

**Contra Costa County Employment and Human Services Department  
Workforce Development Board  
Request for Interest (RFI) #744**

**Stakeholder Engagement**

The Contra Costa County Employment and Human Services Department (EHSD) on behalf of its Workforce Development Board (WDB) announces **Request for Interest (RFI) #744** seeking qualified individual(s) or agency to provide project management and public engagement facilitation services for the purpose of developing a Request for Proposal (RFP) to select an organization to develop, administer and operate the East Contra Costa County Youth Center Project and/or the Central Contra Costa County Youth Center Project in collaboration with WDB.

**I. STATEMENT OF PURPOSE**

The purpose of **RFI 744** is to invest up to \$169,570 in securing the services of one or more contractors/organizations (qualified individuals or agencies) to facilitate a project management and public engagement process that may include, but not be limited to, steering committee formation, survey instruments, interviews, focus groups, and public engagement workshops to solicit input from local community to deliver youth-centered process, program design, implementation plan and proposed budget for each Youth Center.

The goal is to conduct a comprehensive public engagement process, which will result in the development of two Youth Centers. One Youth Center shall be located in East Contra County, which includes Discovery Bay, Antioch, Bethel Island, Brentwood, Oakley, Pittsburg and surrounding unincorporated areas. Another will be located in Central Contra County, which includes Alamo, Canyon, Concord, Danville, Diablo, Lafayette, Martinez, Moraga, Orinda, Pleasant Hill, San Ramon, Walnut Creek and surrounding unincorporated areas.

The vision is to have the Youth Centers possess the following qualities:

- Reflective of youth needs in their communities
- Promote advancement of equity and inclusion across a diverse youth population
- Utilize elements of a comprehensive, whole-human approach
- Provide support systems which boost youths' ability to thrive
- Be culturally responsive

WDB invites qualified individuals or agencies with relevant expertise to submit a Statement of Qualifications that indicates which Youth Center Project there is interest for (qualified individuals or agencies may indicate interest in both) and describes their qualifications, as well as, experience in:

- Conducting community outreach and facilitating public engagement workshops and activities
- Successfully engaging community-based organizations, stakeholders, and community members
- Collaborating in interagency and/or cross-sector project management
- Designing, facilitating, and reporting out on multi-location community engagement activities

- Working with steering or advisory committees
- Working with youth and planning of youth centers
- Designing and completing capital projects

Through facilitating the community engagement process, the successful contractor will lead the effort to explore:

- Priorities and service needs of youth in East and Central Contra Costa County
- Population to be served (i.e. age ranges)
- Identification of programs and services to be provided
- Best models to address the behavioral, academic and mental health of youth
- Identification of demographics of the target population
- Rates of school attendance/dropout
- Levels of staffing needed
- Models for oversight
- Examples of similarly situated County Youth Centers
- Potential Youth Center sites

Bidder will primarily work in East and/or Central Contra Costa County, with possible travel to other parts of the County.

This RFI is not in itself an offer to work, nor does it commit Contra Costa County to fund any proposals submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

## **II. FUNDING**

EHSD will award one (1) or two (2) county standard contract(s) in an amount up to \$84,785 each (inclusive of all expenses) to the selected individual or agency. The anticipated contract duration is six (6) for the period of approximately November 1, 2022 through April 30, 2023.

## **III. SCOPE OF SERVICES**

The scope of services is a general guide and is not intended to be a complete list of all work necessary to perform the duties under this RFI.

Responsibilities will include but are not limited to the following:

- A. Seating of a steering committee to inform a project management plan and hold at least four meetings.
  1. The steering committee may be comprised of local youth representatives and leadership from Contra Costa County EHSD, Contra Costa Health Services, Contra Costa County Office of Education, schools, nonprofit and faith-based organizations, and others who have expertise, experience and interest in strengthening County youth programming and services for youth.
- B. Conduct youth and community engagement sessions to collect input from community stakeholders on project vision, goals, and values.

- C. Development of a project management plan including draft implementation plan, budget, and timeline for establishment of the Youth Center(s).
- D. Develop public engagement workshop and focus group formats and survey questions.
- E. Develop material to promote and encourage public participation in the public engagement process on all forms of media.
- F. Identify and secure venues to host in-person community engagement workshops and focus groups throughout the County.
- G. Conduct virtual and in-person community engagement workshops and focus groups in all five supervisorial districts of Contra Costa County to collect input and recommendations from community members, and stakeholders on project goals and values, youths unmet needs, identification of target populations, prioritization of proposed services and programs and definition of services and programs to be provided by Youth Centers.
- H. Create a written report detailing the findings of the public engagement process.
- I. Develop the RFP in collaboration with County staff, make a presentation and answer questions at the bidders' conference following the release of the RFP, participate in the evaluation of proposals received, and assist in the selection process.

**IV. MINIMUM QUALIFICATIONS**

- A. Contractor must have convened and facilitated a youth-driven and/or community-driven planning process.
- B. Contractor must have project management and planning expertise sufficient to create a blueprint necessary to begin project implementation.
- C. Contractor must have previous experience with and presence in the community and previous experience in facilitating public engagement process.
- D. Contractor must have the ability to engage community members, arts and culture organizations, and stakeholders.
- E. Contractor must have previous experience writing reports and making written recommendations following public engagement and outreach activities.
- F. Contractor must have demonstrated success with collaboration and interagency and / or cross-section project management.
- G. Contractor may be asked to participate in an interview to further describe their project and / or their qualifications and experiences.

**V. EXPERIENCE AND SKILLS DESIRED**

- A. Familiarity and existing relationships with East and/or Central Contra Costa County community;
- B. Experience with project / program management, implementation and/or coordination;
- C. Experience working with youth with learning disabilities, emotional, behavioral or health challenges;
- D. Ability to work with community members and stakeholders of all ages;
- E. Ability to facilitate small and large groups to create work products and come to consensus when needed;

- F. Experience in the development of Requests for Proposals and evaluation of proposals;
- G. Experience in contract negotiation and development;
- H. Skill in public speaking and communication;
- I. Strong collaboration skills; ability to collaborate with internal and external partners;
- J. Ability to manage projects and meet deadlines;
- K. Ability to work independently, creatively and with self-initiative as well as within a team;
- L. Strong writing and analytical skills including ability to develop project management charts, tables, and reports; and
- M. Ability to maintain and provide high-quality documentation and records.

**VI. REVIEW AND SELECTION CRITERIA**

- A. The submission packages will be evaluated to identify the most qualified Bidder(s). If more than one Bidder is deemed to be highly qualified, WDB may require oral interviews and/or supplemental information from those Bidders before making a final selection.
- B. Contract negotiations will begin upon identification and notification of the most qualified Bidder(s). If a satisfactory contract cannot be negotiated in a reasonable time frame, WDB, in its sole discretion, may terminate negotiations with the Bidder(s) and begin contract negotiations with another qualified Bidder(s).
- C. Bidders will be scored on the following criteria as it relates to the relevant services described in this RFI with a possible total score of 100 points:

30 pts.	Demonstrated success with collaboration in interagency and/or cross-sector project planning management and experience working with steering or advisory committees
30 pts.	Demonstrated ability to engage youth, community stakeholders, previous experience with and presence in the community, and experience in facilitating public engagement workshops and focus groups
15 pts.	Demonstrated experience designing and completing capital projects including production of high quality written reports and recommendations following multi-location community engagement activities
10 pts.	Demonstrated experience in planning youth centers
5 pts.	Contractor is based in East and/or Central Contra Costa County and/or has completed similar projects within Contra Costa County
10 pts.	Budget is clear, with sufficient detail to assess the reasonability of Bidder's costs
100 pts.	Total Points

**VII. SUBMISSION REQUIREMENTS**

Interested parties must submit all of the following documentation:

- A. A Statement of Qualifications describing which Youth Center Project (or both) there is interest in, and relevant experience and abilities.

- B. Resume of experience, job description(s), and other factors relevant to the services described in this RFI. Include information addressing work similar to this project, any related completed projects, and training.
- C. A work plan proposal to deliver services described in this RFI including proposed outreach plan.
- D. A proposed budget to deliver services described in this RFI.
- E. A minimum of three references in the areas prescribed by the RFI.

#### **VIII. RESTRICTION AND DISCLOSURE**

- A. Any information deemed confidential or proprietary by the Bidder must be clearly marked and identified by the Bidder as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.
- B. Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Bidders should be aware that EHSD is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).
- C. EHSD will not notify Bidders of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by Bidders as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify Bidder of such request to allow Bidder to challenge such request consistent with applicable law.

#### **IX. SUBMISSION PROCESS AND DEADLINE**

- A. **RFI response submissions must be received no later than 5:00 p.m. Tuesday, September 20, 2022** without exception. For complete RFI details and submission requirements, a copy of the RFI is available on the EHSD website: <https://ehsd.org/overview/contracting-opportunities/> or by calling (925) 608-4969.
- B. Submissions are sent **via email only** to [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us)
  - File name, **“RFI 744 - Agency Name”**
- C. RFI response submissions must include all documentation indicated above including the responding agency’s contact person, email address and contact phone number and must be in MS Word, MS Excel, and/or pdf file format.
- D. Responses submitted after the deadline will be rejected. Mail-in, hand-delivery, and faxed submissions are not acceptable.

- E. County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.
- F. RFI process may be cancelled at any time without written notice.
- G. Only respondents submitting a proposal in accordance with RFI #744 may appeal the RFI process. Appeals must be submitted in writing. The appeal request must clearly state the area(s) of contention, how the individual/organization was damaged, and actions sought.

Appeals addressed to:

Contra Costa County  
Employment and Human Services Department  
Attention: EHSD Director  
40 Douglas Drive, Martinez, CA 94553

Appeals must be received within 10 business days from the date of the award/denial letter. Notification of a final decision on the appeal shall be made in writing to the respondent.