

**County of El Dorado
Chief Administrative Office
Procurement and Contracts Division**
on behalf of the
Health and Human Services Agency



**Request for Qualifications (RFQ)
#23-918-061**

for

Domestic Violence Shelter Based Program

Submittal Deadline:

May 31, 2023, not later than 3:00:00 PM (Pacific)

Table of Contents

1.0	INTRODUCTION	1
2.0	BACKGROUND	2
3.0	SCOPE OF WORK.....	3
4.0	ELIGIBILITY	8
5.0	SUBMITTAL FORMAT REQUIREMENTS	8
6.0	RESPONDENT QUESTIONS	11
7.0	SUBMITTAL INSTRUCTIONS	12
8.0	EVALUATION PROCESS	13
9.0	SELECTION PROCEDURE	14
10.0	EL DORADO COUNTY WEBSITE REQUIREMENTS	15
11.0	REJECTION OF SUBMITTALS.....	16
12.0	VALID OFFER.....	16
13.0	COUNTY’S RIGHTS	16
14.0	CONFLICT OF INTEREST.....	16
15.0	PUBLIC RECORDS ACT	17
16.0	BUSINESS LICENSE REQUIREMENT	17
17.0	PUBLIC AGENCY	17

Attachment A - Sample Agreement for Services*

Attachment B – Annual Report

Attachment C – Application and Certification Form

Attachment D – Reference Worksheet

Attachment E – Proposer Budget Template

*The attached Sample Agreement for Services is for reference only. Other terms and conditions may apply based on the types of services and funding involved.

1.0 INTRODUCTION

The County of El Dorado (hereinafter referred to as the County) is located in Northern California and is bordered by Sacramento, Placer, Amador and Alpine counties in California, and Douglas County, Nevada. The two (2) incorporated cities in the County are Placerville and South Lake Tahoe. The United States (US) Census estimates that, as of 2020, the population of the County is 194,940. The largest city in the County is South Lake Tahoe, a resort city located in the Sierra Nevada Mountains, with a reported US Census 2020 population of 22,487.

The County Procurement and Contracts Division, on behalf of the Health and Human Services Agency (HHSA), is soliciting Statements of Qualifications (SOQs) for Domestic Violence Shelter Based Service Programs in accordance with the requirements and provisions of the California Welfare and Institutions Code, Sections 18290 – 18309.9, to provide direct emergency crisis shelter services to victims of domestic violence and their children from interested firms (also referred to as Contractor, Organization, Respondent, or firm) to provide the services specified in this RFQ.

The purpose of this Request for Qualifications (RFQ) is to solicit eligible domestic violence shelter-based service programs to support projects in both slopes of the El Dorado County for the purpose of aiding victims of domestic violence by providing them a place to escape the destructive environment in an undisclosed and secured location, on a twenty-four (24) hour basis, where staff meet the requirements set forth in Section 1037.1 of the Evidence Code (EC). As a result of this RFQ, the County anticipates that two (2) qualified Respondents will be selected to provide Domestic Violence Shelter-based services in the following service areas:

- One (1) Respondent will be selected whose proposed primary service area is located on the West Slope of El Dorado County; and
- One (1) Respondent will be selected whose proposed primary service area is located on the East Slope of El Dorado County.

Qualified Respondents beyond those selected for contract award will be placed on a qualified list of vendors to provide domestic violence services. HHSA may utilize the resulting qualified lists to enter into one (1) or more Agreements for Services (Contracts) with pre-qualified providers for the services outlined in this RFQ over the next three (3) years.

The County makes no specific guarantee of a minimum or maximum amount of services which shall be requested of any Respondents named to the resulting Qualified List (hereinafter referred to as “QL”). This RFQ includes a description of the scope of work, submittal requirements, and instructions for submitting your SOQ.

The County of El Dorado is an equal opportunity employer (EOE). All individuals are encouraged to participate. The County will not discriminate against any individual because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, or sexual orientation.

The following schedule for this RFQ process is listed below for reference purposes and is subject to change:

RFQ Issuance	April 27, 2023
Deadline for Final Questions	May 12, 2023
Answers Posted on or About	May 19, 2023
Due Date for Submissions	May 31, 2023

In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued and posted at:

<https://pbsystem.planetbids.com/portal/48157/portal-home> ("PlanetBids").

Any amendment to this RFQ is valid only if in writing and issued by the Chief Administrative Office, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFQ are invalid.

All interpretations or corrections, as well as any additional RFQ provisions that the County may decide to include, will be made only as an official addendum that will be posted to PlanetBids and it shall be the Respondent's responsibility to ensure they have received all addendums before submitting their submittal. Any addendum issued by the County shall become part of the RFQ and shall be incorporated into the submittal.

County will not be bound by oral responses or inquires or written responses other than written addenda.

2.0 BACKGROUND

The California Welfare and Institutions Code (WIC) Sections 18294 and 18295 specifies Domestic Violence Shelter Based Services described in this RFQ be made available specifically for shelter-based programs. Funding for this program is made possible by fees paid at the time of issuance of a marriage license, pursuant to Section 26840 of the Government Code, as described in Section 18305 (a) of the California WIC. As the result of this RFQ process, the County intends to identify two (2) qualified Respondents to contract with to provide Domestic Violence Shelter-based services in the following service areas:

One (1) Respondent will be selected whose proposed primary service area is located on the West Slope of El Dorado County; and

One (1) Respondent will be selected whose proposed primary service area is located on the East Slope of El Dorado County.

Approximately \$100,000 of funding will be available each year. As this funding is contingent on funds collected from marriage license fees, the amount of available funding is subject to change. It is anticipated the County will evenly distribute available funds specifically designated for this program between two (2) Respondents identified through the RFQ process.

3.0 SCOPE OF WORK

Any reference in this RFQ to specific terms are for illustrative purposes only and shall not limit the scope of the obligations to be assumed by the successful Respondent under the resulting Agreement for Services. Respondents selected to provide the services described herein will be required to enter into a three (3) year Agreement for Services with the County substantially similar in form to that attached hereto as Attachment A - Sample Agreement for Services. Any reference in this RFQ to specific terms of the agreement are for illustrative purposes only and shall not limit the scope of the obligations to be assumed by the Responder under the Agreement. In the event of any conflict between a provision of this RFQ and the provisions of the resulting Agreement, the terms of the Agreement shall govern.

3.1 Definitions

In accordance with WIC 18291, the following definitions apply:

- 1) "Domestic Violence" means abuse committed against an adult or minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship."
- 2) "Cohabitant" means two (2) unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether person are cohabitating include, but are not limited to, all of the following:
 - a) Sexual relations between the parties while sharing the same living quarters;
 - b) Sharing of income or expenses;
 - c) Joint use or ownership of property;
 - d) Whether the parties present themselves as husband and wife;
 - e) The continuity of the relationship; and / or
 - f) The length of the relationship.
- 3) "Domestic Violence Shelter" means a shelter for domestic violence victims and their children that meets all of the following requirements:
 - Provides shelter in an undisclosed and secured location;

- Provides staff that meets the requirements set forth in EC Section 1037.1; and
 - Meets the requirements set forth in WIC Section 18294.
- 4) “Undisclosed” means a location that is not advertised or publicized.

Specific to the Evidence Code (EC) Sections 1037 – 1037.8

- 5) “Domestic Violence Counselor” means a person who is employed by a domestic violence victim service organization, as defined in EC Section 1037.1(a)(1), whether financially compensated or not, for the purpose of rendering advice or assistance to victims of domestic violence and who has at least 40 hours of training, supervised by an individual who qualifies as a counselor, who has at least one year of experience counseling victims of domestic violence for a domestic violence service organization.
- 6) “Domestic Violence Service Organization” means a nongovernmental organization or entity that provides shelter, programs, or services to victims of domestic violence and their children, including but not limited to organizations providing services as the following:
- a) Domestic Violence shelter-based programs, as described in WIC section 18294.
 - b) Domestic Violence program as defined in the California Penal Code Sections 13823.15 – 13823.16.
 - c) Other programs with the primary mission to provide services to victims of domestic violence, whether or not that program exists in an agency that provides additional services.
- 7) “Confidential Communication” means any information, including, but not limited to, written or oral communication, transmitted between the victim and the counselor in the course of their relationship and in confidence by a means which, so far as the victim is aware, discloses information to no third persons other than those who are present to further the interest of the victim in the consultation or to those whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the domestic violence counselor is consulted. The term includes all information regarding the facts and circumstances involving all incidences of domestic violence, as well as all information about the children or abuser and the relationship of the victim of the abuser.

3.2 Goals and Objectives

Contractor selected to provide services as outlined in this RFQ shall achieve the following goals and objectives:

- 1) To provide temporary emergency and crisis services to victims of domestic violence and their children; and
- 2) To provide resource connections for victims of domestic violence and their children, in order to facilitate an appropriate transition into a long-term, safe living environment.

3.3 Mandatory Program Components

Contractors selected through this RFQ shall provide the following mandatory Program Components in the provision of services to victims of domestic violence and their children:

- 1) Provide emergency Domestic Violence Shelter that complies with WIC section 18291(c), open on a twenty-four (24) hour a day basis, seven (7) days a week;
- 2) Provide a telephone hotline for domestic violence crisis calls on a twenty-four (24) hour a day basis, seven (7) days a week;
- 3) Provide temporary housing and food facilities to victims of domestic violence;
- 4) Provide psychological support and peer counseling by qualified domestic violence counselors that meets the requirements set forth in [Section 1037.1 of the EC](#);
- 5) Provide referrals to clients served to connect to needed services in the community;
- 6) Maintain a drop-in center that operates during normal business hours to assist victims of domestic violence, who have a need for support services;
- 7) Make arrangements for school-age children to continue their education during their stay at the domestic violence shelter-based program; and
- 8) Provide emergency transportation as feasible.

In addition to the Mandatory Program Components identified above, to the extent possible, and in conjunction with already existing community services, the domestic violence shelter-based programs shall provide a method of obtaining the following services for victims of domestic violence:

- 1) Medical care;
- 2) Legal assistance;
- 3) Psychological support and counseling; and
- 4) Information regarding other available social services.

3.4 Advocacy and Community Support

The staff of the domestic violence shelter-based program shall work with social services agencies, schools, and law enforcement agencies in an advocacy capacity for those served by the domestic violence shelter-based program. The staff of each domestic violence shelter-based program shall attempt to achieve community support and acceptance of the program by advocating the program to community representatives and groups within the community.

3.5 Diversity and Inclusivity of Services

Domestic violence shelter-based programs are to serve a variety of cultural backgrounds, and to the extent feasible, a portion of the domestic violence

shelter-based program's personnel shall be bilingual. An effort shall be made to recruit formerly battered persons as staff members.

All Respondents must have and maintain written policies for ensuring all services are inclusive of all survivors of domestic violence and their children. No person shall be, on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability, excluded from participation in services. Male victims and / or male dependent children of victims may not be excluded from receiving services

3.6 Reporting Requirements

Contractor must complete the following reports:

- 1) Annual Fiscal Reports: The domestic violence shelter-based program shall maintain annual fiscal reports in a form to be prescribed by the Generally Accepted Accounting Principles (GAAP).
- 2) Annual Report: An Annual Report shall be prepared by the domestic violence shelter-based program for submission to the County of El Dorado Board of Supervisors, as required by statute.

The Annual Report shall be made available to the public upon request, and shall include the following elements:

- 1) The total number of persons requesting services of the domestic violence shelter-based program.
- 2) The number of persons served in the domestic violence shelter-based program, by each type of service provided.
- 3) A description of the social and economic characteristics of persons receiving services, by type of service provided.

The Annual Report template for reporting the requirements identified in this section has been included as Attachment B. This template will be provided as a form to successful Respondents. The template includes a statement serving as a mechanism for re-certification, indicating the agency is eligible to receive funding as part of this program pursuant to WIC Section 18293 (h), which specifies "The process to determine eligibility of a domestic violence shelter-based program to receive funding pursuant to this chapter shall have as its primary purpose to ascertain that the program meets the service requirements of Section 18294. The process shall be expedient and shall include a mechanism for annual recertification."

3.7 Training and Staffing Requirements

Contractor must guarantee all staff and volunteers providing direct services to domestic violence victims meet the definition and requirements for Domestic Violence Counselors. As such, the domestic violence service organization must guarantee:

- 1) Training: Staff providing domestic violence counseling services shall have at least forty (40) hours of training from an individual who qualifies as a domestic violence counselor as defined in WIC 1037.1;
- 2) Staff providing domestic violence counseling that have less than six (6) months shall be supervised by an individual who qualifies as a domestic violence counselor, who has at least one (1) year of experience counseling domestic violence victims for the domestic violence service organization.
- 3) The training shall include but not be limited to the following areas:
 - a) History of domestic violence;
 - b) Civil and criminal law as it relates to domestic violence;
 - c) The domestic violence victim-counselor privilege and other laws that protect the confidentiality of victim records and information;
 - d) Societal attitudes towards domestic violence;
 - e) Peer counseling techniques;
 - f) Housing;
 - g) Public assistance and other financial resources available to meet the financial needs of domestic violence victims; and
 - h) Referral services available to domestic violence victims.

3.8 Client Confidentiality

Respondents shall be responsible for guaranteeing the confidential treatment of all client information and confidential information, subject to the provisions established in California [EC Section 1037.2](#).

3.9 Monitoring Provision

Pursuant to California WIC Section 18293 (f), HHSA, as the designated local agency responsible for the administration of the Domestic Violence Shelter-Based Program, is required to monitor each of the domestic violence service organizations receiving funding through this program. The purpose of this monitoring is to gather information regarding the number of persons requesting services, the number of persons receiving services according to the type of services provided, and the need, if any, for additional services or staffing.

In order to facilitate this monitoring process, all Respondents who are contracted for the services described herein will be required to make available any necessary personnel, facilities, and / or records (while respecting client confidentiality), in order for the County to gather the information required by statute and verify the Domestic Violence Service Organization is meeting the service requirements the organization certified it was performing during the proposal process and during any subsequent annual re-certification.

4.0 ELIGIBILITY

To be eligible to submit a Statement of Qualifications (SOQ) related to this RFQ process all Respondents must:

- 1) Respondent must submit evidence demonstrating it meets the service requirements of WIC Section 18294. Respondent must demonstrate that in providing these service requirements it uses a “domestic violence shelter” as defined by WIC section 18291(c). Respondent will attach this evidence to their proposal labeled “Evidence of Eligibility”. This evidence may include but not be limited to: proof of non-profit, business license, and copy of organization’s IRS W-9.
- 2) Provide a signed statement from the organization’s Director or Officer certified by its Board of Supervisors certifying to the below:
 - a) All staff and volunteers providing direct services to domestic violence victims meet the definition of a “Domestic Violence Counselor” according to EC Section 10371.1(a)(1).
 - b) The organization meets the EC Section 10371.1 definition of a Domestic Violence Service Organization and is providing all of the services identified in the Scope or Work, Section 3.3 Mandatory Program Components.
 - c) The organization is capable of providing forty (40) hours of training, supervised by an individual who qualifies as a domestic violence counselor, consistent with the training guidelines established in EC Section 1037.1 (a) 2.
 - d) All staff and volunteers with six (6) months or less of experience as a domestic violence counselor will be supervised by a domestic violence counselor with at least one year of experience counseling domestic violence victims for the Domestic Violence Service Organization.
 - e) All information provided by victims will be treated as “Confidential Communication” as defined in the EC Section 1037.2, and only released once compelled by the court or with the expressed permission of the victim identifies the parties to whom the information shall be released.
 - f) All services will be provided inclusive of all victims of domestic violence and their children. No person shall be on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability, excluded from participation in services. Organizations may not exclude male victims and / or male dependent children from receiving services.

5.0 SUBMITTAL FORMAT REQUIREMENTS

Each response to this RFQ shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFQ. Excessive information will not be considered favorably. The response documents shall be 8-1/2 inches by 11 inches in size or shall be folded to that size. Unnecessarily elaborate responses, enclosures, and specialized binding are not desired, and may be construed as an indication of Respondent’s lack of cost consciousness.

All submittals shall contain the following elements, and in the order given:

5.1 Application and Certification Form

All Respondents submitting responses must complete, sign, and submit the Attachment C – Application and Certification Form. The Application and Certification Form identifies the name, address, contact information for the principal person representing the Respondent, and an original signature by an individual authorized to execute an agreement with the County.

When completing the Application and Certification Form, interested Respondents must identify the primary service area for which they are submitting SOQ's.

Signed by an official designated to bind the organization contractually, must at least contain the following information:

5.2 Statement of Qualifications

The Organization's response to this RFQ shall be submitted with all necessary information and documentation needed to demonstrate the Organization's ability to provide Domestic Violence Shelter Based Services as described herein, in addition to the following:

- A. **Executive Summary:** The Executive Summary shall not exceed three pages. The respondent should identify on which slope of El Dorado County the organization is based, East Slope or West Slope. The Respondent shall also provide responses as indicated below:
 - 1. Describe the Organization's overall plan for accomplishing the services identified herein; and
 - 2. Highlight the major features of the response and identify relevant supporting materials.

- B. **Plan for Services:** The Plan for Services is a general, but complete, narrative of the Respondent's assessment of the work to be performed and the ability to meet the objectives. This overview should clearly describe:
 - 1. The Organization's understanding of the performance expectations as well as how the requirements will be met;
 - 2. The Organization's plan for providing the services identified in the Mandatory Program Components;
 - 3. The Organization's plan for providing the services identified in the Additional Program Components;
 - 4. The Organization's plan for providing advocacy for victims related to their involvement with social services agencies, schools, and law enforcement agencies;

5. The Organization's efforts aimed at achieving community support including a description of how the organization recruits and utilizes volunteers;
6. The Organization's plan and / or efforts for providing bilingual personnel and any efforts made to recruit formerly battered persons as staff members;
7. The Organization's history and plan for providing 40 hours of training for volunteers and staff consistent with the provisions of the EC definitions and requirements referenced in the RFQ; and
8. The Organization's history of and plan for guaranteeing the confidential treatment of all client information and Confidential Communication, as herein defined and referenced.

C. **Background and Experience:** Respondents shall provide a narrative that addresses each of the information requirements below. Resumes, copies of certificates and / or degrees, and stock biographies will not be considered in lieu of responses to each of the directives listed below:

1. Describe the organization's background and history of providing series to victims of domestic violence including the number of years the organization has been providing these services.
2. Provide a quantified description of the total number of shelter nights and the total number of victims served in Fiscal Year 2021/2022;
3. Describe any services available to victims of domestic violence not mandated through this RFQ; and
4. Describe the agency's history and involvement with the domestic violence field throughout California and nationally and describe how that involvement has led to the implementation of best practices.

D. **References:** Respondents must submit and attach a fully completed Attachment D, Reference Worksheet.

E. **Budget and Budget Narrative:** All Respondents must complete and submit a proposed three-(3) year budget using Attachment E – Proposer Budget Template, outlining the expected cost of the services, broken down by cost categories. Respondents should provide a narrative summary assuming costs will be consistent with half (50%) of the funds available for the services described herein (no more than \$50,000 per year). Respondents should describe:

1. How the available funding will be utilized to support program goals and activities;
2. Describe the itemized cost for all services provided;
3. A description of how these costs are necessary and reasonable for the delivery of services; and

IMPORTANT: Firms submitting electronic submittals to the PlanetBids website must not include their Proposer Budget Template submittal in their main submittal. PlanetBids will allow Respondents to submit their Proposer Budget Template information as separate response attachments (one electronic file per response attachment). Firms that submit hard-copy responses shall follow the instructions in Section 7.2 below.

- 5.3 Exceptions:** List all exceptions to this RFQ and related attachments, if applicable.

6.0 RESPONDENT QUESTIONS

- 6.1** Questions regarding this RFQ must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office, or using the PlanetBids website, and must be received no later than 5:00:00 p.m. (Pacific) on **May 12, 2023**.
- 6.2** All emails must have “**RFQ #23-918-061 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFQ #23-918-061 – QUESTION**” for convenience purposes. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.
- 6.3** Questions will not be accepted by telephone, facsimile (fax), or orally.
- 6.4** The County reserves the right to decline a response to any question if, in County’s assessment, the information cannot be obtained and shared with all potential organizations in a timely manner.
- 6.5** A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the PlanetBids website on or about **May 19, 2023**. Any addenda to this RFQ is valid only if in writing and issued by the County Procurement and Contracts Division.
- 6.6** All inquiries shall be submitted by email to: matthew.potter@edcgov.us
or by U.S. Mail to:

County of El Dorado
Procurement and Contracts
330 Fair Lane
Placerville, California 95667
RFQ #23-918-061 – Question

- 6.7** Respondents are cautioned that they are not to rely upon any oral statements that they may have obtained. Respondents shall direct all inquiries to the contact above and shall not contact the requesting department directly regarding any matter related to this RFQ. Information provided by persons other than Procurement and Contracts staff may be

invalid and responses which are submitted in accordance with such information may be declared non-responsive.

7.0 SUBMITTAL INSTRUCTIONS

- 7.1 Respondents are strongly encouraged to submit their responses online to assure a complete and timely response. To respond online firms must register with the County's online bidding system, PlanetBids, at <https://pbsystem.planetbids.com/portal/48157/portal-home>. Respondents are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by a Respondent. Online submittal transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. For these reasons, the County recommends that Respondents allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids' web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the Respondent advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7 a.m. and 5 p.m. Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit: <https://home.planetbids.com/support/> to complete and submit the ticket form).
- 7.2 Respondents that decide to submit a hard-copy response do so at their own risk. All hard-copy submittals must include all of the same information required for online submittals. Incomplete submittals will be rejected as non-responsive. Respondents shall submit one (1) original copy and one (1) electronic copy of your submittal in PDF format on a flash/USB drive. All hard-copy submittals shall be submitted in a sealed envelope or container and clearly marked with the RFQ number, title, and closing date and time noted on the outside of the parcel. IMPORTANT: Respondents who submit hard-copy responses must submit their Proposer Budget Template submittal (refer to Section 5.2(e) above) in a separate, sealed envelope clearly marked "**RFQ 23-918-061 – Proposer Budget Template**" on the outside of the envelope. All hard-copy proposals shall be submitted in a sealed envelope or container and clearly marked with the RFP number, title, and closing date and time noted on the outside of the parcel.
- 7.3 It is the sole responsibility of the Respondent to ensure that the submittal is received in the Procurement & Contracts Division prior to the RFQ submittal deadline. All responses must be submitted not later than the date and time posted on PlanetBids. Hard-copy responses shall be submitted ONLY to:

County of El Dorado
Procurement and Contracts Division
330 Fair Lane
Placerville, CA 95667

- 7.4 The County shall not be responsible for submittals delivered to a person or location other than specified herein. Submittals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting submittals delivered to a person or location other than that specified above.
- 7.5 Faxed or emailed submittals will not be accepted.
- 7.6 Late submittals will not be accepted or considered.
- 7.7 All submittals, whether selected or rejected, shall become the property of the County and shall not be returned.
- 7.8 The County reserves the right to waive minor defects and/or irregularities in submittals, and shall be the sole judge of the materiality of any such defect or irregularity.
- 7.9 All costs associated with submittal preparation and submission, including any interviews conducted at the sole discretion of the County, shall be borne by the Respondent.
- 7.10 County staff will open submittals following the submittal deadline. The only information that will be made available to the public after the submittal deadline has passed will be the names of the Respondents that submitted submittals. The contents of all submittals, or any other medium which discloses any aspect of the submittal, shall be held in strictest confidence until the County releases a Notice of Award or Notice of Intent to Award.
- 7.11 Any hard-copy submittal received prior to the date and time specified for receipt of submittals may be withdrawn or modified by written request of the Respondent. Requests for modification must be received in writing, and in the same number of copies as the original submittal, prior to the date and time specified above for receipt of submittals.

8.0 EVALUATION PROCESS

All submittals will be evaluated initially to determine if they are responsive to the requirements of this RFQ. An evaluation panel, consisting of County staff and members selected by County staff, will review and evaluate all responsive submittals received by the submittal date as set forth in this RFQ, or as amended by addenda, and the submittals will be evaluated based on the thoroughness, clarity, and quality of the material presented. The County reserves the right to

request additional information and clarification of any information submitted and to allow corrections of errors or omissions.

Respondents who have the qualifications (expertise and skills) and experience (documented, successful, and relevant) necessary to meet the requirements of this RFQ will be scored and ranked using the criteria and point assignments listed below. Respondents submitting the most highly ranked submittals may be invited for interviews.

NOTE: Proposer Budget Template submittals will remain unopened until the County’s selection committee has identified the top-ranked Respondent(s) as the result of the evaluation processes described above. Once the County has awarded the successful Respondent(s) the County will return all unopened (hard-copy only) Budget and Budget Narrative submittals to the unsuccessful Respondents.

	Evaluation Criteria – Written Submittals	Maximum Possible Points
A.	Executive Summary	16
B.	Plan for Services	40
C.	Background and Experience	40
D.	Budget and Budget Narrative	24
	TOTAL POSSIBLE POINTS	120

9.0 SELECTION PROCEDURE

- 9.1** Submittals will be reviewed for responsiveness. A selection committee will then evaluate responsive submittals in accordance with the criteria specified in Section 8.0 above. The County reserves the right to select the most qualified firm solely on the content of the submittal.
- 9.2** The County reserves the right to make an award without further discussion of the submittal with the Respondent. Therefore, the submittal should be submitted initially on the most favorable terms that the firm or individual may propose.
- 9.3** The County reserves the right to award one or more contracts to the firms or individuals who, in the sole judgment of the County, present the most favorable response to this RFQ pursuant to the evaluation criteria indicated above.

- 9.4** The County reserves the right to reject any and all submittals, or to waive minor irregularities in said submittals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.
- 9.5** The Procurement and Contracts Division does not mail out hard copy letters advising participating Respondents of RFQ results. For RFQ results, please visit the PlanetBids website at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

RFQ results are also available at:

<https://edcapps.edcgov.us/contracts/bidresults.asp>

- 9.6** The results of this RFQ will be posted on the PlanetBids and County websites listed in Section 9.5 above at the earliest possible opportunity in accordance with County policy. The timeline for posting RFQ results may vary depending on the nature and complexity of the RFQ.
- 9.7** Response and selection of a submittal will not necessarily result in the award of a contract with the County. The act of opening a submittal and selecting a Respondent does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or Board of Supervisors and is not in force until fully executed.
- 9.8** Once contract negotiations are initiated, the County reserves the right to select the next ranked Respondent if for any reason a contract cannot be negotiated with the selected Respondent.

10.0 EL DORADO COUNTY WEBSITE REQUIREMENTS

It is the Respondent's responsibility to monitor the PlanetBids website for possible addenda to this RFQ to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her submittal in accordance with original RFQ requirements and all required addenda. All available RFQs and related addenda can be found at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

Failure of Respondent to obtain this information shall not relieve him/her of the requirements contained therein. Those Respondents not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

11.0 REJECTION OF SUBMITTALS

Respondents interested in being considered must submit a submittal in compliance with this RFQ. Failure to meet the minimum requirements of the RFQ shall be cause for rejection of the submittal. The County reserves the right to reject any or all submittals.

The County may reject a submittal if it is conditional, incomplete, contains irregularities, or reflects inordinately high cost rates.

12.0 VALID OFFER

Submittals shall remain valid for one hundred twenty (120) days from the due date. The County reserves the right to negotiate with the successful Respondent any additional terms or conditions not contained in their submittal which are in the best interest of the County or to otherwise revise the scope of this RFQ. This RFQ does not constitute a contract or an offer of employment.

13.0 COUNTY'S RIGHTS

The County reserves the right to:

1. Request clarification of any submitted information.
2. Waive any irregularity or immaterial deviation in any submittal.
3. Not enter into any agreement.
4. Not select any Respondent.
5. Cancel this process at any time.
6. Amend this process at any time.
7. Interview Respondents prior to award.
8. To request additional information during an interview.

Waiver of an immaterial deviation shall in no way modify the RFQ documents or excuse the Respondent from full compliance with the contract requirements if the Respondent is awarded the contract.

14.0 CONFLICT OF INTEREST

Respondents warrant and covenant that no official or employee of the County, or any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to the County. Submittals shall contain a statement to the effect that the Respondent is not currently committed to another

project that would constitute a conflicting interest with the project defined in this RFQ.

15.0 PUBLIC RECORDS ACT

Pursuant to the California Public Records Act, the County may be required to produce records of this transaction, upon third party request, subject to various statutory exemptions. Please indicate what exemptions may apply to the information you submit (such as a 'proprietary information' exemption – refer to Section 5 for submittal instructions).

In the event of a request for such information, the County will make best efforts to provide notice to Respondent prior to such disclosure. If Respondent contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in El Dorado County before the County's deadline for responding to the CPRA request. If Respondent fails to obtain such remedy within County's deadline for responding to the CPRA request, County may disclose the requested information. The County shall not in any way be liable or responsible for the disclosure of any such records.

Respondent further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by the Respondent.

16.0 BUSINESS LICENSE REQUIREMENT

It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information.

It is not a requirement to possess a County business license at the time of submittal. Selected Respondents may be required to possess a County business license to award contract.

17.0 PUBLIC AGENCY

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

public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.