Request for Proposals (RFP)

West Contra Costa Safe Routes to School Project – Bicycle Safety Training Provider

Project Overview:
Contra Costa Health Services operates the West Contra Costa Safe Routes to School Project (WCCSRTS), which is funded by the California Department of Transportation, and serves 17 elementary schools throughout West Contra Costa. There is a project in every city and in unincorporated areas of West County. WCCSRTS provides “Walk and Roll 2 School” education and encouragement events, including walking school buses (organized group walk-to-school events), traffic safety education, parent engagement and education, and a Safety Leadership curriculum reaching over 3,500 students yearly.

Contra Costa Health Services (CCHS) is seeking one subcontractor to conduct classroom and on-street bicycle safety education and other bicycle safety education activities in conjunction with its WCCSRTS program.

Between Fall 2014 and Fall 2019, the successful applicant will be expected to reach a total of at least 600 West Contra Costa Unified School District students in grades 4-8 with in-class, on-the-road and/or on-the-bike safety training. Available funding for these activities is approximately $50,000 over five years ($10,000 per year). Specified activities are to be conducted in coordination with Contra Costa Health Services Injury Prevention Project, which coordinates the larger Safe Routes to School project.

A subcontracted agency will conduct, at a minimum, 12 in-class, on-the-road, or on-the bike Bicycle Safety Trainings (generally 5-6 sessions long each) during the project period, approximately 3 per year. The agency will be expected to provide curriculum for the program, coordinate all instruction and materials needed including: maintenance of bicycles, use of helmets, bicycles and tools, and bicycle storage. The agency will be required to evaluate its work at each school site using pre and post-tests with students, evaluations from school site teachers, and provide quarterly written reports to the CCHS Project Manager. In addition, the agency must keep detailed program and fiscal records and complete regular project reports to meet state and federal reporting requirements. (See Invoicing and Reporting Requirements below)

Program Details:
CCHS staff specializes in training parents, students and school staff to take leadership roles in SRTS, forming and running “Walking School Busses” (organized walk-to-school events), hosting bicycle rodeos, and conducting classroom activities to get youth walking and biking to school.

For the Caltrans grant we are required to subcontract with an agency to perform 12 total bicycle trainings by June 2019. A successful proposals for this RFP must include 3 bicycle trainings for each school year in the submitted work plan. However we are also interested in supporting other bicycle-safety-related programming outside of the bicycle trainings. If there is room in your proposed work plan beyond the required Bicycle Safety Trainings, please include other proposed, supportive
projects (e.g. school assemblies) that would get youth interested in or educated about bicycling.

**Term Details:**
CCHS has $50,000 available in funding over a five year period for a bicycle safety subcontract. The Caltrans-approved work plan involves providing 3 bicycle safety trainings (usually 5-6 sessions each) per year. Please submit **an annual work plan, and a budget of up to $10,000 for one school year with your application by September 15, 2014 5 pm.** Upon selecting a subcontractor, CCHS may opt to negotiate the terms of the contract based on the RFP application submitted by the selected subcontractor. Funding for this project is pending County Board of Supervisors’ approval of the Caltrans grant, contingent upon federal funding availability, and continued satisfactory performance by the subcontractor. Email questions to **coire.reilly@hsd.cccounty.us** and **shannon.ladner-beasley@hsd.cccounty.us** by September 9, 2014. One subcontract will be awarded.

**Qualifications:**
The successful applicant will have demonstrated knowledge and experience in:

- Working with elementary-school and middle-school aged youth
- Providing classroom bicycle safety education
- Providing on-street bicycle safety training to young people
- Implementing these activities as part of an overall Safe Routes to School program
- Working collaboratively with government and school, and afterschool program staff
- Ability to maintain detailed records tracking invoice charges, program costs, and reporting of project activities (see Reporting Requirements below).

American League of Bicyclists on-road training certification, liability, and automobile insurance are **required.** Contra Costa County and West Contra Costa Unified School must be listed as named insured on the selected applicant’s insurance.

**Invoicing and Reporting Requirements:** Invoicing for Federal grants through Caltrans is detailed and thorough. The following components are required for each quarterly invoice. Applying agencies must show capacity to provide these documents by the 10th of the month following the end of each quarter. (E.g. If the quarter ends on March 31, these documents are due by April 10.) CCHS will train staff how to complete these documents and answer questions.

- Invoice/Demand Summary sheet – electronic copy due on 10th day after end of quarter; original, signed, physical copy due on the 14th day after end of quarter.
- Detailed breakdown of actual staff costs (staff hours worked and benefit costs)
- Activity logs which detail the specific activity, who performed the activity, how long it took, and on which date it occurred.
- Activity summaries which summarize accomplishments/progress for the quarter
- A copy of the relevant payroll report for employees who worked on the project that quarter
- Receipts for expenses, including purchases and rentals
- Proof of insurance

**To Apply:**
Submit the attached application to Program Manager Coire Reilly at coire.reilly@hsd.cccounty.us by Monday September 15, 2014. Email both Shannon Ladner-Beasley (Shannon.Ladner-Beasley@hsd.cccounty.us) and Coire Reilly (coire.reilly@hsd.cccounty.us) if you have questions on
the application by September 9, 2014

Contra Costa Health Services is committed to creating a diverse workforce at all levels of employment. People from diverse communities are highly encouraged to apply. CCHS does not discriminate based on age, race, ethnicity, religion, sexual orientation, disability, or national origin.
Prior to filling out this application, please be sure to thoroughly read the entire funding announcement to ensure that you are eligible.

Name of Agency ________________________________________________________________

Address ______________________________________________________________________

City, State, Zip ________________________________________________________________

Contact Name __________________________ Title ______________________________________

Telephone (____) __________________ Fax (____) ________________________________

E-mail ____________________________________________________________

Are you or your staff a League of American Bicyclists Licensed Cycling Instructor?  □ Yes □ No

Do you have liability insurance covering your activities as an instructor?  □ Yes □ No

Timeline:  
**RFP Release Date:** August 22, 2014

Email Questions about project due: September 9, 2014

Applications due: 5pm September 15, 2014

Applications Evaluated by Review Committee: September 22, 2014

Grant Decision (approximate): September 26, 2014 (pending Board of Supervisors’ Approval of Grant) Project implementation period starts one to three months after grant awarded, depending on County processes.

Protest of decision deadline: October 26, 2014

Certification

The undersigned hereby affirms that the statements contained in the application package are true and complete to the best of the applicant’s knowledge and accepts as a condition of a subcontract, the obligation to comply with applicable state and federal requirements, policies, standards and regulations. The undersigned recognizes that this is a public document and open to public inspection. The undersigned is authorized to bind the agency to this proposed scope of work.

Signature: __________________________________________________________ Date: ____________________________

Print or Type Name and Title: ____________________________________________________
Bicycle Safety Program Questions:

1. Please describe your knowledge and experience providing Bicycle Safety Education programs; including information on all of the qualifications listed in the RFP. (Limit to two pages) (30 points)

2. Please briefly describe the Bicycle program you propose for the West County Safe Routes to School project. A minimum of 3 Bicycle Safety Trainings are required. (Limit to one page) (20 points)

3. Please develop an annual work plan to describe the program you have proposed as a series of objectives. For each objective please provide a description of activities that will be conducted, who will perform those activities, what barriers or challenges do you anticipate, and how you will document that you have completed the objective. (See Appendix A for an example) (30 points)

4. Please include an annual budget (not to exceed $10,000) and provide a budget justification for each line item. (See sample budget and budget justification in Appendix B) (10 points)

5. Additional Required Documentation (10 points)
   a. Organizational chart
   b. Key personnel names and classifications
   c. Staff resumes
Appendix A – Example of describing how to complete an objective

Objective 1 - By 6/1/15, Our agency will have identified (in partnership with CCHS) and trained students in 3 classes in West County schools in on-the-road bicycling.

a. Activities – The program coordinator will work with CCHS staff to identify priority schools to target. The program coordinator will work with school staff to schedule in-class training sessions (three classes, once a week for three weeks) and two on-the-road bicycle trainings. The program coordinator and the bicycling specialist will deliver curricula to the classrooms and, when applicable, transport bicycles and helmets to and from the school site. The bicycle specialist, with logistical help from the program coordinator, will train the youth and evaluate them at the end of the project.

b. Potential Barriers – Our agency has never worked in Pinole before and does not have established relationships with schools there. We may need to spend extra time relationship building with school administration.

c. Documentation – Rosters from students who were trained. Written evaluation documents.
Appendix B: Sample Budget and Budget Justification:

Contra Costa County Safe Routes To School GRANT APPLICATION Budget Worksheet

Please be advised that allowable expenses are those that are directly related to the delivery of services and program outcomes.

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Organization X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td></td>
</tr>
<tr>
<td>Budget Contact Name &amp; Phone:</td>
<td></td>
</tr>
</tbody>
</table>

**PROJECT BUDGET**

**PERSONNEL/STAFFING EXPENSES** (List title and % FTE on project)

<table>
<thead>
<tr>
<th>Annual salary</th>
<th>FTE</th>
<th>TOTAL BUDGET</th>
<th>Budget Justification (Narrative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40,000.00</td>
<td>10%</td>
<td>$4,000.00</td>
<td>Coordinates events, runs logistics, prepares reports and invoices</td>
</tr>
<tr>
<td>$30,000.00</td>
<td>13%</td>
<td>$3,900.00</td>
<td>Runs school program, repairs equipment</td>
</tr>
</tbody>
</table>

| 1 Jane Doe – Program Coordinator | $40,000.00 | 10% | $4,000.00 |
| 2 John Doe – Bicycle Trainer | $30,000.00 | 13% | $3,900.00 |

| Subtotal, Personnel/Staffing Expenses | $7,900.00 |
| Benefits Expenses (15% of Personnel Expenses) | $1,185.00 |
| Total Personnel/Staffing Expenses | $9,085.00 |

**NON-PERSONNEL EXPENSES**

| Travel (.56 cents per mile) | $200.00 |
| Equipment Supplies (directly related to the program outcomes): | $500.00 |

| Total Non-Personnel Expenses | $700.00 |
| TOTAL EXPENSES (Personnel + Non-Personnel) | $9,900.00 |