



## PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

### Procedures and Guidelines for Service Agreements

Adopted: April 12, 2006

**Background:** The Plumas County Children and Families Commission is responsible for distributing revenue generated by Proposition 10, the tax on tobacco related products approved by voters in November 1998. These funds are specifically dedicated to enhancing the health, social service, and early care and education programs for children ages 0-5 and their families. Funds provided under Proposition 10 are intended to supplement, expand upon, and enhance services and may not supplant existing resources and services.

**Purpose:** The purpose of the Procedures and Guidelines for Service Agreements is to provide clarification to the Commission's community partners and stakeholders on the processes governing the award of all service agreements. It emphasizes local decision making to provide for greater flexibility in designing efficient delivery systems and shall not be interpreted to limit the Commission's right to approve all subcontractors.

**Eligibility:** It is the policy of the Commission that any organization including those for-profit may enter into a service agreement provided they can provide the necessary documents as described: proof of financial solvency (ex. an audit), proof of adequate insurance, proof of support by Board of Directors (for non-profits and corporations), and a taxpayer ID number. The Commission may consider whether or not a service provider is located within Plumas County, or will locate to Plumas County upon the award of a service agreement. However no more than 5% points shall be awarded in any Request for Proposals (RFP) process based upon the location of the service provider. Whether or not any such preference will be given shall be set forth in the RFP.

**Agreement Approval:** Within the policy direction of the Commission, the Executive Director is responsible for maintaining control of all expenditures affecting the Commission budget. The Executive Director will negotiate all Service Agreements and will determine the level of experience and organizational capacity needed based on project specifications, before presenting the service agreement to the Commission for approval. The Commission reserves the right to enter into a service agreement with or without a competitive Request for Proposal (RFP).

**Competitive Proposals:** Service agreements may be awarded through a Request for Application (RFA) or a Request for Proposal (RFP) competitive funding allocation

process. A selected evaluation committee will make funding recommendations to the Commission based upon community need, the content and priorities of the strategic plan and the focus for a specific funding cycle. Written notification of the Commission's recommendations for award will be faxed and mailed to all applicants. The proposal is subject to public disclosure after selection. The Commission has an established proposal review criteria and an appeals process for the competitive allocation of funding. After the conclusion of the appeals process, the Executive Director will negotiate all service agreements and present to the full Commission for approval. The Commission, in its sole discretion, will make final decisions on funding.

**Unsolicited Proposals:** A concept paper may be submitted in advance to the Executive Director of the Commission. Proposals will not be accepted outside of the grant process. All concepts will be reviewed by the Executive Director and will be presented in the Executive Director's report during a regularly scheduled public Commission meeting.

**Consultants:** The Commission reserves the right to procure the services of an independent consultant who is a qualified provider without a competitive Request for Proposal (RFP) process. However, the Commission, in its sole discretion, may identify a list of potential contractors based on the specifications of the project and open the process to a competitive proposal. All agreements for consulting services will be awarded according to the expertise, experience, and capacity of the subcontractor to implement the project according to the specifications. A scope of work and timeline that outline the tasks to be accomplished and the hours devoted to each task must be submitted. All consultant service agreements will be awarded for a period **not to exceed** 12 months. The Executive Director will negotiate the agreement and present to the full Commission for approval. The Commission's decisions are final.

**Commission Initiated Projects:** The Commission may develop a project description and the level of experience and capacity needed based on the project description. The Commission may identify a list of potential contractors based on the specifications of the project and the limited availability of qualified providers and/or may open the process to a competitive Request for Proposals (RFP) or a Request for Qualifications (RFQ). The Commission's decisions are final.

**Service Agreement Renewal:** The Commission, upon the recommendation of the Executive Director and the Plumas County Public Health Agency, Administrative and Fiscal Agent for the Commission, may approve the renewal of any professional agreements without a competitive Request for Proposals (RFP). The Commission's decisions are final.

**Approved as to form by: Plumas County Counsel**

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Chairperson, PCCFC

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Executive Director, PCCFC