



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: June 11, 2019 from 4:30 to 6 p.m.

Location: Yolo County Library – Davis Branch – Blanchard Room
315 E. 14th Street
Davis, CA 956916

Organizer: Yolo County Health and Human Services Agency

Contact: Emily Meza: (530) 312-5146

-
- 1) **Pledge of Allegiance: Isaac Blackstock..... 2 Minutes**
 - 2) **Introductions and Community Updates: Isaac Blackstock..... 10 Minutes**
 - 3) **Public Comments: Isaac Blackstock 5 Minutes**
 - 4) **Approval of 6/11/19 Agenda: Isaac Blackstock..... 3 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 5/14/19 Minutes: Isaac Blackstock 5 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 6) **2019 CSBG Quarterly Report (1st Quarter): Emily Meza 15 Minutes**
 - 7) **2019 Discretionary Contract Update: Ian Evans 5 Minutes**
 - 8) **Community Action Plan (CAP) Update: Ian Evans..... 5 Minutes**
 - 9) **Vacancy Updates: Ian Evans 10 Minutes**
 - 10) **Request for Proposals: Review of Previous RFP and Discussion 20 Minutes**
 - 11) **Future Topics 10 Minutes**
 - 12) **Adjourn**

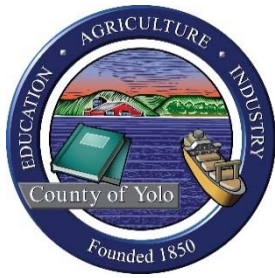
Next Meeting

Date & Time: July 9, 2019 from 4:30 to 6:00 p.m.

Location: Yolo County HHSA – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695

Supporting Documentation for Item #5

Meeting Minutes from 5/14/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: May 14, 2019 from 4:30 to 6 p.m.

Location: Yolo County HHSA – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695

Organizer: Yolo County Health and Human Services Agency

Contact: Emily Meza: (530) 312-5146

Members Present: Isaac Blackstock, Maria Chairez, Roz Stone, Greta Eoff, Bill Pride, Vince Olvera
Irma Rodriguez Fran Maguire, Elizabeth Mosley,

Members Excused: Pamela Byrd-Dunn, Sally Madden, Henry Valle, Maria Elena Alvilar, and Lizbeth West

HHSA Staff Present: Ian Evans, Emily Meza and Kim Heuvelhorst

Guest Presenters: None

Public Guests: Dan Wessel, Sandra Rodriguez, Leslie Taylor, Katie Walker, Stella Avila, Joy Cohan and Jessica Jones

Quorum was established with 8 members present. The meeting was brought to order at 4:37 pm by Isaac Blackstock.

1. Pledge of Allegiance

Isaac Blackstock led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Isaac Blackstock led members in introductions and community updates.

- Isaac Blackstock reported that YCH held their Spring Fling event. They visit each public housing site and have special activities for the residents.
- Maria Chairez shared that she had 157 parents attend back to school night.
- Ian Evans introduced guests from CSD, visiting as part of their Onsite Monitoring of the CSBG program. Isaac Blackstock attended the Entrance Conference earlier today, then CSD visited the

Yolo Food Bank for a tour and are attending this meeting as part of their visit. The Exit Conference is scheduled for tomorrow.

3. Public Comments

- Bill Pride commented about the recent census of the homeless population. There was a significant increase of homelessness in Yolo County to 655 individuals which is approximately 200 more than the previous Point-in-Time (PIT) Count. This is likely the trend statewide. The 2019 PIT Count report draft was recently shared.
- Vince Olvera reminded everyone that May is a month to remember veterans who gave their lives. Yolo Veteran's Coalition has a ceremony at 2 PM on Monday, May 27th. The American Legion has a ceremony at 11 AM on Monday, May 27th at the Woodland Cemetery in the Veterans section. The guest speaker this year is Woodland City Councilman Tom Stollard, a veteran of the U.S. Navy. All are welcome to attend. The flags on Main Street are put there by the American Legion. They are all casket flags that have been donated by family members with an 'in memory of' plaque. This month is also a memorial for the peace officers who have given their lives in the line of duty. A ceremony to honor them is at the Yolo County Atrium building on May 16th at 11 AM. The event is open to the public and the American Legion will be providing a 21-gun salute.

4. Approval of 5/14/2019 Agenda.

The 5/14/19 agenda was reviewed and a correction was made to #9 to read "ACTION REQUIRED: Approve 2020-21 Community Action Plan". The amendment was approved.

Motion: Maria Chairez

Second: Bill Pride

Ayes: Unanimous

Nays: None

Abstentions: None

The 5/14/19 agenda was approved as amended.

Motion: Bill Pride

Second: Greta Eoff

Ayes: Unanimous

Nays: None

Abstentions: None

5. Approval of 3/12/19 Minutes

The 3/12/19 minutes were approved with an amendment to item #10 to reflect that Irma Rodriguez had suggested reaching out to the local community colleges for further distribution, including Woodland Community College. Davis Center as well as Sacramento City College.

Motion: Bill Pride

Second: Roz Stone

Ayes: Unanimous

Abstentions: None

6. Approval of 4/9/19 Minutes

The 4/9/19 minutes were approved with no amendments.

Motion: Isaac Blackstock

Second: Roz Stone

Ayes: Unanimous

Abstentions: None

7. Approval of 2019 Community Needs Assessment

Ian Evans explained that the data from this was reviewed at the April meeting and then sent the full assessment out for review by email and in the agenda packet for today's meeting. Formal approval is needed of the 2019 Community Needs Assessment.

The 2019 Community Needs Assessment was approved with no amendments.

Motion: Bill Pride

Second: Greta Eoff

Ayes: Unanimous

Abstentions: None

8. Public Hearing for Draft Community Action Plan

Ian Evans explained that the draft 2020-21 Community Action Plan is required to be posted for public review and a public hearing is required. The plan was posted last week for public review. HHSA received feedback by email and has made revisions as follows:

- Page 23 – Updated the name of Yolo Food Bank
- Page 27 – Item #10 was updated to indicate that HHSA funds FreshText and Yolo Food Bank administers FreshText

Opened for public comment at 4:51 PM:

- Bill Pride commented that the process went very well this year. The community meetings were held and CSAB had a record number of replies to the surveys. He commented that this was one of the more well thought out Community Action Plans that we have had in many years.
- Irma Rodriguez commented on Page 27, #9 that it would be really important to try to collaborate more with community colleges to see how we could benefit our community members with more education. The California Promise pays for the BOG fee waiver so this is at no cost. Also, on #10, does Yolo conduct any outreach for CalFresh? If so, that should be listed here. Yolo has done targeted outreach to UC Davis students but HHSA would need to check on community college efforts.

Public comment was closed at 4:51 PM

9. Approval of Community Action Plan

Emily Meza reminded everyone that this is the time to request any additions or edits to the document before the group votes. Ian Evans reminded everyone that approval of the plan is needed tonight because of the timelines involved with Board of Supervisor approval, submission to the state and initiating the Request for Proposal Process. Irma Rodriguez requested that language be added to page 27, #10 to indicate that HHSA does and will continue to conduct CalFresh outreach to college students. Maria Chairez expressed concern that there might be missing information about outreach that was conducted as part of the Community Needs Assessment. Kim Heuvelhorst clarified that this is documented on page 18.

Motion to approve the 2020-21 Community Action Plan with three amendments, including the two noted above related to Yolo Food Bank and the one on page 27 related to CalFresh outreach to college students.

Motion: Bill Pride

Second: Maria Chairez

Ayes: Unanimous

Abstentions: None

10. Update on Expenditure of 2918 Discretionary Funds

Ian Evans provided an update that HHSA has reached out to all of the providers who received 2018 Discretionary Funds and confirmed that they expect to fully expend all funds by 5/31/19, as required by the contract. A board member asked if they would be increasing their outcomes because of the

additional money received. Ian Evans explained that HHSA had amended contracts to add the discretionary funds and added outcome measures specifically linked to the additional funds. Updates will be provided to CSAB at a future meeting.

11. Funding Recommendation for 2019 Discretionary Funds

Ian Evans reviewed that the 2018 Discretionary Funds were \$35,000 and CSAB decided to evenly split the funds between the subcontractors. The 2019 Discretionary Funds are \$30,000. HHSA staff recommendation to the board is to split the funds evenly between the subcontractors and the HHSA Emergent Needs Fund which responds to requests from community partners to address short term needs to end homelessness or prevent homelessness (i.e. move-in costs, eviction prevention etc.). Bill Pride noted that the funds could be spent through 5/31/20 but the existing subcontractor's contracts end 12/31/19. Ian Evans clarified that if CSAB decided to allocate the funds this way, that HHSA would amend each of the subcontractor's contracts to end 5/31/20 specifically for the \$5,000 Discretionary Funds.

CSAB adopted the staff recommendation for the 2019 Discretionary Funds.

Motion: Greta Eoff

Second: Maria Chairez

Ayes: Unanimous

Abstentions: Bill Pride and Irma Rodriguez

12. Public Hearing for Draft Community Action Plan (Revisited)

At 5:06 PM, Joy Cohan from the Yolo Food Bank arrived to attend the Public Hearing which had been set at 5:00 to 5:30 PM on the agenda. The agenda items had moved more quickly than expected so CSAB re-opened the public hearing to allow her the opportunity to comment. Ian Evans explained that two edits (described above) had been made based on the feedback she emailed. She questioned why Yolo Food Bank is categorized as emergency assistance, but she wanted to make the point that they play a significant role in the success of housing and homeless services. In addition to the services to shelters and programs throughout the county, they primarily serve working families. Their ability to access food from the food bank keeps them out of homelessness by allowing them to use their earnings to pay for housing and other necessities. She also questioned the program priorities, since there are only 655 residents living homeless while there are over 39,000 residents living in poverty and food insecurity tracks very closely to the poverty rates. There was some discussion about ensuring that the appropriate staff members be added to the applicable email distribution lists. It was explained that the CSAB distribution list is only for CSAB board members, but the CSAB meeting agendas and minutes are posted to the county website and the public is always welcome to attend the meetings. A board member shared that CSAB had tried to get the word out as best they could but would welcome ideas about organizations or networks that CSAB should partner with to ensure that in the future the entire county is represented. Ian Evans explained that the categorization is set by the funding source, and that the program prioritizations were set through the surveys and the public forums. While huge strides were made in the number of surveys received, there is always room for improvement. A board member also commented that the budget was very limited and unfortunately falls short of being able to adequately fund the need. She also commented that the quality of the proposals received is a key factor in deciding how to allocate the limited funds. Another board member commented that the number one priority is housing and homeless services, and observed that the rising housing costs across the area and the state are driving the need in this area as well as making it easier for people to become homeless. The board chair expressed agreement with this and also commented that we are seeing a rise in homeless women and children as a result. At 5:23, the second public comment period was closed.

13. Approval of Community Action Plan (Revisited)

Motion to approve the 2020-21 Community Action Plan with three amendments, including the two noted above related to Yolo Food Bank and the one on page 27 related to CalFresh outreach to college students.

Motion: Bill Pride

Second: Maria Chairez

Ayes: Unanimous

Abstentions: None

14. Board Vacancy Update:

CSAB has a board vacancy for a community based member and is interested in filling it as soon as possible. Sandra Rodriguez, Assistant Deputy to Supervisor Provenza explained that they have been advertising this and have a couple of applications that may fill the role. The bylaws required certain steps to be taken, including the person providing a letter of recommendation from the community organization that they are represented. Sandra has reached out to two applicants that Supervisor Provenza believes would be a good fit, asking them to provide the letter. Once this is received then the recommendation comes to CSAB to recommend one of the two and then this recommendation goes back to Supervisor Provenza for final approval. She suggested that CSAB may want to consider reviewing the bylaws at some point in the future to make the appointment process a little easier. Sandra will work with Emily Meza to keep us updated. Also, HHSa was just notified today that Sally Madden, representative for District 4, will be submitting her resignation. If the positions are not filled soon then we encourage CSAB to help recruit to fill this vacancy, and share ideas on what else we can do to fill these vacancies. This will also help ensure that a quorum is met.

Leslie Taylor from CSD shared that they are doing state advocacy to reduce the required number of board members from 12 to 9. A board member inquired if we could do this since we have 5 supervisors and need to have representatives from three groups. Sandra confirmed that this was possible but would require a revision to the CSAB bylaw, and we can discuss this further with her. Sandra also indicated that anyone interested should apply because cross appointments can be made even if the applicant is not in the district that has the vacancy.

15. Adjourn –The meeting adjourned at 5:35 pm

Motion: Bill Pride

Second: Irma Rodriguez

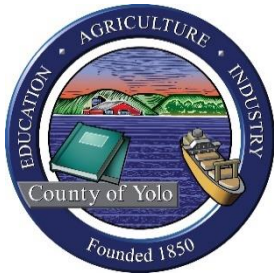
Ayes: Unanimous

Nays: None

Abstentions: None

Supporting Documentation for Item #6

2019 CSBG Quarterly Report (1st Quarter)



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Quarter 1 – 2019 – Performance Measure Report

Yolo Food Bank

Vision: To have fewer people in Yolo County experience hunger and food insecurity

Outcomes:

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
Performance Measure 1: How much did we do?					
1.1	# of pounds of food drive products distributed through Partner Agencies				
	<ul style="list-style-type: none"> Goal: 95,000 lbs./year 				
	Pounds Distributed in Quarter	13,851			
	Pounds Distributed to Date	13,851			
	% of Goal	15%			
Performance Measure 2: How well did we do it?					
2.1	# of households receiving food assistance through Partner Agencies				
	<ul style="list-style-type: none"> Goal: 126,800 (duplicated) 				
	# of households	9,129			
	% of Goal	7%			
Performance Measure 3: Is anyone better off?					
3.1	% (#) of households who reported improved food security				
	<ul style="list-style-type: none"> Goal: None; Year 1 = Baseline Data Reporting on this measure requires comparison of surveys taken approximately 1 year apart regarding food security. Initial surveys (152) were collected in Quarter 4 of 2018, and the second set will be collected in Quarter 3 and Quarter 4 of 2019. The comparison of these two sets of data will provide this performance measure data. 				
	# (%) of households	n/a	n/a	n/a	

Meals on Wheels

Vision: To have fewer seniors in Yolo County experience food insecurity

Outcomes:

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
Performance Measure 1: How much did we do?					
1.1	# of low-income seniors served (unduplicated)				
	• Goal: 75/year				
	Seniors Served in Quarter	48			
	Seniors Served to Date	48			
	% of Goal	64%			
Performance Measure 2: How well did we do it?					
2.1	# of individuals offered referral to support resources				
	• Goal: 75/year				
	Individuals Offered Referral in Quarter	48			
	Individuals Offered Referral to Date	48			
	% of Goal	64%			
Performance Measure 3: Is anyone better off?					
3.1	# (%) of individuals who reported improved daily nutritional intake				
	• Goal: 75 individuals, (100% of total seniors served)				
	# (%) of individuals	48			
	% of Goal	64%			
3.2	# (%) of individuals who reported decreased food insecurity				
	• Goal: 63 individuals, (84% of total seniors served)				
	# (%) of individuals	2			
	% of Goal	3%			
3.3	# (%) of individuals who improved nutritional intake				
	• Goal: 37 individuals, (50% of total seniors served)				
	# (%) of individuals	5			
	% of Goal	14%			

Yolo County Children's Alliance

Vision: To have fewer seniors in Yolo County experience food insecurity

Outcomes:

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
Performance Measure 1: How much did we do?					
1.1	# of participants provided "long-term" housing related assistance				
	<ul style="list-style-type: none"> • Goal: 40 individuals/year 				
	Individuals Served in Quarter	86			
	Individuals Served to Date	86			
	% of Goal	215%			
1.2	# of participants provided "light-touch" housing related assistance				
	<ul style="list-style-type: none"> • Goal: TBD 				
	Individuals Served in Quarter	52			
	Individuals Served to Date	52			
	% of Goal	n/a			
Performance Measure 2: How well did we do it?					
2.1	Average length of time from program placement to placement in permanent housing				
	<ul style="list-style-type: none"> • Goal: < 120 days 				
	Ave length of time to permanent housing	74			
	% of Maximum Time	62%			
Performance Measure 3: Is anyone better off?					
3.1	# (%) of households who secured permanent housing				
	<ul style="list-style-type: none"> • Goal: 32 households, (80% of total 40 individuals served) 				
	# (%) of households	29			
	% of Goal	91%			
3.2	# (%) of households who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal				
	<ul style="list-style-type: none"> • Goal: 32, (80% of total 40 individuals served) 				
	# (%) of individuals	95			
	% of Goal	296%			
3.3	# (%) of participants who increased their total income				
	<ul style="list-style-type: none"> • Goal: 8 (20% of total 40 individuals served) 				
	# (%) of households	2			
	% of Goal	25%			

Davis Community Meals and Housing

Vision: To provide persons experiencing homelessness with a safe and nurturing living environment as they search for permanent housing

Outcomes:

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
Performance Measure 1: How much did we do?					
1.1	# of families served in the Family Transitional Housing Program (FTHP)				
	<ul style="list-style-type: none"> • Goal: 10 families/year 				
	Families Served in Quarter	4			
	Families Served to Date	4			
	% of Goal	40%			
Performance Measure 2: How well did we do it?					
2.1	Average length of stay for leavers (people who left the FTHP during the time period) in days				
	<ul style="list-style-type: none"> • Goal: < 18 months (540 days) 				
	Ave length of stay for leavers	0			
	% of Goal	n/a			
2.2	Average length of stay for stayers (people who remained in the FTHP past the timeframe) in days				
	<ul style="list-style-type: none"> • Goal: < 18 months (540 days) 				
	Ave length of stay for stayers	411 days			
	% of Goal	76%			
Performance Measure 3: Is anyone better off?					
3.1	# (%) of households in FTHP who secured permanent housing at program exit				
	<ul style="list-style-type: none"> • Goal: 8 households, (80% of total 10 families served) 				
	# (%) of households	0			
	% of Goal	0%			
3.2	# (%) of households in FTHP who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal				
	<ul style="list-style-type: none"> • Goal: 8 (80% of total 10 families served) 				
	# (%) households	4			
	% of Goal	50%			
3.3	# (%) of households in FTHP who increased their total income				
	<ul style="list-style-type: none"> • Goal: 2 (20% of total 10 families served) 				
	# (%) of households	4			
	% of Goal	200%			

Fourth and Hope

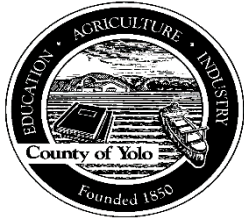
Vision: To provide persons experiencing homelessness with a safe and nurturing living environment as they search for permanent housing

Outcomes:

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec	
Performance Measure 1: How much did we do?						
1.1	# of participants provided emergency shelter and general demographics					
	<ul style="list-style-type: none"> • Goal: 400 individuals/year 					
	Participants Served in Quarter					
	Participants Served to Date					
% of Goal						
Performance Measure 2: How well did we do it?						
2.1	Average length of stay for leavers (people who left during the time period) and stayers (people who remained past the timeframe) in days					
	<ul style="list-style-type: none"> • Goal: < 90 days 					
	Ave length of stay for leavers/stayers					
	% of Goal					
Performance Measure 3: Is anyone better off?						
3.1	# (%) of participants who secured permanent housing at program exit					
	<ul style="list-style-type: none"> • Goal: 200, (80% of total 400 participants served) 					
	# (%) of participants					
	% of Goal					
3.2	# (%) of participants who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal					
	<ul style="list-style-type: none"> • Goal: 320 (80% of total 400 participants served) 					
	# (%) participants					
	% of Goal					
3.3	# (%) of participants who increased their total income					
	<ul style="list-style-type: none"> • Goal: 80 (20% of total 10 families served) 					
	# (%) of participants					
	% of Goal					

Supporting Documentation for Item #10

CSBG Request for Proposals (2017)



COUNTY OF YOLO

Department of Financial Services,
Procurement Division

Notice of Request for Proposals (RFP) For:

Community Services Block Grant (CSBG)

Proposal Responses Due:

4:00 PM

October 31, 2017

Yolo County Health and Human Services Agency
137 N. Cottonwood Street
Woodland, CA 95695

RFP Coordinator: Chris Contreras
Administrative Services Analyst

All Questions and Comments must be submitted in BidSync.

TABLE OF CONTENTS

Section	Section Title	Pages
I.	Introduction	3
II.	RFP Schedule of Events	7
III.	General Instructions & Information	9
IV.	Terms and Conditions	14
V.	Instructions for Completion of Proposal	20

Exhibits:

Exhibit "A"	Proposal Transmittal Form
Exhibit "B"	Proposal Questionnaire
Exhibit "C"	Line Item Budget Instructions
Exhibit "C Part 2"	Line Item Budget
Exhibit "D"	Previous Customer Reference Form
Exhibit "E"	Signature Page
Exhibit "F"	Non-Collusion and Non-Conflict of Interest Statement

Attachments:

Attachment 1	County Insurance Requirements
Attachment 2	Sample County Contract

SECTION I. INTRODUCTION

A. STATEMENT OF PURPOSE:

1. The County of Yolo is requesting proposals from qualified vendors to provide services related to combating poverty for low-income persons within Yolo County, per scope of work, as outlined in this Request for Proposal (RFP).
2. The estimated budget for all services is \$250,000, however that amount is not guaranteed. Final contract compensation is dependent upon Yolo County's future adopted budgets and revenues, and contract negotiations. Additionally, the County may issue awards to one or more vendors, which could require further changes.
3. Proposers who submit a response to this RFP must have the ability to meet the requirements, including the terms and conditions, exhibits and attachments contained in this RFP.

B. SYNONYMOUS TERMS

1. As used throughout this proposal and its attachments, the following terms are synonymous:
 - a. Supplier, Vendor, Contractor
 - b. Purchase Order, Contract, Agreement
 - c. Services, Work, Scope, and Project
 - d. Bidder, Offeror, Proposer
2. "The County" refers to the County of Yolo, California.

C. SCOPE OF WORK

It is the Proposer's responsibility to submit a complete plan that explains in detail the Proposer's offering and encompasses the requirements set forth below. These include the minimum list of services and deliverables the selected provider(s) is(are) expected to provide the County. The County may modify the proposed scope of work to meet available funding or to best meet the needs of the County.

1. GENERAL DESCRIPTION

Funded by the Community Services Block Grant (CSBG), this RFP is seeking qualified vendors to provide the three service areas listed below (a,b & c) related to combating poverty. The Proposer may bid on one, two, or all three of the service areas, depending on experience and ability to meet minimum qualifications. These service areas are listed in order of priority as identified by a community needs assessment, therefore the County anticipates allocating the largest portion of the budget toward housing and homeless services.

- a. **Housing and Homeless Services**—Finding and keeping safe, decent, and affordable housing. Priorities within this service area include; housing navigation assistance, supportive services to assist persons maintain

permanent housing, eviction prevention assistance, such as help paying rent and utilities, and transitional/bridge housing.

- b. **Emergency Assistance**—Meeting the immediate needs of food, shelter, and clothing. Priorities within this service area include; emergency shelter beds for persons experiencing homelessness, meals for food insecure persons, and supplies for persons in crises, such as cold weather clothing and hygiene items.
- c. **Employment Assistance**—Finding and keeping meaningful employment. Priorities within this service area include; providing job skills and technical training, helping persons to find and secure permanent employment, and conducting employer engagement.

As stated above, the County identified these service areas by conducting a community needs assessment. The assessment was based on a two-pronged methodology consisting of quantitative and qualitative research methods. To collect quantitative data, staff administered a survey. To collect qualitative data, staff convened six public forums throughout Yolo County and concluded the process by hosting a public hearing.

Pursuant to federal statute, the County relies on its Board of Supervisors as well as a 15-member, tripartite, advisory board, called the Yolo County Community Services Action Board (CSAB), to oversee the provision of CSBG funds. As such, the Board of Supervisors and CSAB will regularly monitor contractor performance and ensure alignment with the block grant's intent of reducing poverty, revitalizing low-income communities, and empowering low-income persons to become more self-sufficient.

2. **TECHNICAL SPECIFICATIONS**

a. The Contractor shall be required to adhere to Performance Outcome Measures as developed in a Results Based Accountability (RBA) model. Specific measures will be finalized upon contract negotiations. The RBA must be developed in a framework which answers the following questions:

- i. How much did we do?
- ii. How well did we do it?
- iii. Is anyone better off?

3. **VENDOR MINIMUM REQUIREMENTS**

a. One year minimum experience is required to provide these services. The County, however, is encouraging proposers with less than three years of experience to partner with another vendor and submit a collaborative application.

b. The Contractor must only use CSBG funds to serve low-income persons. Low-income is defined by the Federal Poverty Guidelines, which can be found at: <https://aspe.hhs.gov/poverty-guidelines>.

c. The Contractor must allow the County to conduct at least one desk audit and/or on-site monitoring visit per year.

d. The Contractor must have a local presence within Yolo County and only use CSBG funds to serve low-income persons within Yolo County.

e. The Contractor warrants that its employees assigned to the County have passed a criminal background check, including drug testing performed at no costs to the County so that only qualified personnel of integrity will be furnished by Contractor and in conference with Federal Law. The Contractor warrants they are screening employees for criminal background. The Contractor agrees to defend, indemnify and hold harmless the County, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty. The criminal background search must be performed by a third party consumer reporting agency and include a county criminal search in each county in which the individual has lived or worked in the last seven years; social security validation and trace, along with a search against the National Sex Offender Registry. If the background check reveals any convictions or charges pending adjudication, aside from minor driving violations, the Contractor must immediately notify Yolo County.

f. The Contractor shall provide a location accessible to the public, in compliance with the American Disabilities Act (ADA).

4. **PREFERRED QUALIFICATIONS**

The Proposer may be evaluated higher if they meet the following qualifications:

- i. Proposers with a minimum of three years of experience providing comparable services will be preferred.
- ii. Proposers with experience tracking and reporting performance measures in the RBA model will be preferred.
- iii. For homeless service providers, Proposers with experience entering and tracking data in the Homeless Management Information System will be preferred.

5. **Deliverables/Reports**

- i. Vendors awarded grant funds must comply with all federal and state CSBG reporting requirements.
- ii. Vendors awarded grant funds must also comply with local reporting requirements consisting of a quarterly performance measure report. The deliverables within this report must utilize the RBA model and must be mutually agreed upon with the County prior to contract execution.

6. **AWARDED CONTRACTOR REQUIREMENTS**

- a. Insurance Requirements: The successful Awarded contractor must supply all insurance requirements as required in Attachment "1," Yolo County Insurance Requirements.

b. Contract Term:

i. Contract(s) that result from this RFP will be awarded with a potential start date of **January 1, 2018 and end on December 31, 2019**. The Contractor agrees to provide awarded items and/or services as specified in the RFP document for a period of one year. The agreement may be extended by mutual consent for one additional twelve (12) month period. Hourly rates shall remain firm for the initial one (1) year term.

ii. Annual renewal of the contract(s) will be based on progress toward meeting program deliverables and outcomes, and continued funding.

Note: Contract(s) to be negotiated may be cost reimbursable, fee for service, or a combination of the two. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on actual costs incurred.

Note: Contracts are contingent upon State and/or Federal funds being made available to the County.

SECTION II. RFP SCHEDULE OF EVENTS

A. ESTIMATED SCHEDULE OF EVENTS

1. The following RFP Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 4:00 p.m., Pacific Time.
2. The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.
3. Notification of any adjustment to the Schedule of Events shall be provided to all vendors through BidSync. The County is not responsible for failure of the prospective Bidders/Offerers to check for any RFP document updates, changes, or answers to questions posted at the BidSync.com website. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.

	EVENT	DATE	TIME
1	County Issues RFP	September 20, 2017	
2	**Mandatory Bidder's Conference	October 4, 2017	11:00 AM
3	Deadline for Written Comments and Questions Posted on BidSync	October 13, 2017	4:00 PM
4	Deadline Proposal Due	October 31, 2017	4:00PM
5	County Completes Evaluations and Issues Intent to Award Letter(s)	November 16, 2017	
6	Anticipated Date to Board of Supervisors for contract approval	December 12, 2017	
7	Anticipated Contract Start Date	January 1, 2018	

//

//

//

//

B. ****MANDATORY BIDDER'S CONFERENCE:**

There will be a mandatory pre-proposal conference held as shown below:

Date: October 4, 2017

Time: 11:00 AM

Place: Yolo County Health and Human Services Agency

Location: 137 North Cottonwood Street, Woodland, CA 95695

Room: Walker Room

Note: Please check in at the address above.

Attendance at the pre-proposal conference is a mandatory requirement for submitting a proposal.

SECTION III. GENERAL INSTRUCTIONS AND INFORMATION

A. RFP COORDINATOR

The following RFP Coordinator shall be the main point of contact for this RFP:

Chris Contreras, Administrative Services Analyst
County of Yolo Health and Human Services Agency
137 N. Cottonwood Street
Woodland, CA 95695

B. COMMUNICATIONS REGARDING THE RFP

1. Upon release of this RFP, all vendor communications concerning this procurement must be directed to the RFP Coordinator named above. Unauthorized contact regarding the RFP with other County employees of the procuring county agency may result in disqualification.
2. Following the Bidder's Conference, all Questions and Answers will be posted in BidSync.
3. Following the Bidder's Conference, questions concerning this proposal, including specifications, requirements, terms and/or conditions of a solicitation, etc. should be submitted solely in writing online at www.bidsync.com in the questions and answers section of the solicitation.
4. Questions must be submitted no later than the date and time noted above in the Section II. Schedule of Events Chart, item #3 Deadline for Written Comments.
5. The County is not responsible for failure of the prospective Bidders/Offerers to check for any RFP document updates, changes, or answers to questions posted at the BidSync.com website. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.
6. Any oral communications either not addressed at the Bidder's Conference, and subsequently posted in writing, or not provided to the RFP Coordinator and posted in BidSync, shall be considered unofficial and nonbinding on the County.
7. Any irregularities or lack of clarity in the RFP should be brought to the attention of the County for correction or clarification.

C. PROPOSAL PREPARATION COSTS

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

D. PROPOSAL WITHDRAWAL

To withdraw a proposal, the Vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

E. PROPOSAL AMENDMENT

The County shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the County formally requests such in writing.

F. PROPOSAL ERRORS

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

G. PROHIBITION OF PROPOSER TERMS & CONDITIONS

A Proposer may **not** submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

H. ASSIGNMENT AND SUBCONTRACTING

1. The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the County. The County must approve each subcontractor in writing. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior, written approval from the County.
2. Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.
3. Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverage, or Contractor may insure subcontractors under its own policy.

I. PROPOSAL OF ADDITIONAL SERVICES

If a Proposer indicates an offer of goods or services in addition to those required by and described in this RFP, these additional goods or services may be added to the contract before contract signing at the sole discretion of the County.

J. INDEPENDENT PRICE DETERMINATION

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a County employee, or any Competitor.

K. INSURANCE

The successful Contractor will be required to provide and maintain insurance as required and listed in Attachment "1" before commencing work on the contract.

L. LICENSURE

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The County may require any or all Proposers to submit evidence of proper licensure.

M. RFP AMENDMENT AND CANCELLATION

The County reserves the unilateral right to amend this RFP in writing at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all proposers through BidSync. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

N. RIGHT OF REJECTION

1. The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.
2. Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive and the proposal may be rejected.
3. Proposers must comply with all of the terms of this RFP and all applicable State and County laws and regulations.
4. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.
5. The County reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the County.
6. Where the 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, the County may hold any Proposer to strict compliance with the RFP.

O. DISCLOSURE OF PROPOSAL CONTENTS

1. All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (CPRA, California Government Code §6250 and following). The CPRA contains limited exemptions.
2. If you contend that any documents, as defined by the CPRA, are confidential or proprietary material and exempt from CPRA, these documents shall be clearly marked "Exempt from CPRA."
3. Proposer shall defend, indemnify and hold the County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorneys fees) that may result from denial of a CPRA request.
4. If Proposer does not respond to a CPRA request or agree to do so within five (5) days, the County may disclose the requested information under the CPRA.

P. PROPOSAL EVALUATION PROCESS

1. The evaluation process is designed to award the procurement to the Proposer with the best combination of attributes based upon the evaluation criteria.
2. The County reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers.
3. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

Q. AWARD OF PROPOSAL

1. The County shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the County.
2. An award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. This criterion is not listed in any order of preference.

a. Award Evaluation Criteria:

- i. General Company Information
- ii. Experience and Past Performance
- iii. Responsiveness and Responsibility
- iv. Proposer's Approach to Project
- v. Pricing Requirements
- vi. Quality Assurance and Oversight
- vii. Outputs and Outcome Measures
- viii. Financial Information

3. The County reserves the right to establish weight factors that will be applied to the criteria depending upon the order of importance.
4. The award of this contract is contingent upon the approval of the Board of Supervisors.

R. AWARD PROCESS

1. The County reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the Proposer can offer. The County reserves the right to negotiate and/or include a best and final offer stage to the process.
2. Notwithstanding, the county reserves the right to add terms and conditions, deemed to be in the best interest of the county, during final negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations and will be incorporated in a purchase order.

3. The County reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer.

SECTION IV. TERMS AND CONDITIONS

A. **QUALIFICATIONS/INSPECTION**

1. Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein.
2. The County reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer's ability to perform.
3. The RFP Coordinator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

B. **NON-WAIVER**

The County's failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFP by the County.

C. **FEDERAL, STATE, AND LOCAL LAWS**

1. The successful Proposer must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded Proposer to ensure that all permits and/or licensees required for operation are valid and current.
2. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible proposer.

D. **GOVERNING LAW**

If an Award is made, the contract will be made in the County of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

E. **NON-DISCRIMINATION**

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

F. **PUBLIC AGENCY**

It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFP with the same terms and conditions specified, including pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor.

G. **ADDITIONAL PURCHASES**

Following the award, the County may dispense with separate bidding for additional purchases of like item(s) from the successful Proposer within a twelve (12) month period from the initial purchase date provided that the Vendor agrees to provide the like item(s) at the same discounted price and under the same terms and conditions as the previous award.

H. EXTENSIONS

The County reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

I. PRICE ESCALATION:

1. All prices are firm for a period of one (1) year from the date of award. The Contractor may raise prices in accordance with the California Consumer Price (CPI-W, US City Average, All Items; NSA) Index for each of the allowable one (1) year extensions past original twelve (12) month term.
2. The increase in price shall remain firm for the renewal term. The County reserves the right to accept or reject the request for a price increase within ten (10) business days of the written request.

J. INVOICES AND PAYMENT TERMS:

1. Invoices are to be mailed to the County department(s) specified on the resulting purchase order, blanket purchase order or contract.
2. All invoices must include:
 - a. The purchase order number, blanket purchase order number, or contract number;
 - b. Product or service description; and
 - c. Reference to any back ordered items (if applicable).
3. Failure to comply may result in delayed payments.
4. The County will make payment on a Net 30-day basis unless a cash discount of one-half percent (1/2%) or greater, which amounts to \$2.50 or more, is allowed for payment within not less than twenty (20) days.
5. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later.
6. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

K. COMPLIANCE

1. Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension.

2. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract.
3. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Department) may be cause for the County to cancel the balance of the awarded purchase order and award will be made to the next lowest proposer.
4. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

L. DEFAULT

1. In case of default by the awarded Proposer, the County may procure the goods or services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected Proposer, or by any other legal means available to the County.
2. The County may also ban Proposer up to two years from future solicitations for default.

M. TERMINATION FOR CONVENIENCE

The County reserves the right, in its best interest as determined by the County, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

N. CANCELLATION FOR UNAPPROPRIATED FUNDS

The obligation of the County for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

O. ASSIGNMENT/TRANSFER/SUBCONTRACTING

Awarded Contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the department. Any award issued pursuant to this RFP, and the monies, which may become due hereunder, are not assignable without the prior written approval of the County.

P. F.O.B. POINT

All prices quoted shall be F.O.B destination, freight prepaid (Proposer pays and bears freight charges, Proposer owns goods in transit and files any claims), excluding sales tax. The County is exempt from Federal Excise and Transportation taxes.

Q. PROTESTS

1. The County encourages Suppliers to resolve issues regarding requirements or the procurement process through written correspondence and discussions. The County is committed to fostering relationships with its Suppliers to encourage an ongoing pursuit to fulfill requirements.

2. **PROTEST PROCEDURES OF RFP/BID SPECIFICATIONS/REQUIREMENTS/TERMS & CONDITIONS**

- a. Companies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of the County.
 - i. Notice must be clearly marked “**Notice of Protest of Specifications/Requirements/Terms & Conditions**”
 - ii. The Notice of Protest of RFP/BID Specifications/ Requirements/Terms & Conditions must identifying areas that are in question and explain with specificity why the company is protesting.
 - iii. The Notice of Protest of RFP/BID Specifications/ Requirements/Terms & Conditions must be provided to the RFP/IFB Coordinator (contact information for the RFB/Coordinator can be found in *Section III. A. RFP Coordinator.*)
 - iv. The Notice of Protest of RFP/BID Specifications/ Requirements/Terms & Conditions must be provided in writing via e-mail or hard copy directly. No facsimiles will be accepted.
 - v. The Notice of Protest of RFP/BID Specifications/ Requirements/Terms & Conditions must be received prior to the closing date and time of the designated “question and answer period” of the proposal noted above in *Section II. A. Schedule of Events Chart, item #3, Deadline for Written Comments Posted on BidSync.*

No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.
- b. Companies who fail to comply with the above protest procedures, forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms or conditions of this solicitation.
- c. In the event of the protest for specifications, requirements, terms and/or conditions is denied and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

3. **PROTEST OF DISQUALIFICATION**

Initial evaluations will determine if proposals have met the minimal requirements as indicated in this RFP. Notices will be sent to all companies who have been disqualified for not meeting the minimal requirements, via a Notice of Disqualification

- a. Should a company disagree with the determination, they must send a notice of disagreement the County as prescribed below:
 - i. The notice of disagreement must be clearly marked “**Notice of Disagreement**”

- ii. The Notice of Disagreement must identify areas that are in question, explain with specificity why the company is protesting and how the company meets the minimal requirements.
 - iii. The Notice of Disagreement must be received by the RFP/IFB Coordinator (contact information for the RFB/Coordinator can be found in *Section III. A.* of this document), within five (5) working days of the date of the Notice of Disqualification.
 - iv. The Notice of Disagreement must be received by e-mail or hard copy. No facsimiles will be accepted.
- b. Companies who fail to comply with above protest procedures, forfeit all rights in the protest process.
 - c. It is within the County's sole discretion (at the department level) to make final determinations for all disqualified protests.

4. PROTEST OF AWARD OF CONTRACT

Upon an award of the contract to a Bidder/Offeror, the County will mail out a Notice of Proposed Contract Award.

- a. Should a company/firm/person disagree with the proposed contract award, they must send a notice of protest of award of contract to the County as prescribed below:
 - i. The notice must be clearly marked "Notice of Protest of Award of Contract"
 - ii. The Notice of Protest of Award must identify areas that are in question and explain with specificity why the company is protesting.
 - iii. The Notice of Protest of Award must be received by (the respective Department Head) within five (5) working days of date the Notice of the Proposed Contract Award. Contact information for the Department Head is as follows:

Karen Larsen, Director
Yolo County Health and Human Services Agency
137 N. Cottonwood Street
Woodland, CA 95695
- b. The Notice of Protest of Award must be received by e-mail or hard copy. No facsimiles will be accepted.
- c. A review may be granted if the protest is received within the specified time and the company/firm/person submitting the protest is a Bidder/Offeror.

5. GENERAL PROTEST PROCEDURES FOR ALL PROTESTS

- a. All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein.

- b. All protests shall include at a minimum the following information:
 - i. The name, address, and telephone number of the Protester;
 - ii. The signature of the Protester or Protester's representative;
 - iii. The solicitation title and due date;
 - iv. Name of County employee designated as the RFP/IFB Coordinator;
 - v. Identification of the statute or procedure that is alleged to have been violated;
 - vi. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the vendor's position at the time of the initial protest;
 - vii. The party filing an "award" protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest which may be adversely affected by the outcome of the protest;
 - viii. The form of relief requested.
- c. Protester's failure to comply with these procedures shall constitute a waiver of any right to further the RFP/IFB Protest and shall constitute a failure to exhaust administrative remedies.
- d. In all cases, the first level of review of any protest shall be conducted by the respective Department issuing the solicitation.
 - i. However, should a protester disagree with the conclusion of the Department Head, the Bidder/Offeror may submit a formal written request by e-mail or hard copy and received within five (5) working days from the date of the first determination made by the Department Head, for further review to the County Administrator's Office (CAO). No facsimiles will be accepted. The CAO decision shall be final.
- e. If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.
- f. Throughout the review process, the County has no obligation to delay or otherwise postpone an award of a contract based on a protest.

SECTION V. Instructions for Completion of Proposal

A. PROPOSAL DEADLINE

1. Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the *Section II, RFP Schedule of Events*. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments.
2. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

B. SUBMITTING PROPOSALS

1. The required method of submitting your proposal is electronically through BidSync or in-person at 137 North Cottonwood Street, Woodland, CA 95695.
2. It is the sole responsibility of the Proposer to ensure their proposal reaches BidSync, LLC before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact BidSync at 1(800) 990-9339, for Vendor support.
3. Late proposals shall not be accepted nor shall additional time be granted to any potential Bidder/Offerer.

C. REQUIRED PROPOSAL SUBMITTALS

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following are required for your proposal to be considered and must be labeled with the following:

1.	Exhibit "A"	Proposal Transmittal Form
2.	Exhibit "B"	Proposal Questionnaire
3.	Exhibit "C, Part 2"	Line Item Budget
4.	Exhibit "D"	Previous Customer Reference Form
5.	Exhibit "E"	Signature Page
6.	Exhibit "F"	Non-Collusion and Non-Conflict of Interest Statement
7.	Financial Information	Financial Information as required in Exhibit B, Section 8 (submitted in BidSync).

D. PROPOSAL FORMAT AND CONTENT

The format and content of the Proposal are as follows:

1. The Proposal may not exceed **twenty-five (25) pages** in length, one-sided, excluding exhibits and Financial Information requested in, *Exhibit B, Section 8*. Audited financial statements should be the last item in the proposal.
2. Proposals must include completed versions of all forms included in the Exhibits to this RFP. All other pages are to be single-sided, single-spaced, using 11 point Arial font with one-inch margins.
3. Identify the Proposal number and Proposer name on every page submitted.
4. All pages of the Proposal must be numbered sequentially.
5. Proposals must include a table of contents identifying all aspects of the proposal (including exhibits and any addenda) with sufficient detail to facilitate easy reference to all requested information.
6. Proposals must address all elements in the Proposal Questionnaire (Exhibit B).
7. Proposals must include a statement of acknowledgment that the Proposer has reviewed the County of Yolo Standard Contract (Attachment 2—Standard Contract, with Exhibits) 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: Exhibits A and B (the scope of work and budget detail and payment provisions) for the contract, will be finalized during the contract negotiation process.] If the Proposer makes no qualifications to the Standard Contract, including exhibits, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications
8. All forms and attachments that require signatures must be signed in blue ink for inclusion in the original of the Proposal package. Signature stamps are not acceptable. Proposers must submit evidence that the signatory is authorized to sign on behalf of and commit the Proposer to the proposal.

E. ADDENDA

Any additional information not included in this solicitation which the County finds necessary and material to responding to the RFP will be posted as an addendum on BidSync. Answers to questions submitted through BidSync shall be considered addenda to the solicitation documents.

F. PRICING REQUIREMENTS

When preparing cost worksheet, Contractor shall submit pricing as follows:

1. Personnel costs, including salaries and benefits.
2. Allowable operating expenses.
3. Indirect costs may not exceed fifteen percent (15%) of the total Budget.
4. List any revenues or other funding sources.

Exhibit B – Proposal Questionnaire

CSBG RFP

INSTRUCTIONS:

- The Evaluation Criteria specified below will be used to score proposals as stated in the RFP Section III, Paragraph Q Award of Proposal.
- Proposers shall provide the information requested in the Evaluation Criteria specified below, in the order given.

1. General Company Information

- a. Company Overview—provide an introduction and general description of your agency's background, nature of business activities and experience in providing the services addressed by this RFP. If your agency is the subsidiary of a larger corporation, describe the relationship and also the extent to which your parent corporation is financially obligated to uphold the commitments made by your agency.
- b. Agency background and depth of ability to ensure services are provided:
 - i. Number of employees
 - ii. Describe your agency and include an organizational chart
 - ii. Applicable licenses, certifications, and expiration dates
 - iv. Partnering plans with local service providers.

2. Experience and Past Performance (a – e) minimum vendor requirements

- a. How long has your agency provided services relating to combating poverty?

One year minimum experience is required to provide these services. The County, however, is encouraging proposers with less than three years of experience to partner with another vendor and submit a collaborative application.
- b. How long has your agency provided the following services? Please provide references and/or supporting documentation for each.
 - i. Housing and Homeless Services
 - ii. Emergency Assistance
 - iii. Employment Assistance
- c. Your agency may be evaluated higher if the following Preferred Qualifications are met:
 - i. Does your agency have a minimum of (3) years' experience providing services relating to combating poverty? Please provide supporting documentation.
 - ii. Does your agency have experience with tracking and reporting performance measures in the Results-Based Accountability (RBA) model? Please provide supporting documentation.
 - iii. If applicable, does your agency have experience with entering and tracking data in the Homeless Management Information System? Please provide supporting documentation.
- d. Using Exhibit D (length may exceed one (1) page), provide Previous Customer References with a list of contacts (including names, phone numbers, and date of original

Exhibit B – Proposal Questionnaire

CSBG RFP

contracts) for whom you have provided similar services during the past five (5) years. Using Yolo County or its employees as references is not recommended.

- e. What experience do you have working with other local governments relative to providing the services on which you are bidding?

3. Responsiveness/Responsibility

- a. Provide a brief, not more than one (1), standard typewritten page, summary of your understanding of your responsibilities should you be awarded this contract.
- b. Has your agency, or any officer of your agency defaulted on a contract? If yes, explain.
- c. Has your agency ever been suspended, decertified, or barred by any governmental agency from providing services, even temporarily? If yes, explain. Include your DUNS number which will be used to verify your status.
- d. In the past five (5) years has any claim against your company concerning your company's work on a project been filed in court or arbitration? If yes, please explain.

4. Proposer's Approach to Project

- a. Include a summary of how your agency will provide one, two, or all three of the services listed below:
 - i. Housing and Homeless Services
 - ii. Emergency Assistance
 - iii. Employment Assistance
- b. Include a summary of how your agency will use CSBG funds to serve low-income persons. Low-income is defined by the Federal Poverty Guidelines, which can be found at: <https://aspe.hhs.gov/poverty-guidelines>.
- c. Include a summary of how your agency has local presence within Yolo County.
- d. Include a summary of how your agency will:
 - i. Ensure that its employees assigned to the County have passed a criminal background check, including drug testing performed at no costs to the County so that only qualified personnel of integrity will be furnished by Contractor and in conference with Federal Law.
 - ii. Ensure employees are screened for criminal background. Contractor agrees to defend, indemnify and hold harmless the County, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty. The criminal background search must be performed by a third party consumer reporting agency and include a county criminal search in each county in which the individual has lived or worked in the last seven years; social security validation and trace, along with a search against the National Sex Offender Registry. If the background check reveals any convictions or charges pending adjudication, aside from minor driving violations, the Contractor must immediately notify Yolo County.

Exhibit B – Proposal Questionnaire

CSBG RFP

- e. Include a summary of how your agency will provide a location accessible to the public, in compliance with the American Disabilities Act (ADA).

5. Pricing Requirements

Using Exhibit C provide a Line Item Budget listing expenses and revenues for the services being proposed.

Here provide a Budget Narrative that at a minimum addresses the points below (five (5) page maximum)

- i. Describes the costs of the overall project.
- ii. Specifies the Cost Per Person Served and the rationale.
- iii. Explains the justification for each line item in the budget and include detail that describes what each item is, how the item relates to the project, and how the amount shown was arithmetically determined.
- iv. Discusses any additional sources of income that have been or will be leveraged to support the project, including Medi-Cal if applicable. List source and amount of all non-Yolo County income to be applied to project.
- v. Describes the internal management and fiscal control systems for the single agency or each partner agency, as appropriate.

6. Quality Assurance and Oversight

- a. Describe your Agency's Quality Assurance Program
- b. Describe how your agency selects, trains, and conducts background checks of your staff.
- c. How does your agency ensure qualified, trained staff?

7. Outputs and Outcome Measures

- a. Describe how your agency will adhere to Performance Outcome Measures as developed in a Results-Based Accountability (RBA) framework, answering the following questions:
 - i. How much did we do?
 - ii. How well did we do it?
 - iii. Is anyone better off?
- b. Describe how your agency will comply with all federal and state CSBG reporting requirements.

8. Financial Information – (to be submitted at the end of the proposal per instructions in RFP Section V, Paragraph B.) (Pass/Fail)

- a. A current credit rating from Dun & Bradstreet, Supplier Qualifier Report.
- b. The last three (3) years of audited financial statements (in US dollars) of your agency and indicate who audited the statements.

Exhibit B – Proposal Questionnaire

CSBG RFP

- c. Sufficient information, as determined by the County to enable the County to determine that the offerors financial health and capability are sufficient to meet the anticipated contractual and usage requirements of any resulting agreement. The County is the sole judge for making such a determination.