

**COUNTY OF BUTTE**  
**REQUEST FOR PROPOSALS**



**RFP # 15-23**

**Homeless Housing, Assistance, and Prevention Program Round 3**

*Issue Date*

**Monday, September 26, 2022**

*Due Date*

**Monday, October 31, 2022 at 5:00 PM PDT**

***Butte County Department of Employment and Social Services***  
***78 Table Mountain Blvd.***  
***P.O. Box 1649***  
***Oroville, CA 95965***  
***(530) 552-6208***

**INDEX**

**Page**

**1. INTRODUCTION** ..... 3

    1.1 Purpose..... 4

    1.2 Term..... 4

    1.3 Amount and Availability of Funds ..... 4

**2. BACKGROUND** ..... 4

    2.1 Program Information ..... 4

    2.2 Services to be Provided ..... 5

    2.3 Bonus Funds..... 5

    2.4 Data Reports..... 6

    2.5 Resources..... 6

**3. PROPOSAL PROCESS** ..... 6

    3.1. Overview ..... 6

    3.2. Period of Offer..... 6

    3.3. Proposal Questions ..... 6

    3.4. Notice of Intent to Submit Proposal ..... 7

    3.5. Submission of Proposal ..... 7

    3.6. Proposal Review and Evaluation Criteria ..... 7

    3.7. County Notices..... 9

    3.8. Contract Award ..... 10

    3.9. Procurement Schedule ..... 10

**4. SUBMISSION REQUIREMENTS**..... 11

    4.1. Directions ..... 11

    4.2. Copies..... 11

    4.3. Format..... 11

    4.4. Authority..... 11

**5. REQUIRED CONTENT / STRUCTURE OF THE PROPOSAL PACKAGE** ..... 12

    5.1. Application for Funding/Proposal Summary Sheet ..... 12

    5.2. Narrative Description of Services to be Provided..... 12

    5.3. Legal Entity ..... 13

    5.4. Financial Statements ..... 13

    5.5. Statement of Experience ..... 14

    5.6. Organization Structure..... 15

    5.7. Working Capital ..... 15

    5.8. Budget ..... 16

    5.9. Job Descriptions and Qualifications ..... 16

    5.10. Insurance and Bonds ..... 16

    5.11. Other Information..... 16

**6. CONTENT OF CONTRACT** ..... 17

**7. GOVERNING LAWS AND REGULATIONS** ..... 17

**ATTACHMENTS**

- Attachment 1: Notice of Intent to Submit Proposal
- Attachment 2: Application for Funding
- Attachment 3: Rating Methodology
- Attachment 4: Line Item Budget Template
- Attachment 5: Butte County Contract Template with Insurance Requirements



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

**Request for Proposals (RFP) #15-23**

**FOR FUNDING OF  
Homeless Housing, Assistance, and Prevention Program  
Round 3**

**Fiscal Year 2022/23**

**RFP Issue Date: Monday, September 26, 2022**

**1. INTRODUCTION**

**1.1 PURPOSE**

The Butte County Department of Employment and Social Services, Housing and Homeless, herein after referred to as the County, offers several supportive services to adults with children, adults without children, unaccompanied youth, chronically homeless, veterans, domestic violence survivors, individuals with co-occurring disorders, and parenting youth in order to promote safe and stable homes for all within the community.

The California Interagency Council on Homelessness (Cal ICH) has designed the Homeless Housing, Assistance and Prevention Program Round 3 (HHAP-3) to provide local jurisdictions with funds to support regional coordination and to expand or develop local capacity to address immediate homelessness challenges throughout the state. The program focus is on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing while promoting racial equity and supporting the disproportionate impacts that homelessness has on communities of color.

The purpose of this Request for Proposals (RFP) is to define the County's minimum requirements, solicit proposals, and gain adequate information by which the County may evaluate the proposed services; and develop contract(s) for these services. At this time there is one round of HHAP funding available herein referred to as HHAP-3.

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. Additionally, this RFP shall be posted on the following link: <http://www.publicpurchase.com/>. The RFP will also be posted on the Butte County Continuum of Care website: <https://www.butthomelesscoc.com>.

## **1.2 TERM**

It is the intent of the County to contract said services with the most successful proposer(s) that represents the best value for the County. The contract for services runs tentatively from March 1, 2023 through June 30, 2026.

## **1.3 AMOUNT AND AVAILABILITY OF FUNDING**

The projected available funding for Housing Homeless, Assistance, and Prevention Round 3 shall not exceed a maximum of \$2,874,871.02.

Eligible applicants include local governments, private non-profits, or public non-profit organizations that the County determines is qualified to undertake one or more of the eligible activities described. Applicants must provide a complete, separate application for each proposed program they wish to administer.

Proposers are required to submit proposals for their transaction fees for the proposed contract period. The 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 if funding is impacted due to Federal, State, or County budget appropriations.

## **2. BACKGROUND**

### **2.1 PROGRAM INFORMATION**

The following information about the required services to be provided is set forth as background information to assist prospective proposers in preparing their proposals.

HHAP funds are designed to be flexible and may be used for a variety of programs and services designed to assist those experiencing literal homelessness, as defined by U.S. Department of Housing and Urban Development. The goal of funding is to move participants into safe and stable housing, while providing relevant supportive services. Round 3 of HHAP funding continues to support building regional coordination and a unified regional response to reduce and end homelessness.

In early 2020, the community identified goals of HHAP-1 funding as building capacity in emergency shelters in both North and South County, creating navigation centers to centralize job resources and service availability, coordinating outreach to better reach the population of those experiencing homelessness, creating safe and secure housing options, and supplementing the delivery of these priorities with operating subsidy dollars.

Identified HHAP-2 goals are to create and develop innovative housing solutions, address gaps and racial inequity in services provided, and provide additional services to ensure clients remain housed via outreach and case management efforts.

The intention of HHAP-3 is to build off programs funded by HHAP-1 and HHAP-2 to accomplish outcomes goals specified by statute. Proposals shall clearly indicate which outcome goal(s) outlined below will be addressed. Proposals must collectively speak to all outcome goals in order for all funds to be awarded.

## Outcome Goals:

- 1) Reducing the number of persons experiencing homelessness by increasing the annual estimate of people accessing services who are experiencing homelessness by 5% and reducing the daily estimate of people experiencing unsheltered homelessness by 6%;
- 2) Reducing the number of persons who become homeless for the first time by 5%;
- 3) Increasing the number of people exiting homelessness into permanent housing by 10%;
- 4) Reducing the length of time person remain homeless by 5.5%;
- 5) Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing by 1%; and
- 6) Increasing successful placements from street outreach by 100%.

## 2.2 SERVICES TO BE PROVIDED

The HHAP program requires proposers to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations while following the Housing First approach.

HHAP funds shall be expended on the following:

- a) Operating Subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves. **Maximum of \$1,100,000.00 available.**
- b) Street Outreach to assist persons experiencing homelessness to access permanent housing and services. **Maximum of \$500,000.00 available.**
- c) Services Coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing. **Maximum of \$118,000.00 available.**
- d) Delivery of Permanent Housing and innovative solutions, such as hotel and motel conversions. **Maximum of \$950,000 available.**
- e) Prevention and Shelter Diversion to Permanent Housing including rental subsidies. **Maximum of \$206,871.02 available.**

A minimum of \$391,000.00 must be used on youth specific activities within the above eligible use categories.

## 2.3 BONUS FUNDS

Awarded proposal contracts will be structured with incentive to meet Outcome Goals. Goal progress will be reviewed monthly. Mandatory joint meetings amongst awardees will be held quarterly to ensure all goals are met. If all Outcome Goals are met and HHAP-3 bonus funds are awarded by Cal ICH, bonus funds will be distributed amongst HHAP-3 awardees that met their individual Outcome Goals. Bonus funds will be distributed to continue awarded project operations.

## 2.4 DATA REPORTS

The proposer shall be responsible for completing regular updates in the Housing Management Information System (HMIS), participating in the Coordinated Entry System (CES), and completing reports as directed by the County. Individuals receiving services funded by HHAP are required to be entered into HMIS for the purpose of Federal tracking. Reports are to include the number of persons experiencing homelessness served, the number of persons experiencing unsheltered homelessness served, the average length of time spent homeless before entry into the program, the type of housing assistance provided, and outcome data including the type of housing an individual exited to, as well as the amount of successful and unsuccessful exits. Additional information may be requested.

## 2.5 RESOURCES

[Notice of Funding Availability](#)

[Enabling Statute – AB 140](#)

[Promising and Evidence-Based Practices](#)

[Frequently Asked Questions](#)

## 3. PROPOSAL PROCESS

### 3.1 OVERVIEW

All proposal questions, notices of intent to submit a proposal, and proposals must be signed by a duly authorized officer of the proposing organization, and delivered electronically along with all required documents to Erin Murray at [hhsupport@buttecounty.net](mailto:hhsupport@buttecounty.net) using the subject line Homeless Housing, Assistance, and Prevention Round 3 – Housing and Homeless RFP #15-23.

*Proposal questions and proposals received after the due date and time deadlines shall not be considered.*

### 3.2 PERIOD OF OFFER

Response to this RFP constitutes an irrevocable offer to the County of Butte to perform according to the proposed specifications and the proposed contract for a period of not less than 120 days from proposal opening.

### 3.3 PROPOSAL QUESTIONS

Questions regarding the RFP should be submitted in writing no later than **5:00 pm PDT on Friday, October 7, 2022**. Questions are only to be accepted via electronic mail (e-mail) to [hhsupport@buttecounty.net](mailto:hhsupport@buttecounty.net). The County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential proposers in a timely manner.

### 3.4 NOTICE OF INTENT TO SUBMIT PROPOSAL

The Notice of Intent to Submit Proposal (Attachment 1) must be submitted to the Department of Employment and Social Services no later than **5:00 pm PDT, Tuesday, October 18, 2022**. This form 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.

### 3.5 SUBMISSION OF PROPOSALS

1. Electronic proposals must be received at the Butte County Department of Employment and Social Services no later than **5:00 pm PDT on Monday, October 31, 2022** via email at [hhsupport@buttecounty.net](mailto:hhsupport@buttecounty.net).
2. All proposals are final after the filing deadline. No adjustments shall be permitted after that time. Any proposal received after the exact time specified for receipt will not be considered, unless it is received before selection is made and it is determined by the County that the late receipt was due solely to mishandling by the County after receipt at the designated address.
3. Proposers must be aware that the submission of a proposal in response to this RFP shall create a contractual liability to perform according to the proposal if the proposal is accepted by the County for the award of the contract.

### 3.6 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. Oral interviews may also be scheduled with the top candidate(s) as a part of the review process, before a final decision is made. References will be checked regarding the background and current performance of proposer(s) before the evaluation review is complete.

Funding recommendation(s) will be prepared for consideration by the Review Committee. Based upon the Review Committee's action, County staff will be directed to negotiate and execute contract(s) with the proposer(s) selected for funding.

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

A copy of the Rating Methodology is attached (Attachment 3).

1. In accordance with the CDSS MPP 23-613.1 and .2, counties are not required to choose the lowest responsible, responsive proposer to an RFP. However, cost shall be weighed as a major factor in making the evaluation. Additionally, the following criteria shall be used in selecting a proposers from RFPs:
  - (a.) The originality and effectiveness of the proposer's approach to solving the problem presented in the RFP.

- (b.) The proposer’s background and experience in working with CDSS funded programs, local government, and projects similar to the one funded.
  - (c.) Any cash or in-kind contribution proposed to be included as part of the project.
2. In accordance with CDSS MPP 23-601.24, a “Responsible Bidder/Proposer” 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 Bidder/Proposer” means one whose bid or proposal substantially complies with all requirements of the RFP.
  4. If in the course of the proposal evaluation, it is discovered that any officer, consultant, or employee of the proposing organization has been convicted of fraud, or had a judgment or conviction involving fraud, the County, depending on their analysis of the relationship and circumstances, may declare the prospective proposer non-responsible.
  5. If in the course of the proposal evaluation, it is discovered that the proposing firm has failed to complete a similar contract, the County, depending on their analysis, may declare the prospective proposer non-responsible.
  6. In accordance with CDSS MPP Section 23-601.25, any proposal may be declared 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 it from being compared to other proposals.
  7. In accordance with CDSS MPP Sections 23-611.13 and 23-615.12, the County reserves the right to waive any proposal irregularity; however, this shall not relieve the prospective proposer from full compliance with the proposal requirements if awarded the contract.
  8. In accordance with CDSS MPP Sections 23-614 and 23-615, the County reserves the right to reject any and all proposals, and to cancel the procurement process. The justification supporting the reason for any type of rejection shall be submitted to the prospective proposer(s) in writing.
  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.



### 3.7 COUNTY NOTICES

Any questions related to this RFP are to be directed to the County contact person identified in Section 3.1 (Proposal Process Overview). Do not contact other County personnel or selection committee members regarding this project or the selection procedures.

All potential proposers responding to this RFP should note the following:

1. All work performed for the County, including all documents associated with the project, shall become the exclusive property of Butte County.
2. Butte County reserves the right to:
  - a) Reject any or all submittals;
  - b) Request clarification of any submitted information;
  - c) Waive any informalities or irregularities in any qualification statement;
  - d) Not enter into any contract;
  - e) Not to select any firm;
  - f) Cancel this process at any time;
  - g) Amend this process at any time;
  - h) Interview firms prior to award;
  - i) Enter into negotiations with one or more firms;
  - j) To award more than one contract if it is in the best interest of the County;
  - k) To issue similar RFPs or RFQs in the future; or
  - l) To request additional information during the interview.
3. The selected firm is expected to perform and complete the project in its entirety.
4. Any and all costs arising from this RFP process incurred by any proposing firm shall be borne by the firm without reimbursement by Butte County.
5. Proposers 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 General Services  
Attn: Deputy Director  
2081 2<sup>nd</sup> Street  
Oroville, CA 95965-3413  
Telephone 530.552.3500

Requests for debriefings must be submitted within three (3) working days of receipt of the notification letter advising that the proposal was unsuccessful.

Debriefings may be conducted via telephone, Email or during a face-to-face meeting at the County offices in Oroville, California.

Companies 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 General Services  
 Attn: General Services Director  
 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. Proposer capabilities, project characteristics and/or pricing features that were not included in the proposer's proposal shall not be introduced during the protest process. The protest shall be submitted within seven (7) working days after such aggrieved person or company knows or should have known of the facts giving rise thereto or within seven working days following the debriefing.

### 3.8 CONTRACT AWARD

1. The award of contract(s) will be made by Butte County to the responsible and responsive proposer(s) whose proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP.
2. All participating prospective proposers will be notified in writing of the proposal award.

### 3.9 PROCUREMENT SCHEDULE

The timetable lists all due dates for this RFP. Times may be altered by the County due to the process. Prospective proposers shall be notified of any changes to this schedule.

Monday, September 26, 2022	Release Request for Proposals
Friday, October 7, 2022	Written Questions Due to County, no later than 5 PM PDT
Monday, October 17, 2022	Responses to Questions by County, end of business
Tuesday, October 18, 2022	Notice of Intent Due to County (required), no later than 5 PM PDT
Monday, October 31, 2022	Proposals Due to County, no later than 5 PM PDT
Monday, November 7, 2022	Panel Review of Written Proposals
Wednesday, November 9, 2022	Oral Interviews, if scheduled
Thursday, November 10, 2022	Complete Background and Fiscal Review
Monday, November 14, 2022	Notify Applicants of Award of Proposal, end of business
February 2023	Tentative Board of Supervisors Meeting – Execute Contract(s)
Wednesday, March 1, 2023	Tentative Contract Commencement

## **4. SUBMISSION REQUIREMENTS**

### **4.1 DIRECTIONS**

The electronic proposal package shall be labeled Homeless Housing, Assistance, and Prevention Round 3 – Housing and Homeless RFP #15-23 and shall be submitted according to the directions provided herein. Prospective proposers are cautioned to provide thorough and comprehensive information. The proposal package shall be used to determine the proposer's responsiveness, responsibility and capability of satisfying all requirements of this RFP. Costs for developing the proposal are to be borne by the proposer.

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.

### **4.2 COPIES**

Each proposer shall submit one signed, electronic copy of original proposal.

### **4.3 FORMAT**

Responses to this RFP must be made according to the requirements set forth in this section, both for content and for 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.

#### **Each proposal package must:**

- Be submitted electronically;
- Have attachments clearly labeled A1 through L1 as indicated below;
- Type size must be large enough to be easily legible, but shall not be smaller than 11 point;
- Body of email submission must include a short project description no larger than 250 words.

### **4.4 AUTHORITY**

Proposals must be signed by a duly authorized officer of the proposing organization, delivered along with all required documents electronically.

## 5. REQUIRED CONTENT/STRUCTURE OF THE PROPOSAL PACKAGE

This section specifies the information that will be used to determine whether the prospective proposer is responsive and responsible. Submission of all information is required. The prospective proposer is advised to respond thoroughly and completely.

⇒ **Please follow the following format and CLEARLY label each section:**

### 5.1 APPLICATION FOR FUNDING/PROPOSAL SUMMARY SHEET

**Provide as A1** the Application for Funding Sheet using the format provided in Attachment 2.

### 5.2 NARRATIVE DESCRIPTION OF SERVICES TO BE PROVIDED

In this section, please provide a narrative description of your proposed services to be provided that exhibits originality and demonstrates effectiveness in meeting the program goals and objectives outlined in this RFP.

**Provide as B1** the proposal narrative (**limited to two (2) single side pages, single space pages not including attachments**) should include a description of each of the services to be provided, a description of the goals/outcomes of the program, methods of evaluation, and methods of data collection/ reporting. The proposer may develop internal forms, not required by the program requirements or the County. However, any forms used in conjunction with Homeless Housing, Assistance, and Prevention Round 3 (HHAP-3) shall be approved by the County prior to implementation.

The following must be addressed 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, the overall goals of the program, how the program will be staffed, which usage category/categories the funds relate to, the target population, and how many people are anticipated to be served. Provide evidence that the population targeted is underserved in Butte County and what the project will do to address that gap.

Outcome Goals: The program design of all proposals must address at least one of the outcome goals. Proposals must include which goal(s) and specifics on how the goal will be met. Include if there will be any subpopulations targeted. Each proposed goal must have two timelines; goals to be met by June 30, 2024, and goals to be met by the end of the contract period. Outcome goals listed below:

- 1) Reducing the number of persons experiencing homelessness by increasing the annual estimate of people accessing services who are experiencing homelessness by 5% and reducing the daily estimate of people experiencing unsheltered homelessness by 6%;
- 2) Reducing the number of persons who become homeless for the first time by 5%;
- 3) Increasing the number of people exiting homelessness into permanent housing by 10%;
- 4) Reducing the length of time person remain homeless by 5.5%;
- 5) Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing by 1%; and
- 6) Increasing successful placements from street outreach by 100%.

Housing First: As 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 homeless participants are connected to other available services and 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.

Include any supporting documents or relevant information to support your proposal.

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

### 5.3 LEGAL ENTITY

**Provide as C1** a copy of a Certificate of Status from the Secretary of State or other appropriate official of the state in which proposer’s organization is incorporated if the prospective proposer is a corporation.

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

### 5.4 FINANCIAL STATEMENTS

**Provide as D1** a completed audited financial statement, prepared in conformity with Generally Accepted Accounting Principles (GAAP), based upon an audit that is not more than twenty-four (24) months old by the time of the proposal submission deadline. This statement shall be prepared by an independent Certified Public Accountant. If the prospective proposer is part of a parent organization, the audit report shall contain sufficient financial information regarding the operation so that a judgment may be made about that operation. If the audit contains any exceptions, or recommendations, include additional information on how the exceptions were resolved and how the recommendations were implemented. If the audit exceptions are not yet resolved, provide a status report detailing plans for completion of recommendations. If the audit is of a parent firm, the parent firm shall be a party to the contract. The cost of the audited financial statement required by the RFP is at proposer’s expense and is not an allowable expense in the contract budget.

**Provide as D2** a complete copy of the prospective proposer’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 proposer’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 statement that the prospective proposer agrees to the right of the County or its agent, state, and federal governments to audit the prospective proposer’s financial and other records.

## 5.5 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.) Copy of business license, if applicable.

**Provide as E2** the following information on each current contract and each contract completed by prospective proposer during the last three 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 organization, 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 proposer 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 proposer or principal officers of prospective proposer's organization, in connection with any contracts. Provide details on each instance of litigation.

**Provide as E8** information on the experience providing Homeless Housing, Assistance, and Prevention Round 3 related services, or the equivalent or similar experience of principal individuals of the proposer's present organization.

Include:

- (a.) Names and positions of principal individuals of present organization.

(b.) Years of service experience related to Homeless Housing, Assistance, and Prevention Round 3 related services, including type of work, responsibilities, and magnitude of operation.

**Provide as E9** the location(s) at which prospective proposer's Homeless Housing, Assistance, and Prevention Round 3 program services shall be provided.

**Provide as E10** two **current** letters of reference from businesses that have knowledge of the prospective proposer's experience and qualifications in the areas of financial and management responsibility and that can speak to the prospective proposer's ability to provide Homeless Housing, Assistance, and Prevention Round 3 program services. Letter must reference prospective proposer's ability to meet the identified program goals. Exclude as a reference any firm in which the prospective proposer is or has been a partner or in which the prospective proposer has had any financial interest. Provision of reference letters constitutes the prospective proposer's consent for references to be contacted for further information.

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

## 5.6 ORGANIZATION STRUCTURE

**Provide as F1** a chart of the existing structure of prospective proposer's organization. Include and identify any separate but interrelated business entities with the parent organization. Show address of any operations or entities located apart from the address of the parent organization.

**Provide as F2** organizational chart(s) showing administrative accountability from top management through clerical level. Include all personnel who shall be employed at the proposed program locations.

**Provide as F3** a time schedule for implementation of all proposed changes in organizational structure and operations that would result from award of this contract.

## 5.7 WORKING CAPITAL

**Provide as G1** evidence that the prospective proposer is capable of providing sufficient working capital and cash flow to meet the demands of this contract. Understanding that the proposer shall be paid by the County on a reimbursement basis, available capital, specific to contract, must equal prospective proposer's anticipated expenses for a four-month period following the start of the contract. The prospective proposer 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 proposers who intend to provide for working capital through loans from financial institutions must supply a written statement from such institutions that it shall provide a specified maximum line of credit that is available solely for this contract.

## 5.8 BUDGET

**Provide as H1** a projection of the annual cost for proposed Homeless Housing, Assistance, and Prevention Round 3 program services for the proposed contract period. The required contract budget shall be used to itemize all direct costs on which the prospective proposer's transaction fee is based. Other costs may be added to the budget sheet and must be identified in order to determine whether such costs are applicable. These costs include any proposed cash or in kind contributions, as it relates to the programmatic need as identified in this RFP. While admin costs are not allowed, any staff working directly with on the proposed project may be considered eligible direct costs. The required format for the budget is attached (Attachment 4)

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

The budget may be made part of the awarded contract.

**Provide as H2** a budget narrative which shall show clearly how each projected line item cost was calculated. The budget narrative shall follow the sequence of line items included on the budget. If any budget item included is shared with any other entity, the budget narrative shall show how the cost was allocated to Homeless Housing, Assistance, and Prevention Round 3 program operations. The budget narrative shall show calculations for depreciating equipment, following the principles in 45 CFR (County Fiscal Regulations) 95.705.

The budget narrative may be made a part of the awarded contract.

## 5.9 JOB DESCRIPTIONS AND QUALIFICATIONS

**Provide as I1** job descriptions and qualifications required for administrators and other staff involved.

## 5.10 INSURANCE AND BONDS

**Provide as J1** certifications of insurance or statement(s) from qualified insurer(s) that the prospective proposer, if awarded the contract, can be insured 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 (Attachment 5, page 8 - 9).

**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.

## 5.11 OTHER INFORMATION

**Provide as K1** a statement that the prospective proposer agrees to provide the County with any other information necessary for the County to accurately determine the prospective proposer'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, the County may declare any contract made as a result of the proposal to be void.

## **6. CONTENT OF CONTRACT**

The contract shall contain provisions relating to insurance and indemnification, reporting and record keeping. The proposer shall agree to indemnify the County and maintain insurance with certain specified coverage limits and must name the 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 proposer to submit a detailed budget and budget narrative in which line items are identified as contract period costs and, where applicable, hourly or limit of service costs. The budget shall indicate direct and indirect costs and profit. The proposer shall be compensated for actual costs incurred, not to exceed the contract maximums.

Unless all information requested is provided by the proposer, the proposal may be discarded and given no consideration. Any proposer attempting to influence the proposal process by interfering with other proposers or with any County employee may be disqualified.

## **7. GOVERNING LAWS AND REGULATIONS**

Prospective proposers shall be required to conform to all applicable provisions of law and regulations. These shall include but are not limited to all applicable federal and state laws, including the Social Security Act, the Civil Rights Act, 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) and the California Department of Social Service Manual of Policies and Procedures.