

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



**Request for Qualifications (RFQ)  
#24-0036**

for

**Continuum of Care Technical Assistance Consultant**

**Submittal Deadline:**

**April 9, 2024, not later than 3:00:00 PM (Pacific)**

## Table of Contents

|      |   |    |
|------|---|----|
| 1.0  | INTRODUCTION.....                           | 1  |
| 2.0  | SCOPE OF WORK.....                          | 3  |
| 3.0  | SUBMITTAL FORMAT REQUIREMENTS .....         | 6  |
| 4.0  | RESPONDENT QUESTIONS .....                  | 9  |
| 5.0  | SUBMITTAL INSTRUCTIONS .....                | 9  |
| 6.0  | EVALUATION PROCESS .....                    | 11 |
| 7.0  | SELECTION PROCEDURE .....                   | 12 |
| 8.0  | EL DORADO COUNTY WEBSITE REQUIREMENTS ..... | 13 |
| 9.0  | REJECTION OF SUBMITTALS.....                | 14 |
| 10.0 | VALID OFFER.....                            | 14 |
| 11.0 | COUNTY’S RIGHTS.....                        | 14 |
| 12.0 | CONFLICT OF INTEREST.....                   | 15 |
| 13.0 | PUBLIC RECORDS ACT .....                    | 15 |
| 14.0 | BUSINESS LICENSE REQUIREMENT.....           | 15 |
| 15.0 | PUBLIC AGENCY .....                         | 16 |

Attachment A - Sample Agreement for Services\*

Attachment B – Budget Tool

Attachment C – Reference Worksheet

Attachment D – Respondent Response Information and Certification

Attachment E – Staff Qualifications

Attachment F – Firm Experience

Attachment G – Proposed Work Plan and Workload

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

## 1.0 INTRODUCTION

The County of El Dorado (hereinafter referred to as 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 (U.S.) Census estimates that, as of 2020, the population of the County is 194,940. The largest city in the County is South Lake Tahoe, a resort city located in the Sierra Nevada Mountains, with a reported US Census 2020 population of 22,487.

As defined in 24 Code of Federal Regulations (CFR) part 578, the US Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, Indian Tribes or Tribally Designated Housing Entities (TDHEs as defined in Section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 [25 United States Code 4103]), and local governments, to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

HUD requires counties and cities that seek to receive federal homelessness assistance funds maintain a CoC that meets federal regulations. Within El Dorado County, the El Dorado Opportunity Knocks Continuum of Care (hereinafter referred to EDOK CoC) serves as the local CoC. In accordance with HUD CoC requirements, EDOK CoC serves as a regional planning body of representative stakeholders in El Dorado County that coordinates the community's policies, strategies, and activities toward preventing and ending homelessness. EDOK CoC's work includes gathering and analyzing information to determine the needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance.

In order for the EDOK CoC to apply for or receive CoC designated state and federal funding, the EDOK CoC is required to designate an Administrative Entity (AE) to serve on their behalf to accept and administer CoC awarded funding. An AE is defined as a unit of general-purpose local government (city or county), a Joint Powers Authority, or a nonprofit organization that has previously administered federal HUD CoC funds as the Collaborative Applicant, pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations and designated by the CoC to administer program funds.

The County Health and Human Services Agency (HHSA) has been designated by the EDOK CoC Board and the El Dorado County Board of Supervisors to serve as

the EDOK AE to accept and administer CoC awarded funding, and also as the Collaborative Applicant for CoC funding opportunities.

HHSA and the EDOK CoC has determined that it is necessary to obtain one (1) or more CoC Technical Assistance Consultants to provide strategic and practical technical assistance, informed by national best-and-emerging practices to the EDOK CoC and to County staff in support of the County's Housing and Homelessness Services Program (HHSP).

The County Procurement and Contracts Division, on behalf of HHSA in conjunction with the EDOK CoC, is soliciting Statements of Qualifications (SOQ) from interested firms (also referred to as Consultant, Respondent, or firm) to provide CoC Technical Assistance Consulting Services to the EDOK CoC and County HHSP Staff.

As a result of this competitive solicitation, HHSA will establish a list of qualified firms experienced in providing the consulting services outlined in this RFQ and will utilize the resulting Respondent Qualified List (QL) to enter into one (1) or more Agreement(s) for Services (contracts) over the next five (5) years.

Due to the variety of consulting assignments and tasks that HHSA and the EDOK CoC need the selected CoC Technical Assistance Consultant to perform, HHSA intends to utilize the resulting QL to enter into one (1) or more Agreements throughout the duration of the QL. The resulting contract(s) will be awarded to the most qualified Respondent(s) for CoC Technical Assistance Consulting Services for an initial three (3) year term, with the option for annual term renewals for each of the subsequent two (2) years, pending County Board of Supervisors approval.

The County makes no specific guarantee of a minimum or maximum amount of services which shall be requested of any Respondents named to the resulting QL. The County shall make awards based on the experience and expertise required for the work, Respondent's current workload, ability to respond, or other relevant criteria. This RFQ includes a description of the Scope of Work, submittal requirements, and instructions for submitting your SOQ.

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

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

|  |                        |
|--|------------------------|
| RFQ Issuance   | March 8, 2024          |
| Deadline for Final Questions                                 | March 22, 2024         |
| Answers Posted on or About                                   | March 29, 2024         |
| Due Date for Submissions                                     | April 9, 2024          |
| Date Reserved for Interviews (if deemed necessary by County) | Week of April 29, 2024 |

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

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

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

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

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

## 2.0 SCOPE OF WORK

Any reference in this RFQ to specific terms of the resulting Consultant agreement are for illustrative purposes only and shall not limit the scope of the obligations to be assumed by the successful Respondent(s) under the agreement. In the event of any conflict between a provision of this RFQ and the provisions of the finalized agreement (similar to the sample agreement attached to this RFQ, labeled Attachment A), the terms of the agreement shall govern.

The County is seeking Respondents who have in-depth specialized knowledge of federal and state rules and regulations regarding the establishment, staffing, and provision of services by both the EDOK CoC and the County. The Respondent should have experience and specialized knowledge in the fundamentals of the HUD requirements pertaining to a CoC and in preparing community organizations to structure their organization to perform the activities of a CoC.

The selected Respondent(s) shall provide strategic planning and technical assistance to the EDOK CoC and County to adhere to HUD requirements, including at a minimum, ensuring that all aspects of the EDOK CoC is structured,

strategically aligned, and meets the requirements for federal and state funding opportunities to address homelessness.

For the purposes of the following sections outlined in the Scope of Work, the successful Respondent(s) selected as a result of this RFQ is referred to as “Consultant.”

## **2.1 EDOK Continuum of Care (CoC) Activities**

1. Consultant shall provide
  - a. Strategic guidance including
    - i. Consultation and training to the EDOK CoC Board to ensure that the EDOK CoC is following and implementing all HUD requirements
    - ii. Technical assistance to support EDOK CoC planning and program development.
  - b. Technical and capacity building assistance on funding applications upon the request of the EDOK CoC Board or EDOK CoC Committee which may include administration of the Emergency Solutions Grant (ESG) Program or HUD CoC competitive grant processes when HHSA, as the AE for the EDOK CoC, or members of the EDOK CoC Board are conflicted.
2. Internal EDOK CoC capacity building as follows:
  - a. Capacity building and training to EDOK CoC and community members, to bolster the local homeless system of care, in alignment with federal and state priorities, evidence-based best practices, and resources available.
  - b. Support for the onboarding of new EDOK CoC Board and general members, recruitment of EDOK CoC Staff, and associated training and technical assistance for new members/staff as requested by the EDOK CoC Board.
  - c. Training and support for the EDOK CoC Board and its members as follows:
    - i. Coordination of all EDOK CoC and Committee meetings.
    - ii. Ensure compliance with local, state, and federal policies and written standards governing CoC meetings.
    - iii. Ensure appropriate membership is maintained.
3. Participation in assessment and implementation activities and shall assist the EDOK CoC in determining priority areas for focus, such as identifying unmet needs and gaps within the Continuum of Care and shall help to implement strategic plan strategies and action steps.

## **2.2 County Activities:**

1. Consultant shall provide:
  - a. Strategic support and consultation as needed on key initiatives and deliverables in support of the County’s functions as the Administrative Entity (AE) for the EDOK CoC.

- b. Technical assistance as requested on federal and/or state grant applications and Requests for Proposals (RFPs) or RFQs, Memoranda of Understandings (MOUs), and other documents in support of CoC-related contracting and solicitation needs.
  - c. Consultation on state and federal policy developments, including research, analysis, and evidence-based best practice recommendations.
  - d. Technical assistance to allow the County to meet statutory reporting requirements.
  - e. Support and technical assistance on additional tasks as needed to the HHSA HHSP staff, which may include at a minimum:
    - i. Housing and Homelessness program design and development, including capacity building and training for County HHSP staff.
    - ii. Support compliance with HUD requirements for Homeless Management Information System (HMIS) management. (HMIS is a local information technology system used by County, EDOK CoC, and Housing and Homelessness community partners to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness. Each CoC is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.)
  - f. Technical assistance as requested by the County (as the EDOK CoC AE and Collaborative Applicant) in preparation and submission of documentation in alignment with HUD requirements to increase federal and state awards of funding. Assistance may be provided through telephone calls, email, guidance documents, research and analysis, and review of proposed submissions. Submissions shall include at a minimum:
    - i. System Performance Measures;
    - ii. Grant Inventory Worksheet (GIW); and
    - iii. Consolidated Application(s).
2. Consultant shall provide support for funding competitions (e.g., CoC & ESG grant opportunities) to include at a minimum:
- a. Support and preparation for a CoC Notice of Funding Opportunity (NOFO);
  - b. Advice to HHSP staff as they gather information and compile answers for the CoC consolidated application and provide review and feedback once it is complete;
  - c. Training to County HHSP staff to design and run the local CoC competition; and
  - d. Coordination with County staff, board members, and community stakeholders to address systemic challenges in preparation of the CoC Program competition cycle, including providing EDOK CoC trainings, developing strategies to respond to system gaps, and implementing such strategies.

3. Consultant shall participate in grant planning activities and meetings and provide support for additional funding opportunities as outlined below:
  - a. Strategic support and consultation as needed on grant planning, which shall include, based upon available hours at a minimum:
    - i. Identification and evaluation of potential grant opportunities (including Request for Applications (RFA), Notice of Funding Availability (NOFA, or NOFOs) specific to housing and homelessness;
    - ii. Development of a summary on each potential RFA/NOFA/NOFO or other type grant opportunity in collaboration with HHSP Program Manager for consideration and approval; and
    - iii. Technical assistance regarding applicable laws, rules, and required documentation relative to specific funding opportunities.
  - b. Research grant requirements to ensure projects meet threshold criteria including but not limited to, compliance with National Environmental Policy Act requirements (NEPA), California Environmental Quality Act (CEQA), and certifications, as applicable;
  - c. As needed, coordinate with the County on the development of response to RFA/NOFA/NOFO (or other types) of grant applications, in collaboration with the HHSP Program Manager, inclusive of narratives, forms, budgets and other required documents; and
  - d. Assist with development of County of El Dorado Board of Supervisor items and associated required documentation in collaboration with HHSP Program Manager, or designee.

### **3.0 SUBMITTAL FORMAT REQUIREMENTS**

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

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

**3.1 Team Qualifications and Experience:** Describe the qualifications and experience of the team members that will be dedicated to providing the proposed services. For the key team members, please emphasize the specific qualifications and experience with projects similar to the requested services, including local government or municipality experience. Include an organization chart of the proposed staff to be assigned to the proposed services. Include a brief discussion of current project commitments made to other agencies, showing the percentage of time key staff members are



available during the effective period of the resulting contract. For any sub-consultant/subcontractor to be used, provide firm name, area of expertise, the names of individual staff assigned to this Project, and their role on the team. Respondents must complete and submit a fully completed **Attachment E, Staff Qualifications** (included with this RFQ), to be attached to the SOQ submission labeled "Attachment E."

**3.2 Experience of Firm:** Provide a description of the organization's experience and history providing a similar consulting service, detailing any related experience in providing consulting and technical assistance to CoCs, Housing and Homelessness Programs, or counties and cities, expanding upon knowledge with HUD CoC requirements. Respondents should also describe the responding organization's experience in serving homeless individuals (including the number of homeless individuals the organization currently serve per year); and mission, experience and history, including any successful outcomes, including any experience with local Continuums of Care entities and government agencies. Respondents must complete and submit a fully completed **Attachment F, Firm Experience** (included with this RFQ), to be attached to the SOQ submission labeled "Attachment F."

**3.3 Proposed Work Plan and Workload:** Describe your organization's detailed plan for offering proposed services, addressing the Scope of Work identified in Section 2.0 of this RFQ including responses to the below:

1. A description of consulting and technical services to be provided, proposed service models that will be implemented, and any optional/additional or complimentary services that will enhance service quality and delivery to County, HHSa HHSP staff, and the EDOK CoC.
2. Respondents shall clearly identify and provide a brief narrative regarding their plan for services as related to each task. Respondents that plan on utilizing subconsultant/subcontractor shall provide a brief narrative to explain how the use of subconsultant/subcontractor will not negatively impact the Respondent's work plan and quality of service provided to the County.
3. Include thorough discussions of methodologies you believe are essential to this Project, including: 1) Project constraints; 2) milestones; and 3) required approvals relating to the Project, to ensure services are performed in a timely manner. Provide a narrative of proposed staffing size, current workload, and with consideration of the Respondent's current projects, and confirm the Respondent's ability to perform the work as described herein.

Respondents must complete and submit a fully completed **Attachment G, Proposed Work Plan and Workload** (included with this RFQ), to be attached to the SOQ submission labeled "Attachment G."

**3.4 References:** Include at least three (3) references of related projects, (government references are preferred), including client's name, name of the

project, contact person's first and last name with current email address and direct phone number along with a brief description of the project (including project completion date). Verify that all reference information is current and accurate especially that of the contacts and contact information prior to submitting the response. Respondents must complete and submit a fully completed **Attachment C, Reference Worksheet** (included with this RFQ), to be attached to the SOQ submission labeled "Attachment C."

**3.5** Submit a completed and signed **Attachment D, RFQ Response Information and Certification form** (included with this RFQ) to be attached to the SOQ submission labeled "Attachment D."

**3.6 Cost Proposal:** All Respondents must complete and submit a proposed budget using **Attachment B – HSA Budget Tool**, outlining the expected cost of the services, broken down by major cost categories. Important considerations are as follows:

- 1) The completed budget should include all Direct Costs necessary to perform the services proposed, in accordance with the related service provision outlined in Section 2.0, Scope of Work, in this RFQ for an anticipated three (3) year initial term (complete budget tab in Attachment B labeled Contractor Budget) **as well as** complete the optional two (2) year additional term budget tab budget (labeled 2 Additional Years (Optional)), thereby providing a total five (5) year term budget for proposed costs. Proposed Direct Costs are those costs directly related to the services solicited. They may include staff time, or performing other activities directly related to the Scope of Work.
- 2) 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.
- 3) Respondents 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).
- 4) Indirect Costs (F&A costs) can only be reimbursed as a percentage of actual costs billed on a monthly basis. As a result, Respondents 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.

**IMPORTANT:** Firms submitting electronic submittals to the PlanetBids website must not include their fee schedule submittal in their main submittal. PlanetBids will allow Respondents to submit their fee schedule information as separate response attachments (one [1] electronic file per response attachment). Firms that submit hard-copy responses shall follow the instructions in Section 5.2 below.

#### 4.0 RESPONDENT QUESTIONS

- 4.1 Questions regarding this RFQ must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office, or using the PlanetBids website, and must be received no later than 5:00:00 p.m. (Pacific) on **March 22, 2024**.
- 4.2 All emails must have “**RFQ #24-0036 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFQ #24-0036 – QUESTION**” for convenience purposes. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.
- 4.3 Questions will **not** be accepted by telephone, facsimile (fax), or orally.
- 4.4 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.
- 4.5 A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the PlanetBids website on or about **March 29, 2024**. Any addenda to this RFQ is valid only if in writing and issued by the County Procurement and Contracts Division.
- 4.6 All inquiries shall be submitted by email to: [matthew.mckain@edcgov.us](mailto:matthew.mckain@edcgov.us)  
or by U.S. Mail to:

County of El Dorado  
Procurement and Contracts  
330 Fair Lane  
Placerville, California 95667  
RFQ #24-0036 – Question

- 4.7 Respondents are cautioned that they are not to rely upon any oral statements that they may have obtained. Respondents shall direct all inquiries to the contact above and shall not contact the requesting department directly regarding any matter related to this RFQ. Information provided by persons other than Procurement and Contracts staff may be invalid and responses which are submitted in accordance with such information may be declared non-responsive.

#### 5.0 SUBMITTAL INSTRUCTIONS

- 5.1 Respondents are strongly encouraged to submit their responses online to assure a complete and timely response. To respond online firms must register with the County’s online bidding system, PlanetBids, at <https://pbsystem.planetbids.com/portal/48157/portal-home>. Respondents are cautioned that the timing of their online submission is based on when

the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by a Respondent. Online submittal transmissions can be delayed in an “Internet Traffic Jam” due to file transfer size, transmission speed, etc. For these reasons, the County recommends that Respondents allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids’ web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the Respondent advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7 a.m. and 5 p.m. Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit: <https://home.planetbids.com/support/> to complete and submit the ticket form).

- 5.2 Respondents that decide to submit a hard-copy response do so at their own risk. All hard-copy submittals must include all of the same information required for online submittals. Incomplete submittals will be rejected as non-responsive. Respondents shall submit one (1) original copy and one (1) electronic copy of your submittal in PDF format on a flash/USB drive. IMPORTANT: Respondents who submit hard-copy responses must submit their Cost Proposals (refer to Section 3.6 above) in a separate, sealed envelope clearly marked “**RFQ #24-0036 – Cost Proposal**” on the outside of the envelope. All hard-copy submittals shall be submitted in a sealed envelope or container and clearly marked with the RFQ number, title, and closing date and time noted on the outside of the parcel.
- 5.3 It is the sole responsibility of the Respondent to ensure that the submittal is received in the Procurement & Contracts Division prior to the RFQ submittal deadline. All responses must be submitted not later than the date and time posted on PlanetBids.

Hard-copy responses shall be submitted ONLY to:

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

- 5.4 The County shall not be responsible for submittals delivered to a person or location other than specified herein. Submittals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting submittals delivered to a person or location other than that specified above.
- 5.5 Faxed or emailed submittals will not be accepted.

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

## **6.0 EVALUATION PROCESS**

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

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

|    | <b>Evaluation Criteria – Written Submittals</b>                     | <b>Maximum Possible Points</b> |
|----|---|--------------------------------|
| A. | Team Qualifications and Experience (Section 3.1)                    | 35                             |
| B. | Experience of Firm (Section 3.2)                                    | 30                             |
| C. | Proposed Work Plan and Workload (Section 3.3)                       | 35                             |
| D. | References (inclusion of 3 references for max points) (Section 3.4) | 10                             |
| E. | Cost Proposal (Budget Template) (Section 3.6)                       | 20                             |
|    | <b>TOTAL POSSIBLE POINTS</b>  | <b>130</b>                     |

**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 Respondents who are invited to interview.

|    | <b>Evaluation Criteria – Interviews</b>           | <b>Maximum Possible Points</b> |
|----|---|--------------------------------|
| A. | Presentation on Plan for Delivering Scope of Work | 35                             |
| B. | Experience and Qualifications of Staff            | 15                             |
|    | <b>TOTAL POSSIBLE POINTS</b>                      | <b>50</b>                      |

**7.0 SELECTION PROCEDURE**

**7.1** Submittals will be reviewed for responsiveness. A selection committee will then evaluate responsive submittals in accordance with the criteria specified in Section 6.0 above. The firm(s) submitting the highest ranked submittals 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 submittal. If the County chooses to conduct interviews, the Respondent's Primary Contact identified in the Respondent's Information and Certification Form (Attachment D) shall represent the Respondent 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.

**7.2** The County reserves the right to make an award without further discussion of the submittal with the Respondent. Therefore, the submittal should be

submitted initially on the most favorable terms that the firm or individual may propose.

**7.3** The County reserves the right to award one or more contracts to the firms or individuals who, in the sole judgment of the County, present the most favorable response to this RFQ pursuant to the evaluation criteria indicated above.

**7.4** The County reserves the right to reject any and all submittals, or to waive minor irregularities in said submittals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.

**7.5** The Procurement and Contracts Division does not mail out hard copy letters advising participating Respondents of RFQ results. For RFQ results, please visit the PlanetBids website at:

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

RFQ results are also available at:

<https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx>

**7.6** The results of this RFQ will be posted on the PlanetBids and County websites listed in Section 7.5 above at the earliest possible opportunity in accordance with County policy. The timeline for posting RFQ results may vary depending on the nature and complexity of the RFQ.

**7.7** Response and selection of a submittal will not necessarily result in the award of a contract with the County. The act of opening a submittal and selecting a Respondent does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or Board of Supervisors and is not in force until fully executed.

**7.8** Once contract negotiations are initiated, the County reserves the right to select the next ranked Respondent if for any reason a contract cannot be negotiated with the selected Respondent.

## **8.0 EL DORADO COUNTY WEBSITE REQUIREMENTS**

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

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

## **9.0 REJECTION OF SUBMITTALS**

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

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

## **10.0 VALID OFFER**

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

## **11.0 COUNTY'S RIGHTS**

The County reserves the right to:

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

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



## **12.0 CONFLICT OF INTEREST**

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

## **13.0 PUBLIC RECORDS ACT**

Pursuant to the California Public Records Act, the County may be required to produce records of this transaction, upon third party request, subject to various statutory exemptions. Please indicate what exemptions may apply to the information you submit (such as a 'proprietary information' exemption – refer to Section 3 for submittal instructions).

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

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

## **14.0 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 SOQ. Selected Respondents may be required to possess a County business license to award contract.

## **15.0 PUBLIC AGENCY**

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