

**Chabot-Las Positas Community College District
Request for Qualifications (RFQ) to Provide
Title IV-E Qualified Training Services for Humboldt County**

RFQ Announcement:

The Chabot-Las Positas Community College District (CLPCCD) is seeking to contract with qualified community-based organizations, tribal organizations, and other vendors to provide training services to providers and caregivers serving dependent children/youth and their families in Humboldt County. To meet this intent, interested parties are encouraged to submit their qualifications at any time throughout the year and be considered to provide training services beneficial to Humboldt Community's eligible training participants. By submitting your qualifications, you are not guaranteed a contract.

The Request for Qualifications is available at www.fostercaretraining.org and must be submitted according to the directions on the website at any time.

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RFQ TIMELINE

Proposals will be accepted on an on-going basis and entities will enter into a contract with CLPCCD as the services proposed align with the needs and priorities of the Humboldt County Children and Family Services department.

REQUIRED SECTIONS

- Statement of Qualifications and Resume(s) for key trainers
- Training Plan Proposed: outline of topics, trainers, and training objectives
- Budget Request
- Signed Letter of Interest and Acknowledgement

INTRODUCTION AND BACKGROUND

Humboldt County is both socially and geographically unique with over 2.5 million rural acres containing a diverse and relatively small population of 136,000 people, including distinctive groups of youth involved in the child welfare system. As Humboldt County is larger than the states of Rhode Island and Delaware combined, receiving services can be a challenge for those living remotely due to distance, weather, and lack of accessible public transportation. Caregivers and providers serving Humboldt County foster youth require an array of specialized knowledge and skills to effectively support the needs of the children and families served by Humboldt County Child Welfare Services (CWS). Humboldt County CWS has a highly disproportionate number of Native American children in foster care, representing 34% of the county's foster care population. Children aged zero to five make up 30% of the county's foster care population, while transition aged youth (15-21) make up 28%.

Humboldt County is home to some of California's most vulnerable children and youth involved in the child welfare and probation systems. Caregivers and providers need specialized knowledge and skills to effectively support these children, youth, and their families.

In 2019, Chabot- Las Positas Community College District began a pilot program administering Title IV-E Training services in Humboldt County; expressly to recruit and train Resource Families in Humboldt County. The 2019-2020 pilot was successful and therefore Humboldt County and CLPCCD is interested in expanding the services to include other agencies serving dependent children youth and their families. The following solicitation is released to secure qualified entities to deliver these services for the 2020-21 fiscal year (July 1, 2020- June 30, 2021).

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PROPOSED SCOPE

Title IV-E funding is available for training resource parents (including kin, but not birth parents), county workers, and other providers working to support the case plans for dependent children and youth in Humboldt County. A list of participants who California has deemed eligible is outlined in All County Letter NO. 09-08 and provided in Attachment A. In addition, the Title IV-E regulations specify topics that are eligible for this funding source. A list of eligible topics is provided in Attachment B. Proposed training must be in alignment with both topical and participant requirements.

In addition, applicants are encouraged to align their proposal with Humboldt County training priorities including being trauma informed and meeting the needs of current population/ demographics of foster youth and families (see data provided in “Introduction and Background” section).

Funding shall be used to reimburse contractors for Title IV-E qualified expenses including:

- Trainer salary and fringe benefits or contracted fees for non-staff
- Supervision and support of trainers and training related staff
- Coordination of training by staff
- Production of training materials
- Hard costs including venue, maintenance of building, etc.
- Travel expenses related to training event

MINIMUM QUALIFICATIONS FOR RFQ

To be eligible to apply, the applicant must demonstrate:

- Experience in the subject area proposed for training. Experience working with or on behalf of children, youth and their families involved in the child welfare and/ or probation systems is recommended, but not required.
- Expertise in training proposed content or similar content.
- Experience in delivering training remotely and complying with health standards when training is delivered in person.

PROPOSAL REVIEW PROCESS

Proposals will be reviewed on an on-going basis. If the services proposed are not needed in the following months, the proposal will be added to a pool of potential vendors that can be called upon for contracting in the future. You will be contacted as the need arises.

APPLICATION PROCEDURES

Applications must be submitted as a single PDF file to cwtraining@clpccd.org at any time. Please title your PDF with “your entity name.humboldtRFQ.date.”

Questions may also be submitted to cwtraining@clpccd.org

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PROPOSAL OUTLINE

- 1) Outline of Qualifications Statement:** Organize responses following the outline provided.
 - a. Entity Overview** in 1-2 paragraphs
 - What is your experience supporting court dependent children, youth and families?
 - What is your relevant training experience?
 - b. Remote Training Capacity** in 1-2 paragraphs
 - What is your experience with distance learning technology?
 - How do you ensure engagement of participants when providing training remotely?
 - c. Resumes**
 - Please include resumes for relevant trainers
 - d. Optional: Letters of Recommendation** regarding similar training services

- 2) Proposed Training Plan:** Provide training titles, possible trainer name(s), proposed audience, proposed training time (hours), and training objectives for each training you would like to provide. You may provide this using existing materials as long as all information listed is provided.

- 3) Budget:** Please provide fees for each training proposed. If the number of training hours are flexible then provide an hourly rate.

- 4) Include Signed Letter of Intent-** Provided in **Attachment C.**

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LETTER OF INTENTION, ADHERENCE AND ACKNOWLEDGEMENT

Whereas Chabot-Las Positas Community College District (CLPCCD) is contracted to provide Training Services through Federal Title IV-E funding, it is essential that entities providing services under this contract agree to adhere to the funding regulations. Federal entitlement programs like Title IV-E are highly categorical. This means that **only** those costs that meet the requirements laid out in the federal laws, regulations, and policies are eligible for funding. Consequently, the training curriculum, the trainees, and the specific costs related to the training are subject to federal and state audit when Title IV-E reimbursement is received.

By signing this document the individual and/or agency is affirming that they are interested in providing services under this funding source and are willing to comply with the funding regulations, including providing supporting documentation that topics and participants in attendance comply with Federal Regulations. CLPCCD will support applicant in understanding what is necessary to meet the regulations during planning of training services.

In addition, I understand if CLPCCD intends to contract with my entity, I will need to provide:

- Liability Insurance certificate
- Business License (if independent contractor)
- W-9

_____ X _____
Date

Print Name and Title