

**REQUEST FOR PROPOSALS**

**Notice to Prospective Proposers**

May 3, 2019

You are invited to review and respond to this Request for Proposals (RFP), entitled **CPGP Youth Reinvestment Grant Program Evaluation.** In submitting your proposal, you must comply with these instructions.

Note: all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses 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 Ernesto Martinez as listed below:

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 should you need any clarifying information, the contact person for this RFP is:

Ernesto Martinez

Board of State and Community Corrections

[BSCCProcurement@bscc.ca.gov](mailto: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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# BACKGROUND

The 2018 Budget Act (Chapter 29) and the related trailer bill (Chapter 36, Statutes of 2018) established the Youth Reinvestment Grant (YRG) program within Welfare and Institutions Code (WIC) Sections (§§) 1450-1455 to be administered by the Board of State and Community Corrections (BSCC). The YRG is a competitive grant program aimed at diverting youth who have committed low level offenses from initial or subsequent contact with the juvenile justice system using approaches that are trauma-informed, culturally relevant, evidence-based, and developmentally appropriate.

The BSCC is awarding $35,065,000 to California Cities and Counties to fund trauma-informed diversion programs for youth.[[1]](#footnote-1) Applicants may apply for $50,000 to $1 million each. As such, approximately 36 projects are likely to be funded. Grantees must designate a Lead Public Agency to plan and implement diversion programs delivered by community-based organizations to divert youth away from arrest, probation, and/or court processing and instead refer them to effective and tailored community-based responses. In doing this, grantees may be funded for a wide variety of diversion approaches including those that utilize mentoring, educational services, and/or mental or behavioral health services. Grant funded programs will be implemented during the period of July 2019 through February 28, 2023.

WIC § 1455(b)(4) requires the BSCC to contract with a research firm or university to conduct a statewide outcome evaluation of this grant program over a three-year period. This evaluation will be posted on the BSCC website and distributed to the Governor, the Legislature, stakeholders, and interested public.

# PURPOSE AND DESCRIPTION OF SERVICES

The purpose of this Request for Proposals (RFP) is to solicit proposals from universities and research firms to complete a statewide evaluation of the [Youth Reinvestment Grant Program](https://cjii.org/early-diversion-programs/) and to provide information about the individual projects funded by the BSCC.

Applicants are requested to propose an evaluation design that:

1. relies primarily on the use of qualitative and aggregate quantitative data collected from grantees through the BSCC’s Quarterly Progress Reports (QPRs);
2. relies secondarily on the qualitative and quantitative data obtained from grantee Local Evaluation Reports (LERs);
3. recognizes the grantee’s Lead Public Agency as the local coordinator for data collection and reporting; and
4. minimizes any evaluation related impacts on the community-based organizations that will provide services under the YRG Program.

Individual participant data will not be collected under this grant and participants are not to be identified in any way. The proposed research design must rely on aggregate data exclusively. Although the specifics of the projects to be funded will not be known until award announcements are made in June 2019, the projects will be designed to, if successfully completed, help participants avoid arrest records, prosecution, and traditional case processing. The final evaluation for the YRG must include the experiences and results of all grantees. Specific goals of the evaluation include describing the projects implemented and the outcomes of the Youth Reinvestment Grant Program. This is intended to be a statewide evaluation of the Youth Reinvestment Grant program; the evaluator is not required to evaluate individual participants or projects. Similarly, the evaluator is not required to evaluate whether projects were implemented with fidelity to the original project design.

Evaluation applicants must include in the proposal a clear description of how they will provide each deliverable and how they will comply with each instruction enumerated below.

# DELIVERABLES

The contractor will develop the Quarterly Progress Report template that will be used by awarded grantees to report project level data to the BSCC. This assistance will include identifying and incorporating into the QPR template key qualitative and quantitative data elements deemed necessary for it to complete the statewide evaluation of the YRG program. In creating the QPR template, the contractor will develop questions that will be asked of all grantees as well as additional questions related to the various diversion approaches allowed under the YRG program. The QPR template must be submitted to the BSCC by July 31, 2019.

1. The contractor will not receive completed QPRs directly from grantees. QPRs will be submitted by the Lead Public Agency to the BSCC. The BSCC will collect these reports, conduct a cursory review, and then forward them to the contractor. The contractor will review all QPRs and verify that they identify specific goals and solicit sufficient data to determine whether the implemented interventions were successful. The contractor will compile, analyze and synthesize data from the QPRs, maintain the data, and ensure secure transmission of compiled data to the BSCC at identified intervals.
2. Following identification of the grant funded programs, the contractor will refine the research methodology to ensure the collection of data needed to complete a statewide evaluation of the YRG grant cycle. This research methodology must be submitted to the BSCC by October 31, 2019. In developing its research methodology, the applicant should expect to be working with 3 years of qualitative and quantitative data received through QPRs as well as 3 ½ years of data received through grantee LERs. For more information on the LERs, see pages 7-8 of the Youth Reinvestment Grant RFP. The identified methodology should minimize the workload on individual grantees.
3. The contractor will prepare and submit a final statewide evaluation report that describes the YRG grant program and its outcomes. The final evaluation report must be submitted to the BSCC by May 31, 2023.
4. The contractor will provide direct technical assistance to the Lead Public Agency as it relates to data collection for the purpose of the statewide evaluation with the BSCC. The BSCC will be the main point of contact for general guidance and the contractor will provide technical assistance for more specific matters.
5. The contractor will attend the grantee orientation conducted by the BSCC for all grantees selected to receive YRG funding. The date has not been set but is anticipated to be in mid to late August 2019. The orientation is expected to be held in Sacramento.
6. The contactor will participate in quarterly project director’s conference calls as well as issue-specific technical assistance calls as the need arises.

# INFORMATION & BUSINESS RULES

1. Once feedback has been incorporated into the final evaluation report and the final product has been agreed upon by the contractor 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.
2. The contractor will ensure confidentiality of Youth Reinvestment Grant program participants throughout the entire grant cycle and evaluation process.

# 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 with both local and state governments;
3. Must have at least five (5) years of experience in criminal justice, juvenile delinquency and/or dependency, education, or procedural justice and at least two (2) of those years of experience must be in juvenile justice; and
4. Must provide two relevant work product samples (evaluation or training) that demonstrate the breadth of experience identified in #3 above.

# PROPOSAL REQUIREMENTS AND INFORMATION

## Key Action Dates

| **Event** | **Date** |
| --- | --- |
| RFP Available to Prospective Proposers | Friday, May 3, 2019 |
| Written Question Submittal Deadline | Wednesday, May 15, 2019 by 3:00 pm |
| Answers to Written Questions Published | Wednesday, May 22, 2019 by 3:00 pm |
| Final Date for Proposal Submission | Wednesday, June 5, 2019 by 3:00 pm |
| Notice of Intent to Award | Monday, June 17, 2019 |
| Proposed Award Date | Monday, June 24, 2019 |
| Contract Initiated | Monday, June 24, 2019 |
| Executed Agreement | On or about Thursday, July 1, 2019 |

## Work Plan and Work Schedule Requirements

The applicant shall submit a work plan and work schedule for completion of the evaluation 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*.*

## 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 $250,000. Use the Sample Cost Proposal Worksheet (Attachment 3) as a guide in preparing your cost proposal.

## Payments and Invoicing

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

## Submission of Proposal

1. All proposals must be submitted to the BSCC by dates and times shown in Section F, Proposal Requirements and Information (Item 1- Key Action Dates). Proposals received after this date and time will not be considered.
2. A minimum of three (3) copies (1 original, 2 copies) of the proposal must be submitted.
3. The original signed proposal must be marked "ORIGINAL". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the applicant contractually. All additional proposal sets must be marked “COPY” and may contain photocopies of the original proposal package.

The complete proposal package is due by date and time listed under key action dates and must be mailed or delivered to the BSCC at:

**Board of State and Community Corrections**

**2590 Venture Oaks Way, Suite 200**

**Sacramento, CA 95833**

**Youth Reinvestment Grant Evaluation Proposal**

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

## Proposal Content:

1. All proposals shall include a single page abstract. All proposals shall include a narrative addressing the items identified in Section H. 2. Required Narrative, and the documents identified in Attachment I, Required Attachment Checklist (page 18).
2. Proposals must be submitted for the performance of all the services described herein.
3. 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.
4. 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.
5. An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 2, Proposal/Proposer Certification Sheet (page 19). The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
6. 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 Section F, Proposal Requirements and Information (Item 1- Key Action Dates).
7. 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 June 5, 2019 at 3:00pm.
8. 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.
9. The awarding agency reserves the right to reject all proposals. The agency is not required to award an agreement.
10. Before submitting a response to this solicitation, proposers should review, correct all errors, and confirm compliance with the RFP requirements.
11. More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names, will not be considered.
12. 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[[2]](#footnote-2) (GTC, 04/2017) are not negotiable.
13. No oral understanding or agreement shall be binding on either party.

## Evaluation Process

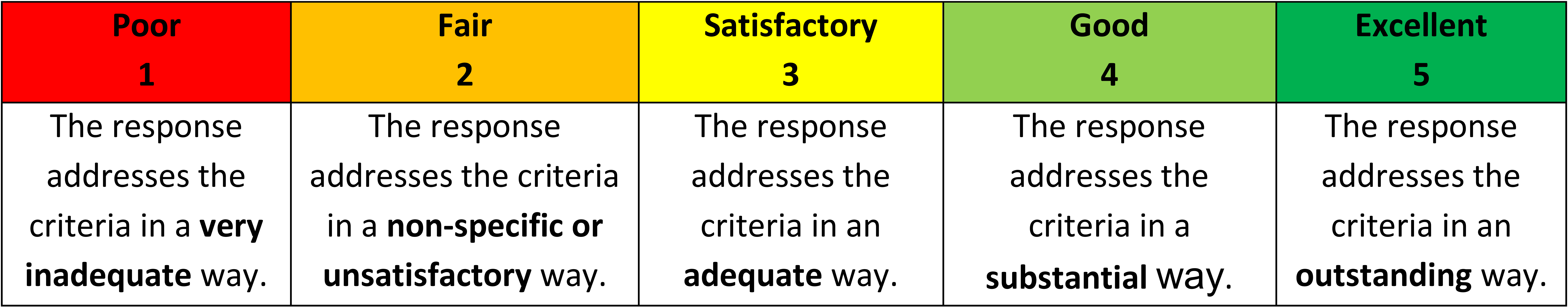
1. At the time of proposal opening, each proposal will be checked for submission by the required date/time and for the presence or absence of required information in conformance with the submission requirements of this RFP. Late proposals will be disqualified.
2. Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the proposer, may be rejected.
3. Award, if made, will be to the highest scored responsive proposal.
4. Proposal Evaluation System

Proposals that meet the minimum qualifications will be evaluated and scored by the BSCC according to the Rating Factors shown in the table below. Evaluation 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 | 1 - 5 | 15% | 15 |
| 2 | Evaluation Plan | 1 - 5 | 35% | 35 |
| 3 | Work Plan and Work Schedule | 1 - 5 | 30% | 30 |
| 4 | Budget | 1 - 5 | 20% | 20 |
| **Total Possible Proposal Score (excluding any applicable preference points):** | | | **100%** | **100** |

Raters will assign points to an applicant’s response in each of the Rating Factor categories on a scale of 1 – 5, according to the Five-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.

**To be considered for funding, a proposal must receive at least 70 points.**

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## Award and Protest

1. 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](http://www.bscc.ca.gov)) for five (5) working days prior to awarding the agreement.
2. 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.
3. 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.
4. 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.
5. 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:

<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>.

## Disposition of Proposals

1. 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.
2. Proposal packages may be returned only at the proposer’s expense, unless such expense is waived by the awarding agency.

## Agreement Execution and Performance

1. 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.
2. All performance under the agreement shall be completed on or before the termination date of the agreement.

# PREFERENCE AND PARTICIPATION PROGRAM INFORMATION

## 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 bidder with the highest point count.

## Disabled Veteran Business Enterprise (DVBE)

The State has established goals for DVBE participation in State contracts. For this procurement, the participation goal is a minimum of 3%.

In accordance with Section 999.5(a) of the Military and Veterans Code an incentive will be given to Proposers who provide DVBE participation.

|  |  |
| --- | --- |
| Confirmed DVBE Participation  (Minimum 3% Goal) | DVBE Incentive Percentage for RFP  High Score Method (up to 5%) |
| 7% - or greater | 5% of total possible points |
| 6% - 6.99% | 4% of total possible points |
| 5% - 5.99% | 3% of total possible points |
| 4% - 4.99% | 2% of total possible points |
| 3% - 3.99% | 1% of total possible points |

Review the instructions and complete the forms in Attachment 11: Disabled Veteran Business Declarations (STD.843)

Proposers who have been certified by California as a DVBE (or Proposers who are not certified but have obtained the participation of subcontractors certified by California as a DVBE) must complete the form Std. 843, Disabled Veteran Business Enterprise Declaration. All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). The completed form(s) should be submitted with your proposal. Failure to provide the form within the time frame specified by the State may cause your bid to be deemed non-responsive.

## Target Area Contract Preference Act (TACPA)

Preference will be granted to California based Contractors in accordance with Government Code Section 4530 whenever 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 submit it with the final proposal.

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

# REQUIRED PROPOSAL ABSTRACT AND NARRATIVE

Evaluation applicants are required to provide a Proposal Abstract and Proposal Narrative as described below.

## Proposal Abstract

Provide a summary of the proposed evaluation. The Proposal Abstract must be submitted in Arial 12-point font with one-inch margins on all four sides. Narrative must be 1.5-line spaced and cannot exceed **1-page** length. This section will not be included in the rating of the proposal.

## Proposal Narrative

For the Proposal Narrative, address each of the four (4) Rating Factors and their criteria defined below in a concise, comprehensive narrative format. The response to each Rating Factor will be evaluated with a single rating based on a scale of 1 – 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 Proposal Narrative section must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **10 numbered pages** in length. The Proposal Narrative shall be organized in sections with each section titled according to its section header as provided (i.e., Applicant Background, Evaluation Plan, Work Plan and Work Schedule, and Cost of Proposal). The 10-page limitation for this section does not include any required attachments (see Section I, Required Attachments). It is up to the applicant to determine how best to use the total 10-page limit in addressing each section. However, as a guide, the percent of total value is provided for each section.

1. Qualifications and Experience (Percent of Total Value: 15%)

Address the criteria listed below that comprise the Qualification and Experience Rating Factor.

* Describe research experience of the principle investigator(s) in the field of criminal justice, juvenile delinquency and/or dependency, education, or procedural justice. Description should include:
  + background pertinent to the subject area.
  + experience with similar evaluation projects.
  + experience working with and incorporating data from many sources (e.g., projects, agencies).
  + years of experience in each relevant field.
* Describe experience of the principle investigator(s) in providing technical assistance related to data collection and program evaluation.
* Identify additional members of the research team, if applicable, and describe their role, education, and experience. Include the oversight plan by the principal investigator(s).
* Work product samples provided (as an attachment) are representative of the product desired for the legislative report.

1. Evaluation Plan (Percent of Total Value: 35%)

Address the criteria listed below that comprise the Evaluation Plan Rating Factor.

* Description of the proposed method to develop the evaluation plan (research design, outcome measures, and projected criteria for determining program success), including the Quarterly Progress Report, that ensures the collection of data needed (qualitative and/or aggregate quantitative data) to complete the statewide evaluation of three (3) years of the grant cycle.
* A plan for coordinating the delivery of technical assistance to Lead Public Agencies.
* A plan to minimize the evaluation-related impacts on the non-governmental organizations that will provide services.
* A plan for data management that incorporates, when applicable:
  + the training provided to Lead Public Agencies on Quarterly Progress Report data definitions;
  + the compilation and analysis of data from Quarterly Progress Reports;
  + the maintenance of data and data sharing with the BSCC;
  + the periodic analysis of data to identify quality concerns and support ongoing quality assurance.
* Description of data analysis and the development of the mid-term and final statewide evaluation report.

1. Work Plan and Work Schedule (Percent of Total Value: 30%)

Address the criteria listed below that comprise the Work Plan and Work Schedule Rating Factor.

* Provide a Work Plan and Work Schedule that identifies each major task, necessary subtask, and or specific milestone(s), including responsible parties and a timeline, for successful completion of the statewide outcome evaluation.
* The Work Plan and Work Schedule are clearly tied to the proposed Evaluation Plan and the requirements of the statewide evaluation.

1. Budget (Percent of Total Value: 20%)

Address the criteria listed below that comprise the Budget Rating Factor.

* Present a detailed budget (sample provided in Attachment 3) for the proposed evaluation plan that directly relates to the activities of the evaluation.
* Describe how the expenses included in the budget relate to the proposed evaluation plan and are inclusive of all tasks required for successful completion of the evaluation.

# REQUIRED ATTACHMENTS

Refer to the following pages to view Required Attachments 1 through 11, which 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.

|  |  |  |
| --- | --- | --- |
|  | **Attachment** | **Attachment Name** |
|  | Attachment 1 | Required Attachment Checklist |
|  | Attachment 2 | Proposal/Proposer Certification Sheet |
|  | Attachment 3 | Cost Proposal Worksheet |
|  | Attachment 4 | Proposer References |
|  | Attachment 5 | Payee Data Record (STD 204) (if currently not on file) |
|  | Attachment 6 | Contractor Certification Clauses (CCC-307) |
|  | Attachment 7 | Darfur Contracting Act Certification |
|  | Attachment 8 | Work Samples (refer to Minimum Qualifications for Proposers, page 5) |
|  | Attachment 9 | Confidentiality Statement |
|  | Attachment 10 | Bidders Declaration Form |
|  | Attachment 11 | Disabled Veteran Business Enterprise Declarations (STD. 843) |
|  | Attachment 12 | Small Business Certification\*\* |
|  | Attachment 13 | Target Area Contract Preference Act (TACPA)\*\* |
| \*\* 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: P**ROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed and returned along with all the “required attachments” as an entire package in duplicate with original signatures. The proposal must be transmitted in a sealed envelope in accordance with RFP instructions.

1. Place all required attachments behind this certification sheet.
2. 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.  Sole Proprietorship 5.  Partnership 6.  Corporation 7.  University 8.  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. Title | | | | | |
|  | | | |  | | | | | |
| 14. **Signature** | | | | 15. Date | | | | | |
|  | | | |  | | | | | |
| 16. 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  No  If yes, enter certification number: | | | | b. Disabled Veteran Business Enterprise Yes  No  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: Sample Cost Proposal Worksheet

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | | | | | |  | **$** |

# Attachment 4: 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 five (5) 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 5: 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 6: Contractor Certification Clauses (CCC-307)

Proposer must complete, sign and submit page 1 of the Contractor Certification Clauses

(CCC-307).

<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

# Attachment 7: Darfur Contracting Act

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

<http://www.documents.dgs.ca.gov/pd/poliproc/darfurpcc10478.doc>

# Attachment 8: Bidder Declaration Form (GSPD-05-105)

View and print this document at:

<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>

# **Attachment 9: California Disabled Veteran Business Enterprise (DVBE) Program Requirements** (STD-843)

View and print this document at:

<http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf>

# Attachment 10: Small Business Certification

<http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx>

# Attachment 11: Target Area Contract Preference Act (TACPA)

View and print this document at:

<http://www.documents.dgs.ca.gov/pd/poliproc/tacpapage.pdf>

# SAMPLE STANDARD AGREEMENT (Private Companies)

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STANDARD AGREEMENT** | | | | | | | | | | | | | |
| STD 213 (Rev 03/2019) | | | | | | | | 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 | | | | | | | | | | | | |
|  | Board of State and Community Corrections | | | | | | | | | | | | |
|  | CONTRACTOR NAME | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| 2. | The term of this Agreement is | |  | 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. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | |  | | | |  | | | | | | |
|  | | Exhibit A – Scope of Work | | | |  | | | | | | |
|  | |  | | | |  | | | | | | |
|  | | Exhibit B – Budget Detail and Payment Provisions | | | |  | | | | | | |
|  | |  | | | |  | | | | | | |
|  | | Exhibit C – State of California General Terms and Conditions\* | | | |  | | | | | | |
|  | |  | | | |  | | | | | | |
|  | |  | | | |  | | | | | | |
|  | |  | | | |  | | | | | | |
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|  | |  | | | |  | | | | | | |
|  | |  | | | |  | | | | | | |
|  | |  | | | |  | | | | | | |
|  | | **TOTAL NUMBER OF PAGES ATTACHED** | | | |  | | |  | | | |
|  | |  | | | |  | | | | | | |
| *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*](https://www.dgs.ca.gov/OLS/Resources) | | | | | | | | | | | | |
| **IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.** | | | | | | | | | | | | |
| **CONTRACTOR** | | | | | | | | | | ***California Department of General Services Use Only*** | | |
| CONTRACTOR NAME *(if other than an individual, state whether a corporation, partnership, etc.)* | | | | | | | | | |
|  | | | | | | | | | |
| CONTRACTOR AUTHORIZED SIGNATURE *(Authorized Signature)*  ✍ | | | | | DATE SIGNED *(Do not type)* | | | | |
| PRINTED NAME AND TITLE OF PERSON SIGNING | | | | | | | | | |
|  | | | | | | | | | |
| CONTRACTOR BUSINESS ADDRESS | | | | | | | | | |  | | |
| **STATE OF CALIFORNIA** | | | | | | | | | |
| CONTRACTING AGENCY NAME | | | | | | | | | |  | | |
| **Board of State and Community Corrections** | | | | | | | | | |
| BY *(Authorized Signature)*  ✍ | | | | | DATE SIGNED *(Do not type)* | | | | |
| PRINTED NAME AND TITLE OF PERSON SIGNING | | | | | | | | | | Exempt per: |  | |
|  | | | | | | | | | |  | | |
| CONTRACTING AGENCY ADDRESS | | | | | | | | | |
| **2590 Venture Oaks Way Suite 200, Sacramento CA 95833**  **2020 West El Camino Avenue, Sacramento, CA 95833** | | | | | | | | | |

STATE OF CALIFORNIA

**EXHIBIT A**

**SCOPE OF WORK**

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

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

1. The purpose of this Request for Proposals (RFP) is to solicit proposals from universities and research firms to complete a statewide evaluation of the [Youth Reinvestment Grant Program](https://cjii.org/early-diversion-programs/) and to provide information about the individual projects funded by the BSCC.

Applicants are requested to propose an evaluation design that:

1. relies primarily on the use of qualitative and aggregate quantitative data collected from grantees through the BSCC’s Quarterly Progress Reports (QPRs);
2. relies secondarily on the qualitative and quantitative data obtained from grantee Local Evaluation Reports (LERs);
3. recognizes the grantee’s Lead Public Agency as the local coordinator for data collection and reporting; and
4. minimizes any evaluation related impacts on the community-based organizations that will provide services under the YRG Program.

Individual participant data will not be collected under this grant and participants are not to be identified in any way. The proposed research design must rely on aggregate data exclusively. Although the specifics of the projects to be funded will not be known until award announcements are made in June 2019, the projects will be designed to, if successfully completed, help participants avoid arrest records, prosecution, and traditional case processing. The final evaluation for the YRG must include the experiences and results of all grantees. Specific goals of the evaluation include describing the projects implemented and the outcomes of the Youth Reinvestment Grant Program. This is intended to be a statewide evaluation of the Youth Reinvestment Grant program; the evaluator is not required to evaluate individual participants or projects. Similarly, the evaluator is not required to evaluate whether projects were implemented with fidelity to the original project design.

Evaluation applicants must include in the proposal a clear description of how they will provide each deliverable and how they will comply with each instruction enumerated below.

1. Deliverables for this contract: The contractor will develop the Quarterly Progress Report template that will be used by awarded grantees to report project level data to the BSCC. This assistance will include identifying and incorporating into the QPR template key qualitative and quantitative data elements deemed necessary for it to complete the statewide evaluation of the YRG program. In creating the QPR template, the contractor will develop questions that will be asked of all grantees as well as additional questions related to the various diversion approaches allowed under the YRG program. The QPR template must be submitted to the BSCC by July 31, 2019.
2. The contractor will not receive completed QPRs directly from grantees. QPRs will be submitted by the Lead Public Agency to the BSCC. The BSCC will collect these reports, conduct a cursory review, and then forward them to the contractor. The contractor will review all QPRs and verify that they identify specific goals and solicit sufficient data to determine whether the implemented interventions were successful. The contractor will compile, analyze and synthesize data from the QPRs, maintain the data, and ensure secure transmission of compiled data to the BSCC at identified intervals.
3. Following identification of the grant funded programs, the contractor will refine the research methodology to ensure the collection of data needed to complete a statewide evaluation of the YRG grant cycle. This research methodology must be submitted to the BSCC by October 31, 2019. In developing its research methodology, the applicant should expect to be working with 3 years of qualitative and quantitative data received through QPRs as well as 3 ½ years of data received through grantee LERs. For more information on the LERs, see pages 7-8 of the Youth Reinvestment Grant RFP. The identified methodology should minimize the workload on individual grantees.
4. The contractor will prepare and submit a final statewide evaluation report that describes the YRG grant program and its outcomes. The final evaluation report must be submitted to the BSCC by May 31, 2023.
5. The contractor will provide direct technical assistance to the Lead Public Agency as it relates to data collection for the purpose of the statewide evaluation with the BSCC. BSCC will be the main point of contact for general guidance and the contractor will provide technical assistance for more specific matters.
6. The contractor will attend the grantee orientation conducted by the BSCC for all grantees selected to receive YRG funding. The date has not been set but is anticipated to be in mid to late August 2019. The orientation is expected to be held in Sacramento.
7. The contactor will participate in quarterly project director’s conference calls as well as issue-specific technical assistance calls as the need arises.
8. The contractor will attend the grantee orientation conducted by the BSCC for all grantees selected to receive YRG funding. The exact date has not been set but is anticipated to be in mid to late August 2019. The orientation is expected to be held in Sacramento.
9. Information and business rules for this contract:
10. Once feedback has been incorporated into the final evaluation report and the final product has been agreed upon by the contractor 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.
11. The contractor will ensure confidentiality of Youth Reinvestment Grant program participants throughout the entire grant cycle and evaluation process.

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **Invoicing and Payment**
2. 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** | | | | | |  | **$** |

1. 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

1. Submit invoices to:

Board of State and Community Corrections

Attention: Isabel Diaz

2590 Venture Oaks Way, Suite 200

Sacramento, CA 95833

Or

[YouthReinvestmentGrant@bscc.ca.gov](mailto:YouthReinvestmentGrant@bscc.ca.gov)

1. 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.
2. **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-610)**

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

<http://www.dgs.ca.gov/LinkClick.aspx?fileticket=x6TrRwzYLxs%3d&tabid=6133&portalid=32&mid=10104>

# SAMPLE STANDARD AGREEMENT (Universities)

STATE OF CALIFORNIA

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STANDARD AGREEMENT** | | | | | | | | | | | | | |
| STD 213 (Rev 06/03) | | | | | | | | | AGREEMENT NUMBER | | | | |
|  | | | | | | | | |  | | | | |
|  | | | | | | | | | REGISTRATION NUMBER | | | | |
|  | | | | | | | | |  | | | | |
| 1. This Agreement is entered into between the State Agency and the Contractor named below: | | | | | | | | | | | | | |
|  | STATE AGENCY'S NAME | | | | | | | | | | | | |
|  | Board of State and Community Corrections, hereinafter referred to as “State” | | | | | | | | | | | | |
|  | CONTRACTOR'S NAME | | | | | | | | | | | | |
|  | , hereinafter referred to as “University” | | | | | | | | | | | | |
| 2. | The term of this | | | |  | through | |  | | |  | | |
|  | Agreement is: | | | |  | | | | | | | | |
| 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** – **A5**: A–Scope of Work; A1–Deliverables; A2–Key Personnel; A3–Authorized Representatives; A4–Preexisting Data; A5–CV/Resumes | | | | | | | | | | page(s) |
|  | | **Other Exhibits A** (when applicable): A6–Current & Pending Support; A7–Third Party Confidential Information Requirement | | | | | | | | | | page(s) |
|  | | **Exhibit B** – B–Budget; B1–Budget Justification; B2–Subrecipient Budgets (if applicable); B3–Invoice Elements | | | | | | | | | | page(s) |
|  | | **Exhibit C**\* – University Terms and Conditions | | | | | | | | | | UTC-116 |
|  | | Check mark additional Exhibits below, and attach 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 and Computing Resources | | | | | | | | | | | page(s) |
|  | | |  |  | | --- | --- | |  | **Exhibit G** – If applicable | | | | | | | | | | | page(s) |
| *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* <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>*.* | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **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 | | | | | | | | | |  | | |
| Board of State and Community Corrections | | | | | | | | | |
| BY *(Authorized Signature)*  ✍ | | | | | | | DATE SIGNED *(Do not type)* | | |
| PRINTED NAME AND TITLE OF PERSON SIGNING | | | | | | | | | | Exempt per: | |  |
|  | | | | | | | | | |  | | |
| ADDRESS | | | | | | | | | |
| 2590 Venture Oaks Way Suite 200, Sacramento, CA 95833 | | | | | | | | | |

**EXHIBIT A**

**SCOPE OF WORK**

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

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

1. The purpose of this Request for Proposals (RFP) is to solicit proposals from universities and research firms to complete a statewide evaluation of the [Youth Reinvestment Grant Program](https://cjii.org/early-diversion-programs/) and to provide information about the individual projects funded by the BSCC.

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2. relies secondarily on the qualitative and quantitative data obtained from grantee Local Evaluation Reports (LERs);
3. recognizes the grantee’s Lead Public Agency as the local coordinator for data collection and reporting; and
4. minimizes any evaluation related impacts on the community-based organizations that will provide services under the YRG Program.

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3. Following identification of the grant funded programs, the contractor will refine the research methodology to ensure the collection of data needed to complete a statewide evaluation of the YRG grant cycle. This research methodology must be submitted to the BSCC by October 31, 2019. In developing its research methodology, the applicant should expect to be working with 3 years of qualitative and quantitative data received through QPRs as well as 3 ½ years of data received through grantee LERs. For more information on the LERs, see pages 7-8 of the Youth Reinvestment Grant RFP. The identified methodology should minimize the workload on individual grantees.
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5. The contractor will provide direct technical assistance to the Lead Public Agency as it relates to data collection for the purpose of the statewide evaluation with the BSCC. BSCC will be the main point of contact for general guidance and the contractor will provide technical assistance for more specific matters.
6. The contractor will attend the grantee orientation conducted by the BSCC for all grantees selected to receive YRG funding. The date has not been set but is anticipated to be in mid to late August 2019. The orientation is expected to be held in Sacramento.
7. The contactor will participate in quarterly project director’s conference calls as well as issue-specific technical assistance calls as the need arises.
8. The contractor will attend the grantee orientation conducted by the BSCC for all grantees selected to receive YRG funding. The exact date has not been set but is anticipated to be in mid to late August 2019. The orientation is expected to be held in Sacramento.
9. Information and business rules for this contract:
10. Once feedback has been incorporated into the final evaluation report and the final product has been agreed upon by the contractor 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.
11. The contractor will ensure confidentiality of Youth Reinvestment Grant program participants throughout the entire grant cycle and evaluation process.

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **Invoicing and Payment**
2. 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** | | | | | |  | **$** |

1. 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

1. Submit invoices to:

Board of State and Community Corrections

Attention: Isabel Diaz

2590 Venture Oaks Way, Suite 200

Sacramento, CA 95833

Or

[YouthReinvestmentGrant@bscc.ca.gov](mailto:YouthReinvestmentGrant@bscc.ca.gov)

1. 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.
2. **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 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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*\* 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:** |  |  |
| *Last name, First name* | *Institutional affiliation* | *Role on the project* |
| **Co-PI(s) – if applicable:** |  |  |
| *Last name, First name* | *Institutional affiliation* | *Role on the project* |
| *Last name, First name* | *Institutional affiliation* | *Role on the project* |
| **Other Key Personnel (if applicable):** |  |  |
| *Last name, First name* | *Institutional affiliation* | *Role on the project* |
| *Last name, First name* | *Institutional affiliation* | *Role on the project* |

**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**  Agency Name: <Agency Name> | **University Contacts**  University Name: <University Name> |
| ***Contract Project Manager (Technical)***  Name: <Name>  <Title>  Address: <Department>  <Address>  <City,State,Zip>  Telephone: <Telephone#>  Fax: <Fax#, if available>  Email: <EmailAddress> | ***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> |
| ***Administrative Contact***  Name: <Name>  <Title>  Address: <Department>  <Address>  <City,State,Zip>  Telephone: <Telephone#>  Fax: <Fax#, if available>  Email: <EmailAddress> | ***Administrative Contact***  Name: <Name>  <Title>  Address: <Department>  <Address>  <City,State,Zip>  Telephone: <Telephone#>  Fax: <Fax#, if available>  Email: <EmailAddress> | |
| ***Financial Contact/Accounting***  Name: <Name>  <Title>  Address: <Department>  <Address>  <City,State,Zip>  Telephone: <Telephone#>  Fax: <Fax#, if available>  Email: <EmailAddress> | ***Authorized Financial Contact/Invoicing***  Name: <Name>  <Title>  Address: <Department>  <Address>  <City,State,Zip>  Telephone: <Telephone#>  Fax: <Fax#, if available>  Email: <EmailAddress> | |

**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.*

1. 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 3rd Party) | Type of Data or copyrighted work  (Restricted or Unrestricted) | Description | If Restricted, nature of restriction: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

None or  List:

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

1. 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 3rd Party) | Description | Nature of Restriction: |
|  |  |  |
|  |  |  |

**EXHIBIT A5**

**CURRICULUM VITAES (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 |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  | | | |  | | |
| **NAME OF INDIVIDUAL** | | | | | | |
| **Status** | **Award #** | **Source** | **Project**  **Title** | | **Start Date** | **End Date** |
| Proposed Project |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  | | | |  | | |
| **NAME OF INDIVIDUAL** | | | | | | |
| **Status** | **Award #** | **Source** | **Project**  **Title** | | **Start Date** | **End Date** |
| Proposed Project |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  | | | |  | | |
| **NAME OF INDIVIDUAL** | | | | | | |
| **Status** | **Award #** | **Source** | **Project**  **Title** | | **Start Date** | **End Date** |
| Proposed Project |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  | | | |  | | |
| **NAME OF INDIVIDUAL** | | | | | | |
| **Status** | **Award #** | **Source** | **Project**  **Title** | | **Start Date** | **End Date** |
| Proposed Project |  |  |  | |  |  |
|  |  |  |  | |  |  |
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|  | | | |  | | |

**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**

1. **Invoicing and Payment**
2. 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** | | | | | |  | **$** |

1. 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

1. Submit invoices to:

Board of State and Community Corrections

Attention: Isabel Diaz

2590 Venture Oaks Way, Suite 200

Sacramento, CA 95833

Or

[YouthReinvestmentGrant@bscc.ca.gov](mailto:YouthReinvestmentGrant@bscc.ca.gov)

1. 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.
2. **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 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** | | | | | | | |
|  | | | | | | | |
| **From:**  **To:** | | | **7/1/2019**  **6/30/2020** | **7/1/2020**  **6/30/2021** | **7/1/2021**  **6/30/2022** | **7/1/2022**  **5/31/2023** |  |
| **BUDGET CATEGORY** | | | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **TOTAL** |
| PERSONNEL: *Salary and fringe benefits* | | | $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) | | *Subject to IDC Calc* |  |  |  |  |  |
| 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)** | | |  |  |  |  |  |
| **F&A Base** | | |  |  |  |  |  |
| ***On-Campus*** | ***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 available[[3]](#footnote-3)

* 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** **[[4]](#footnote-4)**

* 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

**EXHIBIT C**

**University Terms and Conditions**

**UTC-116**

*AB20 State/University Model Agreement Terms & Conditions*

<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

1. The Request for Proposals (RFP) for the Youth Reinvestment Grant was released on January 18, 2019 and proposals were due on March 29, 2019. The RFP is available at http://www.bscc.ca.gov/s\_youthreinvestmentgrant. [↑](#footnote-ref-1)
2. These documents can be viewed at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>. [↑](#footnote-ref-2)
3. If this information is not on the invoice or summary attachment, it may be included in a detailed transaction ledger. [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)