Applicant's Operations

County will not in any way be liable, or responsible, to a Applicant or any third party for any costs incurred in connection with: 1) the preparation or submission of any proposal, 2) the modification of any of Applicant's operations in response to this RFP, 3) the contract award process, 4) oral/visual presentation phase of the Evaluation Process, or 5) the contract negotiation process.

Q. Gratuities

It is improper for any County officer, employee, or agent to solicit consideration, in any form, from an Applicant with the implication, suggestion, or statement that the Applicant's provision of the consideration may secure more favorable treatment for the Applicant in the award of the contract or that the Applicant's failure to provide such consideration may negatively affect the County's consideration of the Applicant's submission. An Applicant shall not offer or give, either directly or through an intermediary, consideration in any form, to a County officer, employee, or agent for the purpose of securing a favorable treatment with respect to the award of the contract.

An Applicant shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County Manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Failure to report such a solicitation may result in the Applicant's submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

R. Protest Process

Any actual or prospective Applicant may file a protest in connection with the solicitation or award of a Board-approved service contract. It is generally accepted that the Applicant challenging the decision of a County department bears the burden of proof in its claim that the department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed award.

Throughout the review process, County has no obligation to delay or otherwise postpone an award of contract based on an Applicant protest. In all cases, County reserves the right to make an award when it is determined to be in the best interest of County to do so.

Grounds for Review: Unless state or federal statutes or regulations otherwise provide, the grounds for review of any departmental determination or action should be limited to the following:

- (1) Review of Solicitation Requirements
- (2) Review of Disqualified Proposal
- (3) Review of Department's Proposed Contractor Selection

S. Rejection/Cancellation of the RFP Process

Director may at his sole discretion, reject any or all proposals submitted in response to this RFP at any time for any reason whatsoever. In addition, the RFP process may be canceled at any time, in whole or in part, when Director determines at his/her sole discretion that such a cancellation is in the best interest of County.

T. Solicitation Requirements Review

A person or entity may seek a Solicitation Requirements Review by submitting a written request for review to the department conducting the solicitation (Attachment Q).

A Solicitation Requirements Review shall only be granted under the following circumstances:

- (1) The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
- (2) The request for a Solicitation Requirements Review includes documentation which demonstrates the underlying ability of the person or entity to submit a proposal;
- (3) The request for a Solicitation Requirements Review itemizes, in appropriate detail, each matter contested and factual reasons for the requested review; and
- (4) The request for a Solicitation Requirements Review asserts either that:
 - application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the Applicant; or
 - due to unclear instructions, the process may result in County not receiving the best possible responses from the Applicants.

U. Indemnification/Insurance

Contractor shall be required to comply with the indemnification provisions contained in the – Exhibit I, Sample Contract. The Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Exhibit I, Sample Contract.

V. Mandatory Requirement to Register on County's WebVen

Prior to a contract award, all potential Contractors must register on the County's WebVen. The WebVen contains the Applicant's (e.g., vendors) business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at http://lacounty.info/doing_business/main_db.htm. *There are underscores in the address between the words 'doing business' and 'main db'.*

XIV. APPENDICES

PROPOSAL CHECKLIST

Applicants must submit all of the following documents to be considered for funding.

Due by 5:00 p.m. (Pacific Standard Time) on December 21, 2009

****The following items comprise the “proposal package.” Submit one complete, unbound, single-sided original proposal package (including original signed cover letter and all required attachments and forms) and six double-sided copies of the original (including copies of the cover letter and all required forms and attachments). All elements of the proposal should be in the following order:***

- _____ Proposal cover letter on Agency letterhead plus one photocopy, both time-stamped (see Section VI)
- _____ Table of Contents
- _____ Executive Summary
- _____ Narrative (Body of Proposal)
- _____ Preliminary Work Plan (Scope of Work)
- _____ Budget and Budget Justification
- _____ Letters of Support
- _____ Required County Forms (Attachments A - U).

RECOMMENDED DATA SOURCES

The table below lists several publications available on-line with health data that will help you answer Narrative Question #1 (Category 1 only). This document is also available as a word document at www.ph.lacounty.gov/chronic/RFP2009.

Health Topic	Smallest Geographic Area Available	Publication Title	Publication Year	Source	Web Link
Childhood Obesity	City and Community Planning Area	Prevalence of Childhood Obesity	2009 (Data from 2007)	County of Los Angeles Public Health, Office of Epidemiology	• See Appendix C
Living Below Poverty Line	City		varies	U.S Census	• www.census.gov
Adult Obesity	Health District	Percent of Obese and Overweight Adults	2007	Los Angeles County Health Survey	• http://publichealth.lacounty.gov/ha/ha_data/2007_MDT_A_DULT/OBESITY/OBESITY_OVERWEIGHT_2007MDT.xls
Adult Physical Activity	Health District	Prevalence of Physical Activity for Adults	2007	Los Angeles County Health Survey	• http://publichealth.lacounty.gov/ha/ha_data/2007_MDT_A_DULT/MOD2_Health_Behaviors/Physical_Activity/PhysicalActivity_2007MDT.xls
Fruit and Vegetable Consumption	Health District	Percent of Adults Who Reported Having Eaten 5 or More Servings of Fruits/Vegetables in the Past Day	2007	Los Angeles County Health Survey	• http://publichealth.lacounty.gov/ha/ha_data/2007_MDT_A_DULT/MOD2_Health_Behaviors/Nutrition/Fruits_Vegetables_Eaten_2007MDT.xls
Diabetes	Health District	Percent of Adults Ever Diagnosed with Diabetes	2007	Los Angeles County Health Survey	• http://publichealth.lacounty.gov/ha/ha_data/2007_MDT_A_DULT/MOD4_Chronic_Conditions/Chronic_Conditions/Diabetes_Diagnosed_2007MDT.xls

- Los Angeles County Health Survey which includes a variety of self report health data at the health district level is available at: <http://www.lapublichealth.org/ha/hasurveyintro.htm>
- California Department of Education Physical Fitness Testing data for 5th, 7th, and 9th graders is available at: <http://www.cde.ca.gov/ta/tg/pf/> and <http://data1.cde.ca.gov/dataquest/>
- Childhood health and fitness data is available at: <http://publichealth.lacounty.gov/epi/childfitness.htm>

Appendix C

Childhood Obesity by City and Community, Los Angeles County	
City/Community Name	Prevalence of Childhood Obesity, 2007
** Acton	13.3 *
** Agoura Hills	4.4
** Alhambra	16.7
** Alondra Park	25.9 *
** Altadena	22.6
** Arcadia	10.0
** Artesia	20.1 *
** Avalon	28.2 *
** Avocado Heights	25.8 *
** Azusa	24.8
** Baldwin Park	28.0
Bel Air - Beverly Crest	13.1 *
** Bell	28.7
** Bell Gardens	34.2
** Bellflower	23.2
** Beverly Hills	6.6
** Burbank	16.8
** Calabasas	6.6
** Carson	27.3
** Cerritos	16.6
** Citrus	20.7 *
** Claremont	12.7
** Compton	27.5
** Covina	21.7
** Cudahy	28.7
** Culver City	18.2
** Desert View Highlands	25.5
** Diamond Bar	13.0
** Downey	23.5
** Duarte	22.9
** East La Mirada	21.4

** East Los Angeles	32.2
** East San Gabriel	15.6 *
** El Monte	27.9
** El Segundo	13.4
** Florence-Graham	32.7
** Gardena	27.8
** Glendale	15.8
** Glendora	12.9
** Hacienda Heights	19.9
** Hawaiian Gardens	33.5 *
** Hawthorne	25.9
** Hermosa Beach	17.2 *
** Hidden Hills	6.1 *
** Huntington Park	29.1
** Industry	27.4 *
** Inglewood	27.0
** Irwindale	40.3 *
** La Canada Flintridge	10.9 *
** La Crescenta-Montrose	11.8
** La Mirada	18.4
** La Puente	27.0
** La Verne	12.9
** Lake Los Angeles	32.6 *
** Lakewood	20.0
** Lancaster	21.2
** Lawndale	24.5
** Littlerock	16.9 *
** Lomita	26.7
** Long Beach	21.5
** Lynwood	26.0
** Malibu	6.7 *
** Manhattan Beach	3.4
** Maywood	28.1
** Monrovia	24.0
** Montebello	27.1
** Monterey Park	16.0
** North El Monte	25.1 *
** Norwalk	27.9
** Palmdale	20.4
** Palos Verdes Estates	5.8
** Paramount	28.1

** Pasadena	20.3
** Pico Rivera	26.4
** Pomona	26.7
Port of Los Angeles	33.7 *
** Quartz Hill	18.2
** Rancho Palos Verdes	13.1
** Redondo Beach	13.8
** Rolling Hills Estate	6.4
** Rosemead	18.4
** Rowland Heights	19.9
** San Dimas	19.1
** San Fernando	30.9
** San Gabriel	19.3
** San Marino	5.3 *
** Santa Clarita	13.8
** Santa Fe Springs	21.7
** Santa Monica	9.9
** Sierra Madre	11.1 *
** Signal Hill	34.6 *
** South El Monte	33.2
** South Gate	26.9
** South Pasadena	9.0
** South San Jose Hills	24.5
** South Whittier	27.5
** Temple City	12.0
** Torrance	12.5
** Valinda	28.8
** View Park-Windsor Hills	24.4 *
** Vincent	32.9 *
** Walnut	13.8
** Walnut Park	30.9 *
** West Athens	26.7
** West Carson	38.2 *
** West Compton	41.9 *
** West Covina	22.2
** West Hollywood	27.1 *
** West Puente Valley	27.2
** West Whittier-Los Nietos	29.5
** Westlake Village	2.2 *
** Westmont	22.9
** Whittier	25.1

** Willowbrook	30.3
City of Los Angeles Community Planning Areas	Prevalence of Childhood Obesity, 2007
Arleta - Pacoima	28.2
Bel Air - Beverly Crest	13.1 *
Boyle Heights	27.0
Brentwood - Pacific Palisades	11.2
Canoga Park - Winnetka - Woodland Hills - West Hills	18.4
Central City	24.3
Central City North	26.5 *
Chatsworth - Porter Ranch	18.2
Encino - Tarzana	19.1
Granada Hills - Knollwood	20.4
Harbor Gateway	35.1
Hollywood	24.2
Mission Hills - Panorama City - North Hills	27.1
North Hollywood - Valley Village	30.0
Northeast Los Angeles	25.7
Northridge	21.1
Palms - Mar Vista - Del Rey	23.1
Reseda - West Van Nuys	22.5
San Pedro	23.0
Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass	19.4
Silver Lake - Echo Park - Elysian Valley	30.7
South Los Angeles	28.8
Sun Valley - La Tuna Canyon	28.8
Sunland - Tujunga - Lake View Terrace - Shadow Hills - East	23.4
Sylmar	26.3
Van Nuys - North Sherman Oaks	25.2
Venice	22.9
West Adams - Baldwin Hills - Leimert	28.3
West Los Angeles	17.4
Westchester - Playa del Rey	21.1
Westlake	27.2
Westwood	18.4
Wilmington - Harbor City	28.4
Wilshire	26.4

<i>* Estimate may be unstable and should be interpreted cautiously due to the small number of students with BMI-related information in this strata (n<500)</i> <i>**Indicates incorporated city</i> <i>Cities or Communities where there was no BMI-related information, or where the number of students with BMI-related information was <50, were excluded.</i> Note: (1) Includes students from grades 5, 7, and 9 enrolled in a California public school at which the body mass index (BMI) measurement for body composition was administered (as opposed to skin caliper or bioelectrical impedance measurements) (2) Includes students from schools physically located within the county of Los Angeles (3) City and communities are defined according to the 2000 Census Incorporated Place and Census-Designated Place (CDP) (4) Childhood obesity was defined as having a gender-specific BMI-for-age at or above the 95th percentile using 2000 CDC Growth Charts. Not all researchers use the same term for this cutoff. The CDC and others refer to this group as being "overweight". We use the term "obesity" to maintain consistency with adult classifications. (5) LA City Community Planning Area (CPA) boundary definitions were provided by the City of Los Angeles Planning Department Source: http://www.ama-assn.org/ama/pub/category/11759.html Source: http://www.cdc.gov/growthcharts/ Source: California Department of Education Physical Fitness Testing Program Data Compiled by: Los Angeles County of Department Public Health, Office of Health Assessment and Epidemiology, 2009.	

RENEW INITIATIVE
Preliminary Work Plan
(Scope of Work)

Instructions:

Applicants must submit a Preliminary Work Plan as part of their grant proposal. Please note that within 30 days of Applicant's start date, Agencies receiving funding will be required to create a more detailed Work Plan for the 1st year of the project period. Agencies will update the Work Plan at the beginning of the 2nd year of the project period and/or when requested; this will constitute the Applicant's Scope of Work for the initiative.

*Complete the Preliminary Work Plan as follows. Please include the anticipated date each Strategy will be completed, i.e. when a policy will be adopted, and if possible, when an adopted policy will be implemented. The CDC strongly encourages implementation of adopted policies, system and environmental change during the two-year grant period, if at all possible. For each strategy you have selected from the **Menu of Strategies**, identify the key activities the initiative will conduct to achieve the strategy. You are not required to include a comprehensive, detailed list of activities; rather, your completed Preliminary Work Plan should include the major steps you will implement. The second column provides a space to specify a completion date for each key activity. The final column is for identifying which partner (organization or individual) will take the lead in ensuring the completion of each key activity in the work plan. The number of strategies and key activities in the template is for illustrative purpose only. You can insert sections/rows to add more strategies or key activities as needed. This template is intended to serve only as a guide; therefore, the number of strategies and key activities should be appropriate for and aligned with the proposed initiative.*

A Word version of this template is available on [www. publichealth.lacounty.gov/chronic](http://www.publichealth.lacounty.gov/chronic). If you have trouble with the formatting of this template, you may develop your own using the same format (headings, titles, rows). Please delete these instructions and examples and include only your Preliminary Work Plan when submitting your grant proposal. Please insert the name of your own initiative and organization in the Header (Under View/Header Footer)

Definitions:

Strategy: From the **Menu of Strategies** provided, identify the strategies the partnership will achieve as a result of the initiative.

Key Activity: An important action or step the initiative will implement to make progress toward completing a strategy from the **Menu of Strategies**.

Required Key Activities:

The following must be included as key activities in your Work Plan. Applicants should not simply cut and paste these into their Preliminary Work Plan but rather apply these to the specific strategy in question. Applicants should determine the appropriate order of key activities and are encouraged to add additional key activities where relevant.

Preparation

- Hire initiative coordinator and key staff
- Secure a city council resolution (or school district/County equivalent) within 6-8 weeks of notification by DPH of funding that commits to: i) Allocating City staff to work on this initiative; and; ii) The timeline and policy change deliverables in the initiative contract
- In conjunction with DPH staff, develop a year-long action plan with detailed steps for policy/system/environmental change adoption and implementation
- Develop promotional materials, including health data, to educate policy makers, city officials, and community leaders
- Gather baseline data and identify process for measuring progress toward goals (surveys, bike/pedestrian counts etc)

Organize Support Within City/County/School District for Policy Change

- Hold one-on-one meetings with elected officials from jurisdiction, e.g. City Council members and key jurisdiction staff
- Make presentations to City Council and relevant Commissions
- Form a task force or committee comprised of key city staff from all internal City departments to identify key steps and guide process of policy passage and implementation of the policy, systems or environmental change.

Seek Community Input and Build Support Among Community Stakeholders for Policy Change

- Conduct community engagement (focus groups, community meetings, walk audits, etc.) to seek input on the policy, systems or environmental change
- Hold one-on-one meetings with key leaders and make presentations to community organizations to raise awareness about policy initiative and enlist their support
- Form a local task force or coalition of community stakeholders to give input into and advocate for new policy (either run by the local jurisdiction or run by a community partner)
- Obtain coverage in local media

Develop Policy Proposal and Secure Adoption

- Leverage expertise of other jurisdictions working to pass similar policies by participating in DPH Learning Network meetings and by reviewing policies of other jurisdictions to identify best practices
- Develop policy language including plan for implementing policy once it has been approved
- Solicit input into policy language from supporters
- Seek and get approval of policy from appropriate decision-making body

Implement Policy

- Set up internal city/county/school district workgroup to implement policy
- Set up oversight committee comprised of community stakeholders to guide implementation of policy change
- Develop new action plan and timeline for policy implementation, including roles of key internal partners

Examples: Note: These examples do not constitute a complete Preliminary Work Plan

Strategy 1: Improve access to physical activity by developing the Medina City Park Master Plan by July 2011.

- Activity 1: By June 2010, conduct two community outreach meetings to identify barriers to accessing the city's parks, solicit community input into ways to address these barriers, and recruit community supporters for the Park Master Plan
- Activity 2: By July 2010, conduct pedestrian counts to establish a baseline measurement for the number of residents that are currently using the park
- Activity 3: By August 2010, hold one-on-one meetings with all six City Council members and make presentation to Council regarding proposed Park Master Plan

Strategy 2: Improve point of purchase/promotion by developing and installing signage for hiking trails at Medina Greenway Park by Dec. 2010.

- Activity 1: By August 2010, conduct community walk audit to determine park locations most in need of improved signage and get community input into preferred design for signs
- Activity 2: By October 2010, complete design of new signage for park with help from a graphic designer (using the technical assistance funding)
- Activity 3: By December 2010, install new park signage and hold ribbon-cutting ceremony

Strategy 3: Improve social support/services by working with Healthy Green Spaces to create the Medina City Walking Club by October 2010.

- Activity 1: By June 2010, recruit 10 local volunteers to lead regular community walks, train volunteers on best walking routes in the City, and establish schedule of walks.
- Activity 2: By September 2010, volunteers conduct outreach to local community organizations and neighborhoods to recruit community members to participate in the walking club.
- Activity 3: By October 2010, Medina City Walking Club holds a minimum of one walk per week.

RENEW Preliminary Work Plan

Lead Agency: *Insert name of Lead Agency to replace this red text*

Strategy 1 from Menu of Strategies: <i>[fill in STRATEGY and anticipated date of completion]</i>		Responsible Lead (organization or person)
Kay activity 1: <i>[Fill in activity]</i>	<i>[insert date]</i> <i>Example: April 2010]</i>	<i>[insert lead]</i>
Activity 2: <i>[Fill in activity]</i>	<i>[insert date]</i>	<i>[insert lead]</i>
Activity 3: <i>[Fill in activity]</i>	<i>[insert date]</i>	<i>[insert lead]</i>
Activity 4: <i>[Fill in activity]</i>	<i>[insert date]</i>	<i>[insert lead]</i>
Strategy 2 from Menu of Strategies: <i>[fill in STRATEGY and anticipated date of completion]</i>		Responsible Lead (organization or person)
Activity 1: <i>[Fill in activity]</i>	<i>[insert date]</i> <i>Example: April 2010]</i>	<i>[insert lead]</i>
Activity 2: <i>[Fill in activity]</i>	<i>[insert date]</i>	<i>[insert lead]</i>
Activity 3: <i>[Fill in activity]</i>	<i>[insert date]</i>	<i>[insert lead]</i>
Activity 4: <i>[Fill in activity]</i>	<i>[insert date]</i>	<i>[insert lead]</i>
Strategy 3 from Menu of Strategies: <i>[fill in STRATEGY and anticipated date of completion]</i>		Responsible Lead (organization or person)
Activity 1: <i>[Fill in activity]</i>	<i>[insert date]</i> <i>Example: April 2010]</i>	<i>[insert lead]</i>
Activity 2: <i>[Fill in activity]</i>	<i>[insert date]</i>	<i>[insert lead]</i>

LINE ITEM BUDGET INSTRUCTIONS

The Applicant must complete one line item budget and one budget justification (Appendix E4) describing how you will spend **\$125,000 in Year 1** (~~April 27~~ April 1, 2010 – ~~April 26~~ March 31, 2011) of the grant.

The Line Item Budget can be calculated using the downloadable Microsoft Excel spreadsheet available at: www.ph.lacounty.gov/place.

Note: Applicants selected for funding may be required to modify proposed budget, budget justification, and/or scope of work; and may be asked to provide a more detailed line-item budget.

A. Salaries and Employee Benefits

- ◆ **Position:** List each employee who will be working on this initiative by position, except consultants. Staff members and other employees are determined by the fact that agency reports and pays payroll taxes (SUI, FICA, etc.) and pays employees' income taxes as basic legal requirements.
- ◆ **In-kind Staff:** List any in-kind staff who will be working on the initiative and include the total percentage of time each employee will work on the initiative. (Some partnerships are required to provide an in-kind ~~.33~~ .5 FTE city staff person. Refer to Section V: Eligibility and Minimum Requirements for more information).
- ◆ **Monthly Salaries:** For each position, enter the monthly salary for each employee based on full-time equivalent (i.e. enter the amount that they would earn if they were working 100% on this initiative).
- ◆ **Percent of Time:** Enter the total percentage of time that each employee will work on the proposed initiative. If all employee's time will be spent on the proposed initiative, enter 100% (100% means 40 hours per week). If less than 40 hours per week will be spent on the proposed initiative, enter the appropriate percentage of time.
- ◆ **Number of Months:** For each position, indicate budgeted number of months.
- ◆ **Totals:** For each position, multiply monthly salary by the number of months by the percentage of time, then enter amount in the total column. (These values will calculate automatically when using the downloadable Microsoft Excel spreadsheet).
- ◆ **Subtotal Salaries:** Add the subtotal amounts for salaries. (These values will calculate automatically when using the downloadable Microsoft Excel spreadsheet).
- ◆ **Employee Benefits for Salaries:** Indicate the estimated *total* employee benefit percentage rate for which the organization is responsible (e.g., FICA, SUI, Worker's Compensation, retirement, etc.). Calculate the employee benefit by multiplying the Subtotal Salaries by the employee benefit rate. (These values will calculate automatically when using the downloadable Microsoft Excel spreadsheet).
- ◆ **Total Salaries and Employee Benefits:** Add Total Salaries and Employee Benefits and enter total amount. (This value will calculate automatically when using the downloadable Microsoft Excel spreadsheet).

B. Subcontractors and Consultants

Consultants and subcontractors should be identified in this category. Identify subcontractor and/or consultant, hourly rate, total number of hours of proposed work and total cost. (Some partnerships

are required to hire their CBO partner as a subcontractor and fund them at a minimum of \$20,000 to conduct promotion and outreach. Refer to Section V: Eligibility and Minimum Requirements for more information.)

C. Operating Expenses

Identify the expenditures that will be necessary for the performance of the contract and enter the amounts for each (e.g., office supplies, printing/reproduction, incentives, telephone, mileage, etc.). The costs should conform to your proposed initiative objectives.

D. Facility Rental/Lease

Identify the cost, if any, that will be necessary to house budgeted staff. Include the calculation of total rent: (Agency cost per square foot) x (Number of square feet per employee) x (Budgeted number of FTE) x (Number of months) = Total Cost.

E. Conferences and Trainings

Identify the costs of attending conferences and trainings for employees' professional development related to the initiative. Site visits to other communities that have conducted similar initiatives and that have relevant expertise to share with successful Applicants are allowable forms of training. Please include your estimate for conference/training fees and transportation and hotel stays. Transportation cost may include transportation by plane or ground transportation such as cabs, trains, shuttles or car rentals. To ensure reimbursement, the most effective form of transportation must be used. Only employees of the Applicant agency and employees of subcontractors who are working on the initiative are eligible to use conference and training funds.

Successful Applicants will be permitted to spend up to \$5,000 to participate in conferences and trainings.

F. Equipment (Lease/Purchase)

G. Subtotal Initiative Cost: Add total of expense categories A through F.

H. Indirect Costs

Enter the total percentage of Indirect Costs requested. (This value will calculate automatically when using the downloadable Microsoft Excel spreadsheet). Applicants may choose not to allocate for indirect costs.

Total Indirect Costs may not exceed 18.28% of salaries and employee benefits.

For Applicants using a fiscal sponsor, indirect costs characterized as fees to the fiscal sponsor may not exceed 12% of salaries and employee benefits and must be clearly listed on the line item budget. Should Applicants utilize a full 12% toward fiscal sponsor fees, the maximum remaining allowance of indirect cost would equal 6.28%. Such Applicants must clearly indicate in their line item budget what percentage of Indirect Costs will be allocated toward fees to the fiscal sponsor.

I. Total Initiative Budget: Add total of expense categories G and H.

Appendix E2

SAMPLE LINE ITEM BUDGET

Organization Name: Organization A

Year: 1

Total Budget: Annual \$125,000

Billing Period: ~~April 27~~ April 1, 2010 - ~~April 26~~ March 31, 2011

A. SALARIES AND EMPLOYEE BENEFITS	Monthly Salary	Percent of Time	No. of Months	Totals
1) Initiative Coordinator	\$ 6000	100%	12	\$ 72,000.00
2) In-kind Staff	n/a	33 50%	12	\$ 0.00
Subtotal Salaries		EB %		\$ 72,000.00
Employee Benefits (21%)		21%		\$ 15,120.00
Total Salaries & Employee Benefits				\$ 87,120.00
B. SUBCONTRACTORS AND CONSULTANTS	Hourly Rate	Number of Hours		
1) Walkable Neighborhoods CBO	\$ 40	500		\$ 20,000.00
Total Subcontractors/Consultants				\$ 20,000.00
C. OPERATING EXPENSES				
1) Office Supplies				\$ 1,200.00
2) Promotion				\$ 5,000.00
Total Operating Expenses				\$ 6,200.00
D. FACILITY RENTAL/LEASE				\$ N/A
E. CONFERENCES AND TRAININGS (maximum \$1,000)				
<i>New Partners for Smart Growth Conference</i>				\$ 3,500.00
Total Conferences and Training Costs				\$ 3,500.00
F. EQUIPMENT (Lease/Purchase)				
1) Laptop				\$ 1,000.00
Total Equipment				\$ 1,000.00
G. SUBTOTAL INITIATIVE COST (A-F)				\$ 117,820.00
H. INDIRECT COSTS (18.28% maximum of Salaries & Employee Benefits)		Percent Indirect		
General Indirect Costs		8.00%		\$ 6,969.60
Fiscal Sponsor Fees (12% maximum)		0%		\$ 0.00
Total Indirect Costs				\$ 6,969.60
I. TOTAL PROGRAM BUDGET (G-H)				\$ 124,789.60

Appendix E3

BLANK LINE ITEM BUDGET

Organization Name:

Total Budget:

Term:

Billing Period:

	Monthly Salary	Percent of Time	No. of Months	Totals
A. SALARIES AND EMPLOYEE BENEFITS				
1)	\$			\$ 0.00
2)	\$			\$ 0.00
Subtotal Salaries		EB %		\$ 0.00
Employee Benefits (__%)				\$ 0.00
Total Salaries & Employee Benefits				\$ 0.00
 B. SUBCONTRACTORS AND CONSULTANTS	 Hourly Rate	 Number of Hours		
1)				\$
Total Subcontractors/Consultants				\$
 C. OPERATING EXPENSES				
1)				\$
2)				\$
3)				\$
Total Operating Expenses				\$ 0.00
 D. FACILITY RENTAL/LEASE				\$
 E. CONFERENCES AND TRAININGS (maximum \$5,000)				
1)				\$
2)				\$
3)				\$
4)				\$
5)				\$
6)				\$
Total Conferences and Training Costs				\$ 0.00
 F. EQUIPMENT (Lease/Purchase)				
1)				\$
2)				\$
3)				\$
Total Equipment				\$ 0.00
 G. SUBTOTAL INITIATIVE COST (A-F)		 Percent Indirect		\$ 0.00
 H. INDIRECT COSTS (18.28% maximum of Salaries & Employee Benefits)				
General Indirect Costs				\$ 0.00
Fiscal Sponsor Fees (12% maximum)				\$ 0.00
Total Indirect Costs				\$ 0.00
 I. TOTAL PROGRAM BUDGET (G-H)				\$ 0.00

BUDGET JUSTIFICATION INSTRUCTIONS

The Applicant shall complete one budget justification for Year 1 that corresponds to the Applicant's line item budget (Appendix E3).

Note: An Applicant selected for funding may be required to modify proposed budget and budget justification, and/or may be asked to provide an additional justification for the costs identified.

Write a brief narrative justification for each of the amounts entered on the budget. Please identify any one-time costs. The Budget Justification narrative must be detailed, specific, and explain why the costs are necessary and how the funds will be used.

A. Salaries and Employee Benefits

List each position by job title and briefly justify each position and its corresponding duties by relating it to specific initiative objectives. Do not include consultants/sub-contractors in this category.

Applicants will be required to provide one full-time (1 FTE) coordinator to direct the initiative.

Identify the method to calculate the employee benefits percentage rate. List each employee benefit and its appropriate percentage rate. Example: FICA 7%, SUI 3%, Worker's Compensation 1%, Medical/Dental 6%, Retirement 3%, Other 1%, etc. for a total Employee Benefits rate of 22%. Calculate and justify full-time and part-time employee benefits separately.

B. Subcontractors and Consultants

Use this category to identify subcontracted services and/or consultants to be used in the initiative. Applicant must specify reason for selecting specific Subcontractor(s) and the initiative objective(s) to which the contract relates. Applicant must include a brief description of services as they relate to the Scope of Work. Include hourly rate and the total number of hours the subcontractor/consultant will work.

If selected for funding, contract shall be maintained between the contractor (lead Applicant) and the subcontractor/consultant. This contract shall contain paragraphs that create the same rights that exist or will exist under the primary contract between DPH and the contractor. For example, the insurance requirements describe in the subcontract will be the same insurance requirements described in the primary contract. The contractor will be responsible for monitoring the subcontractor/consultant's compliance to the contract provisions and its performance in carrying out initiative activities and meeting contractual requirements.

C. Operating Expenses

Identify and briefly describe the expenditures necessary for the performance of the initiative. The narrative should describe how the costs will relate to the initiative objectives including: telephone, utilities, office supplies, printing/reproduction, promotion, educational materials,

computer connection, incentives, etc. The costs must be used specifically for the delivery of the proposed services and should assist your agency in meeting objectives. Include cost calculations as referenced in Sample Budget Justification.

PLACE grant funding may not be used toward the purchase of food or drink items.

D. Facility Rental/Lease

Briefly describe and justify any facility costs (e.g., rent, lease) needed for the operation of the initiative. Identify the cost, if any, that will be necessary to house each budgeted staff. Include the calculation of total cost: (Agency cost per square foot) x (Number of square feet per employee) x (Budgeted number of FTE) x (Number of months) = Total Cost. Facility usage may also be provided as in-kind contribution.

E. Conferences and Trainings

Briefly list any costs associated with attending conferences, trainings and site visits (e.g. conference fees, travel/transportation and hotel stay costs). Transportation costs may include transportation by plane, or ground transportation such as cabs, trains, shuttles or car rentals. Key initiative staff and partners are eligible to participate (subject to DPH approval).

F. Equipment (Lease/Purchase)

Briefly describe and justify any equipment costs (e.g., lease, purchase) needed for operation of the proposed initiative. Equipment may include computers, printers, electronic software, other electronic devices, etc.

G. Subtotal Initiative Cost: Add Total Expenses A-F.

H. Indirect Cost (Cannot exceed 18.28% of Salaries and Employee Benefits)

Indirect cost or administrative overhead are costs that are incurred for a common joint purpose benefiting more than one cost objective, and not readily attributable to any particular program or service. These costs may include salaries, wages, and fringe benefits of administrative personnel whose effort benefits more than one cost objective; operational and maintenance costs that benefit more than one cost objective; and/or expenses such as rent for percentage of space occupied by administrative personnel, etc. Applicants may choose not to allocate for indirect costs.

Total Indirect Costs may not exceed 18.28% of salaries and employee benefits.

For Applicants using a fiscal sponsor, indirect costs characterized as fees to the fiscal sponsor may not exceed 12% of salaries and employee benefits and must be clearly listed on the line item budget. Should Applicants utilize a full 12% toward fiscal sponsor fees, the maximum remaining allowance of indirect cost would equal 6.28%. Such Applicants must clearly indicate in their budget justification what percentage of Indirect Costs will be allocated toward fees to the fiscal sponsor.

I. Total Initiative Budget: Add Total of Expenses Categories G-H.

SAMPLE BUDGET JUSTIFICATION

Organization Name: Organization A
Total Budget: Annual \$125,000

Term: 1
Billing Period: ~~April 27~~, April 1 2010 - ~~April 26~~
March 31, 2011

Salaries and Employee Benefits

(\$6,000 per month x 100% FTE x 12 months)

Initiative Coordinator: Initiative coordinator responsibilities include but are not limited to: moving the partnership forward to meet deliverables and goals; organizing and leading partnerships; acknowledging partnership successes; leading the effort to overcome barriers to the initiative; working with TA Coordinator and partners to identify technical assistance needs; fulfilling County requirements; developing, revising, and implementing work plans; working with DPH and CDC to monitor and evaluate the initiative. This position will be 100% time on the initiative and is budgeted at \$72,000.

TOTAL SALARIES: \$72,000

Employee Benefits: The employee benefits rate for salaries is calculated at 21% (0.21 x \$72,000) and totals \$15,120. It is calculated at the following rate:

FICA	7%
SUI	3%
Worker's Comp	1%
Medical/Dental	5%
Retirement	3%
Other	<u>2%</u>
Total:	21%

TOTAL BENEFITS: \$15,120.00 (\$72,000.00 x 0.21)

**TOTAL SALARIES
AND BENEFITS: \$87,120.00**

Subcontractors and Consultants

Walkable Neighborhood CBO: **\$40 per hour for 500 hours over 12 months**
 The Walkable Neighborhood CBO will give presentations to various community groups; hold informational one-on-one discussions with key leaders; collect names of potential supporters; create and disseminate promotional materials (flyers, brochures, etc.); and lead or have a strong role in organizing the initiative Coalition/PAC. The CBO will provide 1 staff person at \$40 per hour for 500 hours = \$20,000.

TOTAL SALARIES: \$20,000.00

Operating Expenses

Office Supplies: The cost for paper, ink toner, and other standard office supplies totals \$1,200 for the full year.

Promotion Promotional items, such as incentives, postage for city-wide mailings, color posters, and newspaper advertisements promoting community meetings are estimated at a total of \$5,000 for the full year.

**TOTAL OPERATING
EXPENSES: \$6,200.00**

Conferences & Trainings

New Partners for Smart Growth Conference

Conference Fee: Conference fees of \$800 include three days of workshops covering topics related to our initiative, including best practices in promoting walkability throughout urban neighborhoods. The Initiative Coordinator and required partner staff person will attend.

Transportation: Travel expenses include two round-trip plane tickets at \$1,000.

Hotel: Hotel costs of \$1,700 which includes two hotel rooms for three nights.

**TOTAL CONFERENCES
& TRAININGS: \$3,500.00**

Equipment

Laptop: A laptop will be used by the Initiative Coordinator for their work on initiative projects. The laptop cost totals approximately \$1,000. This is a one time cost.

TOTAL EQUIPMENT: **\$1,000.00**

Indirect Costs

Indirect cost is 8.00% of total salaries and employee benefits for an annualized sum of \$6,969.60.

**TOTAL INDIRECT
COSTS:** **\$6,969.60**

**TOTAL INITIATIVE
BUDGET:** **\$124,789.60**

XV. ATTACHMENTS/ REQUIRED DOCUMENTS

Please submit the following documents with your proposal. The documents are available in a Microsoft Word format at www.publichealth.lacounty.gov/chronic/RFP2009. **If any of the questions are not applicable to your agency state “Not Applicable.”** Many of the attachments are discussed in more detail in Section XIII: Proposal Conditions. Place these documents in the order listed below:

- ✓ Attachment A - Certification of No Conflict of Interest
- ✓ Attachment B - Familiarity with the County Lobbyist Ordinance
- ✓ Attachment C. - IRS Notice 1015 (**Reference only**)
- ✓ Attachment D- Attestation of Willingness to Consider Gain/Grow Participants
- ✓ Attachment E- Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form (**if applicable**)
- ✓ Attachment F- Applicant’s Organization Questionnaire/Affidavit
- ✓ Attachment G- Contractor Employee Jury Service (**Reference only**)
- ✓ Attachment H- Jury Services Certification Form and Application for Exception
- ✓ Attachment I- Prospective Contractor References
- ✓ Attachment J- Prospective Contractor List of Contracts
- ✓ Attachment K- Prospective Contractor List of Terminated Contracts
- ✓ Attachment L- Applicant’s EEO Certification
- ✓ Attachment M- Listing of Contractors Debarred in LA County (**Reference only**)
- ✓ Attachment N- Transitional Job Opportunities Preference Application (**if applicable**)
- ✓ Attachment O- Acceptance of Terms and Conditions of Affirmation
- ✓ Attachment P- Certification of Independent Price Determination & Acknowledgement of RFP Restrictions
- ✓ Attachment Q- Transmittal Form to Request RFP Solicitation Requirements Review
- ✓ Attachment R- Federally Funded Health Care Program Affidavit
- ✓ Attachment S- Charitable Contributions Certification
- ✓ Attachment T- Policy on Doing Business with Small Business (**Reference only**)
- ✓ Attachment U- Safely Surrendered Baby Law

CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

Proposer Name

Proposer Official Title

Official's Signature

FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION

The Proposer certifies that:

- 1) it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) that all persons acting on behalf of the Proposer organization have and will comply with it during the proposal process; and
- 3) it is not on the County's Executive Office's List of Terminated Registered Lobbyists.

Signature: _____

Date: _____



Department of the Treasury
Internal Revenue Service

Attachment C

Notice 1015

(Rev. December 2007)

**Have You Told Your Employees About
the Earned Income Credit (EIC)?**

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2007 are less than \$39,783 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2008.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from the IRS website at www.irs.gov or by calling 1-800-829-3676.

**How Will My Employees Know If They
Can Claim the EIC?**

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2007 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2007 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2007 and owes no tax but is eligible for a credit of \$825, he or she must file a 2007 tax return to get the \$825 refund.

**How Do My Employees Get Advance
EIC Payments?**

Eligible employees who expect to have a qualifying child for 2008 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

Notice 1015 (Rev. 12-2007)
Cat. No. 205991

**ATTESTATION OF WILLINGNESS TO CONSIDER
GAIN/GROW PARTICIPANTS**

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Proposers unable to meet this requirement shall not be considered for contract award.

Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

- A. Proposer has a proven record of hiring GAIN/GROW participants.

_____ YES (subject to verification by County) _____ NO

- B. Proposer is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

_____ YES _____ NO

- C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

_____ YES _____ NO _____ N/A (Program not available)

Proposer Organization: _____

Signature: _____

Print Name: _____

Title: _____

Tel.#: _____ Fax#: _____

GAIN/GROW ATTESTATION - 10-14-03

**Request for Local SBE Preference Program Consideration and
CBE Firm/Organization Information Form**

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid. **ONLY FILL OUT THIS FORM IF YOUR AGENCY WOULD LIKE TO BE CONSIDERED AS A LOCAL SMALL BUSINESS ENTERPRISE.** Otherwise state "Not Applicable" on the form.

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME:

COUNTY VENDOR NUMBER:

- ☐ As a Local SBE, certified by the County of Los Angeles Office of Affirmative Action Compliance, I request this proposal/bid be considered for the Local SBE Preference.
- ☐ Attached is my Local SBE Certification letter issued by the County

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Non-Profit ☐ Franchise						
Total Number of Employees (including owners):						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

- IV. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** *If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)*

Agency Name	Minority	Women	Dis- advanta ged	Disabl ed Vetera n	Expiration Date

- V. **DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name	Authorized Signature	Title	Date

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Please complete, date and sign this form. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

1. If your firm is a corporation or limited liability company (LLC), state its legal name (as found in your Articles of Incorporation) and State of incorporation:

_____	_____	_____
Name	State	Year Inc.

2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? ____ If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
_____	_____
_____	_____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

Proposer acknowledges and certifies that it meets and will comply with all of the Minimum Mandatory Requirements listed in ~~the paragraph entitled: Minimum Requirements to Participate Under Category 1. Paragraph 1.4 - Minimum Mandatory Requirements, of this Request for Proposal, as listed below.~~

~~(list each minimum requirement stated in Paragraph 1.4)~~

~~Check the appropriate boxes:~~

~~☐ Yes ☐ No _____ years experience, within the last _____ years~~

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Proposer's Name:

Address:

E-mail address: _____ Telephone number: _____

Fax number: _____

On behalf of _____ (Proposer's name), I _____
(Name of Proposer's authorized representative), certify that the information contained in this Proposer's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

Signature

Internal Revenue Service

Employer Identification Number

Title

California Business License Number

Date

County WebVen Number

Title 2 ADMINISTRATION

Chapter 2.203.010 through 2.203.090

Contractor Employee Jury Service (Reference Only)

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:

1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
5. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 1. Has ten or fewer employees during the contract period; and,
 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
CERTIFICATION FORM AND APPLICATION FOR EXCEPTION

The County's solicitation for this Request for Proposals is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All proposers, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the proposer is excepted from the Program.

Company Name:
Company Address:
City: Zip Code:
Telephone Number:
Solicitation For _____ Services:

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.

- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- ☐ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, **or** my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

PROSPECTIVE CONTRACTOR REFERENCES**Attachment I****Contractor's Name:** _____

List Five (5) References where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.

PROSPECTIVE CONTRACTOR LIST OF CONTRACTS

Contractor's Name: _____

List of all public entities for which the Contractor has provided service within the last three (3) years. Use additional sheets if necessary.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.

PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS

Contractor's Name: _____

List of all contracts that have been terminated within the past three (3) years.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.		Reason for Termination:		
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.		Reason for Termination:		
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.		Reason for Termination:		
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.		Reason for Termination:		

PROPOSER'S EEO CERTIFICATION

 Company Name

 Address

 Internal Revenue Service Employer Identification Number
GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Proposer has written policy statement prohibiting discrimination in all phases of employment.	()	()
2. Proposer periodically conducts a self-analysis or utilization analysis of its work force.	()	()
3. Proposer has a system for determining if its employment practices are discriminatory against protected groups.	()	()
4. When problem areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	()	()

 Signature

 Date

 Name and Title of Signer (please print)

LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

List of Debarred Contractors in Los Angeles County may be obtained by going to the following website:

http://lacounty.info/doing_business/DebarmentList.htm

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

Instructions: **Only complete this form if your agency would like to apply as a “Transitional Job Opportunity” applicant.** More information about the Transitional Job Opportunity preference in Section XIII: Proposal Conditions. Otherwise, state “Not Applicable” on the form.

COMPANY NAME:		
Company Address:		
CITY:	STATE:	ZIP CODE:

I hereby certify that I meet all the requirements for this program:

- ☐ My business is a non-profit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for 3 years (*attach IRS Determination Letter*);
- ☐ I have submitted my three most recent annual tax returns with my application;
- ☐ I have been in operation for at least one year providing transitional job and related supportive services to program participants; and
- ☐ I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants and any other information requested by the contracting department.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME:	TITLE:
SIGNATURE:	DATE:

REVIEWED BY COUNTY:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

ACCEPTANCE OF TERMS AND CONDITIONS AFFIRMATION

Bidder/Contractor, _____ hereby affirms that

(Bidder's/contractor's Legal Entity Name

It understands and agrees that a submission of a bid response to the County of

Los Angeles, Department of Public Health, Request for Proposals ("RFP") dated _____

_____, constitutes acknowledgment and acceptance of, and a wiliness to comply with all the terms, conditions, and criteria contained in the referenced RFP and any addenda thereto.

Signature of Authorized Representative

Of Bidding/Contracting Entity

Date

Print Name

Date

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

AND ACKNOWLEDGEMENT OF RFP RESTRICTIONS

- A. By submission of this Proposal, Proposer certifies that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.

- B. List all names and telephone number of person legally authorized to commit the Proposer.

NAME

PHONE NUMBER

NOTE: Persons signing on behalf of the Contractor will be required to warrant that they are authorized to bind the Contractor.

- C. List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".

- D. Proposer acknowledges that it has not participated as a consultant in the development, preparation, or selection process associated with this RFP. Proposer understands that if it is determined by the County that the Proposer did participate as a consultant in this RFP process, the County shall reject this proposal.

Name of Firm

Print Name of Signer

Title

Signature

Date

***A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document***

Only complete this form if your agency would like a Solicitation Requirements Review to be conducted. Additional Solicitation Requirements Review information is in Section XIII: Proposal Conditions. Otherwise, state "Not Applicable" on the form.

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review.

(Attach additional pages and supporting documentation as necessary.)

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

Results of Review - Comments: _____

Date Response sent to Proposer: _____

FEDERALLY FUNDED HEALTH CARE PROGRAM AFFIDAVIT
(No Exclusionary Action)*

Proposer hereby certifies that neither Proposer,

_____,
(name as shown on proposal)

nor any of its staff members are currently barred from participation in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

Signature of Authorized Representative
of Proposing Entity

Date

Print Name

Title

- If Proposer cannot execute this form because it or one (1) or more of its staff members is barred from participation in a Federally funded health care program, Proposer shall submit a signed and dated statement, also labeled Attachment "R" reflecting all of the details of such debarment action.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company. See Section XIII: Proposal Conditions for more information about Charitable Contributions.

- ☐ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- ☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Name and Title of Signer (please print)

**COUNTY OF LOS ANGELES
POLICY ON DOING BUSINESS WITH SMALL BUSINESS**

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

WE RECOGNIZE. . .

The importance of small business to the County. . .

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

The County can play a positive role in helping small business grow. . .

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

WE THEREFORE SHALL:

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.

4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

SAFELY SURRENDERED BABY LAW

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:
www.babysafela.org