

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



Request for Proposals (RFP)
#23-918-082

for

Homeless Point-In-Time and Housing Inventory Count Services

Proposal Deadline:

August 15, 2023, not later than 3:00:00 PM (Pacific)

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Attachment A – Sample Agreement for Services*

Attachment B – Proposer Budget Template

Attachment C – Reference Worksheet

Attachment D – County Volunteer Agreement and Release Form

*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 (County) Procurement and Contracts Division, on behalf of the Health and Human Services Agency (HHS), is soliciting Request for Proposals (RFPs) from highly qualified firms (also referred to as Contractor, Proposer, or firm) with demonstrated experience and success in planning and conducting Homeless Point-In-Time Counts, Housing Inventory Counts, and associated reports summarizing all collected county-wide data, as required by the United States Department of Housing and Urban Development (HUD).

HUD is the governing authority for local Continuum of Care (CoC) and Public Housing Authorities and regulates a majority of the County's HHS Housing and Homelessness Services (HHS). HUD requires local communities that receive federal homeless assistance funds to maintain a CoC that are local planning bodies that help to coordinate the community's policies, strategies, and activities to prevent and reduce homelessness.

Within El Dorado County, the El Dorado Opportunity Knocks (EDOK) serves as the local Continuum of Care (hereinafter referred to as the EDOK CoC). HHS acts as the Administrative Entity for the EDOK CoC and works closely with the EDOK CoC Board to offer a variety of services to vulnerable individuals including those individuals who are either currently homeless or at risk of homelessness. HHS works closely with the EDOK CoC to plan and coordinate the annual Point-in-Time (PIT) Count and Housing Inventory Count (HIC).

As defined by HUD, the PIT Count is a one-(1) day unduplicated count of sheltered and unsheltered people experiencing homelessness on a single night in January. HUD requires that each local CoC conduct an annual count of people experiencing homelessness who are sheltered in emergency shelter, transitional housing, and Safe Havens, to be conducted in the last ten (10) days in January, or at a later time if authorized by HUD. CoCs also must conduct a count of unsheltered people experiencing homelessness every other year. Each count is planned, coordinated, and carried out locally, in a CoC's geographical region.

CoCs are also required to conduct an annual Housing Inventory Count (HIC), which is a point-in-time inventory of provider programs within the CoC's jurisdiction that provide beds and units dedicated to serving people experiencing homelessness. The HIC also includes a count of permanent housing projects, where residents must be homeless at entry, per HUD's homeless definition, categorized by five (5) program types: Emergency Shelter; Transitional Housing; Rapid Re-housing; Safe Haven; and Permanent Supportive Housing.

HUD deems the quality and accuracy of these counts as opposed to merely the size of the counts as most important. The HIC and PIT Count data provides critical updates to the County, EDOK CoC, HHS, State and Federal agencies, and community partners on local progress made towards preventing and ending homelessness in El Dorado County.

The purpose of this RFP is to identify a qualified Proposer that has the capacity and experience to perform the mandated PIT and HIC Counts in all geographical areas in El Dorado County, on behalf of the EDOK CoC. This includes the West Slope (City of Placerville and unincorporated areas west of Echo Summit) and the East Slope (South Lake Tahoe basin). A brief description of key project objectives include development of the following at a minimum:

1. Statistical models and methodologies to calculate the numerical estimates and demographic characteristics of individuals experiencing homelessness in El Dorado County;
2. Review of existing Unsheltered Demographic Survey tools and recommendations for changes/updates;
3. Data analysis, including unsheltered population and subpopulation estimates based upon PIT/HIC Counts and survey results;
4. Comprehensive communication strategy to effectively communicate and summarize key Count findings to diverse stakeholder audiences across multiple media;
5. A methodology report (i.e. white paper) summarizing methodologies as they pertain to the determination of findings; and
6. Develop large canvassing area maps for planning purposes and small subsequent block group maps for volunteers

The County will award one agreement with the top-ranked Proposer resulting from this competitive process for a three-year term to perform the mandated PIT and HIC Counts in all geographical areas in El Dorado County, on behalf of the EDOK CoC, as described herein. This Request for Proposal (RFP) includes a description of the evaluation and selection process, scope of work, proposal requirements, and insurance requirements.

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.

1.1 Background

El Dorado 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 2022, the population of the County is 192,646. The largest city in the County is South Lake Tahoe, a resort city located in the Sierra Nevada Mountains, with a reported US Census 2022 population of 21,175.

El Dorado County is the heart of the most diversified recreational area in California with approximately one (1) million acres of national forest. With the County's western border touching California's Central Valley, and its eastern boundary in the Sierra Nevada mountains overlooking Lake Tahoe, the County stretches across ninety (90) miles of foothills, valleys and mountain peaks, which provides beautiful scenery spanning across more than one thousand eight hundred (1,800) square miles with elevations ranging from just a few feet to more than ten-thousand (10,000) feet above sea level. While steeped in valuable assets, from water and natural resources to natural beauty, access to the most basic resources can be scarce, especially for the most vulnerable.

1.2 El Dorado County Point-In-Time Count Overview

El Dorado County's most recent finalized PIT Count reports data from 2022, which recorded a total of five hundred eleven (511) homeless individuals. Of that count, eighty-six percent (86%) were unsheltered and fourteen percent (14%) were sheltered. The 2021 PIT and HIC Counts were scheduled to take place in January 2021, however, due to COVID-19, the County was provided a waiver and permitted to postpone the 2021 counts until February 2022.

As such, the next unsheltered El Dorado County PIT and HIC Counts will be conducted in 2024. The top-ranked Proposer selected as the result of this RFP will work with HHS and the EDOK CoC to identify a date to conduct the unsheltered 2024 PIT Count, which must be conducted during the last ten (10) days of January.

1.3 Funding

The County and EDOK CoC have been awarded grants, which will be used to fund the specified PIT and HIC Count services. Proposers will provide a detailed budget identifying all projected costs for performing the seasonal counts and reporting activities, to be included in their response to this RFP for evaluation. The cost for services proposed should be formatted consistent with Attachment B – Proposer Budget Template.

1.4 RFP Process Information

The County will award one Agreement for Services with the top-ranked Proposer resulting from this competitive process. This RFP includes a description of the evaluation and selection process, Scope of Work, proposal requirements, and insurance requirements.

The following schedule for this RFP process is listed below and is subject to change.

RFP Issuance	July 14, 2023
Deadline for Questions	July 28, 2023
Answers Posted on or About	August 4, 2023
Due Date for Submissions	August 15, 2023
Date Reserved for Interviews (if deemed necessary by County)	September 5, 2023

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

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

Any amendment to this RFP 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 RFP are invalid.

All interpretation or corrections, as well as any additional RFP 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 Proposer’s responsibility to ensure they have received all addendums before submitting their proposals. Any addendum issued by the County shall become part of the RFP and will be incorporated into the proposal.

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

2.0 SCOPE OF SERVICES

The selected Proposer (also referred to as Contractor in the following Scope of Services) agrees to furnish the personnel and equipment necessary to provide specialized training, guidance, and assistance to the County HHSA HHS and EDOK CoC, with regard to meeting the HUD requirements for the PIT Count of homeless individuals and HIC Count for housing inventory counts in El Dorado County. The Contractor will provide services on an "as requested" basis, requested via HHSA authorization. A final scope of work will be developed by the County and the selected Proposer, and included in the resulting contract. The following serves as a preliminary scope to generally communicate the County’s and EDOK CoC’s goals and expectations which should include or account for, but not be limited to, the following scope of work:

2.1 PIT Count Planning and Preparation

The PIT Count helps the County, HHSA HHS, and the EDOK CoC to understand the number and characteristics of homeless individuals sleeping in shelter services programs, on the street, or other places not meant for human habitation. This one-night, unduplicated count of sheltered and

unsheltered homeless people within each CoC across the nation is reported using a standardized chart with various populations and subpopulations of homeless individuals and families.

The Contractor selected through this RFP will work with HHSA HHS and EDOK CoC to establish a PIT Count Coordinating Committee and develop a milestone project management chart leading up to the count, to include the involvement of all volunteers, community partners and participating parties in include the following:

- 1) Lead the project planning processes, PIT County Committee member scheduling, and follow-up related to key meeting dates and outcomes;
- 2) Determine the methodology that demonstrates an understanding of the County's unique geography in both East and West Slopes, population characteristics and service delivery system;
- 3) Promote the use of HMIS for service providers participating in the sheltered count;
- 4) Lead the recruitment, training, coordination and communication with volunteer staff;
- 5) Provide day-of-count volunteers with Regional Assignments based on the selected methodology;
- 6) Use strategic communication strategies for conducting all surveys required to perform the count, announce the HUD-approved results of the count (e.g., collect and coordinate all designated phone numbers, listserv, e-mails, and publications related to press release, etc.); and
- 7) Coordinate with known service providers for the sheltered count and use a tailored approach to gain participation from providers that have historically been difficult to engage.

2.2 System Requirements

The Contractor shall provide access to and training on necessary software applications for mapping locations, route planning for PIT Counts, and providing survey analysis.

2.3 HUD Homeless Definition

For the purposes of classifying and categorizing reporting requirements and defining the County populations for the PIT Count services, HUD provides definitions of four (4) categories of individuals defined as homeless:

- 1) Literally Homeless;
- 2) Imminent Risk of Homelessness;
- 3) Homeless under other Federal statutes; and
- 4) Fleeing/attempting to flee domestic violence.

2.4 System Requirements for Data Reporting

CoCs are tasked by Federal and State governments to track and support residents experiencing homelessness in a local Coordinated Entry System (CES), while tracking data in the local Homeless Management Information System (HMIS) database. These systems allow the County and EDOK CoC to target limited housing and services to those with the greatest vulnerabilities, often those with the most needs and that create the highest costs to local jurisdictions, healthcare providers, and service organizations.

The Contractor will ensure that all reporting shall be in accordance with the HUD requirements for bi-annual unsheltered and sheltered PIT counts. The below is a synopsis of the required reporting:

- A. 2024 PIT Count and Fieldwork Reporting: Contractor shall develop comprehensive 2024 PIT count and survey methodology, complete 2024 PIT count fieldwork, and complete 2024 PIT survey data collection and reporting. Contractor shall complete 2024 PIT data analysis, prepare and finalize executive survey and report.

- B. 2026 PIT Count and Fieldwork Reporting: Contractor shall develop comprehensive 2026 PIT count and survey methodology, complete 2026 PIT count fieldwork, and complete 2026 PIT survey fieldwork. Contractor shall complete 2026 PIT data analysis, prepare and finalize executive survey and report.

2.5 Service Locations

The Contractor selected as the result of this competitive RFP will be required to perform unsheltered PIT Counts throughout El Dorado County, including the unincorporated areas of the County and both Placerville and South Lake Tahoe.

2.6 Meeting Facilitation Requirements

Contractor shall engage with County staff, CoC board members, PIT count volunteers, and the PIT count Planning Committees to facilitate meetings, prepare meeting agendas, provide training, and coordinate PIT count activities leading to the successful completion of the biannual PIT counts. County meetings may consist of on-site visits, conference calls, and video conference calls to collect and disseminate information as required.

2.7 Volunteer/Staffing Recruitment Necessities

Contractor shall engage, oversee, and provide PIT count training to countywide PIT count survey administrator volunteers. Contractor shall create and administer an online volunteer sign-up form to track the volunteers for the biannual PIT counts, and incorporate the County Volunteer Agreement and Release Form, included with this RFP as Attachment D, to the online volunteer sign-up process. Contractor shall ensure that all PIT count volunteers for both the 2024 and 2026 PIT counts sign Attachment D prior to participation in the PIT counts and return signed forms to HHS designated staff member. Contractor shall lead the recruitment, temporary staffing, and direct oversight of PIT count survey team guides with homeless lived experience and provide technical training and expertise to these individuals for PIT count activities.

Contractor shall provide training on the PIT count processes, route planning, day of PIT count logistics, and technologies utilized in the PIT count processes, to HHS Housing and Homelessness Services staff, PIT count volunteers, and other designated PIT count committee members, and provide technical assistance to stakeholders involved in conducting the PIT counts in El Dorado County.

2.8 Volunteer/Staffing Training Requirements

Contractor shall engage, oversee, and provide PIT count training to countywide PIT count survey administrator volunteers. Contractor shall create and administer an online volunteer sign-up form to track the volunteers for the biannual PIT counts, and incorporate the County Volunteer Agreement and Release Form, to the online volunteer sign-up process. Contractor shall ensure that all PIT count volunteers for both the 2024 and 2026 PIT counts sign Attachment D prior to participation in the PIT counts and return signed forms to the Contract Administrator.

3.0 ELIGIBILITY

Proposers must meet the following eligibility requirements to be considered responsive to this RFP:

1. Successful completion of at least one (1) full PIT Count, in compliance with all HUD requirements, as described in this RFP. To meet this eligibility requirement, please attach at least one (1) completed PIT Count Report conducted previously, including sheltered, unsheltered and Housing Inventory Count, from start to finish, to your submission package.

All required documentation must be attached in response to this RFP.

Proposals received that fail to meet the requirements identified above will be rejected as nonresponsive and will not be evaluated.

4.0 REQUIRED PROPOSAL COMPONENTS

Each response to this RFP 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 RFP. Excessive information will not be considered favorably. The document shall be 8-1/2 inches by 11 inches in size. Unnecessarily elaborate responses, enclosures, and specialized binding are not desired, and may be construed as an indication of Proposer's lack of cost consciousness.

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

4.1 Cover Letter must at least contain the following information:

- Title and number of this RFP.
- Name and Mailing Address of firm (include physical location if mailing address is a P.O. Box).
- Year the firm was established
- Type of organization of firm (partnership, corporation, etc.).
- Firm's organization structure, its constituent parts and size variation of staff in the past five (5) years.
- Proposer's Primary Contact person including telephone number, fax number, e-mail address, and physical mailing address
- The cover letter must also include the following required statements:
 - Public Records Act – I/We acknowledge that the proposal and its contents are not considered proprietary; OR I/We have identified the following portions of our proposal in detail that I/we wish to declare as proprietary and/or confidential and have included detailed reasons, including specific exemptions allowed by the California Public Records Act/Government Code. (Proposers shall list the portions and reasons following this statement. Please note that all proposals may be considered public information. Subsequent to award of this RFP, all or part of any proposal may be released to any person or firm who may request it. Therefore, proposers may request in their Cover Letter if any portion of their proposal should be treated as proprietary and not released as public information (refer to Section 13, Public Records Act, below for additional information)).
 - Substitution of Designated Staff – I/We assure that the designated project team, including sub-consultants (if any), is

used for this project and that departure or reassignment of, or substitution for, any member of the designated project team or sub-consultant(s) shall not be made without the prior written approval of the County.

- Conflict of Interest – I/We warrant that no official or employee of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County in writing.
- Non-Collusion – I/We warrant that this offer is made without any previous understanding, agreement or connection with any person, firm, or corporation submitting a separate proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
- Sample Agreement and Insurance Requirements – I/We agree with the provisions contained within the sample Agreement for Services included as Attachment A to this RFP, and can/will meet the indemnity and insurance requirements without alterations to the County's requirements and that the cost of complying with the County's insurance requirements is included in our cost proposal. I/We agree to provide complete and valid insurance certificates within ten (10) days of the County's written request and acknowledge that failure to provide the documents within the time stated may result in the rejection of this proposal.
- Active Registrations – All corporations must certify that their organization has active and non-delinquent registration with the California Secretary of State. In addition, Non-Profit Corporations must certify that their organization has an active and non-delinquent registration with the California Department of Justice.
- Debarment and Suspension Certification – Consistent with 2 CFR 180.300(a), County has elected to verify whether Contractor has been suspended or using the federal System for Award Management (SAM). The federal SAM is an official website of the federal government through which counties can perform queries to identify if a subrecipient or contractor is listed on the federal SAM excluded list and thus suspended or debarred from receiving federal funds. Proposer certifies that, under penalty of perjury, except as noted, Proposer or any other person associated therewith in the capacity of owner, partner, director, officer, manager, including any proposed subconsultants:
 - has an active Universal Entity Identifier number in SAM
 - is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;

- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past three (3) years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Any exceptions to the above are included in the Exceptions portion of our response, including to whom it applies, initiating agency, and dates of action.

Note to Proposer: Exceptions will not necessarily result in denial of award, but will be considered in determining the firm's responsibility. Providing false information may result in criminal prosecution or administrative sanctions. The above certifications are part of the Proposal.

Signatory Requirements: In order to receive consideration, the Cover Letter must be signed (electronic signatures are acceptable) by an officer empowered by the Proposer to sign such material and thereby commit the Proposer to the obligations contained in the RFP response. **Further, the signing and submission of a response shall indicate the intention of the Proposer to adhere to the provisions described in this RFP and a commitment to enter into a binding contract.** Proposals shall be signed by one of the following representatives:

- If the Proposer is a **partnership**, proposal shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Authority evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm.
- If the Proposer is a **corporation**, the proposal shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer.
- If the Proposer is an **individual** doing business under a firm name, the proposal shall be signed in the name of the individual doing business under the proper firm name and style.

- If the Proposer is a **non-profit organization** (i.e. 501[c]3), the proposal shall be signed by the Executive Director of the organization with additional evidence submitted to demonstrate the Executive Director has been delegated to have signature authority by the organization's governing body.

4.2 Required Documents for Proposal Submission

In addition to the Cover Letter, Proposers must provide the following documentation (as specified in Section 3.0 Eligibility) in their RFP submission:

1. Proposers must submit at least one (1) completed PIT Count Report conducted previously, including sheltered, unsheltered and Housing Inventory Count, from start to finish, to your submission package, attached to this RFP as "PIT Count Report."
2. Proposers must submit and attach a fully completed Attachment B, titled "Proposer Budget Template."
3. Proposers must provide a minimum of three (3) client references, preferably local governments, municipalities, or service districts in California, of organizations with whom the Proposer currently has contracts with and/or previously had contracts with for the provision of services of similar type and scope, by submitting a completed Attachment C – Reference Worksheet. (Each reference shall include company or organization name, contact person, title, email address, telephone number, length of business relationship, and summary of services performed. Verify that all reference information is current and accurate especially that of the contacts and contact information prior to submitting a response.). Submit this completed Attachment C to the Proposal labeled "References."

4.3 Proposal Narrative

A. Plan for Services

The plan for services should address the Proposer's plan, including any optional and/or additional service components unique to the approach for providing these services. All descriptions of plans should be detailed and include measurable outcomes, defined timelines, and the activities/steps that will be taken to achieve the outcomes identified.

At a minimum, the plan for services should clearly:

- 1) Describe the proposing organization's overall intent, ability, and capacity for meeting the services solicited in this RFP, and plan for services;

- 2) As related to the Proposer's prior conducted PIT Count(s), please describe the following:
 - a) Challenges and outcomes experienced during the PIT Count projects include any information on geographically diverse communities; and
 - b) Examples of your organization's ability to adhere to deadlines, provide timely communication, and problem solve when issues arise.
- 3) Describe depth and breadth of experience with similar projects;
- 4) Describe the Proposer's approach to managing and training a large number of volunteers to perform PIT Count services; and
- 5) Describe the Proposer's ability and approach to performing outreach to the homeless population.

B. Qualifications and Experience

The Qualifications and Experience section should provide an overview of the organizations history and experience providing similar services, highlighting local government project experiences, in areas related to the scope of this RFP. At a minimum it should also address the following:

- 1) Please describe your organization's background as it relates to the services contained in this RFP. Be certain to address the following items in this section:
 - a) Organizational history and stability
 - b) Experience working with governmental agencies
 - c) Project management capacity and expertise
- 2) Describe the proposed project staffing, including the Proposer's plan to recruit and train volunteers, providing team member's background and experiences, highlighting any lived homelessness experience, and their specific contributions to past similar projects, and the responsibilities of the proposed contributing staff, as related to this project.
- 3) Describe what the County can expect from the Proposer in terms of scheduling and coordinating PIT Counts, including any required components and additional features the Proposer believes will make their work product the best possible solution for the County.
- 4) Describe the Proposer's overall capacity to assist the County in achieving the stated project objectives, including any demonstrable successes in other local government jurisdictions.
- 5) Describe the Proposer's organization process for tracking and documenting project status.

4.4 Budget and Budget Narrative

All Proposers must complete and submit a proposed budget using Attachment B – Proposer Budget Template, outlining the expected cost of the services, broken down by major cost categories. Important considerations are as follows:

- The completed budget should include all Direct Costs necessary to perform the services identified in this RFP for an anticipated three (3) year term (identified as Worksheet A).
- Proposers should identify all personnel/position costs inclusive of salary and benefits, any contract or subcontract costs that will be incurred (whether for goods or services), any operational costs, as well as Indirect Costs (Facilities & Administrative [F&A] costs).
- Indirect Costs (F&A costs) can only be reimbursed as a percentage of actual costs billed on a monthly basis. As a result, Proposers must factor these costs as a percentage of the total direct costs proposed. Indirect cost rates in excess of ten percent (10%) of the total direct costs proposed will not be evaluated favorably.
- Proposed Direct Costs are those costs directly related to the services solicited. They may include staff time for beneficiary treatment, or performing other activities directly related to the services.
- All proposed costs should include a description or formula indicating how the total cost amount was determined. Attachment B provides a sample for creating a consistent format.

In addition to completing Attachment B, all Proposers must submit a Budget Narrative. At a minimum, the detailed budget narrative should address:

- 1) All factors of cost included in the rate for each personnel/position proposed, including the types of benefits offered, the full-time equivalency (FTE) of the position, and the qualifications of the position.
- 2) A description of how the positions proposed, inclusive of unpaid volunteers, will be sufficient to provide the services solicited in the RFP.
- 3) A description of all non-personnel costs and how these costs are necessary and reasonable for the delivery of services solicited in the RFP.
- 4) A description of what costs are included in the proposed indirect cost (F&A) rate.

IMPORTANT: Firms submitting electronic proposals to the PlanetBids website must not include their Budget and Budget Narrative proposal in their main proposal. PlanetBids will allow Proposers to submit their

Budget and Budget Narrative information as separate response attachments (one electronic file per response attachment). Firms that submit hard-copy responses shall follow the instructions in Section 6.2 below.

5.0 PROPOSER QUESTIONS

- 5.1 Questions regarding this RFP 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 **July 28, 2023**.
- 5.2 All emails must have “**RFP #23-918-082 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFP #23-918-082 – QUESTION**” for convenience purposes. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.
- 5.3 Questions will **not** be accepted by telephone, facsimile (fax), or orally.
- 5.4 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.
- 5.5 A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the PlanetBids website on or about **August 4, 2023**. Any addenda to this RFP is valid only if in writing and issued by the County Procurement and Contracts Division.
- 5.6 All inquiries shall be submitted by email to: matthew.mckain@edcgov.us
or by U.S. Mail to:

County of El Dorado
Procurement and Contracts
330 Fair Lane
Placerville, California 95667
RFP #23-918-082 – Question

- 5.7 Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the contact above and shall not contact the requesting department directly regarding any matter related to this RFP. 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.

6.0 PROPOSAL INSTRUCTIONS

- 6.1 Proposers 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>. Proposers are cautioned that the timing of their online submission is based on when the proposal is RECEIVED by PlanetBids, not when a proposal is initiated by a Proposer. Online proposal transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. For these reasons the County recommends that Proposers 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 proposals after the closing date and time. PlanetBids will send a confirmation email to the Proposer 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).
- 6.2 Proposers that decide to submit a hard-copy response do so at their own risk. All hard-copy proposals must include all of the same information required for online proposals. Incomplete proposals will be rejected as non-responsive. Proposers shall submit one (1) original copy and one (1) electronic copy of your proposal in PDF format on a flash/USB drive. IMPORTANT: Proposers who submit hard-copy responses must submit their Cost Proposals (refer to Section 4.4 above) in a separate, sealed envelope clearly marked "**RFP 23-918-082 – Budget and Budget Narrative**" 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.
- 6.3 It is the sole responsibility of the Proposer to ensure that the proposal is received in the Procurement & Contracts Division prior to the RFP proposal 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

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

7.0 EVALUATION PROCESS

All proposals will be evaluated initially to determine if they are responsive to the requirements of this RFP. An evaluation panel, consisting of County staff and members selected by County staff, will review and evaluate all responsive proposals received by the proposal date as set forth in this RFP, or as amended by addenda, and the proposals 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.

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

	Evaluation Criteria	Maximum Points
A.	Plan for Services (Section 4.3)	50
B.	Qualifications and Experience (Section 4.3)	70
C.	Budget and Budget Narrative (Section 4.4)	20
D.	References (Section 4.2)	10
	TOTAL POSSIBLE POINTS	150

Evaluation Criteria – Interviews (if held)

If the County elects to hold interviews, the following evaluation criteria and rating points will be used to evaluate the Proposers who are invited to interview.

	Evaluation Criteria – Interviews	Maximum Possible Points
A.	Experience and Qualifications of Firm	35
B.	Experience and Qualifications of Staff	35
C.	Response to Interview Questions	10
D.	Workload Capacity and Understanding of the Scope of Work	20
	TOTAL POSSIBLE POINTS	100

8.0 SELECTION PROCEDURE

8.1 Proposals will be reviewed for responsiveness. A selection committee will then evaluate responsive proposals in accordance with the criteria specified in Section 7.0 above. The firm(s) submitting the highest ranked proposals may be invited for an interview. Interviews will be conducted solely at the County's option. The County reserves the right to select the most qualified firm solely on the content of the proposal. If the County chooses to conduct interviews, the Proposer's Primary Contact identified in the Proposer's Cover Letter shall represent the Proposer at the interview at a minimum. After evaluation of the interviews, the Committee will recommend the firm(s) with the highest overall value, based on evaluation ranking, for approval by the County Purchasing Agent or Board of Supervisors.

- 8.2** The County reserves the right to make an award without further discussion of the proposal with the Proposer. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual may propose.
- 8.3** 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 RFP pursuant to the evaluation criteria indicated above.
- 8.4** In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.
- 8.5** The County reserves the right to reject any and all proposals, or to waive minor irregularities in said proposals, 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.
- 8.6** The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit the PlanetBids website at:
- <https://pbsystem.planetbids.com/portal/48157/portal-home>
- RFP results are also available at:
- <https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx>
- 8.7** The results of this RFP will be posted on the PlanetBids and County website listed in Section 8.6 above at the earliest possible opportunity in accordance with County policy. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.
- 8.8** Response and selection of a proposal will not necessarily result in the award of a contract with the County. The act of opening a proposal and selecting a Proposer 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.
- 8.9** Once contract negotiations are initiated, the County reserves the right to select the next ranked Proposer if for any reason a contract cannot be negotiated with the selected Proposer.

9.0 EL DORADO COUNTY WEBSITE REQUIREMENTS

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

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

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

10.0 REJECTION OF PROPOSALS

Proposers interested in being considered must submit a proposal in compliance with this RFP. Failure to meet the minimum requirements of the RFP shall be cause for rejection of the proposal. The County reserves the right to reject any or all proposals.

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

11.0 VALID OFFER

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

12.0 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 proposal.
3. Not enter into any agreement.
4. Not select any Proposer.
5. Cancel this process at any time.
6. Amend this process at any time.
7. To award more than one (1) contract if it is in the best interest of the County.
8. Interview Proposers prior to award.

9. To request additional information during an interview.

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

13.0 CONFLICT OF INTEREST

Proposers 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. Proposals shall contain a statement to the effect that the Proposer is not currently committed to another project that would constitute a conflicting interest with the project defined in this RFP.

14.0 PUBLIC RECORDS ACT

Pursuant to the California Public Records Act ("CPRA"), 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 6 for proposal instructions). Please note that designating information as "proprietary" does not guarantee non-disclosure.

Each element of a proposal that Proposer desires not to be considered a public record must be clearly marked as set forth herein. If disclosure is required under the CPRA or otherwise by law, the County will make an independent determination and retain the confidentiality to the extent permitted by the CPRA. The County shall not in any way be liable or responsible for the disclosure of such records.

Proposer further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgements, 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 Proposer.

15.0 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 proposal. Selected Proposers may be required to possess a County business license to award contract.

16.0 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 RFP 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.