

**REQUEST FOR PROPOSAL  
SENIOR COMMUNITY SERVICES EMPLOYMENT  
PROGRAM (SCSEP)**

**For Grant Period July 1, 2012 – June 30, 2013**

Proposal Control Number: 2012-02

**ISSUED BY:**



**DIVISION OF AGING AND ADULT SERVICES**

**10 North San Pedro Road, Suite 1023**

**San Rafael, CA 94903**

**Phone: 415-473-7118**

**Website: [www.co.marincounty.org/aging](http://www.co.marincounty.org/aging)**

**REQUEST FOR PROPOSAL (RFP) TIMELINE**  
**TITLE V SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)**

Program	Older Americans Act Title V Senior Community Service Employment Program
Awarding agency	Marin County Department of Health and Human Services, Division of Aging and Adult Services 10 North San Pedro Rd., Suite 1023 San Rafael, CA 94903
Contact person	Michele McCabe Phone: (415) 473-2702 E-mail: <a href="mailto:mkmccabe@marincounty.org">mkmccabe@marincounty.org</a>
Available Funding	Title V : \$ 91,156.00 A minimum of 79% to be allocated for participant wages and fringe benefits. A maximum of 8% for administration.
Grant Period	July 1, 2012 through June 30, 2013
RFP date of issuance	Friday February 10, 2012
Bidder's conference	Thursday February 23, 2012 10:00 a.m. – 12:00 p.m. 20 North San Pedro Rd., Conference Room A & B San Rafael, CA 94903
Deadline for AAA to post written technical assistance and Q & A	Friday March 2, 2012
Proposal submission deadline	<b>Wednesday March 14, 2012 12 noon</b>
Proposal submission address and instructions	Proposals may be submitted in person, via courier service, or mailed (not recommended) by Friday March 2, 2012 at Noon. at: Marin County Division of Aging and Adult Services 10 North San Pedro Rd., Suite #1023 San Rafael, CA 94903 Attention: Nick Trunzo  Mailed proposals must be received at the Division office by the deadline, <u>not the date stamp of mailing</u> . A certificate of receipt of application will be issued for all proposals submitted. Faxed or e-mailed proposals and proposals received after the deadline will not be considered.
Required copies to be submitted	1 original, 4 copies, and 1 electronic copy on a CD or flash drive
Grant award announcement*	Thursday March 29, 2012
Protest submission deadline	Thursday April 5, 2012 <b>12 noon</b>
Commission on Aging meeting	Thursday, April 12, 2012, 11:30 a.m.
Board of Supervisors contract approval*	Tuesday, May 8, 2012
Initiation of services	July 1, 2012

\* Subject to approval by the Board of Supervisors and County budget and contract processes

## I. INTRODUCTION

The Marin County Department of Health and Human Services, Division of Aging and Adult Services is issuing a **REQUEST FOR PROPOSAL (RFP)** to seek qualified public or non-profit providers for the provision of Senior Community Employment Services. Through this RFP, a qualified service provider will be identified and selected to assist low-income Marin County residents who are 55 years or older in finding part-time subsidized employment. Contract award is for one year starting July 1, 2012 and ending on June 30, 2013. There will be opportunities for renewal for the next three years following the period specified in this announcement and ending on June 30, 2016. Funds for Title V Senior Community Service Employment Program are contingent upon the availability of federal, state and local funds.

### A. About the Marin County Division of Aging and Adult Services

The Division of Aging and Adult Services (DAAS) is one of five major divisions within the Marin County Department of Health and Human Services. DAAS administers the Area Agency on Aging in Marin County and works closely with the Commission on Aging (COA), a 23-member advisory council appointed by the Board of Supervisors and each of the 11 towns and cities of Marin. In partnership with the COA, DAAS has the overall responsibility of planning, coordinating, and advocating for a comprehensive, integrated community-based service system to meet the needs of older persons in Marin County. DAAS also includes Adult Protective Services, In-Home Support Services, Veterans Services, Public Guardian, Ombudsman and Public Health Nurse Case-management Services.

### B. About the Planning and Service Area

The State of California is divided into 33 Planning and Service Areas or PSAs for the administration of the Older Americans Act and Older Californians Act. In each PSA, a single agency has been designed as its Area Agency on Aging (AAA) charged with the responsibility of fulfilling the statutory mandates contained in both Acts. Marin County is designated as Planning and Service Area 5 (PSA 5) with the Board of Supervisors governing the Area Agency on Aging and the Division of Aging and Adult Services carrying-out its operational responsibilities.

## II. REQUEST FOR PROPOSAL

The Marin County Department of Health & Human Services, Division of Aging and Adult Services (hereafter referred to as “County”) is seeking qualified public or nonprofit agencies (referred to as “Applicant” hereafter) to administer the Senior Community Service Employment Program. (referred to as “SCSEP” hereafter. The contract period will be July 1, 2012 through June 30, 2013 with annual renewal options for three additional years contingent upon the success of the program and funding availability.

Older Americans Act Title V funds in the estimated amount of **\$91,156** are available for the

selected Applicant to develop a system of subsidized community service employment opportunities for older workers and to assist them to transition to unsubsidized employment. A minimum of 79% is to be allocated for participant wages and fringe benefits and a maximum of 8% may be used for administration.

All information included in the RFP with the exception of what may be renegotiated in the scope of work is included by reference. The County has the right to negotiate the Applicant's proposed Scope of Services in response to this RFP prior to finalizing the contract.

### **III. PROGRAM DESCRIPTION**

*Title V Senior Community Service Employment Program (SCSEP)* means a program that serves low-income persons who are 55 years of age and older and who have poor employment prospects by placing them in part-time community service assignments and by assisting them to transition to unsubsidized employment

*Participant* means an individual who is eligible for Title V SCSEP, is enrolled and is receiving services for up to 48 months.

*Modified Positions* means the number of authorized training slots adjusted to account for states (like California) with a higher minimum wage paid to participants.

The current number of Marin County SCSEP Slots is 9 modified and the minimum number of clients to be served is 10 persons.

### **PROGRAM REQUIREMENTS**

Implement statutory provisions of the Title V SCSEP in accordance with all applicable laws and regulations including (OAA, Public Law 109-365 Workforce Investment Act (WIA), Public Law 105-220 Section 121(b)(1)(B)(vi), 29 U.S.C. 2841(b)(1)(B)(vi); 29 CFR 95.5 and 97.40; 20 CFR Part 641 Final Rule-April 9, 2004; 20 CFR 662.200-280, 38 USC 4215, The Jobs for Veterans Act (Public Law 107-288), the Title V SCSEP New Coordinators Handbook as issued by the Department and any other subsequent memos, bulletins, or similar instructions issued during the term of this Agreement by the US Department of Labor. (DOL)

Develop methods of recruitment and selection that will assure the maximum number of eligible individuals the opportunity to participate in the program.

Provide an *orientation* to participants that include information on projects goals and objectives; community service training assignments; training opportunities; available supportive services; the availability of a free physical examination; participant's rights and responsibilities and permitted and prohibited political activities.

Conduct *individual assessments* of the participants' work history; skills and interests; talents; physical capabilities; aptitudes; occupational preferences; need for supportive services;

potential for performing proposed community service assignment duties and potential for transition to unsubsidized employment. Assessments must be conducted no less frequently than two times during a twelve month period.

Provide an *Individual employment Plan (IEP)* for each participant based on an assessment. IEPs shall be developed in partnership with each participant and will reflect the needs as well as the expressed interests and desires of the participant.

*SPARQ* is the data management system for SCSEP. All required reports will be entered in SPARQ pursuant to all federal state and local requirements.

*State Contract Compliance:* This award is made based on funding from the federal Older Americans Act for senior community service employment services administered locally by the Division of Aging and Adult Services through a contract with the state Department of Aging. As such, the agency awarded this grant is subject to comply with all the terms and conditions entailed in the following link to the California Department of Aging contract:

[http://www.co.marin.ca.us/depts/HH/main/ag/PDFs/Title\\_V\\_State\\_Contract.pdf](http://www.co.marin.ca.us/depts/HH/main/ag/PDFs/Title_V_State_Contract.pdf)

#### **IV. TARGET POPULATION**

The eligible service population consists of individuals who are 55 years of age and older, living in Marin County and who have poor employment prospects.

However priority must be given to those individuals who:

- Are 75 or older **OR**
- Have a severe disability
- Are frail
- Do not receive benefits under Title II of the Social Security Act
- Live in a rural area or an area with persistent unemployment
- Have limited English proficiency or low literacy skills
- Are veterans
- Have low employment prospects
- Have failed to find employment after utilizing services provided by the One-Stop Delivery System
- Are homeless or at risk of becoming homeless

The selected applicants must ensure provisions of programs and services to all classes that are protected by State and Federal Law.

#### **V. MINIMUM QUALIFICATIONS**

Applicant shall possess all of the following minimum qualifications:

- A minimum of 2 years of same or similar services to that required in this RFP.
- A minimum of 2 years serving the target population.

## VI. CONTENT OF THE RESPONSE PACKAGE

A complete request for proposal application package must include an original, four copies, and an electronic copy saved in a USB device or CD. The application package must contain all of the following items and must be presented in the order listed below:

### A. Application Face Sheet (Attachment A)

Complete the Application Face Sheet provided in this RFP. Include the completed Face Sheet with each copy of a complete application packet. The Face Sheet includes an Application checklist. Applicants must complete the checklist and ensure that all required documents are provided in the response package.

### B. Blank Scoring Sheet (Attachment B)

Include a blank Scoring Sheet provided in this RFP in each copy of a complete response package.

### C. Completed Narrative Responses (Attachment C)

Using the **Narrative Response form** provided in this RFP, respond to the questions and information requested in order to describe your capacity to administer the Community Services Employment Program, successfully fulfill its requirements and deliver the services. Narrative responses should be provided on this form and must not exceed 12 pages total, including the form itself.

### D. Program Budget (Attachment D)

Using the Program Budget form included in this RFP, provide a breakdown of all the costs associated with providing the services proposed in this application. In addition to the grant being sought from the County, identify other funding sources to cover all costs outlined in the budget.

**Matching Contributions** mean local cash and/or in-kind contributions by the Applicant subcontractor, or other local resources that qualify as match for the contract funding. Cash and/or in-kind contributions may count as match, if such contributions are used to meet program requirements. Matching contributions must be used for allowable costs in accordance with the Office of Management and Budget (OMB) circulars. Matching Contribution for SCEP is 10%.

**Non-Matching Contributions** mean local funding that does not qualify as matching contributions and/or is not being budgeted as matching contributions. (e.g., federal funds, overmatch, etc.).

### E. Letters of Support

Include a minimum of two letters of support from partner organizations. The letter of support should highlight the partnership of the recommender with the Applicant, citing specific examples of projects and efforts to coordinate services and improve clients' access to local resources.

## **VII. SUBMISSION OF PROPOSAL IN RESPONSE TO THE REQUEST FOR PROPOSAL**

An original, four copies, and an electronic copy saved on a USB device or CD of the complete application package must be hand-delivered or received by mail no later than **12:00 noon on Wednesday March 14, 2012** at the following address:

**Marin County Department of Health and Human Services,  
Division of Aging and Adult Services  
10 North San Pedro Road, Suite #1023  
San Rafael, CA 94903  
Attention: Nicholas Trunzo, Director**

No faxed or e-mailed applications will be accepted and doing so will result in automatic disqualification of the Applicant without further review. The Applicant bears the risk of non-delivery of Request for Proposal Application within the deadline specified herein. Mailed applications must have the County mail services "received" date stamp by the deadline, NOT the post office date stamp in order to be considered for a timely submission. Application should be submitted by a means that will objectively establish the date the County received the Application. A statement of receipt will be issued to all Applicants for applications received by the deadline.

## **VIII. EVALUATION CRITERIA AND SELECTION PROCESS**

An Application Scoring Sheet is included in this RFP. Proposals are going to be evaluated based on the following criteria:

- a. **Organizational Capacity:** history, experience, and capacity of the organization providing similar services to the target population.
- b. **Program Design and Approach**
- c. **Administrative and Fiscal Qualifications:** cost effectiveness and efficiency of the services proposed.

A committee comprised of parties with expertise in the services intended in this RFP will evaluate the proposals. The County reserves the right to seek clarifying or additional information from applicants, potentially including site visits or agency interviews.

## **IX. NOTICE OF AWARD**

Contract award will be announced on **Thursday March 29, 2012**. All Applicants will be notified of the award decision by e-mail with a hard copy to follow by post.

## **X. PROTEST PROCEDURE**

Within five calendar days of the issuance of a notice of intent to award the contract, any Applicant that has submitted a responsive proposal and believes that the Department of Aging and Adult Services has incorrectly selected another applicant for award may submit a written notice of protest. The notice of protest must include a written statement specifying in detail each and every ground asserted for the protest. The appeal must be signed by an individual authorized to represent the Applicant and must cite the law, rule, local ordinance, procedure or RFI provision on which the protest is based. In addition, the Applicant must specify facts and evidence sufficient for the County to determine the validity of the protest.

### **A. Delivery of Protests**

All protests must be submitted in writing and received by **12 noon on Thursday April 5, 2012** at the following address:

Marin County Department of Health and Human Services,  
Division of Aging and Adult Services  
10 North San Pedro Road, Suite #1023  
San Rafael, CA 94903  
Attention: Nicholas Trunzo, Director

If a protest is mailed, the Applicant bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the County received the protest. Protests or notice of appeals made orally (e.g., by telephone) or via e-mail will not be considered.

### **B. Protest Decision**

The protest will be reviewed by Nicholas Trunzo, Director, Division of Aging and Adult Services. The decision of the Director on the protest is final and will be sent to the Applicant by e-mail with a hard copy following by post.

## **XI. BIDDER'S CONFERENCE**

A Bidder's Conference has been scheduled on **Thursday February 23, 2012, 10:00 a.m.** –

**12:00 p.m.** at 10 North San Pedro Road, Suite 1018, San Rafael, CA. Potential Applicants will have a chance to address questions and clarify specific elements of the RFP announcement at this meeting. Questions, comments, and request for technical assistance received prior to the Bidder's Conference will not be accepted. Proceedings of this meeting will be posted within 72 business hours through an online County web link that will be announced at the Bidder's Conference (see section XII below). Potential Applicants need not be present at the Bidder's Conference to submit an application.

## **XII. QUESTIONS, COMMENTS, AND TECHNICAL ASSISTANCE**

The Division of Aging and Adult Services will be available from **February 23, 2012 – March 2, 2012** to provide technical assistance and respond to questions and inquiries from potential Applicants. A County web link to post questions, comments, and requests for technical assistance that will be announced at the Bidder's Conference. In order to maintain a fair and open bidding process, the County will only accept inquiries received in writing from this site. The County will post responses to these inquiries only through this site. Applicants unable to attend the Bidder's Conference may contact Michele McCabe at 415-473-2702 or e-mail [mkmccabe@marincounty.org](mailto:mkmccabe@marincounty.org) after February 8 to get the web link and to obtain instructions on how to subscribe to the site.

## **XIII. LIST OF ATTACHMENTS**

1. Attachment A: Application Face Sheet & Checklist
2. Attachment B: Scoring Sheet
3. Attachment C: Narrative Response
4. Attachment D: Program Budget Forms
5. Attachment E: Program Scope of Services

## **V: ADDITIONAL DOCUMENTS REQUIRED FOR REVIEW**

The following links outline the program requirements and regulations governing SCSEP. Copy and paste the link to your web browser to access the document. Applicants must review these documents and make sure you understand the program requirements before submitting an application.

1. Title V of the Older American's Act  
[http://www.aoa.gov/AoAroot/AoA\\_Programs/OAA/oa\\_full.asp](http://www.aoa.gov/AoAroot/AoA_Programs/OAA/oa_full.asp)
2. Public Law 109-365 Workforce Investment Act (WIA)  
<http://www.doleta.gov/usworkforce/wia/wialaw.txt>
3. Code of Federal Regulations Title 20  
<http://edocket.access.gpo.gov/2010/pdf/2010-21139.pdf>

4. The Jobs for Veterans Act (Public Law 107-288)

<http://www.gpo.gov/fdsys/pkg/PLAW-107publ288/content-detail.html>

5. Title V SCSEP New Coordinators Handbook

<http://www.aging.ca.gov/programs/scsep.asp>

6. California SCSEP Plan

[http://www.aging.ca.gov/programs/SCSEP\\_documents/SCSEP\\_FY\\_2008-2011\\_California\\_State\\_Plan.pdf](http://www.aging.ca.gov/programs/SCSEP_documents/SCSEP_FY_2008-2011_California_State_Plan.pdf)

7. Marin Contract with State of CA including Federal and State Grant Terms and Conditions

[http://www.co.marin.ca.us/depts/HH/main/ag/PDFs/Title\\_V\\_State\\_Contract.pdf](http://www.co.marin.ca.us/depts/HH/main/ag/PDFs/Title_V_State_Contract.pdf)

8. Office of Management and Budget Circular 133:

<http://www.whitehouse.gov/sites/default/files/omb/circulars/a133/a133.pdf>

9. Sample Marin County Contract Boilerplate

<http://mine/mine/AD/Main/contracts.cfm>

## ATTACHMENT A: APPLICATION FACE SHEET

Agency Name: \_\_\_\_\_

Address:

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_ Fax: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Total Grant Request (7/1/12-6/30/13): \$ \_\_\_\_\_

This application package includes the following (check all items included in Applicant's response package):

- Cover letter
- Completed Application Face Sheet (Attachment A)
- Blank Scoring Sheet (Attachment B)
- Narrative Response (Attachment C)
- Program Budget (Attachment D)
- Letters of Support
- One original, four copies, and electronic copy in a USB device or CD

I, the undersigned am an official authorized to bind the Applicant to this Request for Proposal. I understand that the Department of Health and Human Services, Division of Aging and Adult Services (DAAS) reserves the right to modify the specifics of this application at the time of funding and/or during the contract negotiation; that no officer, employee or agent of DAAS, exercising any function or responsibility in connection with the proposed services contract or with planning or carrying out any agreement relative to this proposal has any personal financial interest, direct or indirect, in the operation of the Applicant; that a contract may be negotiated for a portion of the amount requested; and that there is not contract until a written contract has been signed by both parties and approved by all applicable County agencies and agents.

Signature of authorized representative(s):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT B: SCORING SHEET**

**SCSEP Proposal 2012**

<b>I. ORGANIZATIONAL CAPACITY</b>			
<b>Evaluation Criteria</b>	<b>Max Points Available</b>	<b>Reviewer's Score</b>	<b>Reviewer's Notes</b>
1. The organization is well established, has clearly stated priorities, and a mission that is consistent with the stated program goals.	2		
2. The organization possesses the capacity, resources, and experience to successfully implement the service described in the RFP.	7		
3. The applicant demonstrates recognition and understanding of the needs and characteristics of the population to be served by this program. The applicant demonstrates experience and success in serving the needs of the targeted populations.	7		
4. The applicant clearly demonstrates recognition of the importance of coordinating with local service programs within the County. Response clearly describes how the partnership has led to better coordination of services and improved access to local resources for clients. Letters of support (minimum of 2) are provided.	5		
5. The applicant demonstrates past and current experience in providing services similar to the one described in this RFP.	4		
<b>Subtotal</b>	<b>25</b>		

*Additional Comments:*

## PROGRAM DESIGN & APPROACH

Evaluation Criteria	Max Points Available	Reviewer's Score	Reviewer's Notes
1. The proposed program directly addresses the needs of older adults consistent with the goals of the program. Proposed services are appropriate and clearly fit the program goals.	6		
2. The organization demonstrates a clear understanding of the targeted populations and communities prioritized by the Older Americans Act. The Applicant has a clear method and demonstrated ability and experience in reaching the targeted groups and communities.	10		
3. The applicant has clearly articulated goals with measurable objectives that and address identified needs and service priorities.	5		
4. Proposal addresses service priorities and targets areas with the most need. Program activities and service unit plan are meaningful, reasonable, and achievable in the stated timeframe. If Applicant is not providing services directly to the site, is the proposed collaborative plan with the site(s) clear, effective, and feasible.	8		
5. The applicant has designed a system for evaluating the quality of internal operations and processes as well as service delivery, including client satisfaction and a system for measuring program outcomes.	5		
6. The applicant has a clearly-articulated outreach/marketing plan to promote the program in the community and reach new clients not previously served. The Applicant describes specific methods and processes that allow the program to reach maximum client capacity.	6		
<b>Subtotal</b>	<b>40</b>		

*Additional Comments:*

### III. ADMINISTRATIVE & FISCAL QUALIFICATIONS

Evaluation Criteria	Max Points Available	Reviewer's Score	Reviewer's Notes
1. The organization's structure and staff are adequate to support the administration of the program and for meeting program standards and requirements. The proposed reporting relationships are clear and assure good communication with staff at all levels. The proposed salary and benefit structure are fair and consistent with similar organizations.	<b>10</b>		
2. The organization provided clear methods for collecting, maintaining, and submitting data and other administrative reports. For current or previous DAAS contractors, records indicate accurate and timely submission of data.	<b>5</b>		
3. The organization has in place accounting procedures that will assure effective control and accountability, and which meet state and federal standards. Applicant has a sound method for ensuring timely fiscal reporting. For current or previous DAAS contractors, records indicate current and timely submission of fiscal reports.	<b>5</b>		
4. The proposed budget is appropriate, cost effective, accurate, and includes a clear, comprehensive narrative. The organization has a clear method for collecting program income. The organization has sufficient resources to assure successful operation of the program.	<b>15</b>		
<b>Subtotal</b>	<b>35</b>		
<b>PROPOSAL TOTAL SCORE</b>			
<b>PASSING GRADE TO BE CONSIDERED FOR FUNDING</b>			<b>70</b>

*Reviewer's Additional Comments:*

## **ATTACHMENT C: NARRATIVE RESPONSE FORM**

### **REQUEST FOR PROPOSAL (RFP) TO PROVIDE SENIOR COMMUNITY SERVICE EMPLOYMENT SERVICES (SCSEP)**

JULY 1, 2012 THROUGH JUNE 30, 2013

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**Please provide complete and concise responses to the following questions directly on this form. Limit your responses to no more than 12 pages total.**

#### **ORGANIZATIONAL CAPACITY**

1. *Describe your organization's history, purpose, and mission statement.*
2. *Provide a summary of your organization's skills, resources, and experience relevant to the services described in this Request for Proposal (RFP).*
3. *Describe how your organization is going to reach the targeted populations considered priority groups and areas for this program (refer to Section IV of this RFP).*
4. *Describe your organization's experience in coordinating with local and regional community services to integrate the service delivery system in Marin County. Provide specific examples of how these efforts have led to increased opportunities for older adults to access services. Please include a minimum of two letters of support (excluded from the page limit of this application form) from partner organizations describing the nature of the collaboration.*
5. *Provide a statement listing all of your organization's contracts (both public and private) relevant to the services solicited that have been completed during the last two (2) years. The statement must also list any failure or refusal to complete a contract, including details and dates.*

#### **PROGRAM DESIGN AND APPROACH**

6. *Provide a summary of the proposed program including the following components*
  - *Recruitment and selection of participants*
  - *Obtaining and documenting program eligibility*
  - *Participant orientation process*
  - *Individual assessment process*
  - *Participant Individual Employment Plans*
7. *Please describe your proposed process for recruiting Host agencies, working with Host agencies and retaining Host agencies.*

8. *Please Describe your proposed MOU with both the Local Workforce Investment Board and the One-Stop Connection Center (Required by WIA) Also propose a process for referring clients among these partners.*
9. *Describe methods for which the effectiveness of the proposed service will be evaluated. Identify ways the agency's proposed program will impact the well-being and independence of older adults in Marin County. Identify strategies the agency plans to continuously improve the quality of the program.*
10. *Describe the outreach/marketing methods the organization intends to employ to generate participation in the program. Identify strategies to reach older adults who have not previously been served by the program.*

**ADMINISTRATIVE AND FISCAL QUALIFICATIONS**

*Total amount of funding requested: \$ \_\_\_\_\_*

11. *Describe the organizational structure and proposed job descriptions and duties of paid staff and volunteers in the program.*
12. *Discuss how the organization will comply with data reporting requirements. Describe the agency's client intake process and data management, including ensuring the completeness and accuracy of gathering the required data elements from client data, maintaining privacy/confidentiality of client data, and procedures for handling and reporting data/client information breach. Describe the agency's procedures for ensuring timely submission of data and other administrative reports as requested by the County.*
13. *Describe the organization's current accounting system, including the following: areas and frequency of accounting for receivables and payables; payroll processing; financial statement preparation, and internal/external auditing. Describe the agency's procedures for ensuring timely submission of invoices and other fiscal reports as requested by the County.*
14. *Using the Budget Form (Attachment D) provided in this RFP, prepare a budget for the program/service proposed. Describe the organization's program budget by providing clear and specific descriptions of the following to demonstrate the Applicant's ability to cover all costs of the service proposed:*
  - a. *Agency's fundraising Plan*
  - b. *Source of cash match and in-kind support to cover costs not covered by the grant.*

## **ATTACHMENT D: PROGRAM BUDGET FORMS**

Prospective applicants may request a PDF copy of the budget forms by contacting Gary Lara at The Division of Aging and Adult Services.

Phone: (415) 473-7185

Email: [agingandadult@marincounty.org](mailto:agingandadult@marincounty.org)

# ATTACHMENT E

**EXHIBIT "A"**  
**MARIN COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**DIVISION OF AGING AND ADULT SERVICES**

**SCOPE OF SERVICE FY 2011/2012**

**Program Name:** SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

**Grant Award:**

**Provider:**

**Program Goal:**

The purpose of the Senior Community Service Employment Program shall be to provide and promote useful part-time opportunities in subsidized community service employment for older workers and assist in the transition of enrollees to private or other unsubsidized job placements. The program provides a variety of supportive services such as personal and job-related counseling, job training and job referral.

\* A minimum of 79% to be allocated for participant wages and fringe benefits  
A maximum of 8% for administration

## 1. Definitions

**Enrollees** means a person 55 years of age or older, with an income of no higher than 125% of poverty level, with a special emphasis on serving the needs of minority, limited English-speaking individuals who have the greatest economic or social need.

**Program Income** shall consist of, but not be limited to, gifts of money, contributions, and donations from program members. This income shall be used for direct program expenses.

2. **Number of SCSEP Slots** 9 modified slots

3. **Minimum Number of Clients to be Served** 10 persons

## 4. Scope of Work

At a minimum, the Provider will perform the following:

- a) Undertake all activities related to the recruitment and hiring of low-income eligible enrollees for the SCSEP Program, as detailed in the Older Americans Act and in the federal regulations (20 CFR Part 641, dated May 17, 1995) and California Department of Aging's (CDA) SCSEP Program Manual.
- b) Select community host agencies that will provide training opportunities, supervision and, if feasible, permanent employment for enrollees.
- c) Coordinate with employment and training agencies to maximize training dollars.
- d) Conduct job development in the local community that will assist enrollees in obtaining unsubsidized jobs.
- e) Enter all required Quarterly Progress Reports (QPR) in SPARQ, a data management system for SCSEP, as required on the 15<sup>th</sup> of the month following each quarter.
- f) Submit all required financial reports such as the Revised Monthly Expenditure Report and Request for Funds (CDA 29) and Financial Closeout Report (CDA 90) and the Federal Grant Closeout Statement (CDA 30)
- g) Establish a working relationship with the One-Stop Career Center in Marin, the Marin Employment Connection, and participate in the Older Worker Agency Coalition.
- h) Cooperate with the Division of Aging and Adult Services in its annual program monitoring.
- i) The number of minority elders served shall be, at a minimum, in the same proportion as represented in Marin's older population.

5. **Services to Lesbian, Gay, Bisexual & Transgender Older Adults** [Pursuant of the Older Californians Equity and Protection Act (AB 2920)]:  
The provider must ensure that programs and services are available to all older adults regardless of sexual orientation and gender identity. Evaluation of outreach efforts to gay, lesbian, bisexual, and transgender older adults will be included in the Division of Aging and Adult Services contract monitoring requirements.