Solano County Board of Supervisors
County Administrator's Office

Request for Proposals #2021-02:
Community Investment Fund - Annual Grants

Issued: February 1, 2021

Responses due: March 16, 2021, 5:00 PM PST

Mandatory Proposers' Conference

A Mandatory Proposers' Conference will be held:

Monday, February 22, 2021

1:30 PM – 3:00 PM PST

The Proposers' Conference will be held via Zoom and requires advance registration.

Register for the Mandatory Proposers' Conference at:
https://us02web.zoom.us/meeting/register/tZwpce-opjgqEt3W8hycAIESUBrmh33G7tRm

After registering, you will receive a confirmation email containing information about joining the meeting.

<table>
<tr><th colspan="2">CONTENTS</th><th>SUBMIT PROPOSALS TO:</th></tr>
<tr><td>Section 1</td><td>Scope of Services</td><td rowspan="6">Submit Proposals to:
MERichards@solanocounty.com
Subject Line: RFP #2021-02 Annual Grant Proposal Submission

RFP COORDINATOR:
Megan Richards, Deputy Director
MERichards@solanocounty.com

Written questions regarding this RFP may be submitted to the RFP Coordinator no later than Thursday, February 18, 2021, 5pm subject line: RFP #2021-02 Questions. Questions may also be asked at the Mandatory Proposers' Conference.</td></tr>
<tr><td>Section 2</td><td>Request for Proposals Process</td></tr>
<tr><td>Section 3</td><td>Instructions to Proposers</td></tr>
<tr><td>Section 4</td><td>Evaluation, Selection, and Award Process</td></tr>
<tr><td>Section 5</td><td>Contract Information</td></tr>
<tr><td>Section 6</td><td>Terms and Conditions</td></tr>
<tr><td colspan="3">Attachment A: Proposal Form</td></tr>
<tr><td colspan="3">Attachment B: Solano County Standard Agreement</td></tr>
<tr><td colspan="3">Attachment C: Solano County Human Services Needs Assessment</td></tr>
</table>

1 SCOPE OF SERVICES

1.1 Overview

The Solano County Administrator's Office is seeking highly-qualified agencies to tackle the highest priority needs in Solano County.

Through a human service needs assessment process, the Solano County Board of Supervisors identified the top six most pressing needs as follows:

1. Mental Health
2. Housing
3. Homelessness
4. Early Education
5. Youth Development
6. Safe and Stable Environments for Children

This assessment resulted in the development of a Community Investment Fund (CIF) with a 3-pronged funding approach. This Request for Proposals (RFP) addresses the implementation of an Annual Grants Program outlined in the Community Investment Fund. More information on the Human Services Needs Assessment (HSNA) and the development of the CIF, including the full report can be found in Attachment C.

The County Administrator's Office is seeking proposals to support the implementation of annual grants that address one or more of the above six most pressing needs in the county. To support the Annual Grant Program, the Solano County Board of Supervisors has allocated up to $250,000 to provide five or more grants of up to $50,000 for a one-year period.

Non-profit organizations, for-profit organizations, and government entities are eligible to submit proposals. Agencies not traditionally providing services for Solano County are encouraged to propose.

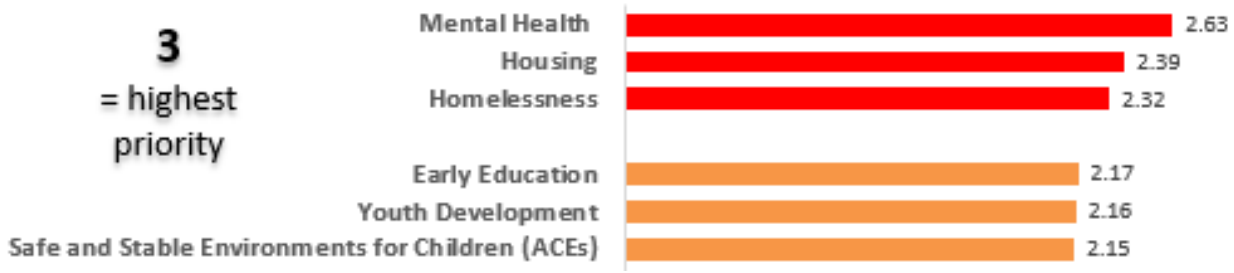
1.2 Background

The Solano County Board of Supervisors embarked upon a year-long planning process to identify the most pressing human service needs in the county and created the Community Investment Fund (CIF) to address these needs. The Human Services Needs Assessment (HSNA) planning process included a committee comprised of a group of county department leaders whose mission is connected to serving the citizens of Solano, as well as two Board of Supervisors members. This planning group reviewed community data to identify the largest gaps and need areas in the community. Subsequently, key informant interviews were conducted with a diverse group of community leaders, agencies and community-based organizations who have a big-picture view of the community and its most pressing needs. Finally, the county conducted a community survey, with close to 900 citizens weighing in on the most important needs in the community. The planning group considered all of this information in making a recommendation to the Board of Supervisors that they establish a CIF to address these top needs.

The CIF is a 3-pronged approach to addressing the most pressing human service needs of the county. The CIF is summarized as follows:

$2,000,000 Community Investment Fund		
Legacy Programs	**Deep Programs**	**One-Time Programs**
$450,000 Annually 3 year commitment	$1,300,000 Annually 3 year commitment	$250,000 Annually 1 year commitment
Addresses many needs	Addresses top 3 needs	Addresses top 6 needs

This RFP addresses the $250,000 annual grants to address the top 6 needs in the county. The top six needs, as identified via the community data review, the key informant interviews and the community survey, are as follows:



1.3 Description of Services

Proposals submitted under this RFP can address one or more of these six needs detailed below. The Proposer is responsible for proposing the specific strategy to address the above need(s), as well as intended results. For consideration, the HSNA report included the following potential strategies for each of the top six needs.

1. **Mental Health:**
   Community Goal - Increase access to Solano County's mental health System of Care
   a. Strategy 1: Increase community understanding of how to access mental health services
   b. Strategy 2: Increase provider understanding of how to respond to residents with mental health needs

2. **Housing:**
   Community Goal – Reduce homelessness
   a. Strategy 1: Work with cities to increase supply of affordable housing

3. **Homelessness:**
   Community Goal – Reduce homelessness
   a. Strategy 1: Strengthen capacity to address homelessness
   b. Strategy 2: Increase community and provider understanding of how to connect to the available housing and homelessness resources

4. **Early Education*:***
   Strategies and examples of innovative programs:
   a. Engage families to parent and guide their children
   b. Support and expand preschool access

5. **Youth Development**
   Strategies and examples of innovative programs:
   a. Responsive school-based services
   b. Supportive programs that position youth on a college path
   c. Supportive programs that position youth on a career path
   d. Support for parents of youth
   e. Supportive programs/resources for opportunity youth

6. **Safe and Stable Environments for Children**
   Strategies and examples of innovative programs:
   a. Early identification and support to refer kids and their families who are struggling

The list above is not meant to represent an exhaustive list of the strategies available to address these needs. The list above is simply a result of the data collection, key informant interviews and the community survey, and were highlights of what was expressed. Proposers may use this list as a starting point but are also encouraged to utilize their knowledge of the community to propose their best program design to address one or more of these six needs.

In addition to identifying a priority area and strategy, Proposers are asked to identify concrete activities/tasks which can be accomplished within the one-year timeframe of the grant. Proposers are also asked to identify one or more outcomes associated with each activity which will show a demonstrable change in the population served.

Agencies may submit multiple Proposals for up to $50,000 each, however, only one Proposal per agency will be awarded. Proposals may address more than one priority area, but there are no additional points awarded to addressing more than one need. Also note that the top three needs (mental health, homelessness, housing) are also being addressed via the Community Investment Fund via its deep program investment.

1.4 Funding Availability

Funding is available through this RFP in the amount of $250,000 total (up to $50,000 per Proposal) over one year (July 1, 2021-June 30, 2022) for implementation of the Annual Grant Program of the Solano County Community Investment Fund.

No monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities. Funds are not allocated for capital improvements.

2 REQUEST FOR PROPOSALS PROCESS

2.1 Eligible Proposers

"Proposer" is any individual or entity that submits a Proposal in response to this RFP. Non-profit organizations, for-profit organizations, and government entities are eligible to submit a proposal.

2.2 Mandatory Proposers' Conference

Potential Proposers must attend a Mandatory Proposers' Conference on Tuesday, February 23, 2021 from 3:00pm to 4:30pm via Zoom. The Proposers Conference requires advanced registration. To register for the Mandatory Proposers' Conference visit:
https://us02web.zoom.us/meeting/register/tZwpce-opjqqEt3W8hycAIESUBrmh33G7tRm
After registering, you will receive a confirmation email containing information about joining the meeting. When you log onto the Zoom Proposers' Conference, you must put your name, agency, and email address in the chat to record attendance.

The purpose of the conference is to provide an opportunity for potential Proposers to ask specific questions about the project and to request RFP clarification. Potential Proposers may submit questions in writing before or during the conference (see 2.3 below). The County will entertain questions written in the chat or verbal questions asked at the conference, but responses may be deferred and provided at a later date. Subcontractors may not represent a potential Proposer at the conference. The County will not accept any Proposal from Proposers that do not attend the conference.

2.3 RFP Inquiries and Requests for Information

Inquiries regarding the RFP may be made by email prior to the Mandatory Proposers' Conference, or may also be made at the Mandatory Proposers' Conference. Inquiries made outside of the Mandatory Proposers' Conference must be made by email to the RFP Coordinator at MERichards@solanocounty.com with the Subject line: **RFP #2021-02 Questions.**

All emailed inquiries must be received by Thursday, February 18, 2021, 5:00pm PST. Emailed inquiries will be addressed along with all other inquiries at the Mandatory Proposers' Conference on February 23, 2021. The County will provide written responses by February 26, 2021 to these inquiries to each individual/agency in attendance at the Mandatory Proposers' Conference via email and on the Solano County website.

2.4 Schedule of RFP Events

The following Schedule of Events reflects important dates for the selection process; however, the County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the Solano County website. Proposers are responsible to view the website continually for any revisions.

	EVENT	DATE
1	County Issues RFP Packet	February 1, 2021
2	Deadline for Submitting Written Questions to RFP Coordinator at merichards@solanocounty.com Subject line: RFP #2021-02 Questions	Thursday, February 18, 2021, 5:00PM PST
3	**Mandatory Proposers' Conference** **Register for the Mandatory Proposers' Conference at:** https://us02web.zoom.us/meeting/register/tZwpc -opjqqEt3W8hycAIESUBrmh33G7tRm	Monday, February 22, 2021 1:30-3:00 PM
4	Written Responses to RFP inquiries issued	February 25, 2021
5	**Deadline for Submitting a Proposal** to: **merichards@solanocounty.com**	Tuesday, March 16, 2021, 5:00PM PST

	Subject Line: RFP #2021-02 Annual Grants Proposal Submission	
6	Intent to Recommend Funding Issued	April 6, 2021
7	Board of Supervisors Recommends Funding	April 13, 2021
8	Contract Development & Negotiations Period	April 14, 2021-May 31, 2021
9	Completed Contract Signed by Contractor	June 15, 2021
10	Contract Approved by the County Administrator (as delegated authority)	June 30, 2021
11	**Services Begin**	July 1, 2021

2.5 Proposal Submittal and Withdrawal

Proposer must fully complete the Proposal in the format required by the County and respond to every question.

Proposals must be emailed to MERichards@solanocounty.com with the subject line as **RFP #2021-02 Annual Grants Proposal Submission** and must be received by **5:00 PM PST on Tuesday, March 16, 2021.**

Proposer must fully complete the Proposal in the format required by the County and respond to every question. Page 2 of proposal must be "wet-signed" and scanned or signed digitally using an eSignature program, such as DocuSign.

The County assumes no responsibility for delays caused by email delay or errors.

The County will not pay any costs associated with the preparation, submittal, or presentation of any Proposal. To withdraw a Proposal, the Proposer must submit a written request, signed by an authorized representative, to the County. After withdrawing a previously submitted Proposal, the Proposer may submit another Proposal at any time up to the deadline for submitting Proposals. Proposals submitted after the deadline will not be considered.

3 INSTRUCTIONS TO PROPOSERS

3.1 Mandatory Proposal Form

The County has provided a Proposal Form (Attachment A) in an electronic format on Solano County's website.

Proposers must fully complete and sign the Proposal Form, responding to every question, and attach all necessary requested documents. Proposers must fill in desired check boxes and adhere to page limits where indicated.

Failure to follow the specified Proposal Form and format may, at the County's sole discretion, result in the rejection of the Proposal.

3.2 Proposal Format

Notwithstanding the format imposed by the Proposal Form in Attachment A, all Proposers must follow additional formats set forth herein:

- Standard, 8 1/2" x 11" format, with 1-inch margins
- Arial font size 11
- All Proposal pages (including attachments) sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

3.3 Signatures

All signatures must be "wet-signed" and scanned or signed digitally using an eSignature program, such as DocuSign.

3.4 Proposal Submittal

Proposals must be emailed to MERichards@solanocounty.com with the subject line as **RFP #2021-02 Annual Grants Proposal Submission** and must be received by **5:00 PM PST on Tuesday, March 16, 2021** in accordance with section 2.5**.**

4 EVALUATION, SELECTION AND AWARD PROCESS

4.1 Compliance

The County will review all Proposals to determine compliance with basic Proposal requirements as specified in this Proposal. Incomplete Proposals may disqualify the Proposer from further consideration in this process.

4.2 Evaluation Process

The evaluation process is designed to recommend award(s) of funding to the Proposer(s) that can best provide activities which will enhance one or more priorities identified in the Solano County Community Investment Fund. Proposals will be evaluated as set forth below.

An Evaluation Committee (EC) will evaluate all Proposals. The EC will be composed of Board of Supervisors Members and other parties that may have relevant expertise or experience. The EC will score and recommend Proposals in accordance with the evaluation criteria set forth in this RFP. Evaluation of the Proposals shall be within the sole judgment and discretion of the EC.

A maximum number of points will be assigned to each Proposal Element (Program Description, Qualifications and Experience, Budget, and Equity) in the Proposal Packet as follows:

Proposal Elements	Maximum Score
Program Description	50 Points
Qualifications and Experience	25 Points
Budget	25 Points
Total Maximum	**100 Points**

4.3 Proposal Review Criteria

Item	Possible Points	Points Total
Program Description		**50**
Proposer clearly shows relationship between the needs identified by the HSNA, strategy(ies) selected.	**10**	
Proposer provides a clear description of activities, including how they will be implemented and evaluated.	**15**	
Proposer describes how activities will integrate with other services at their agency and within the community, and how services are inclusive and equitable.	**10**	
The proposed activities/tasks, services counts, and results/outcomes are reasonable, clear, and related.	**15**	
Qualifications and Experience		**25**
Proposer clearly articulates their experience in doing work in the selected strategy area and why they are best suited to accomplish the work.	**15**	
Key personnel on the project have the qualifications and experience to carry out the activities.	**10**	
Budget		**25**
Requested resources are appropriate to carry out the project.	**15**	
Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description.	**10**	
Total Possible Points		**100**

The EC will rank all Proposals based on their scores and recommend the top Proposals for funding, up to a total funding amount of $250,000. In addition, the EC may rank Proposals not recommended for the initial funding amount to create an eligibility list for future funding. Should additional funding become available, these Proposers may be recommended for funding in the order ranked.

In addition to the EC recommendation, financial experts will review agency audited financial statements for solvency and internal controls to ensure adequacy for carrying out a contract with the County of Solano.

Final selection is at the sole discretion of the Solano County Board of Supervisors or its designee, which reserves the right to reject any or all Proposals, or to make no selection based on this RFP.

4.4 Best Value

Solano County will select the proposal(s) that presents the best value and is most advantageous to the County and the public. Accordingly, County may not necessarily award the proposer with the lowest price proposal if doing so would not be in the overall best interest of the County. Solano County reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints and to award to single or multiple Proposers.

5 CONTRACT INFORMATION

5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Proposal form, page 1) that the Proposer has reviewed the Proposed Solano County Standard Contract (Attachment B) and has accepted it with or without qualification. If the Proposer makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.) If the Proposer makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications.

5.2 Contract Term/Duration

A contract that results from this RFP may be awarded for one (1) year (July 1, 2021-June 30, 2022).

Note: The timeframe above is estimated. The award of funds does not authorize work to begin. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.

5.3 Funding and Payment Structure

As described in Section 1.4, funding is available through this RFP in the amount of $250,000 total (up to $50,000 per grant) over one year (approximately July 1, 2021-June 30, 2022) for implementation of the Solano County Community Investment Fund annual grants.

The contract to be negotiated will be a cost reimbursable contract, unless another methodology is requested in the proposal and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

5.4 Budget Definitions

A. Personnel Costs must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position. Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries are fixed compensation for services performed by staff that are directly employed by the Proposer and are paid for on a regular basis. Employee benefits and employer payroll taxes include employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses. These expenses are allowable when they are included in the contract and are in accordance with the agency's approved written policies.

B. Salaries and Benefits of personnel involved in more than one program must be charged to each program based on the actual percentage of time spent on each program. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved award. Functional timesheets or an allocation plan must be maintained which support the time charged.

C. Operating Expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The expenses must be program-related (i.e., to further the program objectives) and be incurred during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

D. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. For this program, indirect costs cannot exceed 15% of the total of Salaries and Benefits, and Operating Expenses.

5.5 Contract Award Process

A. After the evaluation of proposals and final consideration of all pertinent information available, Solano County will either reject all proposals or issue a written notice of intent to award. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated proposers.

B. This RFP, its attachments, submitted questions and their answerers, and the proposals shall be incorporated into the final contract.

C. The apparent best evaluated proposers should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment B to this RFP. Notwithstanding this, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.

D. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.

E. If a proposer fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within 14 days of its delivery to the proposer, Solano County may cancel the award and award the contract to the next best evaluated proposer.

6 TERMS AND CONDITIONS

6.1 Protests and Appeals

Any actual proposer who believes that the process was not conducted per the instructions provided in this RFP and wishes to protest the notice of intent to award may submit a protest in writing to the Director of General Services within 7 calendar days after such proposer knows or should have known of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of intent to award. All letters of protest shall clearly identity the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Director of General Services will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

6.2 County Purchasing Policy

The County's Purchasing & Contracting Policy Manual, found at http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21595 is fully incorporated into and made a part of this RFP by this reference and governs this RFP.

6.3 RFP Amendment, Cancellation and Right of Rejection.

A. Solano County reserves the unilateral right to amend this RFP in writing at any time by posting the amendment on the Solano County website. Proposers are responsible for viewing the website periodically for any amendments to the RFP. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

B. Solano County also reserves the right, in its sole discretion, to reject any and all Proposals or to cancel or reissue the RFP.

C. Solano County reserves the right, in its sole discretion, to waive variances in Proposals provided such action is in the best interest of County. Where Solano County waives minor variances in Proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, Solano County may hold any Proposal to strict compliance with the RFP.

6.4 Confidentiality

Solano County will retain a master copy of each response to this RFP, which responses will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 6250 et seq. Proposers may clearly label part of a submittal as "CONFIDENTIAL" if the Proposer agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the proposer of the request and delay access to the material until 7 working days after notification to the proposer. Within that time delay, it will be the proposer's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

6.5 Reservation of Rights

A. Solano County reserves the right to reject any and all bids, or to cancel this RFP in part or in its entirety.

B. Solano County reserves the right to waive any variances in proposals provided such action is in the best interest of Solano County.

C. Solano County reserves the right to amend this RFP at any time. Solano County also reserves the right to cancel or reissue the RFP at its sole discretion.

D. Any bid received which does not meet the requirements of this RFP, may be considered to be non-responsive, and may be rejected. Solano County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFP.

E. Solano County reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.

F. Solano County reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.

G. Solano County reserves the right to reject any and all proposals considered not to be in the best interest of Solano County.

H. Solano County reserves the right to waive any and all minor irregularities in bids.

I. Solano County reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR PROPOSALS