



**BUTTE COUNTY GENERAL SERVICES  
PURCHASING SERVICES**

2081 2nd STREET  
OROVILLE, CALIFORNIA 95965-3413  
Telephone: (530)-552-3500 Fax: (530)-538-6760

Sarah MacArthur,  
Deputy Director

Jennifer Lawrence,  
Contracts/Procurement Agent I

March 28, 2025

**TO:** All Contractors

**FROM:** Jennifer Lawrence, Contracts/Procurement Agent I

**SUBJECT:** Addendum #1 to RFP No 72-25, Homeless Housing, Assistance, and Prevention Round 5

---

Addendum #1 to RFP 72-25 Homeless Housing, Assistance, and Prevention Program Round 5 is as follows:

CHANGE: The procurement schedule has been updated. Please see the new procurement schedule below:

<b>Due Date</b>	<b>Description</b>
Tuesday, March 11 <sup>th</sup> , 2025	Release Request for Proposals
Friday, April 4 <sup>th</sup> , 2025	Written Questions Due to County, no later than 5:00PM PDT
Friday, April 11 <sup>th</sup> , 2025	Response to Questions by County, end of business
Friday, April 25 <sup>th</sup> , 2025	Notice of Intent to Submit Proposal Due to County, no later than 5:00PM PDT
Monday, May 12 <sup>th</sup> , 2025	Proposals Due to County, no later than 5:00PM PDT
Week of Monday, May 19 <sup>th</sup> , 2025	Proposal Review Committee convenes for RFP review, oral interviews, if required and complete background and fiscal review.
Thursday, May 22 <sup>th</sup> , 2025	Notify respondents of award of contract, end of business
Tuesday, August 12 <sup>th</sup> , 2025	Tentative Board of Supervisor's Meeting – Execute Contract
Tuesday, August 12 <sup>th</sup> , 2025	Tentative Contract Commencement

ADDITION: Attached: Attachment 5 – Notice of Intent to Submit Proposal. The attached Notice of Intent to Submit Proposal can also be found as a PDF on Public Purchase ([publicpurchase.com](http://publicpurchase.com)) RFP 72-25 Homeless Housing, Assistance, and Prevention Round 5 – Housing and Homeless.

ADDITION: Attached: Exhibit A: Instructions on How to Submit Attachment 5 – Notice of Intent to Submit Proposal.

QUESTIONS AND ANSWERS: The following questions were asked; responses are listed after each question:

1. Question? How do I submit the “Notice of Intent to Submit Proposal”?

Answer: Please see Attachment 5 – Notice of Intent to Submit Proposal attached to RFP 72-25 Addendum #1, or on Public Purchase. (publicpurchase.com) Respondents must submit Attachment 5 Notice of Intent to Submit Proposal via e- mail to hhsupport@buttecounty.net. OR one (1) signed hardcopy original proposal to:

Butte County Department of Employment and Social Services  
“72-25 - HHAP Round 5”  
PO Box 1649, Oroville, CA 95965

**SEE PAGE 3 FOR ATTACHMENT 5 – NOTICE OF INTENT TO SUBMIT PROPOSAL.**

**SEE PAGE 4 FOR EXHIBIT A – INSTRUCTIONS ON HOW TO SUBMIT THE NOTICE OF INTENT.**

All other items remain the same.



**Attachment 5– Notice of Intent to Submit Proposal**  
**For**  
**RFP# 72-25**  
**Homeless Housing, Assistance and Prevention Program**  
**Round 5**

The undersigned intends to submit a proposal and application for funding to provide Homeless Housing, Assistance, and Prevention Round 5 services for the Butte County Department of Employment and Social Services, Housing and Homeless. This Notice is required in order to submit a proposal. Proposers who submit a Notice of Intent will receive additional correspondence through this procurement process. The Notices of intent is non-binding, and will be used by County staff for planning purposes for the review process.

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Short Description of Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit one signed electronic copy with this Notice of Intent to Submit Proposal OR one (1) signed hardcopy original no later than **5:00PM PST on Friday, April 25<sup>th</sup>, 2025**, hardcopy proposals shall be submitted to:

Submit form electronically to [hhsupport@buttecounty.net](mailto:hhsupport@buttecounty.net) with subject line “Homeless Housing, Assistance, and Prevention Round 5 RFP #72-25”

Signature of authorized representative:

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Exhibit A

### Instructions on How to Submit Attachment 5 – Notice of Intent to Submit Proposal

Attachment 5 – Notice of Intent to Submit Proposal must be submitted to the Department of Employment and Social Services no later than 5:00 pm PDT, Friday, April 25th, 2025.

Attachment 5 – Notice of Intent to Submit Proposal is required in order to submit a Proposal. Only Proposers who submit a notice of intent will receive additional correspondence through this procurement process.

The notices of intent are non-binding, and are used by County staff for planning purposes for the review process.

Respondents must submit notice of intent via e- mail to [hhsupport@buttecounty.net](mailto:hhsupport@buttecounty.net). OR one (1) signed hardcopy original proposal to:

Butte County Department of Employment and Social Services  
"72-25 - HHAP Round 5"  
PO Box 1649  
Oroville, CA 95965