



**COUNTY OF EL DORADO
Procurement & Contracts**

ATTN: Purchasing Agent
330 Fair Lane
Placerville, CA 95667

REQUEST FOR PROPOSAL #17-952-042

DUE: 3:00 PM – March 17, 2017

Sealed Proposals must be clearly marked on the outside of the package with:

“RFP #17-952-042 MAILROOM DO NOT OPEN”

Independent Living Program

The County of El Dorado Office of Procurement and Contracts, through its Health and Human Services Agency (also referred to as “County”), is requesting proposals for Independent Living Program Services for youth.

This request for proposal (RFP) defines the scope of services and outlines the requirements that must be met by Proposers interested in providing such services. Proposers shall carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP or otherwise available, and shall become fully aware of the nature and the conditions to be encountered in performing the service. **Proposers are advised to read all sections of this RFP prior to submitting a proposal.**

Table of Contents

- I. Background
- II. Scope of Services
- III. Eligibility
- IV. Proposal Content
- V. Proposers' Questions
- VI. Proposal Submittal
- VII. Public Records Act
- VIII. Valid Offer
- IX. County's Rights
- X. El Dorado County Website Requirements
- XI. Evaluation
- XII. Award
- XIII. Business License Requirement
- XIV. Public Agency

Exhibits: “A” Sample Agreement for Services

Notice to Proposers

The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit our website at

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

RFP results will be posted within approximately fourteen business days after the RFP opening deadline date. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.

- I. **Background:** The County of El Dorado is topographically divided into two zones. The northeast corner of the County is in the Lake Tahoe basin and is commonly referred to as the “East Slope” of the County, while the remainder of the County is in the area west of Echo Summit or “West Slope” of the County. The United States Census estimates that, as of 2014, the population of El Dorado County was 183,087.

The Omnibus Budget Reconciliation Act of 1993 permanently authorized the California Department of Social Services (CDSS) Independent Living Program (ILP), offering training, services, and programs for current and former foster youth between the ages of 16 – 21 (referred to herein as Transition Age Youth) to assist said youth in developing self-sufficiency prior to and after leaving the foster care system. Fitting with legislative intent, the CDSS implementation of the program meets minimum requirements and specifications, while providing the County with the flexibility to design services to meet a wide range of needs for youth involved or previously involved in the foster care system.

CDSS also recognizes the need for independent living skills for youth leaving and preparing to leave the foster care system, as well as for young adults who have emancipated. The goals of ILP are to enable youth to achieve self-sufficiency by providing the independent living skill assessments, basic living education, vocational training, job seeking skills, individualized services, and a written Transitional Independent Living Plan for each participating youth in order to assist youth in achieving the goal of living independently.

Youth are eligible for ILP services from the age of 16 to the day before their 21st birthday, when one of the following provisions is applicable:

- The youth was/is in foster care at any time from their 16th to their 19th birthday;
- The youth was placed in an out-of-home care by a tribe or tribal organization between their 16th and 19th birthdays;
- The youth is a former dependent who entered into a kinship guardianship at any age and is receiving or has received Kinship Guardianship Assistance Payments (Kin-GAP) between ages 16 and 18;
- The youth is over 16 years old and a ward of the court; or
- The youth is a former dependent who entered into a Non-Related Legal Guardianship (NRLG) after attaining age 8 and is receiving or has received permanent placement services.

Youth participation in these services is voluntary.

The El Dorado County Health and Human Services Agency (HHSA) intends to contract for ILP services, as a result of this RFP. One proposal will be selected to serve both the West Slope and the East Slope of the County. Current counts of ILP eligible youth residing within the County that may be eligible for these services indicate 78 such youth currently exist, with 9 of the youth living on the East Slope. This number does not reflect probation youth or youth placed in El Dorado County from other jurisdictions who may also be eligible for services. Successful proposers will be required to provide services to all eligible youth, regardless of where they live within the County or their County of origin.

For the purposes of budgeting for the services included in this RFP, Proposers should budget for no more than \$175,000 per year, with a total Not-to-Exceed Amount of \$525,000 for three years.

- II. **Scope of Services:** The successful Proposer 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 Exhibit "A," marked "Sample Agreement for Services." Any reference in this Request for Proposal 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 successful Proposer under the agreement. In the event of any conflict between a provision of this Request for Proposal and the provisions of the agreement attached as Exhibit "A," the terms of the agreement shall govern.

The objective of the Independent Living Program, as identified in this RFP, is to prepare Transition Age Youth for successful independent living and to provide said youth with skills required to achieve self-sufficiency. The goal is to enable Transition Age Youth receiving services to achieve self-sufficiency before leaving foster care and to provide supportive services thereafter.

Indicators of success include achieving a high school diploma or GED, stable housing, a source of income, a job or college attendance, supportive life-long connections, and a plan for utilizing available community resources.

Successful Proposers shall be required to provide the following:

A. Case management and Assessment:

1. Successful Proposers shall complete an independent living skills assessment with each youth referred by the County or otherwise participating in ILP services at intake and annually thereafter. Such assessments shall be completed with each youth for the purposes of planning services and curriculum emphasis, assess progress towards meeting the youth's goals, and provide individual mentoring/counseling.
2. Successful Proposers shall provide case management, individual meetings and / or appointments, and group activities in order to provide support to youth involved in ILP services provided as a part of this program. These activities shall include:
 - a. A review or development of a Transitional Independent Living Plan (TILP) for each youth, including revisions to existing TILPs as necessary, in collaboration with the youth's family members and / or kin;
 - b. The provision of a variety of learning opportunities including experiential learning, classroom/workshop events, and peer support; and
 - c. Maintaining a file for each youth, to include a copy of their transcript, pre and post-tests, employment assessment, TILP, Financial Aid Application, SAT results, master application and resume, or any other documents relevant to assisting the youth to meet their education and employment goals. This information shall be provided to participating youth on an as needed basis to assist in job or higher education pursuits.

3. Successful Proposers shall be required to participate in various meetings on behalf of the youth including Child and Family Team (CFT) meetings that will be specifically geared towards helping the youth reach their goals towards emancipation.

B. Information, resource referrals, and / or direct services in the following Program Areas:

1. Education:

Provide information and related activities to help eligible Transition Age Youth seek a high school diploma (or equivalency), pursue higher education goals, and / or to take part in appropriate vocational training.

Allowable activities include:

- a. Counseling and other similar assistance related to educational and vocation training;
- b. Assistance with preparation for a General Equivalency Diploma (GED);
- c. Preparation for Higher Education, including preparation of college applications and applications for financial aid (e.g. FAFSA);
- d. Academic support; and
- e. Job placement activities.

2. Living Skills:

Provide eligible Transition Age Youth training in daily living skills, budgeting, housing location and maintenance, and career planning.

Allowable activities include instruction in basic living skills such as:

- a. Money management;
- b. Home management;
- c. Consumer skills;
- d. Parenting skills;
- e. Navigating healthcare services and plans;
- f. Accessing community resources;
- g. Accessing transportation resources; and
- h. Finding and securing stable housing.

3. Counseling:

Provide eligible Transition Age Youth non-therapeutic level (paraprofessional) individual and group counseling.

Allowable activities include:

- a. Individual and group counseling sessions;
- b. Participation by youth, kin, and / or foster parents in ILP related workshops, retreats, seminars, and conferences;
- c. Training to assist with the development social skills; and
- d. Sponsorship of conferences, mentoring efforts, membership groups, and / or workshops relevant to assisting involved youth in developing ILP skills.

4. Service Coordination:

Provide eligible Transition Age Youth assistance aimed at integrating and coordinating other services available to the youth.

Allowable activities include:

- a. Coordination with other available ILP resources (including those provided by the State of California);
- b. Assisting with locating transitional living options and provide connections to local housing advisors;
- c. Establishing linkages and connections with Federal, State, and local agencies providing services that will benefit the youth, including but not limited to Work Investment Opportunity Act (WIOA), Department of Education, Department of Labor, volunteer and internship opportunity programs;
- d. Provide assistance with enrollment in medical and dental benefits with public or private providers; and
- e. Assist in system navigation and access to State and community mental health agencies providing services.

5. Outreach:

Provide outreach designed to encourage eligible Transition Age Youth to participate in ILP services available through this RFP.

Allowable activities include:

- a. Establishment of an outreach effort or campaign, aimed at encouraging eligible youth to participate in available ILP services; and
- b. Development of community based resources that will act as an on-going support network.

6. Resource Connections:

Provide assistance in locating and applying for other services and assistance that will facilitate the transition to independent living.

Allowable activities include:

- a. Assisting with the completion of application forms for assistance from other government and community based organizations;
- b. Assistance in navigating government and community based programs designed to assist youth in developing independent living skills; and
- c. Providing transportation and / or a direct connection to providers of such services.

C. Community Connections and Collaboration:

1. To the extent a Proposer is unable to directly provide all of the services described as Program Areas (as referenced in Section "B"), the Proposer shall coordinate and collaborate with community partners providing the service. This may include providing referrals to the community partner, or contracting with a community partner to provide the services as part of the Proposer's efforts.

2. For every service the Proposer will not be providing directly, the Proposer shall submit an Operational Agreement with a community partner that clearly indicates the partner will be providing the required service as a part of the Proposer's efforts to deliver ILP services to the Transition Age Youth served through this RFP.
 - a. Each Operational Agreement shall clearly identify which service(s) the partner agency will be providing, in the subject line or header of the Operational Agreement, using the format "Service Number Two: Living Skills" or a format substantively similar.
 - b. Each Operational Agreement must also include the name and contact information of a representative of the agency, and clearly indicate the agency is willing to provide these services to the eligible Transition Age Youth referred as a part of the program described herein.
3. The success of the program requires close collaboration with community providers, child welfare workers, probation officers, caregivers, and others important to the youth.. Successful Proposers will be expected to demonstrate collaboration with other entities to expand services for youth and to promote program sustainability.

D. Service Provision Requirements:

1. Education and information dissemination associated with the Program Areas identified herein, shall be accomplished using the following methods:
 - a. Group meetings, classes, workshops, or similarly formatted alternatives, held with multiple clients at regular, monthly or twice monthly intervals, at a time that accommodates clients' participation in school or work activities; and
 - b. Individual meetings or appointments with clients and / or their family members on an as needed basis.
 - c. Successful Proposers will employ specific strategies to engage youth, especially hard to reach youth, as well as strategies to maintain engagement over time. Services must be provided at a variety of locations including community settings where youth are most comfortable (e.g. foster homes, schools, coffee shops, etc.).
2. The reasonableness of and extent to which the Proposer utilizes either Group Meetings or Individual meetings to provide the services identified in the Program Areas, is part of the evaluative criteria for this RFP process. As such, Proposers should use good judgement in deciding which format (Individual or Group) best fits each of the Program Area activities, given their plan for providing each of the services.
3. Youth served as a result of these services may include:
 - a. Foster Youth referred by an HHSA Social Worker;
 - b. Foster Youth living in El Dorado County, referred by a Social Worker in another county; and/or
 - c. Wards of the Court or other youth referred by a Deputy Probation Officer within the El Dorado County Probation Department.
4. Proposers must provide services to no less than 10 youth referred by HHSA per month.

E. Peer-to-Peer Connections:

Applicants selected for funding as a result of this RFP shall make a reasonable effort to employ or utilize volunteers who are former foster youth, to provide the services identified herein, as appropriate and reasonable depending on the service. Applicants who identify former foster youth as current employees at the time of proposal submission shall be given additional points/preference.

F. Foster Youth Steering Committee participation and involvement

1. Successful Proposers shall join the Foster Youth Steering Committee that meets on the West Slope.
2. If membership in the committee is denied by the committee, the Proposer shall attend each meeting as a member of the public.

G. Reporting Requirements

1. Successful Proposers shall be required to report to HHS the following information on a monthly basis:
 - a. The total number of Transition Age Youth with whom individual meetings or appointments were held for ILP Services;
 - b. The total number of group meetings or classes held each month, along with the total number of youth involved in each meeting;
 - c. The total number of times different services were provided and an identification of the youth to whom those services were provided;
 - d. Classroom attendance rosters, per student, including the name of the student, the date of the classes, the class titles, and the status of attendance;
 - e. The number of youth who ceased attendance, reasons for cessation of attendance, and efforts made to re-engage youth who ceased attending;
 - f. Any challenges that are affecting the provision of services or the progression towards successful outcomes and suggestions for addressing these challenges, and / or assistance needed from the County; and
 - g. An on-going self-evaluation of the effectiveness of program services and a quantifiable analysis of successful outcomes for youth involved.
2. Successful Proposers will also be required to complete any State of California mandated reporting including but not limited to the NYTD report. Information on this report can be found here: <http://www.childsworld.ca.gov/PG2981.htm>

H. Mandatory Employment Qualifications

1. Proposers must ensure all staff, volunteers, and interns have training in child abuse mandated reporter training, basic training in cultural diversity/competency, substance abuse, trauma-informed practice, and domestic violence.
2. Proposers must examine the arrest and conviction records of all current and prospective employees, volunteers, and interns and shall not employ or continue to employ any person convicted of any crime involving harm to children and/or elder or dependent adults, or any person on active probation or parole, nor shall employment

be offered to or continued for anyone who must register pursuant to the Penal Code Section 290.

III. Eligibility:

A. To be eligible, Applicants must:

1. Be a non-profit organization (i.e. 501(c)(3)); or
2. Be a government organization;

And

3. Provide a written statement, signed by an Authorized Representative (as authorized by a governing body) attesting to the fact the organization has no less than 3 years of experience providing services to Transition Age Youth; and
4. Provide an Operational Agreement, established with a community partner, for any services the Proposer will not be providing directly to clients.

B. Agree to Standard Terms and Conditions

By virtue of submitting a response to this RFP, Proposer understands, acknowledges and agrees to the standard terms and conditions of "Exhibit A".

IV. Proposal Content: Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the submittal. Use 8-1/2 x 11 sheets (foldouts are acceptable for charts, etc.) with font size large enough to be easily legible, but not smaller than 10 point. Paragraphs should be single spaced, on single-sided pages. The original proposal and each subsequent copy must be submitted on paper, properly bound, appropriately tabbed and labeled in the following order:

A. Cover letter: Provide a "cover Letter" and introduction, including the name and address of the organization or individual submitting the proposal, together with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization, and an expression of the Proposer's ability and desire to meet the requirements of this Request for Proposal. **The letter must be signed by an individual authorized to bind the firm contractually.**

B. Table of Contents: This section shall include a detailed "Table of Contents" and an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

C. Proposal Narrative: Describe the firm's resources, experience and capabilities as they relate to scope of services described hereinabove. Submit in the order identified below:

1. Executive Summary:

The executive summary shall not exceed three pages. The proposer should provide responses to each of the directives identified below:

- a. Describe the Proposer's overall plan for accomplishing the services identified herein;
- b. Summarize and highlight the major features of the proposal and identify relevant supporting information.

2. Detailed Discussion: The detailed discussion is a general, but complete, narrative of the Proposer's assessment of the work to be performed and the ability to meet those objectives. This overview should clearly describe:

- a. The Proposer's understanding of the performance expectations as well as how the requirements will be met;
- b. The Proposer's plan to conduct case assessment and case management activities as described in **Scope of Services, A**.
- c. How each service identified in the **Program Areas**, as referenced in **Scope of Services B, numbers one (1) through six (6)** will be accomplished, whether by providing information, resource referrals, or direct services;
- d. The Proposer's plan for delivering the group and individual meetings, as described in the **Service Provision Requirements**, identified in **Scope of Services, D**, and an explanation of how reasonable the utilization of either a group or individual meeting best supports the delivery of each service;
- e. The Proposer's plan for engaging the youth targeted through this program, and the plan for re-engaging youth who stop attending activities provided through this program.
- f. The Proposer's plan for joining and / or participating in the Foster Youth Steering Committee;
- g. The Proposer's plan for tracking and reporting all data required, as identified in **Scope of Services, G**.

By virtue of submitting a response to this RFP, Proposer understands, acknowledges and agrees to the standard terms and conditions of Exhibit "A".

3. Background and Capabilities:

Proposers should provide responses as indicated below. Resumes, copies of certificates and / or degrees, and stock biographies will not be evaluated in lieu of responses to each of the directives listed below:

- a. Describe your organization's history and experience serving Transition Age Youth;
- b. Describe your organization's history and experience working with Child Welfare Service, Child Protective Services, Probation or other County entities providing services to foster youth;
- c. Describe the minimum qualifications of the employees who will be providing services to Transition Age Youth as described herein;

- d. Describe your organization's efforts to utilize as volunteers and / or employ former foster youth as a part of the efforts described herein; and
- e. Identify whether or not your organization currently employs former foster youth for the provision of direct services to Transition Age Youth.

4. Work Plan:

Provide a timeline for all Program Area activities. The timeline should:

- a. Describe the frequency and regularity of any group meetings, classes, workshops, or similarly formatted alternatives; and
- b. Describe how time for individual meetings or appointments will be scheduled and / or accounted for.

5. Budget Narrative and Cost Proposal:

- a. Describe the total cost for all services provided;
- b. Describe in detail how all costs associated with performing the services identified herein are calculated; and
- c. Describe how personnel and operating costs will be tracked to ensure all costs are allocated reasonably and appropriately.

D. Insurance Requirements: A written statement of your firm's ability to comply with the insurance requirements set forth in Exhibit "A".

E. Additional Data: (this Section shall be limited to five pages) Include any other data the Contractor deems essential to the evaluation of the qualifications and proposal statements. Where appropriate, please key data back to information contained in Section A thru H. If there is no additional data, this section will consist of the statement, "We wish to present no additional data."

(the remainder of this page is intentionally left blank)

- V. **Proposers' Questions:** Questions regarding this RFP must be submitted in writing to the Procurement and Contracts Office and must be received no later than **5:00 PM – on March 3, 2017**. All envelopes or containers must be clearly labeled "**RFP #17-952-042 – QUESTION**" for convenience purposes. Envelopes or containers not clearly labeled may be overlooked and not responded to. Questions will **not** be accepted by telephone, facsimile (fax), electronically, or orally. 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 organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the County, will be posted on the Procurement and Contracts website on or about **March 10, 2017**.

All inquiries shall be submitted by U.S. mail to:

Procurement and Contracts
330 Fair Lane
Placerville, California 95667
RFP #17-952-042 – Question

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 County Purchasing Agent and shall not contact the requesting department directly regarding any matter related to this Request for Proposal.

- VI. **Proposal Submittal:** Proposers must submit one (1) original and six (6) copies of their proposal, along with any addenda, in a sealed envelope or container, clearly marked "**RFP #17-952-042 – MAILROOM DO NOT OPEN**", no later than **3:00 PM – March 17, 2017**, to:

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

A Proposer may withdraw its final proposal at any time **prior** to the opening deadline date and time by submitting a written request for its withdrawal to the County Purchasing Agent, signed by an authorized agent of the firm. Proposers may thereafter submit a new or modified proposal **prior** to the opening deadline date and time. Modifications offered in any manner, oral or written, will not be considered.

Proposers submitting less than the required number of copies of their proposal will be rejected and considered "non-responsive." Proposals received beyond the deadline will not be considered, and will be returned unopened.

It is the responsibility of the Proposer to assure that the proposal is received in the Procurement & Contracts Division prior to the proposal opening deadline date and time. Proposals received beyond the proposal opening deadline will not be accepted and will be

returned unopened. The time stamp clock located in the office of the Procurement and Contracts Division will serve as the official time clock.

For questions regarding the Request for Proposal process, contact Ashley Wells, Department Analyst at (530) 621-5804.

- VII. Public Records Act:** All proposals and materials submitted shall become property of the County and will not be returned. All responses, including the accepted proposal and any subsequent contract, become public records per the requirements of the California Government Code, Sections 6250 - 6270, "California Public Records Act". Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal are not considered proprietary information. Proposers which indiscriminately identify all or most of their proposal as confidential or proprietary without justification may be deemed unresponsive.

The County will treat all information submitted in a proposal as available for public inspection once the County has selected a Contractor. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal, and present such information **separately** as part of your response package.

The final determination as to whether the County will assert your claim of confidentiality on your behalf shall be at the sole discretion of the County. If the County makes a determination that your information does not meet the criteria for confidentiality, you will be notified as such. Any information deemed to be non-confidential shall be considered public record.

Upon receipt of a request for disclosure pursuant to the California Public Records Act for information that is set apart and marked as proprietary, County will notify you of the request for disclosure. You shall have sole responsibility for the defense of the proprietary designation of such information. Failure to respond to the notice and enter into an agreement with County providing for the defense of and complete indemnification and reimbursement for all costs incurred by the County in any legal action to compel the disclosure of such information, shall constitute a complete waiver of any rights regarding the information designated proprietary and such information will be disclosed by County pursuant to applicable procedures under the California Public Records Act.

- VIII. Valid Offer:** Proposals shall remain valid for 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 nor an offer of employment. The cost of preparation of proposals shall be the obligation of the Proposer. All proposals, whether accepted or rejected, shall become the property of the County and will not be returned. Unnecessarily

elaborate responses, enclosures and specialized binding are not desired, and may be construed as an indication of Proposer's lack of cost consciousness.

IX. County's Rights: The County reserves the right to:

1. Request clarification of any submitted information
2. Waive any informalities or irregularities in any qualification statement
3. Not enter into any agreement
4. Not select any consultant
5. Cancel this process at any time
6. Amend this process at any time
7. To award more than one contract if it is in the best interest of the County
8. Interview consultants prior to award
9. To request additional information during an interview

X. El Dorado County Web Site Requirements: It is the bidder's responsibility to monitor the County's website for possible addenda to this bid to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her bid in accordance with the original bid requirements and all addenda. All available bids and related addenda can be found at:

<http://edcapps.edcgov.us/contracts/invite.asp>

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

XI. Evaluation: It is anticipated proposals shall be evaluated by a team composed of County personnel representing the El Dorado County Health and Human Services Agency and a community representative on the basis of:

Evaluation Criteria	Maximum Points Possible
Executive Summary	16 (5.3%)
Detailed Discussion	112 (37.3%)
Background and Capabilities	120 (40%)
Work Plan	16 (5.3%)
Budget Narrative	36 (12%)
Total Points Possible:	300 (100%)

Failure to comply with any of the requirements contained herein may result in disqualification. It is the responsibility of all Proposers to read ALL sections of this RFP prior to submitting a response.

- XII. Award:** Award shall be recommended to the Proposer whose proposal best meets the needs of the County. The County reserves the right to reject any or all proposals, and to solicit additional proposals if deemed in the best interest of the County to do so. The decision of the County Board of Supervisors shall be final in making such determination.

The successful Proposer will receive written notification of the award, along with instructions for finalizing the agreement documents. Receipt of the fully executed agreement will serve as Proposer's notice to proceed with services.

- XIII. 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. El Dorado County is an equal opportunity employer (EOE). Minorities, females, and handicapped are encouraged to participate (M/F/H).

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

The County of El Dorado is an equal opportunity employer (EOE). Minorities, Females and Handicapped are encouraged to participate.

- XIV. 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 Request for Proposal to Bid with the same terms and conditions specified there in, 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.

Your participation in the RFP process is important to El Dorado County!

Exhibit "A"

SAMPLE ONLY

AGREEMENT FOR SERVICES # _____ - _____

THIS AGREEMENT is made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and _____, a _____, duly qualified to conduct business in the State of California, whose principal place of business is _____, and whose Agent for Service of Process is *Company name, physical address*, (hereinafter referred to as "Contractor");

RECITALS

WHEREAS, County has determined that it is necessary to obtain a Contractor to provide _____; and

WHEREAS, Contractor has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

WHEREAS, County has determined that the provision of these services provided by Contractor is in the public's best interest, and that these services are more economically and feasibly performed by outside independent Contractors as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

NOW, THEREFORE, County and Contractor mutually agree as follows:

ARTICLE I

Scope of Services: Contractor agrees to furnish the personnel and equipment necessary to provide _____

ARTICLE II

Term: This Agreement shall become effective upon final execution by both parties hereto and shall expire _____.

ARTICLE III

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County's acceptance of work, monthly in arrears and within forty-five (45) days following the County's receipt and approval of itemized invoice(s) identifying services rendered.

For the purposes of this Agreement, the billing rate shall be _____.

Total amount of this Agreement shall not exceed _____.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number on their faces and on any enclosures or backup documentation. Copies of documentation attached to invoices shall reflect Contractor's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
Department
Address
Placerville, California 95667

or to such other location as County directs.

In the event that Contractor fails to deliver the documents or other deliverables required by the individual Work Orders issued pursuant to this Agreement, County at its sole option may delay the monthly payment for the period of time of the delay, cease all payments until such time as the deliverables are received, or proceed as set forth herein below in Article _____, Default, Termination, and Cancellation.

ARTICLE IV

Taxes: Contractor certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes or fees owed by Contractor to County. Contractor agrees that it shall not default on any obligations to County during the term of this Agreement.

ARTICLE V

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE VI

Contractor to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this

Agreement, Contractor shall act as Contractor only to County and shall not act as Contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Contractor's responsibilities to County during term hereof.

ARTICLE VII

Assignment and Delegation: Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE VIII

Independent Contractor/Liability: Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, associates, and subContractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Contractor shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Contractor or its employees.

ARTICLE IX

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE X

Audit by California State Auditor: Contractor acknowledges that if total compensation under this agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this

Agreement, pursuant to California Government Code §8546.7. In order to facilitate these potential examinations and audits, Contractor shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the contract, all books, records and documentation necessary to demonstrate performance under the Agreement.

ARTICLE XI

Default, Termination, and Cancellation:

A. **Default:** Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

B. **Bankruptcy:** This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.

C. **Ceasing Performance:** County may terminate this Agreement in the event Contractor ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.

D. **Termination or Cancellation without Cause:** County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Contractor, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

ARTICLE XII

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO
(Department Name)
(Address)
(City, State, Zip)

ATTN: (Name), (Title)

or to such other location as the County directs.

with a carbon copy to

COUNTY OF EL DORADO
Chief Administrative Office
Procurement and Contracts Division
330 Fair Lane
Placerville, CA 95667
ATTN: Purchasing Agent

Notices to Contractor shall be addressed as follows:

(COMPANY NAME)
(Address)
(City, State, Zip)
ATTN: (Name), (Title)

or to such other location as the Contractor directs.

ARTICLE XIII

Change of Address: In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor shall notify County in writing pursuant to the provisions contained in this Agreement under the Article titled "Notice to Parties". Said notice shall become part of this Agreement upon acknowledgment in writing by the County Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

ARTICLE XIV

Indemnity: The Contractor shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Contractor's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Contractor, subContractor(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XV

Insurance: Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- D. In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:
 1. The insurer will not cancel the insured's coverage without prior written notice to County, and;
 2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of the County.

ARTICLE XVI

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Contractor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XVII

Interest of Contractor: Contractor covenants that Contractor presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

ARTICLE XVIII

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Contractor attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer or employee of Contractor relating to this Agreement. It is further understood and agreed that if such a financial interest does

exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in the Article in the Agreement titled, "Default, Termination and Cancellation".

ARTICLE XIX

Nondiscrimination:

A. County may require Contractor's services on projects involving funding from various state and/or federal agencies, and as a consequence, Contractor shall comply with all applicable nondiscrimination statutes and regulations during the performance of this Agreement including but not limited to the following: Contractor and its employees and representatives shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex; Contractor shall, unless exempt, comply with the applicable provisions of the Fair Employment and Housing Act (Government Code, Sections 12900 et seq.) and applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285.0 et seq.); the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations incorporated into this Agreement by reference and made a part hereof as if set forth in full; and Title VI of the Civil Rights Act of 1964, as amended. Contractor and its employees and representatives shall give written notice of their obligations under this clause as required by law.

B. Where applicable, Contractor shall include these nondiscrimination and compliance provisions in any of its agreements that affect or are related to the services performed herein.

C. Contractor's signature shall provide any certifications necessary under the federal laws, the laws of the State of California, including but not limited to Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

ARTICLE XX

California Residency (Form 590): If Contractor is a California resident, Contractors must file a State of California Form 590, certifying its California residency or, in the case of a corporation, certifying that it has a permanent place of business in California. The Contractor will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XXI

Nonresident Withholding: If Contractor is not a California resident, Contractor shall provide documentation that the State of California has granted a withholding exemption or authorized reduced withholding prior to execution of this Agreement or County shall withhold seven (7%) percent of each payment made to the Contractor during term of the Agreement as required by law. This requirement applies to any agreement/contract exceeding \$1,500.00. Contractor shall indemnify and hold the County harmless for any action taken by the California Franchise Tax Board.

ARTICLE XXII

Taxpayer Identification Number (Form W-9): All independent Contractors or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

ARTICLE XXIII

County Business License: 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.

ARTICLE XXIV

Licenses: Contractor hereby represents and warrants that Contractor and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for Contractor and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Contractor and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

ARTICLE XXV

Administrator: The County Officer or employee with responsibility for administering this Agreement is (name), (title), (department), or successor.

ARTICLE XXVI

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXVII

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXVIII

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXIX

No Third Party Beneficiaries: Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this agreement.

ARTICLE XXX

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Contract Administrator Concurrence:

By: _____ Dated: _____
Name
Title
Department

Requesting Department Head Concurrence:

By: _____ Dated: _____
Name
Title
Department

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

By: _____ Dated: _____
Purchasing Agent
Chief Administrative Office
"County"

OR

-- COUNTY OF EL DORADO --

Dated: _____

By: _____

Chair
Board of Supervisors
"County"

ATTEST:
James S. Mitrising
Clerk of the Board of Supervisors

By: _____
Deputy Clerk

Dated: _____

-- CONTRACTOR --

IF CORPORATION, LLC, ETC.
(COMPANY NAME, INC.)
(A [NAME OF STATE] CORPORATION)
IF SOLE PROPRIETOR, ETC., DELETE THIS TEXT

By: _____
Name
Title
"Contractor"

Dated: _____

By: _____
Corporate Secretary

Dated: _____

(insert contract preparer's initials) (insert purchasing assigned contract #)



**COUNTY OF EL DORADO
Procurement & Contracts**

ATTN: Purchasing Agent
330 Fair Lane
Placerville, CA 95667

REQUEST FOR PROPOSAL #17-952-042

DUE: 3:00 p.m. – March 24, 2017

Sealed Proposals must be clearly marked on
the outside of the package with:
“RFP #17-952-042 MAILROOM DO NOT OPEN”

Independent Living Program

Addendum I

The following changes have been made to the subject RFP:

PROPOSAL SUBMITTAL

The deadline for submitting proposals has been extended to 3:00 p.m. on
Friday, March 24, 2017.

Except as herein amended, all other parts and sections of RFP #17-918-015 shall remain unchanged
and in full force and effect.



County of El Dorado

Chief Administrative Office

Procurement & Contracts Division
Phone (530)621-5830 Fax (530)295-2537

March 13, 2017

To: All Interested Individuals and Firms

Re: RFP #17-952-042 – Independent Living Program

The following questions regarding the subject RFP were received by the stated deadline of March 3, 2017. Below are the questions and answers that the County has deemed appropriate and relevant with respect to the scope of services.

1. **Question:** The Executive Summary is listed as not to exceed 3 pages. Is there any page limit for the entire grant?

Answer: The Executive Summary is limited to three pages. The Additional Data section is limited to five pages. There are no other page limit restrictions.

2. **Question:** On page six (6), the Service Provision Requirements #4 states that, "Proposers must provide services to no less than 10 youth referred by HHSA per month." Is this to mean that the proposer must provide services to 10 new youth per month or at least 10 ongoing clients?

Answer: Services must be provided to at least 10 clients referred by HHSA on an on-going, monthly basis. With more than 78 youth currently eligible for services, meeting this minimum should not be a challenge for any service provider, considering HHSA will be providing referrals. It is the intent of this RFP that services are provided to as many eligible youth as possible, but as services are voluntary it is difficult to estimate the extent to which youth will choose to participate. It is not the intent of this RFP that vendors should aim to provide services for only 10 clients, but without any minimum, potential vendors could propose an insufficient number of clients make this opportunity meaningful.

3. **Question:** If the answer is 10 new clients per month, how does this correspond to the RFP "Background" on page two (2) that identifies 78 currently eligible youth and states that services are "voluntary?"

Answer: Please see the response to Question #2. The 10 client minimum is based on an on-going, monthly basis.

4. **Question:** Who are current members of the Foster Youth Steering Committee? How will the proposer gain membership to this group? If this group is not currently active, is the grant proposer responsible for its lack of activity?

Answer: The official name for the Foster Youth Steering Committee referenced in the RFP is the Executive Advisory Council for El Dorado County Office of Education Foster Youth Services. The Council is comprised of various stakeholders throughout the community, including members from El Dorado County Office of Education, Probation Department, Child Welfare Services, and local community based organizations. The Council is coordinated by Foster Youth Services, whose contact information will be provided to the successful proposer. Membership in the council can be facilitated through that contact.

5. **Question:** Can the proposer set aside funding for:

- Incentives for the client to participate?
- Miscellaneous expenses such as interview clothing, registration or other related expenses for a life-skills class that would support the youth's goals towards independence, etc.? If so, are there limits?

Answer: The funding provided for this project does not prohibit funds from being used for incentives to encourage participation, and as such, those activities could be considered allowable. The extent to which any of the expenses identified above would facilitate successful outcomes for the activities identified in the RFP is a factor that could be considered during the evaluation process. As a result, the responsibility for justifying the merit of this approach rests with the proposer. Evaluators will likely consider the extent to which these non-mandated activities support the goals of the program.

6. **Question:** If the proposer can offer incentives, can the proposer establish IDAs (individual development accounts) for the clients to hold incentive income?

Answer: Please see the response to Question #5. Additionally, should the proposer use this approach, which is not something mandated or requested of vendors, the vendor will retain all responsibility for meeting any statutory, regulatory, and ethical standards associated with the activity. Again, the responsibility for justifying the merit of this approach rests with the proposer. Evaluators will likely consider the extent to which these non-mandated activities support the goals of the program.

7. **Question:** If a youth has an IDA and wishes to contribute to the IDA through work savings, can the proposer use grant funds to match the funds added by the youth?

Answer: Please see responses to Questions #5 and #6. While this activity is not specifically prohibited, it is up to the proposer to justify the merit of this approach. Evaluators will likely consider the extent to which these non-mandated activities support the goals of the program.

8. **Question:** The packaging instructions require the proposals and copies to be "properly bound." Does that mean you would like each set in a notebook or secured with a binder clip?

Answer: Copies of the proposal should be assembled separately and individually fastened in the upper left corner. Do not bind the proposal with staples or other types of fasteners other than paperclips or binder clips.

9. Question: I see a page count for the Executive Summary and for the Additional Data sections. Is there no specified page count for the Proposal Narrative?

Answer: There is no specified page count or limit for the Proposal Narrative.

10. Question: Does the budget include a EYS (Emancipated Youth Stipend) line item? If not, will the County provide this support?

Answer: Funding through Emancipated Youth Stipends is not included as a part of this funding opportunity.

11. Question: Can the proposal be mailed, or must it be hand-delivered?

Answer: Proposals may be submitted by U.S. mail (FedEx, UPS, USPS, etc.) or hand-delivered. Per **Section VI – Proposal Submittal**, all proposals must be received **no later than 3:00 PM on March 17, 2017**.

12. Question: Is co-location of staff a possibility with the County? Does a location currently exist?

Answer: Co-location does not currently exist for these services; the County has very limited space. However, we are open to the possibility of co-location, if a proposer can clearly articulate how such a strategy would further successful outcomes for the activities identified in the RFP. Once selected, the County could discuss the details of the proposed co-location with the successful proposer as a part of developing the Agreement for Services that will result from the RFP. That being said, proposers should proceed with planning for necessary space to facilitate the activities described in the RFP without a reliance on County facilities to perform said activities successfully.

13. Question: Will contractors be permitted to use the site that is currently being used for services? If so, where is the site located? If no location is currently being used, does the County have a facility that can be used for the services?

Answer: ILP Services as described in the RFP are not currently being provided in the County; as a result, no such site exists. Please refer to the answer to Question #12 in regard to County facilities used to facilitate these services.

Thank you for your participation.



Terri Knowlton
Purchasing Agent