

**COUNTY OF BUTTE  
REQUEST FOR PROPOSALS**



**RFP# 72-25  
Homeless Housing, Assistance, and Prevention Program Round 5**

**ISSUE DATE  
Monday, March 11<sup>th</sup>, 2025**

**DUE DATE  
Monday, April 28<sup>th</sup>, 2025  
AT  
5:00PM PDT**

**Butte County Department of Employment and Social Services**

**78 Table Mountain Blvd.**

**P.O. Box 1649**

**Oroville, CA 95965**

**(530)552-6461**

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**Butte County Department of Employment and Social Services  
Housing and Homeless  
Request for Proposals (RFP)  
For Funding of  
Homeless Housing, Assistance, and Prevention Program Round 5  
Fiscal Year: 2025/2026-2027/2028  
RFP Issue Date: Monday, March 11<sup>th</sup>, 2025**

## 1. Respondent Admonishment

Respondents are reminded it is their responsibility to:

- Carefully read the content of this entire document, address all requirements, and follow all procedures of this RFP;
- Ask for clarification before final due date of questions;
- Immediately inform County of any issues or problems with this solicitation;
- Be complete in response; and
- Submit all responses by the required dates and times.

## 2. Introduction

### 2.1 Purpose

The Butte County Department of Employment and Social Services, Housing and Homeless Division (hereinafter referred to as "County") offers several supportive services to individuals and families to promote safety and stability within the community. County of Butte is seeking a firm/respondent (hereinafter referred to as "respondent") to request funding to provide community services from Homeless Housing, Assistance, and Prevention (HHAP) Round 5.

County intends to award a minimum of one contract to respondent(s) that will meet the qualification criteria and has successfully performed services on similar projects. The successful respondent(s) must enter into a contract with County for the services requested in this RFP within a reasonable time after award. A respondent submitting a proposal must be prepared to use County's standard contract template rather than its own contract. The contract will include terms appropriate for this project.

The purpose of this RFP is to define County's minimum requirements, solicit proposals, and gain adequate information by which County may evaluate proposed services and develop contracts for these services. HHAP Round 5 is requesting community investment in permanent housing and pathways to permanent housing.

Generally, the terms of the contract will include, but are not limited to: (1) completion of the project(s) within the timeframe provided, (2) no additional work authorized without prior written approval, (3) no payment without written approval, (4) funding availability, (5) termination of contract under certain conditions, (6) indemnification of County, (7) approval by County of any subcontractors, and (8) minimum appropriate insurance requirements. A Model Contract is attached as Exhibit A to this RFP. County intends to award and execute a contract substantially in the form of the Model Contract to the selected respondent. Respondents should list any requested exception(s) or change(s) to the Model Contract in a separate section of their proposal.

This RFP is promulgated in accordance with California State Welfare and Institutions Code Sections 10553 and 10554, Title 45 Code of Federal Regulations, Section 92.36(d) as amended at 60 Federal Register 19645 (April 19, 1995) and California Department of Social Services (CDSS) MPP Divisions 19, 21, 22, 23 and 30.

The County shall electronically deliver this RFP packet to prospective proposer(s) including non-profit social service agencies by posting at the following links: <http://www.publicpurchase.com> and <https://www.buttehomelesscoc.com>.

## 2.2 Term

The contract for services will be for the period of 7/29/2025 through 6/30/2028.

## 2.3 Amount and Availability of Funding

The projected available funding for HHAP Round 5 is 3,085,000.00. This amount is broken down into eligible use categories as follows:

- Rapid Rehousing, Prevention and Diversion - \$500,000.00
- Delivery of Permanent Housing, and Innovative Housing solutions - \$2,000,000.00
- Services Coordination – 585,000.00

Respondents are required to submit proposals for the term of the project. County reserves the right to modify the scope of funding to any extent necessary to ensure compliance with federal, state and/or County guidelines or federal, state, and/or County budget appropriations.

## 3. Background

### 3.1 Program Information

County sets forth the following information about the requested services as background information to assist respondents in preparing their proposals.

HHAP Round 5 outlines the State priorities as follows:

- Foster robust regional collaboration and strategic partnerships aimed at fortifying the homeless services and housing delivery system.
- Ensure the long-term sustainability of housing and supportive services, by strategically pairing these funds with other local, state, and federal resources to effectively reduce and ultimately end homelessness.
- Demonstrate sufficient resources dedicated to long-term permanent housing solutions, including capital and operating costs.
- Demonstrate a commitment to address racial disproportionality in populations experiencing homelessness and achieve equitable provision of services and outcomes for Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness.
- Establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.
- Fund projects that provide housing and services that are Housing First compliant and delivered in a low barrier, trauma informed, and culturally responsive manner.

Respondents are encouraged to prioritize the use of HHAP Round 5 funds to assist people to remain in or move into safe, stable, permanent housing. HHAP Round 5 funding is housing-focused -- either funding permanent housing interventions directly or, if used for services coordination, have clear pathways to connect people to permanent housing options.

### 3.2 Target Population

Those experiencing literal homelessness and who are at imminent risk of homelessness, as defined by U.S. Department of Housing and Urban Development.

### 3.3 Services Requested

Respondents must address the following in the Proposal Narrative section:

Program Description: The proposal narrative must include a detailed description of what the organization proposes to use the HHAP funding for. This narrative must also include the type of program proposed, how the program will be staffed, which usage category/categories the funds relate to, services to be provided, and how many people are anticipated to be served. Provide evidence that the population targeted is underserved in Butte County, if applicable, and what the project will do to address that gap.

Housing First: All proposals must comply with Housing First principles, provide a description of how the program will adhere to these principles and practices with specific examples. Also explain how this program will ensure that participants are connected to other available resources.

Sustainability: Explain how the proposed activities continue past the period in which HHAP funding is available. If this program will cease at the end of available funding, describe how the program will be phased out in a way that would not cause hardships to participants.

**Provide as B2** a draft Scope of Work that is intended to be incorporated as “Attachment I” in the resultant contract.

### 3.4 Proposed Goals and Outcomes/Evaluation

Respondents must address in the Proposal Narrative how their proposal will positively affect the specific outcome measures outlined by the State:

- Increase the number of people accessing services who are experiencing homelessness from 3,674 individuals.
- Reduce the number of people experiencing unsheltered homelessness from 580 individuals.
- Decrease the percentage of people experiencing homelessness for the first time by 10% from 2,182 individuals to 2,072 individuals.
- Increase the number of people exiting homelessness into permanent housing by 15% increasing the number of individuals from 730 to 830.
- Decrease the average length of time that people experiencing homelessness while accessing service by two days from 110 to 108 days.
- Maintain or lower the current percent of individuals who return to homelessness within six months of exiting homelessness.

### 3.5 Data Reports

The proposer shall be responsible for completing regular updates in the Housing Management Information System (HMIS), or equivalent, in accordance with HMIS Policy and Procedure, participate in the Coordinated Entry System in accordance with Coordinated Entry Policy and Procedures, and

complete reports as directed by the County. Individuals receiving services funded by HHAP Round 5 are required to be entered into HMIS, or equivalent, additional information may be requested for the purpose of state and federal tracking.

### 3.6 Resources

[HHAP Website](#)

[Enabling Statute – AB 129 \(Committee on Budget, Chapter 40, Statutes of 2023\)](#)

[Housing First Implementation Resources \(Department of Housing and Urban Development\)](#)

[Literal Homelessness Definition \(Department of Housing and Urban Development\)](#)

[At-Risk of Homelessness Definition \(Department of Housing and Urban Development\)](#)

## 4. Procurement Process

### 4.1 County Contact

Any and all communication regarding this solicitation shall be in writing, submitted through Public Purchase and/or directed to:

Kenneth Huenink, Health and Human Services Program Analyst II  
Email: [hhsupport@buttecounty.net](mailto:hhsupport@buttecounty.net)

This person serves as County's contact for this project regarding questions and inquiries during the solicitation. Do not contact other County personnel or selection committee members regarding this project or the selection procedures.

Respondents interested in participating in this solicitation shall register at the Public Purchase website:

<http://www.publicpurchase.com/>

### 4.2 Period of Offer

Response to the RFP constitutes an irrevocable offer to the County of Butte to perform according to the proposed specifications and the proposed contract.

### 4.3 Proposal Questions

Respondents should submit questions and requests for clarification regarding this RFP by email or through the Public Purchase website no later than **Friday, March 28<sup>th</sup>, 2025 by 5:00PM PDT**. County shall not accept questions verbally or via telephone or fax. Respondents should submit questions via e-mail to County Contact listed in section 4.1.

County will provide answers and clarification by posting an addendum(s) through the Public Purchase website by **Friday, April 4<sup>th</sup>, 2025 at the close of the business day** so all respondents receive consistent information. All interested respondents are responsible for accessing the website for this information.

## 4.4 Procurement Schedule

This timetable lists all due dates for this RFP.

Due Date	Description
Monday, March 11 <sup>th</sup> , 2025	Release Request for Proposals
Monday, March 28 <sup>th</sup> 2025	Written Questions Due to County, no later than 5:00PM PDT
Friday, April 4 <sup>th</sup> , 2025	Response to Questions by County, end of business
Friday, April 11 <sup>th</sup> , 2025	Notice of Intent to Submit Proposal Due to County, no later than 5:00PM PDT
Monday, April 28 <sup>th</sup> 2025	Proposals Due to County, no later than 5:00PM PDT
Week of Monday, May 5 <sup>th</sup> , 2025	Proposal Review Committee convenes for RFP review, oral interviews, if required and complete background and fiscal review.
Monday, May 12 <sup>th</sup> , 2025	Notify respondents of award of contract, end of business
Tuesday, July 29 <sup>th</sup> , 2025	Board of Supervisor's Meeting – Execute Contract
Tuesday, July 29 <sup>th</sup> , 2025	Contract Commencement

County may alter any days or times in the timetable. County will notify the prospective respondents of any changes to this schedule via written addendum posted on Public Purchase.

## 5. Submission Requirements

### 5.1 Directions

Responses to the RFP must be made according to the requirements set forth in this section and **Section 6. Required Content and Structure of the Proposal**, for content and sequence. Failure to adhere to these requirements, or inclusion of conditions, limitations or misrepresentations in a response may be cause for rejection of the submittal.

County cautions prospective respondents to provide thorough and comprehensive information. County will use the proposal package to determine the respondent's responsiveness, responsibility and capability of satisfying all requirements of this RFP.

Once submitted, the proposal shall become the property of the County and may be returned only at the option of the County and at the proposer's expense.

### 5.2 Proposal Submission

1. Respondents must submit proposals to County no later than **5:00PM PDT on Monday, April 28<sup>th</sup>, 2025**. County reserve the right to request additional copies.
2. The electronic proposal package shall be labeled Homeless Housing, Assistance, and Prevention Round 5 – Housing and Homeless RFP # 72-25 and shall be submitted according to the directions provided herein. Prospective respondents are cautioned to provide thorough and comprehensive information.

Respondents must submit **one (1)** electronic copy sent 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"



*County will NOT consider proposals received AFTER the due date and time. Please make sure you submit your proposals with ample time.*

3. A duly authorized officer of the proposing organization must sign all proposals.
4. All proposals are final after the filing deadline. County does not permit any adjustments after the deadline. County will NOT consider proposals received after the exact time, unless County receives it before County makes its selection and County determines the late receipt was due solely to mishandling by County after receipt at the designated address. The only acceptable evidence to establish whether a proposal is late or meets the exception listed above shall be the time of receipt at County as determined by the time-date stamp of County on the proposal.

## 6. Required Content and Structure of the Proposal

This section specifies the information County will use to determine whether the prospective respondent is responsive and responsible. The respondent MUST submit all information. County advises the prospective respondent to respond thoroughly and completely.

**Please follow the formatting described in this section and clearly label each section as requested.**

### 6.1 Format

For proposals submitted electronically:

- Type size must be large enough to be easily legible, but font shall not be smaller than 10 point.
- Include page numbers throughout the entire document, including the attachments.
- Must include a Table of Contents with page numbers.
- Proposal Package sections must be clearly labeled with title pages

For paper proposals each proposal must meet the following requirements:

- Paper size shall be 8 ½" x 11" sheets (fold outs are acceptable for charts, etc.)
- Type size must be large enough to be easily legible, but font shall not be smaller than 10 point.
- Include page numbers throughout the entire document, including the attachments.
- Must include a Table of Contents with page numbers.
- Proposal Package sections must be clearly labeled with title pages for the electronic copy.

### 6.2 Application for Funding

Provide as **A1**, the Application for Funding Sheet attached to this RFP as Attachment 1.

### 6.3 Narrative Description of Services

In this section, please provide a narrative description of your proposed Program Design (services requested), exhibiting originality and demonstrating effectiveness in meeting the program goals and objectives outlined in this RFP.

Provide as **B1**, the proposal narrative. The proposal narrative is limited to two (2) single spaced pages, not including attachments. Respondents should include in their narrative section:

- Description of each of the services respondent plans to provide;
- Description of the goals and outcomes of the program;

- The total number of individuals served through the program;
- Compliance with Housing First Practices; and
- Project Sustainability.

Respondent may develop internal forms, not required by the program description or County. However, County must approve any forms used in conjunction with HHAP Round 5 prior to implementation.

Provide as **B2**, a draft Description of Services (Scope of Work) which County intends to incorporate as Attachment II- Description of Services into the resultant contract.

This is the document in which the respondents are requested to describe the work they will perform to complete this project. Should there be any tasks that are expected to be performed by County, these shall also be clearly described as County tasks in the Descriptions of Services. A proposed billing rate for all reimbursable expenses shall be included in the Scope of Work

#### 6.4 Legal Entity

Provide, as **C1**, a copy of a Certificate of Status from the Secretary of State or other appropriate official of state for the state in which the respondent's organization holds incorporation if the proposed respondent is a corporation.

Provide as **C2**, a copy of the agreement if the respondent is a partnership or a joint venture. Please specify the role, responsibility, and level of authority of each party.

#### 6.5 Financial Statement

Provide an audited financial statement as **D1**. Such statement shall be the most recent and complete audited financial statement available for a fiscal period not more than twenty-four (24) months old at the time of submission. An independent Certified Public Accountant (CPA) must prepare this statement.

If the respondent is part of a parent organization, the audit report shall contain sufficient financial information regarding the operation, so County may determine its fiscal stability.

If the audit contains any exceptions or recommendations, please include information on how the respondent's organization resolved exceptions or implemented recommendations. If respondent has yet to resolve any exceptions, provide a status report detailing plans to implement corrections.

If the audit is of a parent firm, the parent firm shall be a party to the contract. Respondent is responsible for any costs incurred for the audited financial statements required by the RFP and it is not an allowable expense in the contract budget.

If an audit has not been completed by a CPA within the last 24 months, provide as **D1** a statement as to why an audit has not occurred and the anticipated date of completion.

Provide as **D2** a complete copy of the prospective respondent's most recent financial statement not more than three (3) months old at the time of submission. This statement should clearly identify the financial condition of the respondent's immediate business entity as well as that of the corporate structure if such exists. This statement shall be prepared in conformity with Generally Accepted Accounting Principles.

Provide as **D3** a financial statement that prospective respondent agrees to the right of County or its agent, state, and federal governments to audit the prospective respondent's financial and other records.

## 6.6 Statement of Experience

Provide as **E1** the following information:

- a. Business name and legal business status (i.e., partnership, corporation, etc.)
- b. Number of years in business under current name, as well as under related prior business names
- c. Number of years of experience providing HHAP Round 5 related services and/or similar types of services
- d. Copy of business license, if applicable

Provide as **E2** the following information on each current contract and each contract completed by prospective respondent during the last three (3) years:

- a. What service is/was contracted
- b. Other party to the contract
- c. Address of the other party
- d. Contact person for the other party
- e. Telephone number of the other party
- f. Dollar amount of the contract
- g. Term of the contract

Provide as **E3** information on any failure or refusal to complete a contract. Also, include all information on any early termination of a contract.

Provide as **E4** information on any controlling interest in other firms or organizations or ownership or control by any other person or organization.

Provide as **E5** all information on any financial interest in any other business. Government agencies are exempt from this requirement.

Provide as **E6** the names of persons with whom the prospective respondent has been associated in business as partners or business associates in each of the last five years. Government agencies are exempt from this requirement.

Provide as **E7** information on any litigation, including any pending litigation, involving prospective respondents or principal officers of prospective respondents' organizations in connection with any contracts. Provide details on each instance of litigation.

Provide as **E8** information on the experience providing HHAP Round 5 related services, or the equivalent or similar experience of principal individuals of the proposer's present organization.

Include:

- a. Names of principal individuals of present organization
- b. Current position in present organization
- c. Years of service experience, including type of work, responsibilities, and magnitude of operation

Provide as **E9** the location(s) where the prospective respondent plans to provide HHAP Round 5 program services shall be provided.

Provide as **E10** two (2) current letters of reference from agencies that have knowledge of the prospective respondent's experience and qualifications in the areas of financial and management responsibility and that can speak to the prospective respondent's ability to provide proposed the services outlined in the "Proposed Goals/Evaluation" section.. Exclude as a reference any firm in which the prospective respondent has had any financial interest. Provision of reference letters constitutes the prospective respondent's consent for County to contact references for further information.

At a minimum, the following information must be included for each agency reference:

- Agency name, address, contact person name, telephone number, and email address.
- Detailed description of services provided similar to the services outlined in the Draft Description of Services

Provide as **E11** a list of commitments and potential commitments that may affect assets, lines of credit or guarantor's letters or otherwise affect the prospective respondent's ability to perform the contract.

## 6.7 Organizational Structure

Provide as **F1** organizational chart(s) showing administrative accountability from top management through clerical level. Include all personnel that respondent plans to employ at the proposed program locations.

Provide as **F2** a time schedule for implementation of all proposed changes in organizational structure and operations that would result from award of this contract.

## 6.8 Working Capital

Provide as **G1** evidence that the prospective respondent is capable of providing sufficient working capital and cash flow to meet the demands of this contract. Understanding that County, on a reimbursement basis, shall pay respondent, available capital, specific to contract, must equal prospective respondent's anticipated expenses for a four-month period following the start of the contract. The prospective respondent must submit one or a combination of the following:

- a. A financial statement reflecting existing cash flow
- b. A written and certified line of credit committed solely to this contract by a reputable and recognized financial lending or other institution.
- c. Prospective respondents who intend to provide working capital through loans from financial institutions must supply a written statement from such institutions that the financial institution shall provide a specified maximum line of credit that is available solely for this contract.

## 6.9 Budget

Provide as **H1** a projection of the annual cost for proposed project. The respondent shall use the required contract budget to itemize all direct costs on which the prospective respondents base their transaction fee. The respondent may add other costs to the budget sheet and identify them in order for County to determine whether such costs are applicable. These costs include any proposed cash or in-kind contributions, as they relate to the programmatic need as identified in this RFP. If an hourly rate is quoted, the anticipated total number of hours shall be included along with a not-to-exceed price for the project.

The required format for the budget is Attachment 4 Line-Item Budget Template.

The cost of the audited financial statement required by the RFP is at respondent's expense and is not an allowable expense in the contract budget.

County may include the budget as part of the awarded contract.

Provide as **H2** a budget narrative, which shall clearly show how the respondent calculated each projected line-item cost. The budget narrative shall follow the sequence of line items included on the budget. If the respondent shares any budget item with any other entity, the budget narrative shall show how the respondent allocated the cost to HHAP Round 5 operations.

County may include the budget narrative as part of the awarded contract.

## 6.10 Job Descriptions and Qualifications

Provide as **I1** job descriptions for any key personnel who respondent may assign to this project including administrators.

## 6.11 Insurance

Provide as **J1** certifications and endorsement of insurance or statement(s) from qualified insurer(s) that the prospective respondent, if awarded the contract, can acquire insurance for the types and amount of coverage specified in this RFP or copies of insurance policies, binders, or certificates evidencing the Butte County Standard Insurance Requirements.

A copy of the County's Standard Insurance Requirements is attached.

Provide as **J2** evidence that the prospective proposer, if awarded the contract, can secure a performance bond and personnel bond as specified in the contract.

## 6.12 Other Information

Provide as **K1** a statement that the respondent agrees to provide County with any other information necessary for County to determine the respondent's qualifications to perform the provisions of the contract.

Provide as **L1** a certification that all statements in the proposal are true, and an acknowledgement that if the proposal contains any false statements, County may declare any contract made because of the proposal to be void.

# 7. Proposal Review and Evaluation Criteria

A Proposal Review Committee, including representatives from the Butte County Department of Employment and Social Services, other County agencies and/or representatives with community-based service delivery expertise will evaluate, score and rank responsive proposals. County may schedule oral interviews with the top candidate(s) as part of the review process, before selecting a proposal. County will check references regarding the background and current performance of respondent(s) before the evaluation is complete.

Once the Proposal Review Committee makes the final decision, they will direct County staff to negotiate, write and execute contract(s) with the selected respondent(s) for funding.

Final contract approval is the prerogative of the Butte County Board of Supervisors.

County shall use a rating methodology to review proposals. County has attached the Rating Methodology to this RFP as Attachment 3.

1. In accordance with the [California Department of Social Services Manual of Policies and Procedure \(CDSS MPP\) 23-613.1 and .2](#), counties are not required to choose the responsive respondent with the lowest price to an RFP. However, County shall weigh cost as a major factor in making the evaluation. Additionally, County shall utilize the following criteria in selecting a respondent from RFPs.
  - (a) Originality and effectiveness of the respondent's approach to solving the problem presented in the RFP.
  - (b) The respondent's background and experience working with federal/state housing and homeless funded programs, local government and projects similar to the one funded.
  - (c) Any cash or in-kind contributions the respondent includes as part of the project.
2. In accordance with [CDSS MPP 23-601.24](#), a responsible respondent is one who:
  - (a) Possesses adequate financial resources, or the ability to obtain such resources as required during the performance of the contract; and
  - (b) Has the ability to comply with the proposed delivery or performance schedule, taking into consideration available expertise and any business commitments; and
  - (c) Has no record of unsatisfactory performance, lack of integrity, or poor business ethics; and
  - (d) Is otherwise qualified and eligible to receive an award under applicable statutes and regulations.
3. In accordance with [CDSS MPP 23-601.25](#), a responsive respondent means one whose bid or proposal substantially complies with all requirements of the RFP.
4. If in the course of the proposal evaluation, County discovers that any officer, consultant, or employee of the respondent's organization has a conviction of fraud, or had a judgment or conviction involving fraud, County, depending on their analysis of the relationship and circumstances, may declare the prospective respondent non-responsive.
5. If in the course of the proposal evaluation, County discovers that the respondent's firm has failed to complete a similar contract, County, depending on their analysis, may declare the prospective respondent non-responsive.
6. In accordance with [CDSS MPP 23-601.25](#), County may declare any proposal irregular and not considered for award of the contract if it is conditional, incomplete or not responsive to the RFP, or contains any alteration of form or irregularity that would prevent County from comparing it to other proposals.
7. In accordance with [CDSS MPP 23-611.13 and 23-615.12](#), County reserves the right to waive any proposal irregularity; however, this shall not relieve the prospective respondent from full compliance with the proposal requirements if awarded the contract.
8. In accordance with [CDSS MPP 23-614 and 23-615](#), County reserves the right to reject all proposals, and to cancel the procurement process.
9. All proposals will be reviewed for overall program cost and for line-item costs that are reasonable, allowable and necessary, as measured by the review of the line-item budget, program design, staffing levels, and structure

## 8. County Notices

All respondents who intend to respond to this RFP should note the following:

1. All work performed for County, including all documents associated with the project, shall become the exclusive property of County.
2. County reserves the right to interview proposing firms prior to award and request additional information during the interview.
3. County expects the selected organization to perform and complete the project in its entirety.
4. Any and all costs including travel, arising from development and delivery of a response to this RFP incurred by any proposing respondent shall be borne by the respondent without reimbursement by County.
5. The selected respondent shall remain an independent respondent, working under his/her own supervision and direction and is not a representative or employee of County. Respondents agree to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
6. The opening of proposals in response to this solicitation is not subject to attendance by the general public. This restriction is necessitated by the fact that the contract award is subject to negotiations, and it would be unfair for competing companies to know the prices quoted by one another.
7. The successful respondent must be prepared to begin work promptly following execution of the contract and is expected to complete the project in its entirety.
8. Issuance of this solicitation in no way constitutes a commitment by County to award a contract. If County determines it is in its best interest to do so, no respondent may be selected and no contract may be executed.
9. Upon acceptable negotiations and contract award, the respondent shall be required to execute the Model Contract as provided in Exhibit A and comply with County insurance requirements. County may modify the contractual requirements of the contract prior to execution of a contract for services.
10. County reserves the right to request additional information from respondents that have submitted a response to this solicitation and to enter into negotiations with more than one respondent should a contract be awarded or to award a purchase order or contract to the respondents with the most favorable quotation without conducting negotiations. County reserves the right to award more than one contract if it is in the best interest of County.
11. County reserves the right to reject any or all submittals received if County determines it is in its best interest to do so. Further, County may cancel or amend this solicitation at any time and may submit similar solicitations in the future.
12. County may reject any submittal that does not meet all of the mandatory requirements of this solicitation, is conditional, or is incomplete.
13. County may request clarification of any submitted information and may request additional information on any or all responses provided. County may also waive minor inconsistencies deemed to be irrelevant.
14. The withdrawal of any submittal must be made in writing prior to the required submission date and time, and must be signed by an authorized representative of the respondent. An error in the

submission may cause the rejection of that submittal. However, the respondent may reissue a new or modified submittal prior to the date and time required for submission.

## 8.1 Contract Award

County will award contract(s) to the respondent(s) whose proposal(s) determines to most satisfactorily meets the funding parameters, taking into consideration the evaluation factors set forth in the RFP.

County will notify all participating respondents in writing the outcome of the RFP and the proposal award.

## 8.2 Debriefings and Protests

Respondents that submitted a proposal in response to an RFP but were unsuccessful in their attempt to obtain a contract or recommendation for contract award, may request a debriefing to learn the general reasons for selection of a competitor for contract award. Requests for debriefings shall be directed to:

Butte County Department of General Services  
2081 2<sup>nd</sup> Street  
Oroville, CA 95965-3413  
Telephone: 530-552-3500

**Respondents must submit requests for debriefings within five (5) business days of receipt of the Intent to Award and/or No Award notification.** Requests for debriefings may be conducted via telephone, email, or during a face-to-face meeting at County Offices in Oroville, CA.

Respondents that have received a debriefing, but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to:

Butte County Department of General Services  
Attn: Director of General Services  
2081 2<sup>nd</sup> Street  
Oroville, CA 95965-3413

All protests must be made in writing, signed by an individual authorized to sign the submitted proposal, and must contain a statement of the reason(s) for the protest, citing the law, rule, regulation, or procedure on which the protest is based. Respondent's capabilities, project characteristics and/or pricing features that were not included in the respondent's proposal shall not be introduced during the protest process. **The protest shall be submitted within seven (7) working days after such aggrieved respondent knows or should have known of the facts giving rise thereto or within seven (7) working days following the debriefing.**

## 8.3 Content of Contract

The contract shall contain provisions relating to insurance and indemnification, reporting and record keeping. The respondent shall agree to indemnify County and maintain insurance with certain specified coverage limits and must name County and its officers and employees as additional insureds on its policies. The reporting requirements shall include a description of individual client characteristics, demographic information, services description and outcome information and copies of proposed reporting forms. The contract shall require the respondent to submit a detailed budget and budget narrative in which County identifies line items as contract period costs and, where applicable, hourly or limit of service costs. The budget shall indicate direct and indirect costs and profit. County shall compensate the respondent for actual costs incurred, not to exceed the contract maximums.

Unless the respondent provides all information requested, County may discard the proposal and give it no consideration. County may disqualify any respondent attempting to influence the proposal process by interfering with other respondents or with any County employee.



## 8.4 Governing Laws and Regulations

Prospective respondents shall be required to conform to all applicable provisions of law and regulations. These laws and regulations include but are not limited to all applicable federal and state laws, including the Social Security Act; the Civil Rights Act; Civil Rights Certification PCC § 2010 (see SCM 1, § 3.33); the Clean Air Act; applicable federal regulations; State Energy Efficiency Plan; California Welfare and Institution Code; Section 508 of the Clean Water Act (33 USC 1368); Executive Order 11738; Environmental Protection Agency Regulations (40 CFR Part 15); Small Business Preference Program information (GC § 14835) (SCM 1, chapter 8); DVBE participation goals (PCC § 10115 et seq.) (SCM 1, chapter 8); DVBE Incentive or Documentation of Incentive Exemption (GC §§ 14600, 14615; 2 CCR § 1896.99.100) (SCM 1, chapter 8); Conflict of Interest provisions (PCC §§ 10410, 10411); these provisions are now in the CCCs, available on the DGS/OLS website; Drug-free requirements (GC § 8350 et seq.); Statement of Compliance (GC § 12990(a - f), 2 CCR § 11109); Antitrust claims (GC §§ 4552, 4553, and 4554); TACPA preference, if applicable (GC § 4530, et seq. and 2 CCR § 1896.30); Insurance requirements (see SCM 1, §§ 3.12, 7.40); Iran Contracting Act Certification (PCC § 2202); Darfur Certification (PCC § 10475 et seq.); Loss leader provisions (PCC § 10344); Priority Hiring Considerations for Contracts with a Value in Excess of \$200,000 “Every contract for services in excess of \$200,000 shall contain a provision requiring the contractor to give priority consideration in filling vacancies in positions funded by the contract to qualified recipients of aid under Welfare and Institutions Code § 11200 (PCC § 10353)”; and the California Department of Social Service Manual of Policies and Procedures. For more information, see [California State Contracting Manual Vol. 1](#).

## 8.5 Disclosure of Information

All information and materials submitted to County in response to this RFP may be reproduced by County for the purpose of providing copies to authorized County personnel involved in the evaluation of the proposals, but shall be exempt from public inspection under the California Public Records Act until such time as a contract is executed. Bid awards are a matter of public record. Once a contract is executed, proposals submitted in response to this RFP are subject to public disclosure as required by law. Respondent’s submission of a proposal is considered consent by respondent to County’s disclosure of the proposal. County shall not be liable for disclosure of any information or records related to this procurement.



# Attachment 1– Application for Funding

**For  
RFP# 72-25**

## Homeless Housing, Assistance and Prevention Program Round 5

The undersigned is submitting this application for funding to provide Homelessness Housing, Assistance and Prevention Round 5 for the Butte County Department of Employment and Social Services, Housing and Homeless Division.

Agency Information	
<b>Agency Name</b>	
<b>Agency Address</b>	
<b>Contact Person</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
Proposal Information	
<b>Title Of Proposal</b>	
<b>Total Funds Requested</b>	
<b>Proposed Location of Services</b>	
<b>Brief Summary of Proposal</b>	_____

Please submit one signed electronic copy with this Application for funding OR one (1) signed hardcopy original proposal no later than **5:00PM PST on Monday, April 28<sup>th</sup>, 2025**, hardcopy proposals shall be submitted to:

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

I understand that Butte County reserves the right to modify the specifics of this application at the time of funding and/or during contract negotiations; and that there is no contract until the Butte County Board of Supervisors and the authorized representative of the applicant has signed a written contract.

**Signature of authorized representative:**

Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

## Attachment 3 - Rating Methodology



County evaluates responsive proposals for Program Design and Experience, Permanent Housing, Organizational and Financial Capacity, Program Cost, and Cash or In-Kind Contributions to determine the highest overall point score. The rating scale establishes standards by which the Proposal Review Committee assigns points to proposals, and it ensures that members of the Proposal Review Committee evaluate each proposal with consistent methodology. County reserves the right to contract with respondent(s) based on the applicability of the proposal as relates to the funding sources and is not obligated to fund the highest scoring proposal.

There is a maximum of 100 points available as follows:

Component	Maximum Points	Point Factor
Program Design and Experience	40	Qualitative formula (below)
Permanent Housing	25	Qualitative formula (below)
Organizational and Financial Capacity	20	Qualitative formula (below)
Program Cost	10	Qualitative formula (below)
Cash or In-Kind Contribution	5	Quantitative formula (below)
Total	100	

### 1. PROGRAM DESIGN

Quality of the proposed project in delivering eligible activities consistent with HHAP Round 5 intent and statutory requirements. Does the respondent's proposal meet the needs addressed in the RFP?

Respondent's experience in implementing the proposed project. Does the respondent have background and experience working with projects similar to the one proposed?

### 2. PERMANENT HOUSING

Is the project a permanent housing project? How many units are being created? If the project is not permanent housing, does the project have a clear pathway to permanent housing?

If the proposed project is permanent housing, it may score up to 25 points in this component.

If the proposed project is not a permanent housing project, but a pathway to permanent housing, the proposal may score between 0 and 15.

### 3. ORGANIZATIONAL and FINANCIAL CAPACITY

Does the respondent have adequate financial resources or the ability to obtain such resources as required during the performance of the contract? Does the respondent have the ability to comply with the proposed delivery or performance schedule, as measured by previous projects completed by the respondent? Does the respondent have a record of satisfactory performance with other HHAP rounds or similar grants?

Five points within this category are assigned by a fiscal reviewer based the respondent’s financial ability, accuracy in proposed project budget, and any record of debarment or suspension.

**PROGRAM COST**

Review the cost of the projects compared to the proposed number of persons served. Is the proposed project cost allowable, allocable, and reasonable? Does the proposed cost seem to meet the need of the proposed project?

**4. CASH OR IN-KIND CONTRIBUTION**

The RFP Facilitator calculates points for cash or in-kind contributions with input from the Proposal Evaluation Committee. Any in-kind or cash contributions must relate to the programmatic need identified in the RFP. The Facilitator cannot award points for costs that the proposer would otherwise require.

Cash or In-Kind Contribution points are calculated as follows:

Cash or In-Kind Contribution Equals	Point Value
Equal to 9% or less of project costs	0
Equal to 10% to 19% of project costs	1
Equal to 20% to 29% of project costs	2
Equal to 30% to 39% of project costs	3
Equal to 40% to 49% of project costs	4
Greater than or equal to 50% of project costs	5

The Proposal Review Committee awards points as part of the qualitative score in the Program Design and Experience, Permanent Housing, Organizational and Financial Capacity, and Program Cost sections. After reviewing the proposals, the Proposal Review Committee rates each proposal component using the following formulas and criteria:

	Program Design and Experience (Maximum 40 points)	Permanent Housing (Maximum 25 points)	Organizational and Financial Capacity (Maximum 20 points)	Program Cost (Maximum 10 points)
Rating	Point Range	Point Range	Point Range	Point Range
Exceptional	33 – 40	21 – 25	18 – 20	9 – 10
Good	25 – 32	16 – 20	14 – 17	7 – 8
Acceptable	17 – 24	11 – 15	9 – 13	5 – 6
Marginal	9 – 16	6 – 10	5 – 8	3 – 4
Unacceptable	0 – 8	0 – 5	0 – 4	0 – 2

Rating	Definition and Criteria for Rating Program Design and Organizational Capacity components of Proposal
Exceptional	The proposal has exceptional merit and reflects an excellent approach, which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous substantial advantages, and essentially no disadvantages, and County can reasonably assume that it will result in outstanding performance.
Good	The proposal demonstrates a sound approach, which County expects to meet all requirements and objectives. This approach includes substantial advantages, and few relatively minor disadvantages, which collectively can be expected to result in better than satisfactory performance.
Acceptable	The proposal demonstrates an approach, which is capable of meeting all requirements and objectives. The approach has both advantages and disadvantages; however, the disadvantages do not outweigh the advantages and County expects the approach to result in satisfactory performance.
Marginal	The proposal demonstrates an approach, which, while being capable of meeting all requirements and major objectives, may not meet some lesser objectives. Any advantages that exist in the approach slightly outweigh existing disadvantages.
Unacceptable	The proposal demonstrates an approach, which will very likely not be capable of meeting all requirements and objectives. This approach has one or more substantial disadvantages. Collectively, the advantages and disadvantages are not likely to result in satisfactory performance.

**CONSOLIDATION OF INDIVIDUAL EVALUATION SCORES**

Selection may consist of two levels of review. Level I will consist of evaluating the proposals for the purpose of establishing the most qualified respondents. Level II will be used to select the finalist. This level may include a request for a presentation/demonstration from the finalists, proposal fact finding and negotiation of contract terms and conditions at no cost to County. The presentation/demonstration may be conducted virtually.

County may discuss the proposals and negotiate modifications of the proposal, draft scope of work, terms and conditions, and pricing with the prospective respondents as a part of the selection process.

## Attachment 4- Line-Item Budget Template

### Attachment 4 LINE ITEM BUDGET TEMPLATE

RFP Program Name \_\_\_\_\_

Name of Proposing Agency \_\_\_\_\_

Please provide a line-item proposed budget through your project's end date.

Please include any proposed cost of living or performance appraisal increases in your proposed budget. Please attach Budget Narrative separately to accompany proposed line-item budget. If your project item is shorter than the allowable time frame, please indicate below in the TERM START DATE and TERM END DATE.

TERM START DATE \_\_\_\_\_

TERM END DATE \_\_\_\_\_

#### A. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position respondent will fund with this award.

FTE = Amount of time employee would work in this program. State as percentage based on a 40-hour workweek.

Position(s)	Full Time Equivalent (FTE)	Budget for Contract Term
<b>Direct Service Positions</b>		
<b>Administrative Positions</b>		
<b>Sub-Total Salaries</b>		

2) Employee Benefits - List type of employee benefit(s) and amount budgeted

Type of Employee Benefit	Full Time Equivalent (FTE)	Budget for Contract Term
<b>Direct Service Positions</b>		
<b>Administrative Positions</b>		

<b>Sub-Total Benefits</b>		
3) Operating Expenses Please list all operating expenses for this program (office expenses, training, and other costs to perform this service).		
<b>Operating Expenses</b>	<b>Type</b>	<b>Budget for Contract Term</b>
<b>Sub-Total Operating Expenses</b>		
4) In-Kind Contributions Please list all in-kind contributions for this program. This is not required, but will be included in the overall rating for Program Cost. Please list if monetary, staffing or service.		
<b>In Kind Contributions</b>	<b>Type</b>	<b>Budget for Contract Term</b>
<b>Sub-Total In-Kind Contributions</b>		
<b>TOTAL PROPOSED BUDGET</b>		
Total Proposed Program Cost - Total of 1) Salaries, 2) Benefits, and 3) Operating Expenses		
Total Proposed 4) In-Kind Contributions		