



OFFICE OF THE DIRECTOR
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 845-8510
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August 15, 2006

To: All Interested Parties

Subject: Request for Proposal for the Curriculum Development and Training: Dependency Counsel Program

The Governor's Office of Emergency Services (OES) is pleased to announce the Request for Proposal (RFP) for the Curriculum Development and Training (CDT): Dependency Counsel Program. The purpose of the CDT Dependency Counsel Program is to fund one project to develop a curriculum and provide training for new dependency counsel to complete within the first year of child abuse case representation.

The grant period will begin January 1, 2007 and end December 31, 2007. The approximate amount of funds available for the CDT Dependency Counsel Program for Federal Fiscal Year (FFY) 2006/07 is anticipated to be \$75,000. *Please note: continuation funding is contingent on the availability of the Children's Justice Act Funds, successful project performance, and compliance with the Grant Award Agreement.*

A copy of the RFP can be obtained from the OES website www.oes.ca.gov by following these steps: select OES Divisions and Regions, Law Enforcement and Victim Services Division, RFP Funding Information. However, a hard copy of the CDT Dependency Counsel Program RFP may be requested by sending three self-addressed, self-adhesive mailing labels to: Roseann St. Clair, Governor's Office of Emergency Services, Children's Section, 3650 Schriever Avenue, Mather, CA 95655.

This document contains forms which can be filled out electronically. However, users will need to use Adobe Acrobat 7.0 software (or higher version) to save the text of the application. Users will be able to complete and print forms using Adobe Reader, but will be unable to save the completed forms without Adobe Acrobat 7.0 software.

The proposal must be postmarked by 5:00 p.m. on Monday, October 2, 2006 to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
Children's Section – Roseann St. Clair
3650 Schriever Avenue
Mather, CA 95655
Attn: Curriculum Development and Training: Dependency Counsel Program RFP

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A hand delivered proposal must be received by OES before 5:00 p.m. on Monday, October 2, 2006. Please refer to Part I, Section C, Proposal Due Date and Submission Options for instructions regarding hand delivery.

Should you need additional assistance, please contact Ann Mizoguchi, Chief, Victim Services Division, at (916) 323-7615 or ann.mizoguchi@oes.ca.gov.

Sincerely,

HENRY R. RENTERIA
Director

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

**CURRICULUM DEVELOPMENT AND TRAINING:
DEPENDENCY COUNSEL PROGRAM
COMPETITIVE REQUEST FOR PROPOSAL**



August 2006

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CURRICULUM DEVELOPMENT AND TRAINING:
DEPENDENCY COUNSEL PROGRAM
COMPETITIVE REQUEST FOR PROPOSAL**

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[PROPOSAL COVER SHEET](#) (doc)

[GRANT AWARD FACE SHEET INSTRUCTIONS](#) (pdf)

[PROJECT CONTACT INSTRUCTIONS AND INFORMATION](#) (pdf)

[PREFERENCE POINTS CERTIFICATION](#) (pdf)

[CERTIFICATION OF ASSURANCE OF COMPLIANCE](#) (pdf)

[PROJECT NARRATIVE](#) (doc)

[BUDGET NARRATIVE](#) (doc)

[BUDGET FORMS](#) (Excel Spreadsheet format)- Without Match

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

- [ADDITIONAL SIGNATURE AUTHORIZATION AND INSTRUCTIONS](#) (pdf)
- [PROJECT SUMMARY NON-COMPETITIVE BID JUSTIFICATION](#) (pdf)
- [SAMPLE OPERATIONAL AGREEMENT](#) (doc)
- [NONCOMPETITIVE BID REQUEST](#) (pdf)
- [OUT OF STATE TRAVEL REQUEST, OES 700 \(IF APPLICABLE\)](#) (pdf)
- [EMERGENCY FUND PROCEDURES](#) (pdf)
- [OTHER FUNDING SOURCES](#) (pdf)
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- [PROJECT SERVICE AREA INFORMATION](#) (pdf)
- [COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES](#) (pdf)
- [CALIFORNIA MAP](#) (pdf)