



FIRST 5 SACRAMENTO COMMISSION REQUEST FOR APPLICATIONS

Our Vision

Sacramento will have strong and inclusive communities, safe and healthy families, and valued children who can realize their potential and enjoy productive and fulfilling lives.

Our Mission

The First 5 Sacramento Commission is committed to supporting the healthy development of children prenatal to age five, the empowerment of families and the strengthening of communities.

Application Number 10/11 – 02

Release Date: May 25, 2010

IMPLEMENTATION FUNDING FOR CAPITAL PROJECTS- FLUORIDATION OF SACRAMENTO COUNTY COMMUNITY DRINKING WATER

FY2010/11 – FY2014/15

**FIRST 5 SACRAMENTO COMMISSION
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833
(916) 876-5865
FAX: (916) 876-5877
www.First5Sacramento.net**

FIRST 5 SACRAMENTO COMMISSION

IMPLEMENTATION FUNDING FOR CAPITAL PROJECTS - FLUORIDATION OF SACRAMENTO COUNTY COMMUNITY DRINKING WATER FY2010/11 – FY2014/15

TABLE OF CONTENTS

I.	Overview of the Application.....	2
	A. Purpose of the Application	
	B. Eligibility	
	C. Scope of Funding and Agreement Term	
II.	Contact Person and Application Questions.....	5
III.	Cost of Developing Application.....	5
IV.	Applicant Requirements.....	5
V.	Application Contents.....	7
	Step 1 Application	
	Step 2 Application	
	A. Format of Application	
	B. Required Content of Application	
VI.	Application Submission Instructions.....	15
	A. Submission	
	B. Withdrawal of Application by Applicant	
VII.	Application Review and Award Process.....	16
VIII.	Funding Award/Notification of Intent to Award.....	17
IX.	Disposition and Ownership of Applications.....	17
X.	Agreement/Contracting Process.....	17
XI.	Opportunity to Protest.....	18

ATTACHMENTS (Refer to: Supplement to Request for Application)

- A. Application Cover Page
- B. Application Package Checklist
- C. Work Plan and Timeline Form
- D. Budget Request Form
- E. Contractor Certification of Compliance Form and Contractor Identification Form
- F. Anti-Tobacco Policy and Compliance Form
- G. Non-Supplantation Certification Form
- H. Agreement to Policies
- I. Sample Contract Agreement, including Insurance Requirements
- J. Written Commitment to Pay Annual Operation and Maintenance Cost

First 5 Sacramento Commission

I. OVERVIEW OF THE APPLICATION

A. Purpose of This Application

The First 5 Sacramento Commission, formerly known as The Sacramento County Children and Families Commission, (hereafter “the Commission”) is seeking applications from eligible water purveyors ready to implement fluoridation capital projects for their service delivery area.

On January 12, 2009, the First 5 Sacramento Commission approved the 2009 Strategic Plan Update, including the following Strategic Principles:

- Make “narrow and deep” investments to have the greatest impact.
- Look for opportunities to leverage (but not supplant) other dollars to increase impact.
- Invest in areas where we can create lasting systemic change.
- Address specific community needs and build community assets.
- Make data-driven choices based on specific community needs.
- Choose strategic approaches that incorporate prevention and early intervention.
- Use strategies that promote coordination and collaboration.
- Programs we fund shall be tobacco free.
- Our investments shall be affordable and accessible, culturally competent, community-driven, and responsive to special needs and disabilities.

Based on these principles, the Commission approved the twelve **Results** selected from the Plan’s strategic hierarchy:

- R1: Increase comprehensive health insurance coverage
- R2: Increase use of medical/dental homes
- R6: Prevention obesity through improved nutrition and physical activity
- R7: Increase prevalence and duration of breastfeeding
- **R8: Decrease dental disease**
- R12: Increase use of effective parenting
- R13: Increase families access to safe/emergency child care
- R15: Increase participation in quality early care and education
- R16: Increase caregiver use of developmentally appropriate practices
- R17: Increase schools’ readiness for children
- R18: Increase family connections in neighborhoods
- R19: Increase family and community self-advocacy to make change

At the August 3, 2009 Commission meeting, the First 5 Sacramento Commission approved the Implementation/Operational Plan Framework for Fiscal Years 2010/2011 to 2014/2015.

This plan should be reviewed along with the 2009 Strategic Plan Update and Equity Principles at www.First5Sacramento.net

Of these twelve Results, **Decrease Dental Disease** will be achieved as a result of the following strategies:

1. Fluoridate the remaining water districts in populated areas of Sacramento County.
2. Fund non-profit full service dental clinics; including program and construction costs and mobile dental programs.

B. Eligibility

Any water purveyor within Sacramento County is eligible to submit an application for funding to fluoridate the community drinking water in the applicant's service delivery area, but priority will be given to Elk Grove Water Service, Golden State Water Company, City of Folsom, Carmichael Water District, City of Galt, Cal American (Antelope & Lincoln Oaks), Florin County Water District and Rio Linda/Elverta Community Water District.

This is a two-step application and funding process.

Step 1: The first step is for **all applicants** to meet with Commission staff and then submit a Letter of Interest (LOI) for funding of a "Fluoridation Plan and Preliminary Project Cost Estimate Report" for a proposed project at a cost not to exceed \$75,000 for the plan and report. The LOI must be on agency letterhead and signed by the agency director. The LOI will be reviewed by Commission staff and, if appropriate, acted upon by the Commission.

Applicants who have already completed a "Fluoridation Plan and Preliminary Project Cost Estimate Report" within the prior 12-months of applying for a project may utilize that plan/report and proceed to Step 2. The Commission will not fund any costs incurred prior to the beginning of a fully executed agreement (contract).

Step 2: The second step is for applicants to submit a request for funding for the project costs identified in the "Fluoridation Plan and Preliminary Project Cost Estimate Report." The following items are required:

- A Letter of Approval from the Division of Drinking Water and Environmental Management of the California Department of Health Services (DDWEM), of the applicant's "Fluoridation Plan and Preliminary Project Cost Estimate Report."
- Five (5) copies of the applicant's Fluoridation Plan and Preliminary Project Cost Estimate Report.
- The applicant's written commitment to pay for all operation and maintenance costs (O&M) twenty (20) years beyond project completion.

- Submit information about the contractor as per Section VI below and a fully developed project work plan and timeline. This timeline will include project start date, construction milestones, DDWEM milestones, including final amended permit approval, and project completion date with normal plant operation no later than June 30, 2013.

Step 2 items will be reviewed by Commission staff and review team and, if appropriate, acted upon by the Commission.

C. Scope of Funding and Agreement Term

A total of \$14,138,605 in Commission funding is available over Fiscal Years 2010/11 to 2014/2015 for fluoridation capital projects. As stated in the Strategic Plan Update, contracts resulting from funding decisions under this RFA will be written for a maximum three-year period with the possibility of an extension of up to two one-year terms. This amount does not include the matching dollars the Commission is seeking to leverage in order to realize the greatest number of service connections fluoridated within Sacramento County.

Upon release of the RFA, funding is available on a first-come, first-serve basis, in the order of agreement execution of projects until all funds have been allocated. A **mandatory meeting** with Commission staff is required in order to pick up an application packet (including the RFA and RFA Supplement), review the application process, answer any questions the applicant may have, and determine the application's submission deadline. **An application is due within 90 days from the time the mandatory meeting with Commission staff has taken place.**

Successful applicants will be expected to sign a formal agreement with the Commission for the provision of services outlined in their application. Because this is a multiple step process, most approved applications will result in an initial agreement for only Step 1 services and related costs. Upon the successful submission of required Step 2 documents, an agreement (or an amendment to the Step 1 agreement) would be necessary to fund the fluoridation project identified in Step 2.

The term of an approved agreement will be negotiated, but will not commence prior to July 1, 2010 and will not extend beyond June 30, 2015.

The Commission expressly reserves the right to:

- Negotiate changes to the proposed capital project
- Award amounts less than stated in the application
- Issue a new RFA, if the applicants selected through the RFA fail to accept and meet the terms of the Commission's standard agreement
- Recommend and/or award amounts less than stated in the RFA and to negotiate or modify within resultant contracts service levels commensurate with availability of funds
- Cancel the RFA and /or make no funding recommendation.

II. CONTACT PERSON AND APPLICATION QUESTIONS

All inquiries concerning this application are to be directed to the official contact person listed below. If after reviewing this application and other associated documents, you have any questions, please contact:

Debra Payne, MSW
Program Planner
First 5 Sacramento Commission
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833
Telephone: (916) 876-5870
FAX: (916) 876-5877
E-mail: paynede@saccounty.net

III. COST OF DEVELOPING APPLICATION

Costs of developing the application are entirely the responsibility of the applicant and cannot be charged to the Commission or included in the applicant's budget. The Commission is prohibited from funding any services that were performed and/or paid for prior to an agreement being approved by the Commission.

IV. APPLICANT REQUIREMENTS

In addition to meeting the eligibility requirements stated in Section I. B above, all applicants shall be required to complete and/or attach the following forms. (The application may be considered non-responsive and eliminated from further consideration if the applicant fails to include the required forms and materials).

A. Contractor Certification of Compliance Form with Court-Ordered Child, Family and Spousal Support and Contractor Identification Form (Attachment E in Supplement)

1. Principal owner information relating to any of the new contractor's principal owners subject to a court-ordered child, family and spousal support order has been provided to the District Attorney.
2. New contractor's principal owners are currently in substantial compliance with any court-ordered child, family and spousal support order, or, in the alternative, has made a good faith effort to become current or arrange a payment schedule with the District Attorney or the court.
3. New contractor has fully complied with all applicable state and federal reporting requirements relating to employment reporting for its employees.
4. New contractor has fully complied with all lawfully served wage and earnings assignment orders and notices of assignment and will continue to maintain compliance. All applicants shall include the completed two (2) page Contractor Certification of Compliance Form and Contractor Identification Form in their application package.

B. Anti-Tobacco Policy and Certification Form (Attachment F in Supplement)

The First 5 Sacramento Commission believes that a comprehensive Anti-Tobacco Policy is consistent with the purpose and intent of the Children and Families Act. Therefore, First 5 Sacramento Commission contractors shall be required to certify that they are in compliance with this Anti-Tobacco Policy prior to receipt of funds. To facilitate this, all applicants shall submit the two (2) page Anti-Tobacco Policy and Certification Form with their proposal.

C. Non-Supplantation Certification Form (Attachment G in Supplement)

Consistent with the intent of the California Children and Families Act of 1998, no monies being proposed to fund the project may be used to supplant Federal, State, and/or local general fund money for any purpose. Therefore, all proposers shall be required to complete and attach the Annual Non-Supplantation Certification form that states:

1. Any and all funds received from the First 5 Sacramento Commission will be used exclusively to develop new projects, expand existing programs and/or services or to enhance existing programs and services for children who are 0-5 years of age.
2. Contractor has not, and will not in the future, utilize such funds to supplant state or local General Fund money for any purpose.
3. To the extent that Contractor utilizes funds received from the First 5 Sacramento Commission to replace state or federal categorical funds, Contractor can demonstrate, upon request by the Commission, that such state or federal categorical funds have been used to increase the level of services provided to children 0-5 years of age.
4. Any funds received by Contractor under its agreement with the Commission for prior years have been used consistent with subsections (a)-(c) of this Certification.

D. Agreement to Policies (reference Attachment H in Supplement)

This attachment outlines the First 5 Sacramento Commission policies the contractor agrees to abide by. The full text of these policies is available upon request to the Commission.

E. Certification of Insurance (reference Attachment I in Supplement)

The successful applicant shall be required to obtain and maintain insurance according to Sacramento County requirements, described in Attachment H of this RFA. The applicant must provide evidence of the ability and intent to maintain the required coverage and to name Sacramento County as an additionally insured

entity. A standard Certificate of Insurance, describing your current insurance coverage, issued by a broker or agent must be included with the application. If an applicant currently does not have insurance in the amounts specified in Attachment H, do not obtain increased coverage before the Commission offers an agreement. Applicants must, however, provide evidence of their ability to obtain coverage in the required amounts. A letter from an insurance company or broker confirming the fact that coverage can begin on the projected start date of the project is adequate for the purpose of submitting an application.

After applications are reviewed and an agreement is awarded, the proposed contractor must provide an original current Certificate of Insurance within fifteen working days of the notification of selection and offer of an agreement. The Certificate of Insurance must provide proof of coverage in compliance with standard Commission insurance requirements, as specified in Attachment I of this RFA. Failure to conform to insurance requirements within this time period shall constitute grounds for termination of agreement negotiations.

F. Tax Exempt Status, Licenses, and/or Articles of Incorporation

1. Non-profit, public charity, religious, and other similar organization must submit proof of its non-profit status from either the Internal Revenue Service or the Franchise Tax Board.
2. Private businesses must submit proof of their current business licenses and be in compliance with all applicable local, State, and Federal requirements.

A corporation shall submit evidence of incorporation by the California Secretary of the State. If the corporation is incorporated in a state other than California, it shall submit evidence of corporate registration consistent with that state's incorporation requirements.

V. APPLICATION CONTENTS

Step 1 Application: After meeting with Commission staff, applicants will need to submit a Letter of Interest requesting funding of a "Fluoridation Plan and Preliminary Project Cost Estimate Report" for a proposed project and a budget for the Cost Estimate Report. The budget may not exceed \$75,000. Applicants must also submit the items identified in Section IV – Applicant Requirements. These items will be reviewed and, if appropriate, acted upon by the Commission.

The requirements for the "Fluoridation Plan and Preliminary Project Cost Estimate Report" are as follows:

A Fluoridation Plan and Preliminary Project Cost Estimate Report shall be prepared under the direction of a professional engineer who is licensed by the state of California and is experienced in the planning and engineering of public water supply systems, including design of drinking water fluoridation systems.

The Plan and Preliminary Cost Estimate shall cover each of the following elements with text, data, and illustrations adequate to inform knowledgeable reviewers of the Plan.

1. Fluoridation Plan Overview
 - A. Show and describe the project service area, the populations served, and number of service connections by type.
 - B. State the objectives of the project in terms of public health benefits.
 - C. Show, tabulate, and describe the water production and water purchase facilities by type and location, with recent and projected water production data.
 - D. Provide an Executive Summary of the Fluoridation Plan and Preliminary Cost Estimate Report that is understandable by a wide audience of readers.

2. Fluoridation Plan
 - A. Determine fluoridation requirements based on water chemistry, service area, climate, water production quantities, available fluoridation chemicals and other relevant factors that affect the recommended fluoride chemical, the amounts and modes of chemical use, delivery, and storage.
 - B. If fluoridation is not to be provided at any water production/purchase sites, develop the rationale for this approach.
 - C. Determine the best type and layout of all fluoridation facilities and systems, including delivery, storage, piping, pumps, containment, mixing, transfer, etc.
 - D. Determine housing, site work, and infrastructure requirements.
 - E. Determine control, safety, and security requirements including monitors, analyzers, alarms, SCADA, modifications, personnel and public health protection systems, etc.

3. Preliminary Project Cost Estimate and Timeline
 - A. Include a graphic project timeline showing each major process or activity in the fluoridation project and key time benchmarks.
 - B. Present a project capital cost estimate for each facility and major component. Provide and describe cost allowances for construction contingencies, permitting and training, professional services required, overhead and management costs, etc. Summarize capital costs for the recommended project by facility and by project management function.
 - C. Present an operation and maintenance cost estimate for the first full year of project operation, by facility and function. Summarize operation and maintenance costs by total, per-capita, and per million gallons of water treated.

4. Project Implementation
 - A. Describe all the management functions which will be needed to bring the project to successful implementation, including:
 1. Project management.
 2. Project financing, including grant application and management and cash flow.

3. Engineering design, including plans, specifications, bidding documents, etc.
4. Construction management, including: bidding, contracting, inspection, change orders, testing, and final acceptance.
5. Permitting, including DDWEM Water Supply Permit, building permits, hazardous materials permits, etc.
6. Operations, including coordinating with construction, training, startups, and staffing.

Step 2 Application: Applicants will need to review the following instructions and submit the application items required below. A selection team will review applications in accordance with the criteria and procedures set forth in this application. Only those applications deemed responsive and meeting all of the requirements of the application will be funded. The Commission expressly reserves the right to negotiate changes to the application's scope of work and budget.

Step 2 Application Contents: The application must include the following content, forms and materials, as stated in the instructions below.

A. Format of Application

1. The narrative portion of the application (excluding attachments, forms, maps, and appendices) must be limited to **10 single-sided pages, with 1.5 spacing and a 12-point font**. Be concise but provide quality information that is pertinent.
2. Application narrative must be printed on single-sided **white 8 ½" by 11" paper**. The format must allow at least 1-inch margins at top, bottom, and sides.
3. All pages and page numbers, excluding attachments, must be **numbered sequentially with the name of the applicant at the top of each page**. The application material must not be bound, although a heavy clasp or thick rubber band is acceptable. Expensive binding, colored displays, promotional materials, etc., are not necessary or desired. Do not use binders.
4. An **original plus four (4) copies** of the narrative and all attachments must be submitted.
5. All original forms and attachments that require **signatures must be signed in blue ink** for inclusion in the original application package. Signature stamps are not acceptable. The four additional copies may include photocopied signatures.
6. Five (5) copies of the applicant's Fluoridation Plan and Preliminary Project Cost Estimate Report.

B. Required Content

Assemble and arrange the application material in the following order. The order in which items are presented is important because application reviewers will follow this order in looking for specific areas to score:

1. **Application Cover Page** (Attachment A in Supplement)
Complete the Application Cover Page and place at the front of the application. An official authorized to act on behalf of the organization must sign the cover page.
2. **Application Package Checklist** (Attachment B in Supplement)
Complete the checklist and place after the Application Cover Page.
3. **The Narrative Portion**

A. Executive Summary

Begin the narrative with a brief executive summary of the project. Briefly summarize the major elements of your project, including the projected timeline and critical milestones of the project. The executive summary needs to provide an overview for readers of what your project entails.

B. Organization and Human Resources Involved in the Capital Project

Description of the Organization

1. Briefly describe the applicant organization designated to oversee and administer the project. Describe the role the applicant organization will play in relation to the fluoridation capital project. Since this applicant must serve as fiscal sponsor, answer why this organization is qualified to sponsor the proposed capital project. **Place a copy of the fiscal sponsor's organizational chart, including the contact staff names and functions in an Appendices Section at the end of the application.**

2. Describe the organization, if different from the fiscal agent that will be receiving funding, to carry out the capital project. **Place a copy of the organizational chart, including the contact staff names, and functions in the Appendices Section at the end of the application.**

Description of Human Resources – Project Staff

1. Identify all staff who will work on this project, including their titles and the role(s) that each will play. Please include resumes of key project staff in Appendices Section at the end of the application).
2. Identify the person who will have **primary responsibility** of coordinating the project.

Additional Human Resources – Subcontractor(s)

A subcontractor would include individuals or organizations, including consultants and construction contractors, who will be paid under this funded project.

If you are proposing a subcontractor(s) to provide needed skills or services for this capital project, address key qualifications of subcontractor(s) and specify activities they will conduct to ensure project success. If your agency is required to bid to select the subcontractor, then state that in the application with the timeline to complete the bidding process.

C. Description of the Service Area

Briefly describe the water service area. Include:

- Street boundaries, zip codes, and/or census tracts, (there can be more than one) targeted by the capital project
- Population in this service area including the number of children ages zero to five
- Number of service connections
- Number of wells, treatment plants, or water supply facilities that will be modified or supplemented by the fluoridation capital project. **Place a map illustrating these descriptors of the service area in the Addendices Section of this application.**

D. Description of the Project (Scope of Work, Work Plan and Timeline)

Project Scope of Work

Given the content of the **Fluoridation Plan and Preliminary Project Cost Estimate Report**, describe the project's scope of work, excluding detailed engineering, contained within the report.

1. Describe the project's action steps and services. Include:

- The chemicals to be used and the type of fluoridation equipment to be installed at the project's sites (e.g. fluosilicic acid feed pump, sodium fluoride saturator, etc.)
- The chemical delivery control method selected for this project and the reasons for this method of delivery control (e.g. proportional flow, constant flow)
- Services to be completed (e.g. engineering design, construction process)
- The safety and security measures and devices that will be included to protect public health and assure proper project operation
- The community outreach/educational activities that will take place to notify and educate all stakeholders (customers residing in your service area, including dental and medical practitioners, pharmacies, and adjoining water purveyors affected by the fluoridation of your water district's

community drinking water; include available educational and/or informational inserts)

- Steps involving the DDWEM
 - Start up and performance testing
 - Customer and stakeholder notifications.
2. Briefly state the estimated project's installation costs and annual operation and maintenance costs to provide fluoridated water within the service delivery area.
3. Provide an overall estimate of the time required for implementation of the capital project, from funding approval date to completion date of design and build schedules, and beginning of normal project operation.
4. Define the intended **goal** and desired **result(s)** of implementing the project, including the quantity of service and cost per service connection. Please modify the following Commission-approved goal and results as needed, to be inserted in the narrative:

Goal: All children are healthy.

Desired Results: Decrease dental disease.

Indicators:

- 1) Percent of children who have fluoridated water.

Work Plan and Timeline Form

List the sequence of tasks or activities you will undertake to complete your project on a timeline you will create and insert in the application as **Attachment C** (see **Attachment C** sample in Supplement). If you are proposing a multi-year project, show the Work Plan and Timeline Form by fiscal year. For the purposes of this RFA, a fiscal year is defined as the period of time beginning July 1 of one year and ending June 30 of the following year (example: July 1, 2010 through June 30, 2011). Should your application be recommended for funding, the scope of work will become the basis for contract negotiations.

The completed **Work Plan and Timeline Form** similar to **Attachment C** must include the following:

- **Implementation Activities**
- **Days/Months Needed to Complete Each Task**
- **Deliverables to the Commission**

Place this form in the **Appendices Section** of the Application.

E. Sustainability and Leveraging Resources

Proposition 10 funds, (California Children and Families Act, 1998), comprised of the tobacco tax revenue collected by the State and allocated to each county based on number of live births, are expected to be a diminishing source of revenue in the future. These are the funds allocated by the First 5 Sacramento Commission. The Commission does not expect to be a permanent source of funding for programs and services. Thus, it is the Commission's expectation that its successful applicants seek leveraged funding and future alternative funding. **Given this information, please address the following:**

1. Describe other resources, cash or in-kind, you have secured for use in the project other than the funds you are requesting with this application. Explain how resources will be or were leveraged and to be used to maximize Prop 10 funds.
2. What resources, cash or in-kind, will you pursue to support this project in the future? Be as specific as possible. If approved for First 5 Sacramento funding, what are your organization's plans for sustaining the project efforts after the agreement period?

F. Evaluation and Data Collection

As part of a results-based accountability framework, the Commission will require all successful applicants to participate in Commission evaluation by working with the Commission's evaluator to select appropriate performance measures and provide data and other information required by the Commission. Successful applicants will also participate in periodic site visits, and other evaluation activities, as the Commission and/or its evaluator deem necessary. Applicants should state their willingness to participate in evaluation activities in their application. Quarterly reporting will be required throughout the construction process.

4. Proposed Budget

Complete the required line item Budget Form (**Attachment D** in Supplement) showing the amount and purpose of requested funds, and the other resources, including in-kind, available to the applicant to support this project. **Use the Budget Request Form to create a separate budget(s) for each of your subcontractors, if any.**

Attach a **Budget Narrative** page to the Budget Request Form (**Attachment D** in the Supplement) to supply justification for each item in the budget. Applicants should make every effort to develop budgets that are in line with common business practices and adequate to ensure the success of the project. (This budget narrative is not counted as part of the 10-page proposal narrative maximum). The Budget Request Form may be expanded to provide

additional line items or space for clarification. The Budget Request Form should be reviewed and **must** be signed by the organization's authorized fiscal officer.

Consistent with the intent of the California Children and Families Act of 1998, no monies from this Program may be used to supplant Federal, State, County or other monies available to the agency for any purpose. Activities funded under this Application must be new or enhancements to existing activities.

5. Applicant's Written Commitment to Pay All Annual Operation and Maintenance Costs (Attachment J in Supplement)

This form requires the applicant's signing authority to agree to pay all operating and maintenance costs as outlined in **Attachment J**.

6. Evidence of Solvency and Acceptable Accounting Practices (Please include this documentation with the Attachments)

All applications must include the most recent and complete audited financial statement by an independent, certified public accountant, for a fiscal period not more than 18 months old. The audited financial statement must show evidence of solvency and adequacy of accounting practices.

If an audited financial statement is not available, please submit a Federal Income Tax Return. If the audit covers a parent firm, the parent firm shall be party to the contract. The Commission may require other information in lieu of the certified audit, if it is of equal value in determining the fiscal stability of the applicant. **Government agencies are exempt from this requirement.**

Applicants **may** request an exemption from this requirement, provided **all** the following stipulations are met:

- The applicant's total annual budget is no more than \$100,000;
- Requested funding for the proposed project does not exceed \$50,000; and,
- Audited financial statements do not exist. Any applicant requesting this exemption must still provide documentation of financial solvency for the most recent fiscal year. The Commission's auditor will review such requests based on the financial documents provided with an application before a funding decision is made.

7. Appendices

Create an **appendices** section to your application. The following documents are to be included in this section in the order they are listed below:

- Organizational charts
- Resumes of key project staff, subcontractor(s) and consultant(s)
- Map of the service area illustrating the requirements of section 3 of the application
- Work Plan and Timeline Form (**Attachment C**)
- A signed Budget Request Form (**Attachment D**) and Budget Narrative
- The applicant's written commitment to pay for all project operation and maintenance costs (O&M) (**Attachment J**)

If not previously submitted with a Step 1 application, submit the following required items:

- A Contractor Certification of Compliance Form with Court-Ordered Child, Family and Spousal Support and Contractor Identification Form (**Attachment E**)
- Anti-Tobacco Policy and Compliance Form (**Attachment F**)
- Non-Supplantation Certification Form (**Attachment G**)
- Proof of non-profit status or appropriate business licenses (if appropriate)
- Evidence of adequate insurance or letter from insurance company or broker confirming that adequate insurance can be obtained (reference **Attachment I**)

Note: To expedite the application process, the written approval of capital project plans and specifications by the Division of Drinking Water and Environmental Management of the California Department of Health Services (DDWEM) is not a required attachment to the application package, but must be provided to the Commission **prior to project start up**.

An Application Package Checklist (**Attachment B**) is included in the **Supplement to the Request for Applications** to aid you in submitting all required forms. Please complete and sign this checklist and place directly behind the application cover page.

Please refer to the **Supplement to the Request for Applications** for copies of all attachments.

VI. APPLICATION SUBMISSION INSTRUCTIONS

A. Submission

For Step 1 applications, submit an original Letter of Interest, an original signed budget and original signed certifications, plus one copy of all documents.

For Step 2 applications, the application (**hard copy of original and four copies**) must be assembled together, placed in one package and submitted as follows:

RFA Number 10/11 - 02

First 5 Sacramento Commission
Attention: Debra Payne
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833

The application can be mailed or hand delivered. Regardless of the postmark date, the Commission must receive the application **no later than 90 days after the day the application packet is picked up. At the time the application is picked up, a mandatory meeting to review the application packet and answer any questions will take place.**

Applicants are cautioned that the processing time of U.S. mail can add extra time to the delivery time of mail. **Applications, regardless of postmark, received after the submission deadline, will be returned unopened.**

B. Withdrawal of Application by Applicant

An application may be withdrawn by submission of a written request signed by the director or other authorized representative of the organization. Submit and label a withdrawal request as follows:

WITHDRAWAL OF APPLICATION 10/11 - 02

First 5 Sacramento Commission
Attention: Debra Payne
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833

VII. APPLICATION REVIEW AND AWARD PROCESS

Shortly after the application submission deadline, a Review Team will score each application to determine its responsiveness to the application requirements. Each application will be reviewed and scored based upon the adequacy and thoroughness of the response to the application requirements. The application review criteria are listed below:

- Eligibility Requirements (Pass/Fail)
- Content Expert Review (Pass/Fail)
- Applicant Requirements (Pass/Fail)
- Budget Section (Pass/Fail)
- Narrative Portion including Scope of Work, Work Plan and Timeline (Pass/Fail) for Step 2 applications only

Applications found to be unresponsive may be rejected from further consideration and notification letters will be sent. After addressing areas of concern, applicants have the right to re-submit an application for funding.

VIII. FUNDING AWARD/NOTIFICATION OF INTENT TO AWARD

After each application has been reviewed and scored, a funding recommendation will be submitted to the Commission for action. A notification letter to applicants will specify the exact date of the Commission meeting for hearings on the funding recommendation.

IX. DISPOSITION AND OWNERSHIP OF APPLICATIONS

All materials submitted in response to this application will become the property of the Commission, and, as such, are subject to the Public Records Act (Government Code Section 6250 et seq.).

All applications and supporting materials supplied by applicants will be available for public inspection on the day the Notice of Intent to Award is posted.

X. AGREEMENT/CONTRACTING PROCESS

A. General Agreement Information

An agreement will be awarded to qualified applicants until funding for fluoridation capital projects has been exhausted. Agreement negotiations will include agreement on final requirements. **The agreement will not begin prior to July 1, 2010 nor extend beyond June 30, 2015.** The Commission will not fund any costs incurred prior to the start of a fully executed agreement. Additionally, the Commission is under no obligation to continue funding beyond the terms of the agreement.

B. Disbursements by the Commission

The following are anticipated disbursement guidelines. Should a contract be awarded, applicants and Commission staff will negotiate the disbursement terms appropriate for the project.

Eligible Step 1 Costs:

Costs for the required preliminary plan may be reimbursed upon receipt of the preliminary plan by the Commission. If the Commission deems the preliminary plan reasonable and feasible and the plan does not exceed the allocation, the applicant may move on to Step 2.

Eligible Step 2 Costs:

Up to five (5%) percent of the capital project's total costs may be disbursed for eligible costs to the contractor upon successful agreement/amendment execution and conditional upon the Division of Drinking Water and Environmental Management of the California Department of Health Services' (DDWEM) written approval of the **Fluoridation Plan and Preliminary Project Cost Estimate Report**. Contract will submit quarterly reports throughout the construction process to First 5 Sacramento.

Remaining Commission funding shall be disbursed upon final inspection and approval or acceptance of the project by the Division of Drinking Water and Environmental Management of the California Department of Health Services (DDWEM) and verification of implementation of fluoridation. An amended Water Supply Permit, or a letter of approval to operate, shall be obtained prior to the fluoridation project being placed into operation. Upon receipt of this final approval by the DDWEM and verification of implementation of fluoridation, final payment for the capital project may be made to the contractor.

XI. OPPORTUNITY TO PROTEST

Any applicant wishing to protest disqualification in the screening process or the proposed award recommendation(s) must submit a written Letter of Protest. Any protest shall be limited to the following grounds:

1. The Commission failed to include in the RFA a clear, precise description of the format which applications shall follow and elements they shall contain, the standards to be used in screening and evaluating applications, the date on which applications are due, and the timetable the First 5 Sacramento Commission will follow in reviewing and evaluating them.
2. Applications were evaluated and/or recommendation(s) for award were not made in the following manner:
 - a. All applications were not reviewed to determine which ones met the screening requirements specified in the RFA; and/or
 - b. All applications meeting the screening requirements were not submitted to a RFA Review Team(s), which evaluated the applications using the criteria specified in the RFA; and/or
 - c. The application(s) judged best qualified by the RFA Review Team(s) was not recommended to the Commission for award; and/or
 - d. The Commission did not correctly apply the standards for reviewing the format requirements or evaluating the applications as specified in the RFA.
3. A conflict of interest exists (for example, a member of the RFA Review Team is a member of the Board of any bidder organization).

The written Letter of Protest of the proposed award(s) must reference the title of this RFA and be submitted to:

RFA # 10/11 - 02
First 5 Sacramento Commission
Attn: Executive Director
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833

Protest letters must be received at the above address by two weeks prior to the scheduled Commission meeting for the item. Postmarks will not be accepted as meeting the deadline requirement. Faxes or emails will not be accepted. Oral protests will not be accepted. It is the applicant's responsibility to ensure receipt by delivery to the above address by the date, time and place specified above and in the timetable. Protests will not be accepted after the deadline specified. Protest letters must clearly explain the failure of the Commission to follow the rules of the RFA as discussed above. The Letter of Protest must contain a complete statement of the basis for

the protest. The Letter of Protest must also include the name, title, address, email address and telephone number of the person representing the protesting party.

All written protests shall be investigated by the Executive Director, or his/her designee, who shall make a finding regarding any protest by 10 days prior to the Commission meeting. /~/