

**DEPARTMENT OF HEALTH & SOCIAL SERVICES**

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**Solano County Health & Social Services  
Employment and Eligibility Services Division**

**Request for Proposals #2019-EE01:  
CalWORKs Housing Support Program  
Housing Navigator Specialist**

**Issued: Monday, September 9, 2019**

**Mandatory Proposers' Conference**

**Friday, September 27, 2019**

**9:00 AM – 11:00 AM PST**

**275 Beck Avenue, Conference Room 1, Fairfield CA 94533**

**Responses due:  
Wednesday, October 16, 2019  
5:00 PM PST**

CONTENTS		SUBMIT LOI & PROPOSALS TO:
Section 1	Scope of Services	Solano County Health and Social Services c/o Charlene P. Noveras RFP #2019-EE01 275 Beck Avenue, MS 5-150 Fairfield, CA 94533
Section 2	Request for Proposals Process	
Section 3	Instructions to Proposers	
Section 4	Evaluation, Selection, and Award Process	<b>RFP COORDINATOR:</b> Charlene Noveras, Project Manager Employment & Eligibility Services Division <a href="mailto:cnoveras@solanocounty.com">cnoveras@solanocounty.com</a>
Section 5	Contract Information	Written questions regarding this RFP may be submitted via email to the RFP Coordinator no later than Thursday, September 19, 2019, 5pm.
Section 6	Terms and Conditions	

	Questions may also be asked at the Mandatory Proposers' Conference.
<b>Attachment A: Proposal Form</b>	
<b>Attachment B: Solano County, Employment and Eligibility Services Division, Standard Exhibits B, C, and D</b>	
<b>Attachment C: Solano County Standard Agreement</b>	

**1 SCOPE OF SERVICES**

**1.1 Overview**

Solano County's CalWORKs Housing Support Program (HSP) is seeking qualified Housing Navigator Specialist to enter into a contract by providing housing navigation service, connecting homeless families with adequate and affordable housing options. The Housing Navigator will provide support to the HSP's goal to provide available housing units to eligible homeless families who are exiting homelessness.

Individuals, non-profit organizations, and for-profit organizations are eligible to submit proposals.

The minimum qualifications to respond to this RFP are:

- Must have existing 2-3 years of established relationship history with landlords and property managers.
- Minimum of 2 years real estate experience, including but not limited, to property management and real estate sales for individual applicants.
- Minimum of 2 years' experience working with rental properties for low income population.

In addition to the minimum qualifications, the HSP desired qualifications from the proposers are:

- Minimum of 3 years' experience working with disenfranchised and low-income populations.
- Knowledge of the geography, demographics, and social characteristics of Solano County and its immediate county neighbors.
- Existing network with real estate companies/agencies.

The resulting award will be to one qualified individual or organization to enter into a contract with the County with work scheduled to begin on February 1, 2020 through June 30, 2021 with potential two (2) one-year contract extensions for a maximum contract period of three (3) years and five (5) months. The maximum amount of the contract through this RFP is \$177,000 for the initial one (1) year and five (5) month term of contract. Though the Housing Navigator will enter into a 1 year and 5 months contract with Solano County, current available funding is only \$52,100 for the first 5 months of the contract and the remaining 1 year is contingent to availability and approval of Federal and State funding. Consecutive contract renewal and annual funding are contingent on (1) availability of funds and (2) meeting the agreed contractual obligations and program outcomes.

**1.2 Background**

The mission of Solano County's Health and Social Services (H&SS) Department is to promote healthy, safe and stable lives through seven (7) program services: Compliance and Quality Assurance, Behavioral Health, Child Welfare Services, Employment and Eligibility Services, Family Health Services, Public Health, and the Older and Disabled Adult Services.

The Employment & Eligibility Services (E&ES) Division of H&SS administers the public assistance programs of Solano County, including Medi-Cal, California Work Opportunity & Responsibility to Kids (CalWORKs)/Welfare-to-Work, CalFresh (formerly Food Stamps), and General Assistance. The E&ES

provides services to Solano County residents including program enrollment, eligibility determination, benefit issuance, employment services, barrier removal, reporting, and other case management functions.

The CalWORKs program provides cash aid and services to eligible families that have a child(ren) in the home. Within the CalWORKs program are a variety of sub-programs designed to assist families and individuals who are homeless or at risk of being homeless. One of the programs, the Housing Support Program (HSP), was established by Senate Bill 855, Chapter 29, Statutes of 2014, to provide assistance to families experiencing homelessness through an array of financial assistance and wrap-around supportive services intended to help families secure permanent housing or prevent evictions. The program is designed to help families quickly secure permanent housing to help achieve self-sufficiency and increase overall child well-being. The program offers financial assistance and several wrap-around supportive services such as security deposits, rental assistance, utility payments, storage fees, legal fees, household items, case management, and housing navigation.

The HSP participates in the Coordinated Entry service system that works with other member agencies in providing housing supports to homeless families. This allows the program to connect eligible homeless families to other community programs that can provide for their needs such as rental subsidies, housing relocation and stabilization services, emergency shelter, parenting classes and nutrition education, case management, and employment services. The goal of the Coordinated Entry system is to lower any barriers that may arise in placing homeless families in available housing.

The HSP follows a Housing First model and uses evidence-based housing interventions, including Rapid Rehousing (RR) designed to assist homeless families to secure permanent housing as quickly as possible without any preconditions such as participation in other health and social services programs.

The HSP can support homeless families for a maximum of two (2) years, depending on each family's circumstances. The FY 2019/2020 State CalWORKs HSP funding for Solano County requires the RR intervention designed to help homeless individuals and families to exit homelessness quickly and permanently.

The HSP has established a three pronged approach to RR intervention in its case management, housing identification, and rent and move-in assistance. Of the 3-pronged approach, the program's Social Workers are responsible for the case management and the rent and move-in assistance while the Housing Navigator will be responsible for the housing identification.

### *1. Case Management*

For homeless families who are already receiving HSP services, the program continuously provides case management and wrap-around services such as education on tenant's responsibilities, training on household budgeting, and assistance with credit repair. In addition, the case manager uses an "employment checklist" with all the necessary activities (e.g. resume writing, obtaining driver's license, and so on) that the head of the household will have to complete to enable him/her to be job ready when opportunity arises.

The program prioritizes serving homeless families who are (1) in need of immediate assistance and (2) have the capacity to re-establish financial self-sufficiency soon after receiving program services. To establish urgency of assistance, case managers interview homeless families to determine existence of life-threatening illnesses, high-risk pregnancy, active or fleeing domestic violence, children under age 2, and having 4 children or more in the household. The program also administers the Vulnerability Index and Family Services Prioritization Decision Assistance Tool (VI-F-SPDAT) homeless families scoring 8 or higher qualifies under highly vulnerable population.

## *2. Housing Identification*

The HSP provides housing identification to newly eligible homeless families and families that are already housed but who need assistance to move to a new unit or if their current housing needed repairs. These housing navigation services will be the primary responsibility of the awarded proposer.

Solano County has an estimated number of 1,286 homeless families who would be eligible for the Housing Support Program. For the current fiscal year 2019-2020, the department has committed to housing 75 new homeless families through HSP. The Housing Navigator will be responsible for finding available housing units to at least 35 of the 75 new homeless families for the first five (5) months (February 2020 – June 2020) of the contract. For the remaining 12 months of the contract which will fall under FY 2020-2021, the Housing Navigator will be responsible for finding available housing units to at least 80% of the new homeless families referred by the program social workers.

The housing identification responsibilities include but are not limited to (1) facilitating and negotiating the housing application and approval process, (2) verifying unit habitability, (3) verifying affordability, and (4) verifying safety.

Although the Housing Navigator will be responsible for providing the housing to homeless families, it is the responsibility of the HSP Social Workers to identify the eligibility of the families into the program. The Social Workers will notify and provide the Housing Navigator with the list of new homeless families needing immediate housing. The list will contain specific requirements of the homeless families such as family size and special accommodations like ADA compliance.

The HSP maintains a list of landlords and property managers who are current program partners and receiving HSP rental assistance. The Housing Navigator will update the list with the new units secured through new partnerships with landlords or property managers. The list is shared by the Housing Navigator with the eligible homeless families to help facilitate housing search and match.

## *3. Rent and Move-In Assistance*

The HSP provides 100% rental assistance with security deposits and, first and last month's rent. An ongoing assistance is provided based on family's ability to pay with the goal to prevent renter discharge which will lead families back into homelessness.

More information about the CalWORKs Housing Support Program (HSP) can be found at [https://www.cdss.ca.gov/Portals/9/Housing/Housing%20Support%20Program%20\(HSP\)%20Fact%20Sheet.1.22.19.FINAL.pdf?ver=2019-01-24-170635-087](https://www.cdss.ca.gov/Portals/9/Housing/Housing%20Support%20Program%20(HSP)%20Fact%20Sheet.1.22.19.FINAL.pdf?ver=2019-01-24-170635-087)

### **1.3 Description of Services**

It is the Proposer's responsibility to submit a complete proposal that explains in detail what the Proposer can offer to help HSP accomplish its mission. The proposed approach will be used as the basis for negotiating the Scope of Work for inclusion in the contract. The selected individual or agency will deliver specific program goals based on the suggested activities and agreed deliverables and performance measures.

Proposals must identify measurable deliverables and how each activity will be evaluated for success. The HSP has core goals and activities below that the Housing Navigator Specialist will have to provide. Proposers are not necessarily limited to the suggested activities and can add more activities that Proposer can do to help attain the goals.

Goal 1: Establish new partnerships with landlords and property managers

- Activity 1: Conduct research to identify and locate new landlords and property managers who can participate in the CalWORKs Housing Support Program within Solano County and neighboring counties.
- Activity 2: Recruit and establish new relationships with landlords and property managers.
- Activity 3: Identify new available rental properties from current and new landlords and property managers.

Goal 2: Provide support for coordinated entry and housing retention services

- Activity 1: Conduct initial site visits/inspections at prospective new properties to ensure that the unit(s) meet guidelines for habitability using the United States Department of Housing and Urban Development Inspection Form.
- Activity 2: Coordinate with landlords, property managers, and tenants to complete the necessary procedures to certify unit habitability, facilitate negotiations to enter into a lease agreement.
- Activity 3: Meet with homeless families and attend case conferences to help determine suitable housing placements for each homeless family in the priority list.
- Activity 4: Assist social worker and eligible homeless families in making moving arrangements, completing required documents such as paperwork, background check, identification documents, and so on, to expedite housing placements.
- Activity 5: Negotiate and arrange mediation with landlords and property management in conflict with current or former tenants to retain housing. Negotiation includes but is not limited to rental payments, incentives, and allowable repairs.
- Activity 6: Identify and locate available housing units for at least 35 homeless families for the first five (5) months of the contract and at least 80% of the new homeless families referred by the program social workers for the remaining 12 months of the contract. Housing Navigator must be able to provide secure housing to the homeless families within 30 business days of receiving the referral from the HSP Social Worker.

Goal 3: Develop HSP database on landlords and property managers

- Activity 1: Develop and manage a simple and functional database to monitor partnerships with landlords, unit owners, and property managers; available units and housing placements; new unit's capacity; unit habitability; and all other categories and indicators needed by the program to fulfill its goals.

The Housing Navigator Specialist will agree to the following reporting requirements upon entering into contract with the County. Housing Navigator Specialist will work with the County to develop any additional reporting requirements not stated below.

1. Monthly update of the Scope of Work Logic Model Format for County to monitor progress on activities and deliverables.
2. Monthly expense claims in adherence to Exhibit B of the contract using the format that County will provide.
3. Monthly summary report of new properties, number of families placed in housing, and rental amounts, extracted from the HSP database.

The Housing Navigator Specialist will agree to meet monthly with Solano County's HSP team for the first 90 days of the contract. Frequency of subsequent meetings will be determined based on program needs.

#### 1.4 Funding Availability

Funding is available through this RFP for a period of one (1) year and five (5) months from February 1, 2020 to June 30, 2021 for the Housing Navigator Specialist of Solano County Housing Support Program. The maximum contract amount through this RFP is \$177,000 for the one (1) year and five (5) month term of contract. Though the Housing Navigator will enter into a 1 year and 5 months contract with Solano County, current available funding is only \$52,100 for the first 5 months of the contract, the remaining 1-year term is contingent to availability and approval of Federal and State funding.

The consecutive contract renewal for additional two (2) one-year contract extensions for a maximum contract period of three (3) years and five (5) months are contingent on (1) availability of funds and (2) meeting the agreed contractual obligations and program outcomes.

This RFP is funded through the California Department of Social Services (CDSS) CalWORKs Housing Support Program FY 2019-2020. The Housing Support Program funds are comprised of both Federal and State monies and are allocated competitively to counties based on the need, meeting performance benchmarks, and innovative strategies via Continuous Quality Improvement efforts. Solano County's CalWORKs HSP funding is allocating 35% of the funds to program administration including the Housing Navigator's role and case management costs. Sixty-five (65%) is allocated for the direct financial assistance to the current and new homeless families being served by the program through rental subsidies, security deposit, utility payments, temporary housing, and other direct financial assistance needed by the eligible homeless families as approved by the State.

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. Individuals, non-profit organizations, and for-profit organizations, are eligible to submit a proposal.

### 2.2 Mandatory Proposers' Conference and RFP Inquiries

Potential proposers must attend the **Mandatory Proposer's Conference on Friday, September 27, 2019 from 9:00 AM – 11:00 AM PST** at 275 Beck Avenue, Conference Room 1, Fairfield CA 94533. 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. The County will entertain verbal questions asked at the conference, but responses may be deferred and provided at a later date. The County will not accept any proposal from Proposers that do not attend the conference.

Inquiries regarding the RFP may be made by email prior to the Mandatory Proposer's Conference. Inquiries must be made by email to the RFP Coordinator at [cnoveras@solanocounty.com](mailto:cnoveras@solanocounty.com) with the Subject line: **RFP #2019-EE01**.

**All emailed inquiries must be received by Thursday, September 19, 2019, 5:00pm PST.** Emailed inquiries will be addressed along with all other inquiries at the Mandatory Proposers Conference on Friday, September 27, 2019. The County will provide written responses by **Friday, October 4, 2019** to these inquiries to each individual/agency via email and on the Solano County website: <http://solanocounty.com/depts/hss/announcements.asp>

### 2.3 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 website. Proposers are responsible to view the website continually for any revisions at <http://solanocounty.com/depts/hss/announcements.asp>

EVENT		DATE
1	County Issues RFP Packet	September 9, 2019
2	Deadline for Submitting Written Questions to RFP Coordinator at <a href="mailto:cnoveras@solanocounty.com">cnoveras@solanocounty.com</a>	September 19, 2019 5:00PM PST
3	Mandatory Proposers' Conference	September 27, 2019 9:00 AM – 11:00 AM PST 275 Beck Avenue, Conference Room 1, Fairfield CA 94533
4	Email Responses to RFP inquiries issued	October 4, 2019
5	<b>Deadline for Submitting a Proposal to: Health and Social Services Department c/o Charlene P. Noveras RFP #2019-EE01 275 Beck Avenue, MS 5-150 Fairfield, CA 94533</b>	<b>October 16, 2019 5:00PM PST</b>
6	Intent to Award Issued	October 31, 2019
7	Contract Development & Negotiations Period	November 4 – 8, 2019
8	Completed Contract Signed by Contractor	December 18, 2019
9	Contract Presented to the Solano County Board of Supervisors	January 14, 2020
10	<b>Services Begin</b>	<b>February 1, 2020</b>

### 2.4 Proposal Submittal and Withdrawal

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

One (1) “wet-signed” (in blue ink) Proposal Packet, plus five (5) additional copies must be submitted to the County in a sealed package and be clearly marked as: “**RFP #2019-EE01**”

Proposals shall be hand-delivered or mailed (hard copies only – no email or faxed Proposals will be accepted) by **5:00 PM PST on Wednesday, October 16, 2019** to:

**Health and Social Services Department  
 c/o Charlene P. Noveras**



**RFP #2019-EE01**  
**275 Beck Avenue, MS 5-150**  
**Fairfield, CA 94533**

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. **Proposals must be actually received no later than the Proposal Deadline time of 5:00 PM October 16, 2019 as detailed in Section 2.3 Schedule of Events in order to be considered.** The County assumes no responsibility for delays caused by any delivery service.

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 RFP Coordinator. 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: <http://solanocounty.com/depts/hss/announcements.asp>

Proposers must fully read and understand the hyperlinks provided, complete and provide the requested information, sign the form, respond to every question, and attach all necessary requested documents. Proposers must fill in desired check boxes and adhere to page limits where indicated. Complete the statement of acknowledgement that the Proposer has reviewed the Solano County's Standard Exhibits B, C and D (Attachment B) and Standard Contract (Attachment C) and has accepted it with or without qualifications. If the Proposer submits qualifications to Attachments B and C, those qualifications must be identified and listed along with the suggested modifications to the contract. (Note: Contract Exhibit A – Scope of Work and Exhibit B – Budget will be finalized during the contract process). If the Proposer makes no qualifications to the Standard Contract, including Exhibits B, C and D, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications.

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

- Standard, white 8 1/2" x 11" paper, 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 Budget Definitions for Budget and Budget Narrative (Section 4, Attachment A)**

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 Proposer's approved written policies.

The 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, unless a budget modification is approved and executed in adherence to the standard Exhibit B of the contract. Functional timesheets or an allocation plan must be maintained which support the time charged.

B. 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.

C. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the Proposer and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. Proposers are to provide a federally approved negotiated indirect cost rate, if applicable. If Proposer does not have such a negotiated indirect cost rate agreement, the Proposer may claim an indirect cost rate of up to 10% of modified total direct costs, provided the Contractor does not use the Direct Allocation Method of allocating indirect costs.

In the Budget Narrative, Proposer should describe each of the costs in the cost categories including a justification of "how and/or why" a line item is necessary for the program operations. Proposed budget line items should be defined and methodologies for determining calculations described in detail.

### **3.4 Signatures**

All signatures must be handwritten, legible and written in BLUE ink. Signature stamps are prohibited.

### **3.5 Proposal Submittal**

One (1) "wet-signed" (in blue ink) original of the Proposal, plus five (5) additional complete copies must be submitted to the County in accordance with Section 2.4.

## **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 Housing Support Program. Proposals will be evaluated as set forth below.

The Evaluation Committee (EC) will evaluate all proposals and will be composed of Employment & Eligibility Services staff 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, and Budget) in the Proposal Packet as follows:

<b>Proposal Elements</b>	<b>Maximum Score</b>
Qualifications and Experience	40 Points
Program Description	40 Points
Budget	20 Points
<b>Total Maximum</b>	<b>100 Points</b>

### 4.3 Proposal Review Criteria

<b>Item</b>	<b>Possible Points</b>	<b>Points Total</b>
<b>Qualifications and Experience</b>		<b>40</b>
Proposer meets all the minimum qualifications, clearly articulates capacity, and provided specific examples	<b>5</b>	
Proposer meets all the desired qualifications and clearly articulates experience with specific examples when working with low-income population and knowledge on the geography, demographics, and social characteristics of Solano County and its immediate neighbors.	<b>5</b>	
Proposer clearly articulates capacity and experience in providing the services outlined in this RFP.	<b>10</b>	
Proposer clearly articulates understanding of local fair market rents for various type of housing units in Solano County and neighboring areas.	<b>5</b>	
Individual proposer or key personnel on the project have the qualifications and experience to carry out the activities.	<b>5</b>	
Proposer clearly articulate capacity to develop and sustain partnerships with target landlords and property managers.	<b>5</b>	
Proposer has described experience in successfully delivering contractual obligations with Solano County or other government contracts.	<b>5</b>	
<b>Program Description</b>		<b>40</b>
Proposer provided a clear description of each target deliverables and performance measures and clearly shows relationship between the goal, activities, target deliverables, and measurable tools.	<b>10</b>	
Proposer provided achievable target deliverables and quantifiable tools to measure the success for each activity to support achievement of goals.	<b>10</b>	

Proposer provided clear description of plans and strategies for landlord and property management outreach and engagement.	5	
Proposer provided clear strategy/strategies to locate and match eligible homeless families with available rental properties within thirty (30) business days of referral.	5	
Proposer clearly provided strategies to deliver supportive services for coordinated entry and housing retention.	5	
Proposer provided a clear description of the database to develop, including the data to collect.	5	
<b>Budget</b>		<b>20</b>
Requested resources are appropriate to carry out the project.	10	
Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description of services.	10	
<b>Total Possible Points</b>		<b>100</b>

Final selection is at the sole discretion of the County 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 Employment and Eligibility Services Division 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 the Housing Support Program of Employment and Eligibility Services Division.. 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 a 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 and Standard Exhibits (Attachments B and C) 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 and five (5) months period (February 1, 2020 through June 30, 2021).

The County reserves the right to extend the contract for an additional period or periods of time representing increments of no more than one year, with a total contract term of no more than three (3) years and five (5) months, provided that the County notifies the Contractor in writing of its intention to

do so at least thirty (30) days prior to the contract expiration date. An extension of the term of this contract will be affected through an amendment to the contract. If the extension of the contract necessitates additional funding beyond that which was included in the original contract, the increase in the County's maximum liability will also be affected through an amendment to the Contract and shall be based upon rates provided for in the original contract and response. Contract renewal and annual funding are contingent on (1) availability of funds and (2) meeting the agreed contractual obligations and program outcomes.

**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. In addition, 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 maximum amount of \$52,100 over five months period (February 1, 2020 – June 30, 2020).

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. Solano County at any time may request a change in the methodology in the current or future potential contract extension(s). 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, operating expenses and indirect costs must be reflected in the proposed budget.

### **5.4 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 from the best evaluated proposers 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 C to this RFP. Notwithstanding, 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 identify 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 Health and Social Services website. Proposers are responsible to view 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