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GAVIN NEWSOM
Governor

REQUEST FOR PROPOSALS Notice to Prospective Proposers

November 20, 2020

You are invited to review and respond to this Request for Proposals (RFP), entitled **Title II Grant Program: Identifying Effective Interventions and Replicable Strategies for Reducing Racial and Ethnic Disparities.** In submitting your proposal, you must comply with these instructions.

Note: For private companies, all agreements entered into with the State of California will include by reference General Terms and Conditions that may be viewed and downloaded at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. If you do not have internet access, a hard copy can be provided by contacting Jessica Espinoza as listed below:

For California State Universities, all agreements entered into with the State of California will include by reference University Terms and Conditions that may be viewed and downloaded at <https://www.ucop.edu/research-policy-analysis-coordination/research-sponsors-agreements/state-of-california/cma-templates.html>.

In the opinion of the Board of State and Community Corrections (BSCC), this RFP is complete and without need of explanation. However, if you have questions, or if you need any clarifying information, the contact person for this RFP is:

Jessica Espinoza
Board of State and Community Corrections
BSCCProcurement@bscc.ca.gov

Please Note: No verbal information given will be binding upon the BSCC unless such information is issued in writing as an official addendum.

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A. BACKGROUND

The Juvenile Justice Reform Act (JJRA) of 2018 is the federal statute that establishes the Title II Grant Program. The U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) administers the grant, in part, by awarding grants to states to support delinquency prevention and juvenile justice system improvement. The Board of State and Community Correction (BSCC) is the state agency that receives and administers California's Title II award. The BSCC must competitively award the majority of these funds to units of local government, nonprofit, nongovernmental organizations (NGOs) (referred to as local private agencies in the JJRA), and Indian tribes consistent with the purpose and intent of the JJRA.

OJJDP requires states that receive Title II awards to establish a State Advisory Group to advise on Title II activities. In California, this Advisory Group is the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). The SACJJDP is a Governor-appointed committee serving as a standing BSCC Executive Steering Committee (ESC) that works on behalf of the Governor to support policy and programs that improve outcomes for young people in the justice system.

In order to receive Title II funding, each state must submit a 3-year juvenile justice State Plan to OJJDP that describes the planned areas of focus. The SACJJDP developed California's 2018-2020 State Plan, which was then approved by the Board and accepted by OJJDP. For more information about SACJJDP and the Title II State Plan click here: <http://www.bscc.ca.gov/wp-content/uploads/2018-20-State-Plan-OJJDP-Title-II-Formula-Grants-Program.pdf>.

The SACJJDP has set the following priorities for California's current Title II Grant Program: providing alternatives to detention, promoting youth safety and well-being while in custody and identifying and supporting successful and emerging reentry models. The current plan also intends that in-custody programs focus on rehabilitation and building individual strengths instead of punishment for past mistakes and deficits. It intends that California's Racial and Ethnic Disparity (R.E.D.) of youth in the juvenile justice system be addressed.

Pursuant to the JJRA, 34 U.S.C. § 11133(a)(15), in order to achieve compliance with the R.E.D requirement, states and territories must "implement policy, practice, and system improvement strategies at the state, territorial, local, and tribal levels, as applicable, to identify and reduce racial and ethnic disparities among youth who come into contact with the juvenile justice system, without establishing or requiring numerical standards or quotas, by:

- Establishing or designating existing coordinating bodies, composed of juvenile justice stakeholders (including representatives of the educational system) at the state, local, or tribal levels, to advise efforts by states, units of local government, and Indian Tribes to reduce racial and ethnic disparities;
- Identifying and analyzing data on race and ethnicity at decision points in state, local, or tribal juvenile justice systems to determine which such points create racial and ethnic disparities among youth who come into contact with the juvenile justice system; and
- Developing and implementing a work plan that includes measurable objectives for policy, practice, or other system changes, based on the needs identified in the data collection and analysis under subparagraph (B)."

To address the above requirements, the SACJJDP developed the following charge:

The SACJJDP will hire a consultant or use a subject matter expert(s) to develop a detailed review of each county, including the assessment of county interventions that are resulting in the reduction of racial and ethnic disparity and the identification of challenges and barriers that may exist within the county juvenile justice system. The review would analyze the RRI data and other sources of data as well as county policies, processes, and procedures. The analysis would demonstrate where disparity exists within the juvenile justice system and the project will highlight projects that are particularly noteworthy, and include information about what makes them noteworthy to provide a framework to help counties to develop more effective interventions and/or replicable strategies.

To fulfill this charge, the SACJJDP looked to the subject matter experts on in its Reducing Racial and Ethnic Disparities (R.E.D) Subcommittee. The R.E.D. Subcommittee includes representatives from the SACJJDP and experts on disproportionate minority contact. The successful applicant will work closely with the R.E.D. Subcommittee to implement the deliverables in this RFP.

B. PURPOSE AND DESCRIPTION OF SERVICES

The purpose of this Request for Proposals (RFP) is to solicit proposals from universities, research firms, and consultants to develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

This RFP requests an evaluation of racial and ethnic disparities in juveniles at the state and county level. This evaluation should:

- identify and select juvenile racial and ethnic disparity indicators, which will be used to develop data dashboards and report tables at the statewide and county level.
- conduct a review of each county using existing data that identifies juvenile racial and ethnic disparities to select a sample of counties for the in-depth review.
- conduct an in-depth review of a sample of counties to further investigate factors, including policies and practices that contribute to racial and ethnic disparities; challenges and barriers to reducing racial and ethnic disparities; and policies, practices, and interventions that reduce racial and ethnic disparities.
- develop a framework that will assist the state and counties in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Applicants are requested to provide a proposal that;

- 1) defines the target population for this project as youth who entered the justice system before 18 years of age; and may include transitional age youth up to 26 years of age.
- 2) Completes the work in consultation with BSCC Staff, the SACJJDP, and R.E.D. Subcommittee. Key decisions regarding the specific data elements, metrics, and information collected will be determined in conjunction with the R.E.D. Subcommittee.

- 3) focuses on the selection of data elements, metrics, and information that is targeted and most useful for understanding where juvenile racial and ethnic disparities occur and the best practices for reducing these disparities.
- 4) takes into consideration, in their sampling strategy for the in-depth review, variations in practices and policies across agencies and jurisdictions within Counties. Includes documentation of the methodology used for each deliverable with enough detail that all aspects are replicable by BSCC staff or the R.E.D. Committee.
- 5) addresses, in their sampling strategy for the in-depth review, the diversity of counties within California including but not limited to tribal jurisdictions, geography, population/size of County, and demographics.

Respondents to this RFP must include in the proposal a clear description of how they will achieve each of the components of the project plan listed above and how they will comply with each deliverable enumerated below.

C. DELIVERABLES

- 1) The contractor will work with BSCC staff and the SACJJDP R.E.D. Subcommittee to select juvenile racial and ethnic disparity data elements and metrics to best analyze and identify disparities that will be included in data dashboards and report tables (statewide and county-level). That is, the R.E.D. Subcommittee will select data elements and/or metrics, based on options presented by the contractor, to identify racial and ethnic disparities at the state and county-level. The data elements and/or metrics will:
 - Provide the percent distribution of race or ethnic groups compared to the general population distribution for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
 - Provide data for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
 - May provide other metrics to analyze disparities as identified in coordination with the R.E.D. Subcommittee. These may include but are not limited to percent distribution by offense type (e.g., felony, misdemeanor, status) and other demographic characteristics (e.g., gender, age).
 - May include further analysis within a county to identify possible city-level influences of racial and ethnic disparities.

The contractor should assist and guide the SACJJDP R.E.D Subcommittee with selecting data elements that are the most useful.

Documentation of the data elements and/or metrics including the source and the reason for their selection shall be provided.

- 2) The contractor will develop a data dashboard that summarizes the data and report tables that display juvenile racial and ethnic disparity data elements identified as part of Deliverable #1. The data summary and report tables will be developed to provide statewide level data and data for each county. These will be developed in a manner, with supporting documentation, that data collection, storage, and updates of the underlying data tables, report tables, and data dashboard(s) can be updated annually by BSCC staff. The contractor will coordinate the selection of software used for dashboards with BSCC staff and prioritize software that is readily available, with limited cost, and relatively easy to learn.

Documentation shall be provided that describes the purpose, analysis methods in sufficient detail to be replicated, and the results of the analysis.

- 3) Conduct an in-depth review of a sampling of counties to identify the:
 - factors, including policies and practices that contribute to racial and ethnic disparities;
 - challenges and barriers to reducing racial and ethnic disparities; and,
 - policies, practices, and interventions that reduce racial and ethnic disparities.

The sampling methodology to select counties for the thorough review shall consider the data and information gathered as part of Deliverable #2 (data dashboards and report tables; counties with greater ethnic disparity as well as those that have made significant improvements).

The review of the sample of counties shall be used to develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Documentation shall be provided that describes the purpose, sampling methodology, review method with enough detail to be replicated, and the review results.

- 4) The contractor will participate in conference calls, virtual meetings, and in-person meetings with BSCC staff and SACJJDP committee members as needed during the project period, to be completed within 18 months of the contract start date.
- 5) Generally, the meeting format will be virtual; however, up to four in-person one-day meetings may be planned over the course of the contract period (assuming COVID-19 restrictions have been lifted).
- 6) The contractor will make presentations, either virtually or in-person, to present the findings and outcomes of the project to the SACJJDP, R.E.D. Subcommittee, and BSCC Board. The contractor will be available for engagement by SACJJDP, R.E.D. Subcommittee, and the BSCC Board to discuss the project deliverables and findings. There will be no more than four virtual or in-person presentations requested.

D. TITLE II RACIAL AND ETHNIC DISPARITY WORKING GROUP PROCESS

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) and Working Groups to inform decision making related to the Board's programs. ESCs and Working Groups are convened as the need arises, to carry out specified tasks including the development of RFPs for grant funds. Title II ESCs and Working Groups submit award recommendations to the SACJJDP, the SACJJDP then presents the recommendation to the BSCC Board and the Board then approves, rejects, or revises those recommendations. BSCC's ESCs and Working Groups are typically composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs - in breadth of experience, geography, and demographics. Members of ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. SACJJDP serves as a standing ESC of the Board (see Appendix 1). The SACJJDP established a Title II Racial and Ethnic Disparity Working Group for the purpose of this RFP. A list of Working Group members can be found in Appendix 2.

Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner or like party who participated on the Title II Racial and Ethnic Disparity Working Group, or who is a member of SACJJDP from receiving funds awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the SACJJDP and Title II Working Group membership rosters and ensuring that no grant dollars are passed through to any entity represented by any member of the SACJJDP or Title II ESC.

See Appendix 1 for the State Advisory Committee for Juvenile Justice and Delinquency Prevention Membership Roster and Appendix 2 for the Title II Racial and Ethnic Disparity Working Group Roster.

E. INFORMATION & BUSINESS RULES

- 1) Once feedback has been incorporated into the final product, and the final product has been agreed upon by the contractor, the SACJJDP, and the BSCC, products produced under this RFP will give attribution to the contractor. The attribution statement will be agreed upon between the contractor and the BSCC before products are finalized for distribution.

F. MINIMUM QUALIFICATIONS FOR PROPOSERS

The proposer must have, at a minimum, the following qualifications and experience:

- 1) Must be qualified to do business in the State of California;
- 2) Must have experience in juvenile justice or juvenile delinquency data analysis; and experience with Racial and Ethnic Disparity projects.
- 3) Must provide two relevant work product samples that demonstrate the breadth of experience identified in #2.

G. PROPOSAL REQUIREMENTS AND INFORMATION

1. Key Action Dates

| Event | Date |
|--|---|
| RFP Available to Prospective Proposers | Friday, November 20, 2020 |
| Written Question Submittal Deadline | Thursday, December 3, 2020 by 5:00 pm |
| Answers to Written Questions Published | Thursday, December 17, 2020 by 5:00 pm |
| Final Date for Proposal Submission | Friday, January 29, 2021 by 5:00 pm |
| Notice of Intent to Award | Monday, April 12, 2021 |
| Proposed Award Date | Monday, April 19, 2021 |
| Contract Initiated | Monday, April 19, 2021 |
| Contract Signed | On or about Monday, June 1, 2021 |
| Project Period End Date | Within 18 months of the signed contract |

2. Work Plan and Work Schedule Requirements

The applicant shall submit a work plan and work schedule for completion of the project that identifies each major task, necessary subtask, and/or specific milestones, including responsible parties and a timeline, by which progress can be measured and payments made.

3. Cost Detail Format and Requirements

The proposed tasks and milestones should be broken down in the outline of the Work Plan and Work Schedule. The total costs of all tasks and milestones cannot exceed \$300,000. Use the Sample Cost Proposal Worksheet (Attachment 4) as a guide in preparing your cost proposal.

4. Payments and Invoicing

Invoices must be submitted to the BSCC upon completion of a deliverable as outlined in the Work Schedule.

5. Submission of Proposal

Applicants must submit an electronic version of the complete proposal package to the BSCC by 5:00 p.m. on January 29, 2021 [see dates and times shown in Section G, Proposal Requirements and Information (Item 1- Key Action Dates)]. Proposals received after this date and time will not be considered.

A complete proposal package will include:

- 1) One pdf file that contains the signed proposal (e-signatures are acceptable; see Section H, Required Proposal Abstract and Narrative, and Section I, Required Attachments).
- 2) Two pdf files that contain the two required work product samples. Each work product sample shall be a separate file (Attachment 12 and Attachment 13).

If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. on January 29, 2021, the proposal will not be considered.

Email the complete proposal package to: BSCCProcurement@bscc.ca.gov

If the proposal is made under a fictitious name or business title, the actual legal name of the proposer must be provided.

6. Proposal Content:

- a) All proposals shall include a narrative addressing the items identified in Section H, Required Narrative, and the documents identified in Section I, Required Attachment Checklist (Attachment 1, page 14).
- b) Proposals must be submitted for the performance of all the services described herein.
- c) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive an immaterial deviation in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.
- d) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.
- e) An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 2, Proposal/Proposer Certification Sheet (page 15). The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
- f) A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates (page 6).
- g) A proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the proposer or an authorized agent in accordance with (e) above. A proposer may thereafter submit a new proposal prior to the proposal submission deadline of January 29, 2021.
- h) The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- i) The awarding agency reserves the right to reject all proposals. The agency is not required to award an agreement.
- j) Before submitting a response to this solicitation, proposers should review, correct all errors, and confirm compliance with the RFP requirements.
- k) More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names, will not be considered.
- l) The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC, 04/2017) are not negotiable.
- m) No oral understanding or agreement shall be binding on either party.

7. Evaluation Process

- a) At the time of proposal opening, each proposal will be checked for submission by the required date/time and for the presence or absence of required information in

conformance with the submission requirements of this RFP. Late proposals will be disqualified.

- b) Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the proposer, may be rejected.
- c) Award, if made, will be to the highest scored responsive proposal.
- d) Proposal Evaluation System

Proposals that meet the minimum qualifications will be evaluated and scored by the BSCC according to the Rating Factors (RF) shown in the table below. Applicants are asked to address each of these Rating Factors as part of their proposal.

| Rating Factor | | Point Range | Percent of Total Value | Weighted RF Score |
|---------------------------------------|-------------------------------|-------------|------------------------|-------------------|
| 1 | Qualifications and Experience | 0 - 5 | 20% | 20 |
| 2 | Project Plan | 0 - 5 | 40% | 40 |
| 3 | Work Plan and Work Schedule | 0 - 5 | 20% | 20 |
| 4 | Project Budget | 0 - 5 | 20% | 20 |
| Total Possible Proposal Score: | | | 100% | 100 |

Raters will assign points to an applicant’s response in each of the Rating Factor categories on a scale of 0 – 5, according to the Six-Point Rating Scale shown below. Each Rating Factor point assignment is then weighted according to the “Percent of Total Value” column associated with each Rating Factor to arrive at the Weighted Score for each Rating Factor. The Weighted Scores are then added together to calculate the Total Proposal Score.

| Non-Response 0 | Poor 1 | Fair 2 | Satisfactory 3 | Good 4 | Excellent 5 |
|---|--|---|--|--|---|
| The response fails to address any of the criteria. | The response addresses the criteria in a very inadequate way. | The response addresses the criteria in a non-specific or unsatisfactory way. | The response addresses the criteria in an adequate way. | The response addresses the criteria in a substantial way. | The response addresses the criteria in an outstanding way. |

8. Award and Protest

- a) Notice of the proposed award shall be posted in a public place in the office of the Board of State and Community Corrections, 2590 Venture Oaks way, Suite 200 Sacramento, CA 95833, as well as on BSCC's website (www.bscc.ca.gov) for five (5) working days prior to awarding the agreement.
- b) If any proposer, prior to the award of agreement, files a protest with the Board of State and Community Corrections and the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation system in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.
- c) Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the Board of State and Community Corrections a detailed statement specifying the grounds for the protest.
- d) Upon resolution of the protest and award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.
No payment shall be made unless a completed STD 204 has been returned to the awarding agency. Upon resolution of the protest and award of the agreement, Contractor must sign and submit to the awarding agency, page one (1) of the Contractor Certification Clauses (CCC), which can be found at: <https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>

9. Disposition of Proposals

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

10. Agreement Execution and Performance

- a) Performance shall start no later than fourteen (14) days, or on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the BSCC for the difference between Contractor's Proposal price and the actual cost of performing work by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

H. PREFERENCE AND PARTICIPATION PROGRAM INFORMATION

1. Small Business Preference

Section 14835 et seq. of the California Government Code requires that five percent (5%) preference be given to any Proposer who is certified by the State as a California small business, or any Proposer who qualifies as a non-small business claiming at least 25% California certified small business sub-contractor participation. The rules and regulations of this law, including the definition of a small business, or qualifying non-small business, are contained in Title 2, California Code of Regulations, Section 1896 et seq. The definition of non-profit veteran service agencies qualifying as a small business is contained in MVC section 999.50 et seq.

The method used in determining the successful bidder for an RFP Secondary follows:

- Calculate 5% of the highest responsible bidder's total score.
- Add the amount calculated above to the score of each of the certified small business or microbusinesses. This new amount is the total score.
- Award of the contract must go to the responsive proposal with the highest point count.

Proposals desiring to claim this preference must submit a fully executed copy of Attachment 10.

2. Disabled Veteran Business Enterprise (DVBE)

DVBE PARTICIPATION FOR THIS SOLICITATION HAS BEEN WAIVED

3. Target Area Contract Preference Act (TACPA)

Preference will be granted to California based Contractors in accordance with Government Code Section 4530 whenever a contract for goods and services are in excess of \$100,000 and the Contractor meets certain requirements as defined in the California Code (Title 2, Section 1896.30) regarding labor needed to produce the goods or provide the service

being procured. Proposers desiring to claim Target Area Contract Preferences Act shall complete Std. Form 830 and DGS/PD 826, and submit both forms with the final proposal.

Proposals desiring to claim this preference must submit a fully executed copy of Attachment 11.

I. REQUIRED PROPOSAL ABSTRACT AND NARRATIVE

Applicants are required to provide a Proposal Abstract, Proposal Narrative, and Proposal Budget as described below. The Proposal Abstract, Proposal Narrative, and Budget Narrative (see below) must be submitted in Arial 12-point font with one-inch margins on all four sides, and it must be 1.5-line spaced. The Proposal Narrative cannot exceed **12 numbered pages** in length. The Proposal Budget (provided as Attachment 4) can be up to **5 numbered pages** in length.

1. **Proposal Abstract** – Provide a summary of the proposed project. The Proposal Abstract cannot exceed **1-page** length. This section will not be included in the rating of the proposal. It does count toward the 12-page limit.
2. **Proposal Narrative** – For the Proposal Narrative, address each of the three (3) Rating Factor sections below.
 1. **Qualifications and Experience**
 2. **Project Plan**
 3. **Work Plan and Work Schedule (can be addressed in table format as Attachment 3)**

Each section should be titled according to its section header as provided (e.g., Qualifications and Experience). Within each section, address the Rating Factor and its criteria (bulleted lists provided below) in a comprehensive narrative format.

3. **Proposal Budget** – The Proposal Budget is provided as Attachment 4 and is comprised of two components: The Project Budget and a Budget Narrative description relating the expenses to the proposed project plan. Combined, these two components of the Proposal Budget should address the Project Budget Rating Factor and its criteria (bulleted lists provided below) in a comprehensive manner. Attachment 4 can be up to **5 numbered pages** in length and does not count toward the Project Narrative 12-page limit.

Note the aspects of the budget which cannot be changed due to Federal funding requirements which can be found in the US Department of Justice (DOJ) Grant Financial Guide. These include:

- Allowable Costs
- Indirect Costs
- Consultant Rates
- Property Standards
- Procurement

The US DOJ Financial Guide can be found here:

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide_1.pdf

The response to each Rating Factor will be evaluated with a single rating based on a scale of 0 – 5. Addressing each criterion does not itself merit a high rating; rather, although each criterion is to be addressed, it is the quality of the response to each that will be evaluated.

The 12-page limit does not include any required attachments (see Section J, Required Attachments). It is up to the applicant to determine how best to use the total 12-page limit in addressing each section. However, as a guide, the percent of total value is provided for each section.

Address the Rating Factors below in narrative form:

| | |
|--|---|
| Section 1. Qualifications and Experience (Percent of Total Value: 20%) Address the criteria listed below that comprise the Qualification and Experience Rating Factor. | |
| 1.1 | Describe research experience of the principal investigator(s) in juvenile justice or juvenile delinquency data analysis; and experience with juvenile racial and ethnic disparity projects. Description should include: <ul style="list-style-type: none"> • background and experience pertinent to the subject area. • experience with similar projects. • experience in California with juvenile justice or juvenile racial and ethnic disparity projects. • experience working with and incorporating data from many sources |
| 1.2 | Describe experience of the principal investigator(s) in developing recommendations related to racial and ethnic disparities in juvenile justice. |
| 1.3 | Identify additional members of the project team, if applicable, and describe their role, education, and experience. Include the oversight plan by the principal investigator(s). |
| 1.4 | The two work product samples provided (as attachments) demonstrate relevant experience to the project. |

| | |
|---|--|
| Section 2. Project Plan (Percent of Total Value: 40%) Address the criteria listed below that comprise the Project Plan Rating Factor. | |
| 2.1 | Description of the proposed project plan that ensures the collection of information needed (qualitative and/or quantitative data) to complete the project. The description should address the: <ul style="list-style-type: none"> • Identification and selection of the data elements and metrics to identify disparities. • Development of a state-wide and county-level data dashboard, reports, data tables, and any other reporting mechanisms. • Sampling methodology of counties to be included in the in-depth review. • Method for conducting the in-depth review of counties. |

| | |
|-----|--|
| | <ul style="list-style-type: none"> Development of the framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities. |
| 2.2 | Description of the plan for coordinating with the R.E.D. Subcommittee and BSCC staff. |
| 2.3 | Description of the plan for data management that incorporates the maintenance of data and data sharing with the BSCC and/or R.E.D. Subcommittee. |
| 2.4 | The project plan is clearly tied to the requirements of the project (see section B. Purpose and Description of Services and section C. Deliverables). |

| | |
|---|--|
| Section 3. Work Plan and Work Schedule (Percent of Total Value: 20%) Address the criteria listed below that comprise the Work Plan and Work Schedule Rating Factor. | |
| 3.1 | Provide a Work Plan and Work Schedule that identifies each major deliverable, task, necessary subtask, and or specific milestone(s), including responsible parties and a timeline, for successful completion of the project. |
| 3.2 | The Work Plan and Work Schedule are clearly tied to the proposed Project Plan and the requirements of the project (see section B. Purpose and Description of Services and section C. Deliverables). |

Provide a Proposal Budget (Attachment 4) to address the Rating Factor below.

| | |
|---|--|
| Section 4. Project Budget (Percent of Total Value: 20%) Address the criteria listed below that comprise the Project Budget Rating Factor. | |
| 4.1 | Present a detailed Project Budget (sample provided in Attachment 4) for the proposed project plan that directly relates to the activities. |
| 4.2 | The Budget Narrative describes how the expenses included in the budget relate to the proposed project plan and are inclusive of <u>all</u> the tasks required for successful completion of the project (see section B. Purpose and Description of Services and section C. Deliverables). |

J. REQUIRED ATTACHMENTS

Refer to the following pages to view Required Attachments 1 through 13, that are a part of this agreement.

ATTACHMENT 1: REQUIRED ATTACHMENT CHECKLIST

Complete this checklist to confirm the items included as part of your proposal. Place a check mark or “X” next to each item that you are submitting to the BSCC. For your proposal to be responsive, all required attachments must be returned. This checklist should be returned with your proposal package.

| | <u>Attachment</u> | <u>Attachment Name</u> |
|------------------|-------------------|---|
| | Attachment 1 | Required Attachment Checklist |
| | Attachment 2 | Proposal/Proposer Certification Sheet |
| | Attachment 3 | Work Plan and Work Schedule |
| | Attachment 4 | Sample Proposal Budget Worksheet |
| | Attachment 5 | Proposer References |
| | Attachment 6 | Payee Data Record (STD 204) (if currently not on file) |
| | Attachment 7 | Contractor Certification Clauses (CCC-307) |
| | Attachment 8 | Darfur Contracting Act Certification |
| | Attachment 9 | Bidders Declaration Form |
| | Attachment 10 | Small Business Certification** |
| | Attachment 11 | Target Area Contract Preference Act (TACPA)** |
| | Attachment 12 | Work Sample # 1 (refer to Minimum Qualifications for Proposers, page 5). To be provided as a separate file. |
| | Attachment 13 | Work Sample #2 (refer to Minimum Qualifications for Proposers, page 5). To be provided as a separate file. |
| ** If applicable | | |

Proposers note: The state makes no warranty that the checklist is a full comprehensive listing of every requirement specified in the solicitation. Checking off the items on the checklist does not establish proposer’s intent nor does it constitute responsiveness to the requirement(s). The checklist is only a tool to assist proposers in compiling their final proposal. Proposers are encouraged to carefully read the entire solicitation. The need to verify all documentation and responses prior to the submission of final proposals cannot be over emphasized.

ATTACHMENT 2: PROPOSAL/PROPOSER CERTIFICATION SHEET

Completion Instructions: Complete the numbered items on the Proposal/Proposer Certification Sheet (following page) by following the instructions below.

| Item #s | Instructions |
|-----------------------|--|
| 1, 2, 2a, 3 | Must be completed. These items are self-explanatory. |
| 4 | Check if your organization/firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business. |
| 5 | Check if your organization/firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit. |
| 6 | Check if your organization/firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals. |
| 7 | Check if your organization/firm is a university. A University is an institution of higher (or tertiary) education and research, which awards academic degrees in various academic disciplines. Universities typically provide undergraduate education and postgraduate education. |
| 8 | Check if your organization/firm is "Other." Other is defined as not applicable to the categories listed in numbered items 4, 5, 6, or 7. |
| 9 | Enter your federal employee tax identification number. |
| 10 | Enter your corporation (organization/firm) number assigned by the California Secretary of State's Office. This is used for checking if a corporation is in good standing and qualified to conduct business in California. |
| 11 | Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being proposed. |
| 12, 13, 14, 15 | Must be completed with name of the proposer, not organization/firm name. These items are self-explanatory. |
| 16 | If certified as a California Small Business, place a check in the "yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDS. |

ATTACHMENT 2: PROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed and returned along with all the "required attachments" as an entire package.

- A. Place all required attachments behind this certification sheet.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

An unsigned Proposal/Proposer Certification Sheet may be cause for rejection

| | | |
|--|--|-------------------------|
| 1. University/Company Name | 2. Telephone Number () | 2a. Fax Number () |
| 3. Address | | |
| Indicate your organization/firm type: | | |
| 4. <input type="checkbox"/> Sole Proprietorship 5. <input type="checkbox"/> Partnership 6. <input type="checkbox"/> Corporation 7. <input type="checkbox"/> University 8. <input type="checkbox"/> Other | | |
| Indicate the applicable employee and/or corporation number: | | |
| 9. Federal Employee ID No. (FEIN) | 10. California Corporation No. | |
| 11. Indicate applicable license and/or certification information: | | |
| 12. Proposer's Name (Print) | 13. Email | |
| 14. Title | | |
| 15. Signature | 16. Date | |
| 17. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise (OSDS) as: | | |
| a. California Small Business Yes <input type="checkbox"/> No <input type="checkbox"/> | b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, enter certification number: | If yes, enter your service code below: | |
| Cert. No: _____ | Code: _____ | |
| NOTE: A copy of your Certification is required to be included if either of the above items is checked "Yes". | | |
| Date application was submitted to OSDS, if an application is pending: | | |

ATTACHMENT 3: WORK PLAN AND WORK SCHEDULE

ATTACHMENT 3: WORK PLAN AND WORK SCHEDULE

To be provided as a separate file. (Refer to Proposal Requirements and Information, page 6)

ATTACHMENT 4: SAMPLE PROPOSAL BUDGET WORKSHEET AND NARRATIVE

Use this section to provide a budget worksheet and narrative that provides a description of how the expenses included in the budget table above relate to the proposed project plan and are inclusive of all the tasks required for successful completion of the project. Budget Information and a Sample Budget Detail Worksheet can be found here:

<https://www.justice.gov/ovw/page/file/1107316/download>

ATTACHMENT 5: PROPOSER REFERENCES

Submission of this attachment is mandatory. Failure to comply and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.

List below three (3) references for services performed within the last three (3) years, which are similar to the scope of work to be performed in this contract. If three (3) references cannot be provided, please explain why on an attached sheet of paper.

| REFERENCE 1 | | | |
|---------------------------------------|------|--------------------------|----------|
| Name of Firm | | | |
| Street Address | City | State | Zip Code |
| Contact Person | | Telephone Number | |
| Dates of Service | | Value or Cost of Service | |
| Brief Description of Service Provided | | | |

| REFERENCE 2 | | | |
|---------------------------------------|------|--------------------------|----------|
| Name of Firm | | | |
| Street Address | City | State | Zip Code |
| Contact Person | | Telephone Number | |
| Dates of Service | | Value or Cost of Service | |
| Brief Description of Service Provided | | | |

| REFERENCE 3 | | | |
|---------------------------------------|------|--------------------------|----------|
| Name of Firm | | | |
| Street Address | City | State | Zip Code |
| Contact Person | | Telephone Number | |
| Dates of Service | | Value or Cost of Service | |
| Brief Description of Service Provided | | | |

ATTACHMENT 6: PAYEE DATA RECORD (STD 204)

Proposer must complete, sign and submit the Payee Data Record (STD 204).

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

ATTACHMENT 7: CONTRACTOR CERTIFICATION CLAUSES (CCC-307)

Proposer must complete, sign and submit page 1 of the Contractor Certification Clauses (CCC-307).

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>

ATTACHMENT 8: DARFUR CONTRACTING ACT

Proposer must complete, sign and submit the Darfur Contracting Act Form.

<https://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/Solicitation-Document-Attachments/Darfur-Contracting-Act.pdf>

ATTACHMENT 9: BIDDER DECLARATION FORM (GSPD-05-105)

View and print this document at:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

ATTACHMENT 10: SMALL BUSINESS CERTIFICATION

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

ATTACHMENT 11: TARGET AREA CONTRACT PREFERENCE ACT (TACPA)

View and print this document at:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd0526.pdf>

ATTACHMENT 12: WORK SAMPLE # 1

To be provided as a separate file. (Refer to Minimum Qualifications for Proposers, page 5)

ATTACHMENT 13: WORK SAMPLE # 2

To be provided as a separate file. (Refer to Minimum Qualifications for Proposers, page 5)

APPENDIX 1: SACJJDP MEMBERSHIP ROSTER

| | Name | Title | Organization/Agency | County |
|----|-------------------------------|---------------------------------|---|----------------|
| 1 | Rachel Rios (Chair) | Director | La Familia Counseling Center, Inc. | Sacramento |
| 2 | Carol Biondi (Vice- Chair) | Commissioner | Los Angeles County Commission for Children and Families | Los Angeles |
| 3 | Hon. Brian Back | Superior Court Judge | Ventura County Juvenile Court | Ventura |
| 4 | Chief Michelle Scray Brown | Chief Probation Officer | San Bernardino County Probation | San Bernardino |
| 5 | Dr. B.J. Davis | Adjunct Professor | Alliant International University | Sacramento |
| 6 | Dr. Carly Dierkhising | Assistant Professor | CSU Los Angeles | Los Angeles |
| 7 | Miguel A. Garcia | Youth Member | Legal Assistant, Daniel H. Cargnelutti, Esq. | Riverside |
| 8 | Juan Gomez | Director | Motivating Individual Leadership for Public Advancement | Los Angeles |
| 9 | Susan Harbert | Staff Attorney | Loyola Law School | Los Angeles |
| 10 | Gordon Jackson | National Director of Protect | 3Strands Global Foundation | Sacramento |
| 11 | Ramon Leija | Advocate | Anti-Recidivism Coalition | Los Angeles |
| 12 | Kent Mendoza | Policy Coordinator | Anti-Recidivism Coalition | Los Angeles |

| | | | | |
|----|----------------------------------|----------------------------------|---|---------------|
| 13 | Amika Mota | Prison Reentry Director | Young Women's Freedom Center | San Francisco |
| 14 | Vanessa Najar | Peer mentor | Puente Project at Sacramento City College | Sacramento |
| 15 | District Attorney Nancy O'Malley | District Attorney | Alameda County District Attorney's Office | Alameda |
| 16 | Winston Peters | Assistant Public Defender | Los Angeles County Public Defender's Office | Los Angeles |
| 17 | Dr. Mimi Silbert | Chief Executive Officer | Delancey Street Foundation | San Francisco |
| 18 | Dante Williams | Youth Advocate Manager | Stanford Youth Solutions | Sacramento |
| 19 | Amanda Clifford | Policy and Advocacy Associate | Bill Wilson Center | Santa Clara |
| 20 | Michelle Guymon | Director, Child Trafficking Unit | LA County Probation | Los Angeles |
| 21 | Elliot Housman-Turrubiate | Youth Victim Advocate | Native American Health Center | Sacramento |

APPENDIX 2: SACJJDP R.E.D. WORKING GROUP ROSTER

| | Name | Title | Organization/Agency | County |
|---|---------------------------|---|---|----------------|
| 1 | Rachel Rios (Co-Chair) | Director | SACJJDP Chair, La Familia Counseling Center, Inc. | Sacramento |
| 2 | Dr. Carly Dierkhising | Assistant Professor | CSU Los Angeles | Los Angeles |
| 3 | Dr. B.J. Davis | Adjunct Professor | Alliant International University | Sacramento |
| 4 | Elliot Housman-Turrubiate | Youth Victim Advocate | Native American Health Center | Sacramento |
| 5 | Tracy Kenny | Legislative Advocate | Family and Juvenile Law Advisory Committee | Sacramento |
| 6 | Dr. Dan Okada | Professor of Criminal Justice | CSU Sacramento | Sacramento |
| 7 | Dr. Mercedes Valadez | Assistant Professor of Criminal Justice | CSU Sacramento | Sacramento |
| 8 | Tracy Reece | Assistant Chief of Probation | San Bernardino County Probation | San Bernardino |

APPENDIX 3: SAMPLE CONTRACT

**SAMPLE STANDARD AGREEMENT
(Universities)**

STANDARD AGREEMENT

STD 213 (Rev 02/20)

| | |
|--------------------------------------|---------------------|
| STATE CONTROLLER'S OFFICE IDENTIFIER | AGREEMENT NUMBER |
| | REGISTRATION NUMBER |

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

, hereinafter referred to as "State"

CONTRACTOR'S NAME

, hereinafter referred to as "University"

2. The term of this Agreement is: _____ through _____

3. The maximum amount of this Agreement is: \$ _____

4. The Parties agree to comply with the terms and conditions of the following Exhibits, which by this reference are made a part of the Agreement.

- Exhibit A – A7:** A–Scope of Work; A1–Deliverables; A2–Key Personnel; A3–Authorized Representatives; A4–Use of Intellectual Property & Data; A5–Resumes/Biosketch; A6–Current & Pending Support; A7–Third Party Confidential Information (if applicable) page(s)
- Exhibit B – B–Budget;** B1–Budget Justification; B2– Subawardee Budgets (if applicable); B3– Invoice Elements page(s)
- Exhibit C* – University Terms and Conditions** UTC-220

Check mark additional Exhibits below, and attach applicable Exhibits or provide internet link:

- Exhibit D** – Additional Requirements Associated with Funding Sources page(s)
- Exhibit E** – Special Conditions for Security of Confidential Information page(s)
- Exhibit F** – Access to State Facilities or Computing Resources page(s)
- Exhibit G** – Negotiated Alternate UTC Terms page(s)

Items shown with an Asterisk (*) are hereby incorporated by reference and made part of this agreement as if attached hereto. You can find these documents on the [University of California, Office of the President](#) and the [California Department of General Services](#) websites.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties hereto.

| | | |
|---|---------------------------|---|
| CONTRACTOR | | California Department of General Services Use Only |
| CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) | | |
| BY (Authorized Signature) | DATE SIGNED (Do not type) | |
| PRINTED NAME AND TITLE OF PERSON SIGNING | | |
| ADDRESS | | |
| STATE OF CALIFORNIA | | |
| AGENCY NAME | | |
| BY (Authorized Signature) | DATE SIGNED (Do not type) | |
| PRINTED NAME AND TITLE OF PERSON SIGNING | | |
| ADDRESS | | |

Exempt per:

EXHIBIT A

SCOPE OF WORK

Contract Grant

Does this project include Research (as defined in the UTC)? Yes No

PI Name: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Project Summary/Abstract

This project will develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

If Third-Party Confidential Information is to be provided by the State:

- Performance of the Scope of Work is anticipated to involve use of third-party Confidential Information and is subject to the terms of this Agreement; **OR**
- A separate CNDA between the University and third-party is required by the third-party and is incorporated in this Agreement as Exhibit A7, Third Party Confidential Information.

A. Scope and Description

1. *Contractor Name ("Contractor")* agrees to provide the Board of State and Community Corrections (BSCC), (*type of service*) as described herein.
2. The agreement period is from (*date*) to (*date*).
3. The project representatives during the term of this agreement will be:

| | |
|---------------|-------------|
| State Agency: | Contractor: |
| Name: | Name: |
| Phone: | Phone: |
| Cell: | Fax: |

4. This project will develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

The evaluation of racial and ethnic disparities in juveniles at the state and county level will:

- identify and select juvenile racial and ethnic disparity indicators, which will be used to develop data dashboards and report tables at the statewide and county level.
- conduct a review of each county using existing data that identifies juvenile racial and ethnic disparities to select a sample of counties for the in-depth review.
- conduct an in-depth review of a sample of counties to further investigate factors, including policies and practices that contribute to racial and ethnic disparities; challenges and barriers to reducing racial and ethnic disparities; and policies, practices, and interventions that reduce racial and ethnic disparities.
- develop a framework that will assist the state and counties in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

5. Deliverables for this contract:

- a) The contractor will work with BSCC staff and the SACJJDP R.E.D. Subcommittee to select juvenile racial and ethnic disparity data elements and metrics to best analyze and identify disparities that will be included in data dashboards and report tables (statewide and county-level). That is, the R.E.D. Subcommittee will select data elements and/or metrics, based on options presented by the contractor, to identify racial and ethnic disparities at the state and county-level. The data elements and/or metrics will:
- Provide the percent distribution of race or ethnic groups compared to the general population distribution for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
 - Provide data for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
 - May provide other metrics to analyze disparities as identified in coordination with the R.E.D. Subcommittee. These may include but are not limited to percent distribution by offense type (e.g., felony, misdemeanor, status) and other demographic characteristics (e.g., gender, age).
 - May include further analysis within a county to identify possible city-level influences of racial and ethnic disparities.

The contractor will assist and guide the SACJJDP R.E.D. Subcommittee with selecting data elements that are targeted to the most useful.

Documentation of the data elements and/or metrics including the source and the reason for their selection shall be provided.

- b) The contractor will develop a data dashboard that summarizes the data and report tables that display juvenile racial and ethnic disparity data elements identified as part of Deliverable (a). The data summary and report tables will be developed to

provide statewide level data and data for each county. These will be developed in a manner, with supporting documentation, that data collection, storage, and updates of the underlying data tables, report tables, and data dashboard(s) can be updated annually by BSCC staff. The contractor will coordinate the selection of software used for dashboards with BSCC staff and prioritize software that is readily available, with limited cost, and relatively easy to learn.

Documentation shall be provided that describes the purpose, analysis methods in sufficient detail to be replicated, and the results of the analysis.

- c) Conduct an in-depth review of a sample of counties to identify the:
- Factors, including policies and practices that contribute to racial and ethnic disparities;
 - Challenges and barriers to reducing racial and ethnic disparities; and,
 - Policies, practices, and interventions that reduce racial and ethnic disparities.

The sampling methodology to select counties for the thorough review shall consider the data and information gathered as part of Deliverable (b) (data dashboards and report tables; counties with greater ethnic disparity as well as those that have made significant improvements).

The review of the sample of counties shall be used to develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Documentation shall be provided that describes the purpose, sampling methodology, review method with enough detail to be replicated, and the review results.

- d) The contractor will participate in update conference calls, virtual meetings, and in-person meetings with BSCC staff and SACJJDP committee members, as needed during the project period, to be completed within 18 months of the contract start date.
- e) Generally, the meeting format will be virtual; however, up to four in-person one-day meetings may be planned over the course of the contract period (assuming COVID-19 restrictions have been lifted).
- f) The contractor will make presentations, either virtually or in-person, to present the findings and outcomes of the project to the SACJJDP, R.E.D. Subcommittee, and BSCC Board. The contractor will be available for engagement by SACJJDP, R.E.D. Subcommittee, and the BSCC Board to discuss the project deliverables and findings. There will be no more than three virtual or in-person presentations requested.

EXHIBIT A1

SCHEDULE OF DELIVERABLES

List all items that will be delivered to the State under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other deliverables, if requested by the State and agreed to by the Parties.

| Deliverable* | Description | Due Date |
|--------------|-------------|----------|
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| | | |

** If use of any Deliverable is restricted or is anticipated to contain Preexisting Data or copyrightable works with any restricted use, it must be clearly identified in Exhibit A4, Use of Preexisting Data, Copyrighted Works and Deliverables.*

EXHIBIT A2

KEY PERSONNEL

List Key Personnel as defined in the Agreement starting with the Principal Investigator (PI), by last name followed by Co-PIs. Then list all other Key Personnel in alphabetical order by last name. For each individual listed include his/her name, institutional affiliation, and role on the proposed project. Use additional consecutively numbered pages as necessary.

| Last Name, First Name | Institutional Affiliation | Role on Project |
|---|----------------------------------|----------------------------|
| PI: | | |
| <i>Last name, First name</i> | <i>Institutional affiliation</i> | <i>Role on the project</i> |
| Co-PI(s) – if applicable: | | |
| <i>Last name, First name</i> | <i>Institutional affiliation</i> | <i>Role on the project</i> |
| <i>Last name, First name</i> | <i>Institutional affiliation</i> | <i>Role on the project</i> |
| Other Key Personnel (if applicable): | | |
| <i>Last name, First name</i> | <i>Institutional affiliation</i> | <i>Role on the project</i> |
| <i>Last name, First name</i> | <i>Institutional affiliation</i> | <i>Role on the project</i> |

EXHIBIT A-3

AUTHORIZED REPRESENTATIVES AND NOTICES

The following individuals are the authorized representatives for the State and the University under this Agreement. Any official Notices issued under the terms of this Agreement shall be addressed to the Authorized Official identified below, unless otherwise identified in the Agreement.

Changes in the University Principal Investigator are subject to the Key Personnel section of this Agreement. Changes in other contact information may be made by notification, in writing, between the parties.

| State Agency Contacts | University Contacts |
|---|--|
| Agency Name: <Agency Name> Contract Project Manager (Technical) Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> | University Name: <University Name> Principal Investigator Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> |
| Authorized Official (contract officer) Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> Send notices to (if different): Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> | Authorized Official Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> Send notices to (if different): Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> |

| | |
|--|--|
| <p><i>Administrative Contact</i></p> <p>Name: <Name> <Title></p> <p>Address: <Department> <Address> <City,State,Zip></p> <p>Telephone: <Telephone#></p> <p>Fax: <Fax#, if available></p> <p>Email: <EmailAddress></p> | <p><i>Administrative Contact</i></p> <p>Name: <Name> <Title></p> <p>Address: <Department> <Address> <City,State,Zip></p> <p>Telephone: <Telephone#></p> <p>Fax: <Fax#, if available></p> <p>Email: <EmailAddress></p> |
| <p><i>Financial Contact/Accounting</i></p> <p>Name: <Name> <Title></p> <p>Address: <Department> <Address> <City,State,Zip></p> <p>Telephone: <Telephone#></p> <p>Fax: <Fax#, if available></p> <p>Email: <EmailAddress></p> | <p><i>Authorized Financial Contact/Invoicing</i></p> <p>Name: <Name> <Title></p> <p>Address: <Department> <Address> <City,State,Zip></p> <p>Telephone: <Telephone#></p> <p>Fax: <Fax#, if available></p> <p>Email: <EmailAddress></p> |

EXHIBIT A4

USE OF PRE-EXISTING DATA, COPYRIGHTED WORKS AND DELIVERABLES

If either Party will be using any third-party or pre-existing data or copyrighted works that have restrictions on use, then list all such data or copyrighted works and the nature of the restriction below. If no third-party or pre-existing data or copyrighted works will be used, check "none" in this section.

- A. State: Pre-existing data and/or copyrighted works to be provided to the University from the State or a third party for use in the performance in the Scope of Work.

None or List:

| Owner (State Agency or 3 rd Party) | Type of Data or copyrighted work (Restricted or Unrestricted) | Description | If Restricted, nature of restriction: |
|---|---|-------------|---|
| | | | |
| | | | |
| | | | |
| | | | |

- B. University: Use of pre-existing data or copyrighted works included in Deliverables identified in Exhibit A1.

None or List:

| Owner (University or 3 rd Party) | Type of Data or copyrighted work (Restricted or Unrestricted) | Description | If Restricted, nature of restriction: |
|---|---|-------------|---|
| | | | |
| | | | |
| | | | |
| | | | |

- C. Anticipated restrictions on use of Project Data

If the University PI anticipates that any of the Project Data generated during the performance of the Scope of Work will have a restriction on use (such as subject identifying information in a data set) then list all such anticipated restrictions below. If there are no restrictions anticipated in the Project Data, then check "none" in this section.

None or List:

| Owner (University or 3 rd Party) | Description | Nature of Restriction: |
|---|-------------|---------------------------|
| | | |

EXHIBIT A5

CURRICULUM VITAE (CV) / RÉSUMÉS / BIOSKETCH

Attach CV/Résumé/Biosketch for Key Personnel listed in Exhibit A2.

EXHIBIT A6 (IF APPLICABLE)

CURRENT & PENDING SUPPORT
(Will be incorporated, if applicable)

University will provide current & pending support information for Key Personnel identified in Exhibit A2 at time of proposal and upon request from State agency. The “Proposed Project” is this application that is submitted to the State. Add pages as needed.

| PI: NAME OF INDIVIDUAL | | | | | |
|---|------------------------|------------------------------|---------------|------------|----------|
| Status (currently active or pending approval) | Award # (if available) | Source (name of the sponsor) | Project Title | Start Date | End Date |
| Proposed Project | | | | | |
| CURRENT | | | | | |
| CURRENT | | | | | |
| PENDING | | | | | |
| NAME OF INDIVIDUAL | | | | | |
| Status | Award # | Source | Project Title | Start Date | End Date |
| Proposed Project | | | | | |
| CURRENT | | | | | |
| CURRENT | | | | | |
| PENDING | | | | | |
| NAME OF INDIVIDUAL | | | | | |
| Status | Award # | Source | Project Title | Start Date | End Date |
| Proposed Project | | | | | |
| CURRENT | | | | | |
| CURRENT | | | | | |
| PENDING | | | | | |
| NAME OF INDIVIDUAL | | | | | |
| Status | Award # | Source | Project Title | Start Date | End Date |
| Proposed Project | | | | | |
| CURRENT | | | | | |
| CURRENT | | | | | |
| PENDING | | | | | |
| NAME OF INDIVIDUAL | | | | | |
| Status | Award # | Source | Project Title | Start Date | End Date |
| Proposed Project | | | | | |
| CURRENT | | | | | |
| CURRENT | | | | | |
| PENDING | | | | | |

EXHIBIT A7 (IF APPLICABLE)

**Third Party Confidential Information
Confidential Nondisclosure Agreement**

(Identified in Exhibit A, Scope of Work – will be incorporated, if applicable)

If the scope of work requires the provision of third party confidential information to either the State or the Universities, then any requirement of the third party in the use and disposition of the confidential information will be listed below. The third party may require a separate Confidential Nondisclosure Agreement (CNDA) as a requirement to use the confidential information. Any CNDA will be identified in this Exhibit A7.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the BSCC agrees to compensate the contractor, in monthly arrears, for actual expenditures incurred in accordance with the rates specified below:

| DIRECT LABOR | HOURS | RATE | TOTAL |
|---|-------|-------|-----------------|
| Title _____ | _____ | _____ | _____ |
| Title _____ | _____ | _____ | _____ |
| Title _____ | _____ | _____ | _____ |
| Title _____ | _____ | _____ | _____ |
| | | | \$ _____ |
| SUBCONTRACTOR(S) COST ITEMIZED | | | \$ _____ |
| INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS) | | | |
| Overhead Rate | _____ | _____ | |
| Fringe Benefits | _____ | _____ | |
| | | | \$ _____ |
| DIRECT COSTS (EXCEPT LABOR) | | | |
| Travel Costs | | _____ | |
| Equipment and Supplies (Itemized) | | _____ | |
| Other Direct Costs (Itemized) | | _____ | |
| | | | \$ _____ |
| TOTAL COSTS | | | \$ _____ |

2. The invoice must be submitted on the contractor's letterhead, signed by an authorized representative, and include the following information:
 - Agreement Number
 - Invoice Date
 - Description of work completed
 - Method of computing amount
 - Total amount due

3. Submit invoices to:
Board of State and Community Corrections
Attention: CalVIP
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Or

Accounting@bscc.ca.gov

4. Payment will be processed upon approval and acceptance of invoice. Payment terms shall be net forty-five (45) days, as required by the Prompt Payment Act.

B. Budget Contingency Clause

1. It is mutually agreed that if the Budget Act of the current year, and/or any subsequent years, covered under this agreement, does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds, whatsoever, to the contractor, or to furnish any other considerations under this agreement, and the contractor shall not be obligated to perform any provisions of this agreement.

2. If funding, for any fiscal year, is reduced or deleted by the Budget Act for purposes of this program, the BSCC shall have the option to either cancel this agreement, with no liability occurring to the State, or offer an agreement amendment to the contractor which reflects the reduced amount.

EXHIBIT B1

Budget Justification

The Budget Justification will include the following items in this format.

Personnel

Name. *Starting with the Principal Investigator list the names of all known personnel who will be involved on the project for each year of the proposed project period. Include all collaborating investigators, individuals in training, technical and support staff or include as “to be determined” (TBD).*

Role on Project. *For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” positions.*

Fringe Benefits.

In accordance with University policy, explain the costs included in the budgeted fringe benefit percentages used, which could include tuition/fee remission for qualifying personnel to the extent that such costs are provided for by University policy, to estimate the fringe benefit expenses on Exhibit B.

Travel

Itemize all travel requests separately by trip and justify in Exhibit B1, in accordance with University travel guidelines. Provide the purpose, destination, travelers (name or position/role), and duration of each trip. Include detail on airfare, lodging and mileage expenses, if applicable. Should the application include a request for travel outside of the state of California, justify the need for those out-of-state trips separately and completely.

Materials and Supplies

Itemize materials supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.

Equipment

List each item of equipment (greater than or equal to \$5,000 with a useful life of more than one year) with amount requested separately and justify each.

Consultant Costs

Consultants are individuals/organizations who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program.

Consultants are not involved in the scientific or technical direction of the project as a whole. Provide the names and organizational affiliations of all consultants. Describe the services to be performed, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

Subawardee (Consortium/Subrecipient) Costs

Each participating consortium organization must submit a separate detailed budget for every year in the project period in Exhibit B2 Subcontracts. Include a complete justification for the need for any subawardee listed in the application.

Other Direct Costs

Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology.

Rent

If the scope of work will be performed in an off-campus facility rented from a third party for a specific project or projects, then rent may be charged as a direct expense to the award.

Indirect (Facilities & Administration) Costs

Indirect costs are calculated in accordance with the University budgeted indirect cost rate in Exhibit B.

EXHIBIT B2 (IF APPLICABLE)

Budget Estimates Pertaining to Subcontractors (when applicable)

Principal Investigator (Last, First):

COMPOSITE BUDGET: ESTIMATE FOR ENTIRE PROPOSED PROJECT PERIOD
07/01/2019 to 05/31/202

| BUDGET CATEGORY | From: To: | 7/1/2019 6/30/2020 Year 1 | 7/1/2020 6/30/2021 Year 2 | 7/1/2021 6/30/2022 Year 3 | 7/1/2022 5/31/2023 Year 4 | TOTAL |
|--|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|------------|
| PERSONNEL: <i>Salary and fringe benefits</i> | | \$0 | \$0 | \$0 | \$0 | \$0 |
| TRAVEL | | \$0 | \$0 | \$0 | \$0 | \$0 |
| MATERIALS & SUPPLIES | | \$0 | \$0 | \$0 | \$0 | \$0 |
| EQUIPMENT | | \$0 | \$0 | \$0 | \$0 | \$0 |
| CONSULTANT | | \$0 | \$0 | \$0 | \$0 | \$0 |
| SUBRECIPIENT | | \$0 | \$0 | \$0 | \$0 | \$0 |
| OTHER DIRECT COSTS (ODC) | <i>Subject to IDC Calc</i> | | | | | |
| ODC #1 | Y | \$0 | \$0 | \$0 | \$0 | \$0 |
| ODC #2 | Y | \$0 | \$0 | \$0 | \$0 | \$0 |
| ODC #3 | Y | \$0 | \$0 | \$0 | \$0 | \$0 |
| ODC #4 | Y | \$0 | \$0 | \$0 | \$0 | \$0 |
| ODC #5 | Y | \$0 | \$0 | \$0 | \$0 | \$0 |
| ODC #6 | Y | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL DIRECT COSTS | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect (F&A Costs) | | | | | | |
| <i>On-Campus</i> | F&A Base MTDC | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect (F&A) Costs | 40.00% | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL ESTIMATED COSTS PER YEAR | | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL ESTIMATED COSTS FOR PROPOSED PROJECT PERIOD | | | | | | \$0 |

JUSTIFICATION See Exhibit B1 – Follow the budget justification instructions.

Project Period Budget Flexibility

Prior approval is required for all budget changes to identified budget above.

EXHIBIT B3

Invoice and Detailed Transaction Ledger Elements

In accordance with Section 14 – Payment and Invoicing, the invoice, summary report and/or transaction/payroll ledger shall be certified by the University’s Financial Contact and the PI.

Summary Invoice – includes either on the invoice or in a separate summary document – by approved budget category (Exhibit B) – expenditures for the invoice period, approved budget, cumulative expenditures and budget balance available¹

- Personnel
- Equipment
- Travel
- Subawardee – Consultants
- Subawardee – Subcontract/Subrecipients
- Materials & Supplies
- Other Direct Costs
 - TOTAL DIRECT COSTS (if available from system)
- Indirect Costs
 - TOTAL

Detailed transaction ledger and/or payroll ledger for the invoice period ²

- University Fund OR Agency Award # (to connect to invoice summary)
- Invoice/Report Period (matching invoice summary)
- General Ledger Account/Object Code
- Doc Type (or subledger reference)
- Transaction Reference#
- Transaction Description, Vendor and/or Employee Name
- Transaction Posting Date
- Time Worked
- Transaction Amount

¹ If this information is not on the invoice or summary attachment, it may be included in a detailed transaction ledger.

² For salaries and wages, these elements are anticipated to be included in the detailed transaction ledger. If all elements are not contained in the transaction ledger, then a separate payroll ledger may be provided with the required elements.

EXHIBIT C

**University Terms and Conditions
UTC-116**

AB20 State/University Model Agreement Terms & Conditions

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Model-Contract-Language>

**SAMPLE STANDARD AGREEMENT
(Private Companies)**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

| | |
|------------------|---|
| AGREEMENT NUMBER | PURCHASING AUTHORITY NUMBER (If Applicable) |
| | |

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

CONTRACTOR NAME

2. The term of this Agreement is:

START DATE

THROUGH END DATE

3. The maximum amount of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

| Exhibits | Title | Pages |
|-------------|--------------------------------------|-------|
| Exhibit A | Scope of Work | |
| Exhibit B | Budget Detail and Payment Provisions | |
| Exhibit C * | General Terms and Conditions | |
| + | | |
| - | | |

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.*

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

| | | | |
|-----------------------------|------|-------|-----|
| CONTRACTOR BUSINESS ADDRESS | CITY | STATE | ZIP |
| | | | |

| | |
|--------------------------------|-------|
| PRINTED NAME OF PERSON SIGNING | TITLE |
| | |

| | |
|---------------------------------|-------------|
| CONTRACTOR AUTHORIZED SIGNATURE | DATE SIGNED |
| | |

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

| | | | |
|----------------------------|------|-------|-----|
| CONTRACTING AGENCY ADDRESS | CITY | STATE | ZIP |
| | | | |

| | |
|--------------------------------|-------|
| PRINTED NAME OF PERSON SIGNING | TITLE |
| | |

| | |
|---|-------------|
| CONTRACTING AGENCY AUTHORIZED SIGNATURE | DATE SIGNED |
| | |

| | |
|--|---------------------------|
| CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL | EXEMPTION (If Applicable) |
| | |

EXHIBIT A

SCOPE OF WORK

A. Scope and Description

1. *Contractor Name ("Contractor")* agrees to provide the Board of State and Community Corrections (BSCC), (*type of service*) as described herein.
2. The agreement period is from (*date*) to (*date*).
3. The project representatives during the term of this agreement will be:

| | |
|---------------|-------------|
| State Agency: | Contractor: |
| Name: | Name: |
| Phone: | Phone: |
| Cell: | Fax: |

4. This project will develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

The evaluation of racial and ethnic disparities in juvenile at the state and county level will :

- identify and select juvenile racial and ethnic disparity indicators, which will be used to develop data dashboards and report tables at the statewide and county level.
 - conduct a review of each county using existing data that identifies juvenile racial and ethnic disparities to select a sample of counties for the in-depth review.
 - conduct an in-depth review of a sample of counties to further investigate factors, including policies and practices that contribute to racial and ethnic disparities; challenges and barriers to reducing racial and ethnic disparities; and policies, practices, and interventions that reduce racial and ethnic disparities.
 - develop a framework that will assist the state and counties in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.
5. Deliverables for this contract:
 - a) The contractor will work with BSCC staff and the SACJJDP R.E.D. Subcommittee to select juvenile racial and ethnic disparity data elements and metrics to best analyze and identify disparities that will be included in data dashboards and report tables (statewide and county-level). That is, the R.E.D. Subcommittee will select data elements and/or metrics, based on options presented by the contractor, to identify racial and ethnic disparities at the state and county-level. The data elements and/or metrics will:
 - Provide the percent distribution of race or ethnic groups compared to the general population distribution for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.

- Provide data for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
- May provide other metrics to analyze disparities as identified in coordination with the R.E.D. Subcommittee. These may include but are not limited to percent distribution by offense type (e.g., felony, misdemeanor, status) and other demographic characteristics (e.g., gender, age).
- May include further analysis within a county to identify possible city-level influences of racial and ethnic disparities.

The contractor will assist and guide the SACJJDP R.E.D. Subcommittee with selecting data elements that are targeted to the most useful.

Documentation of the data elements and/or metrics including the source and the reason for their selection shall be provided.

- b) The contractor will develop a data dashboard that summarizes the data and report tables that display juvenile racial and ethnic disparity data elements identified as part of Deliverable (a). The data summary and report tables will be developed to provide statewide level data and data for each county. These will be developed in a manner, with supporting documentation, that data collection, storage, and updates of the underlying data tables, report tables, and data dashboard(s) can be updated annually by BSCC staff. The contractor will coordinate the selection of software used for dashboards with BSCC staff and prioritize software that is readily available, with limited cost, and relatively easy to learn.

Documentation shall be provided that describes the purpose, analysis methods in sufficient detail to be replicated, and the results of the analysis.

- c) Conduct an in-depth review of a sample of counties to identify the:
- Factors, including policies and practices that contribute to racial and ethnic disparities;
 - Challenges and barriers to reducing racial and ethnic disparities; and,
 - Policies, practices, and interventions that reduce racial and ethnic disparities.

The sampling methodology to select counties for the thorough review shall consider the data and information gathered as part of Deliverable (b) (data dashboards and report tables; counties with greater ethnic disparity as well as those that have made significant improvements).

The review of the sample of counties shall be used to develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Documentation shall be provided that describes the purpose, sampling methodology, review method with enough detail to be replicated, and the review results.

- d) The contractor will participate in update conference calls, virtual meetings, and in-person meetings with BSCC staff and SACJJDP committee members, as needed during the project period, to be completed within 18 months of the contract start date.
- e) Generally, the meeting format will be virtual; however, up to four in-person one-day meetings may be planned over the course of the contract period (assuming COVID-19 restrictions have been lifted).
- f) The contractor will make presentations, either virtually or in-person, to present the findings and outcomes of the project to the SACJJDP, R.E.D. Subcommittee, and BSCC Board. The contractor will be available for engagement by SACJJDP, R.E.D. Subcommittee, and the BSCC Board to discuss the project deliverables and findings. There will be no more than three virtual or in-person presentations requested.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the BSCC agrees to compensate the contractor, in monthly arrears, for actual expenditures incurred in accordance with the rates specified below:

| DIRECT LABOR | HOURS | RATE | TOTAL |
|---|-------|-------|-----------------|
| Title _____ | _____ | _____ | _____ |
| Title _____ | _____ | _____ | _____ |
| Title _____ | _____ | _____ | _____ |
| Title _____ | _____ | _____ | _____ |
| | | | \$ _____ |
| SUBCONTRACTOR(S) COST ITEMIZED | | | \$ _____ |
| INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS) | | | |
| Overhead Rate | _____ | _____ | |
| Fringe Benefits | _____ | _____ | |
| | | | \$ _____ |
| DIRECT COSTS (EXCEPT LABOR) | | | |
| Travel Costs | | _____ | |
| Equipment and Supplies (Itemized) | | _____ | |
| Other Direct Costs (Itemized) | | _____ | |
| | | | \$ _____ |
| TOTAL COSTS | | | \$ _____ |

2. The invoice must be submitted on the contractor's letterhead, signed by an authorized representative, and include the following information:
 - Agreement Number
 - Invoice Date
 - Description of work completed
 - Method of computing amount
 - Total amount due

3. Submit invoices to:
Board of State and Community Corrections
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Or

Accounting@bscc.ca.gov

4. Payment will be processed upon approval and acceptance of invoice. Payment terms shall be net forty-five (45) days, as required by the Prompt Payment Act.

B. Budget Contingency Clause

3. It is mutually agreed that if the Budget Act of the current year, and/or any subsequent years, covered under this agreement, does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds, whatsoever, to the contractor, or to furnish any other considerations under this agreement, and the contractor shall not be obligated to perform any provisions of this agreement.

4. If funding, for any fiscal year, is reduced or deleted by the Budget Act for purposes of this program, the BSCC shall have the option to either cancel this agreement, with no liability occurring to the State, or offer an agreement amendment to the contractor which reflects the reduced amount.

EXHIBIT C

GENERAL TERMS AND CONDITIONS (GTC 04/2017)

The State of California General Terms and Conditions will be included in the contract by reference to the internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>