

**County of El Dorado
Chief Administrative Office
Procurement and Contracts Division**
on behalf of the

**Health and Human Services Agency
Child Welfare Services**



**Request for Proposals (RFP)
#23-952-073**

for

Independent Living Program

Submittal Deadline:

July 7, 2023, not later than 3:00:00 PM (Pacific)

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Attachment A - Sample Agreement for Services*

Attachment B – Application and Certification Form

Attachment C - Reference Worksheet

Attachment D – Proposer Budget Template

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

1.0 INTRODUCTION

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

The 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, resulting in a three (3) year term of services, as a result

of this Request for Proposal (RFP). One (1) 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 sixty-four (64) such youth currently exist, with twelve (12) 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.

El Dorado County is soliciting sealed proposals from highly qualified and experienced firms (hereinafter referred to as Proposer) to provide services to prepare Transition Age Youth for successful independent living and to provide said youth with skills required to achieve self-sufficiency for the Health and Human Services Agency (HHS).

Firms must have and demonstrate their experience in providing ILP services (experience with California local governments is desirable). The County will award one agreement with the top-ranked Proposer resulting from this competitive process to perform ILP services as described herein. This Request for Proposal (RFP) includes a description of the evaluation and selection process, scope of work, proposal requirements, and insurance requirements.

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

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

RFP Issuance	June 12, 2023
Deadline for Final Questions	June 23, 2023
Answers Posted on or About	June 30, 2023
Due Date for Submissions	July 7, 2023
Date Reserved for Interviews (if deemed necessary by County)	July 25, 2023

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

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

Any amendment to this RFP is valid only if in writing and issued by the Chief Administrative Office, Procurement and Contracts Division. Verbal conversations

or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFP are invalid.

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

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

2.0 SCOPE OF WORK

The top-ranked Proposer selected as a result of this competitive RFP (referred to as Contractor in this section) will be required to enter into a three (3) year Agreement for Services with the County substantially similar in form to that attached hereto as Attachment A - Sample Agreement for Services. Any reference in this RFP 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 selected Proposer under the agreement. In the event of any conflict between a provision of this RFP and the provisions of the agreement attached as Attachment A, the terms of the agreement shall govern.

The objective of the Independent Living Program (ILP), 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.

Contractor shall be required to provide the following:

A. Case Management and Assessment:

1. Contractor 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. Contractor 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 posttests, 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. Contractor 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: Contractor shall 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 but are not limited to:

- 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: Contractor shall 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: Contractor shall provide eligible Transition Age Youth non-therapeutic level (paraprofessional) individual and group counseling.

Allowable activities include but are not limited to:

- 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 of 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: Contractor shall provide eligible Transition Age Youth assistance aimed at integrating and coordinating other services available to the youth.

Allowable activities include but are not limited to:

- 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: Contractor shall provide outreach designed to encourage eligible Transition Age Youth to participate in ILP services available through the resulting agreement.

Allowable activities include but are not limited to:

- 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: Contractor shall provide assistance in locating and applying for other services and assistance that will facilitate the transition to independent living.

Allowable activities include but are not limited to:

- 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 the Contractor is unable to directly provide all of the services described as Program Areas (as referenced in Section 2.0(B.) above), the Contractor 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 Contractor's efforts.
2. For every service the Contractor will not be providing directly, the Contractor 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 Contractor's efforts to deliver ILP services to the Transition Age Youth served under the resulting Agreement.
 - 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 by the Contractor 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. Contractor 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. Contractor will utilize either Group Meetings or Individual meetings to provide the services identified in the Program Areas. As such, Contractor shall 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. Contractor will serve youth clients while performing this Scope of that include but may not be limited to the following:
 - a. Foster Youth referred by a HHS 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. Contractor must provide services to no less than ten (10) youth referred by El Dorado County HHS per month.

E. Peer-to-Peer Connections:

Contractor 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. Contractor 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 Contractor shall attend each meeting as a member of the public.

G. Reporting Requirements

1. Contractor shall be required to report to HHSa the following information on a monthly basis by county of residence, gender, ethnicity, LGBTQIA+, and disability status:
 - a. The total number of Transition Age Youth with whom individual meetings or appointments were held for ILP Services;
 - b. The total number and subject matter 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 and types of 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. Contractor will also be required to complete any State of California mandated reporting including but not limited to the NYTD report and ILP Narrative. Information on this report can be found here: <https://www.cdss.ca.gov/inforesources/foster-care/independent-living-program>

H. Mandatory Employment Qualifications

1. Contractor must ensure all staff, volunteers, and interns have training in child abuse mandated reporter training, basic training in cultural diversity/humility, substance abuse, trauma-informed practice, and domestic violence.
2. Contractor 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.

3.0 PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. The 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 Proposer's lack of cost consciousness.

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

3.1 Application and Certification Form

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

3.2 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:

A. Plan for Services: The plan for services should address the Proposer's plan, including the Proposer's assessment of the work to be performed and the ability to meet the objectives, including any optional and/or additional service components unique to the approach for providing the services identified in Section 2.0. All descriptions of plans should include measurable outcomes, defined timelines, and the activities/steps that will be taken to achieve the outcomes identified.

B. Experience and Qualifications: 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:

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

- 4) Describe your organization's efforts to utilize as volunteers and / or employ former foster youth as a part of the efforts described herein; and
- 5) Identify whether or not your organization currently employs former foster youth for the provision of direct services to Transition Age Youth.
- 6) Please state whether your firm possesses all licenses, permits and approvals required by law and regulations to perform the scope of work described herein. Identify the Proposer's location(s) where services shall be performed under the resulting Agreement.

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

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

3.3 References: Provide a minimum of three (3) client references, preferably local governments, municipalities, or service districts in California, of organizations with whom the Proposer currently has contracts with and/or previously had contracts with for the provision of services of similar type and scope, by submitting a completed Attachment C – Reference Worksheet. (Each reference shall include company or organization name, contact person, title, email address, telephone number, length of business relationship, and summary of services performed. Verify that all reference information is current and accurate especially that of the contacts and contact information prior to submitting a response.).

3.4 Budget Narrative and Cost Proposal: All Proposers must complete and submit a proposed three-(3) year budget using Attachment D – Proposer Budget Template, outlining the expected cost of the services, broken down by cost categories. In addition to completing Attachment D, all Proposers must submit a Budget Narrative. At a minimum, the budget narrative should address:

- 1) Describe the itemized cost for all services provided;
- 2) Describe in detail how all costs associated with performing the services identified herein are calculated;
- 3) A description of how these costs are necessary and reasonable for the delivery of services solicited in the RF; and
- 4) A description of how these costs are necessary and reasonable for the delivery of software and services solicited in the RFP.

IMPORTANT: Firms submitting electronic proposals to the PlanetBids website must not include their Cost Proposal submittal in their main proposal. PlanetBids will allow Proposers to submit their Cost Proposal information as separate response attachments (one electronic file per response attachment). Firms that submit hard-copy responses shall follow the instructions in Section 5.2 below.

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

4.0 PROPOSER QUESTIONS

- 4.1** Questions regarding this RFP must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office, or using the PlanetBids website, and must be received no later than 5:00:00 p.m. (Pacific) on **June 23, 2023**.
- 4.2** All emails must have “**RFP #23-952-073 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFP #23-952-073 – 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 **June 30, 2023**. Any addenda to this RFP 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.potter@edcgov.us
or by U.S. Mail to:

County of El Dorado
Procurement and Contracts
330 Fair Lane
Placerville, California 95667
RFP #23-952-073 – Question

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

other than Procurement and Contracts staff may be invalid and responses which are submitted in accordance with such information may be declared non-responsive.

5.0 PROPOSAL SUBMITTAL INSTRUCTIONS

- 5.1 Proposers are strongly encouraged to submit their responses online to assure a complete and timely response. To respond online firms must register with the County's online bidding system, PlanetBids, at <https://pbsystem.planetbids.com/portal/48157/portal-home>. Proposers are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by a Proposer. 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 Proposers allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the Proposer advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7 a.m. and 5 p.m. Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit: <https://home.planetbids.com/support> to complete and submit the ticket form).
- 5.2 Proposers that decide to submit a hard-copy response do so at their own risk. All hard-copy proposals must include all of the same information required for online proposals. Incomplete proposals will be rejected as non-responsive. Proposers shall submit one (1) original copy and one (1) electronic copy of your proposal in PDF format on a flash/USB drive. IMPORTANT: Proposers who submit hard-copy responses must submit their Cost Proposals (refer to Section 3.4 above) in a separate, sealed envelope clearly marked "**RFP 23-952-073 – Cost Proposal**" on the outside of the envelope. All hard-copy proposals shall be submitted in a sealed envelope or container and clearly marked with the RFP number, title, and closing date and time noted on the outside of the parcel.
- 5.3 It is the sole responsibility of the Proposer to ensure that the proposal is received in the Procurement & Contracts Division prior to the RFP 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
330 Fair Lane
Placerville, CA 95667

- 5.4 The County shall not be responsible for proposals delivered to a person or location other than specified herein. Proposals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting proposals delivered to a person or location other than that specified above.
- 5.5 Faxed or emailed proposals will not be accepted.
- 5.6 Late proposals will not be accepted or considered.
- 5.7 All proposals, 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 proposals, and shall be the sole judge of the materiality of any such defect or irregularity.
- 5.9 All costs associated with proposal preparation and submission, including any interviews conducted at the sole discretion of the County, shall be borne by the Proposer.
- 5.10 County staff will open proposals 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 Proposers that submitted proposals. The contents of all proposals, or any other medium which discloses any aspect of the proposal, shall be held in strictest confidence until the County releases a Notice of Award or Notice of Intent to Award.
- 5.11 Any hard-copy proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the Proposer. Requests for modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified above for receipt of proposals.

6.0 EVALUATION PROCESS

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

clarity, and quality of the material presented. The County reserves the right to request additional information and clarification of any information submitted and to allow corrections of errors or omissions.

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

	Evaluation Criteria – Written Submittals	Maximum Possible Points
A.	Plan for Services	72
B.	Experience and Qualifications	84
C.	Work Plan	20
D.	Budget Narrative	24
E.	References	10
	TOTAL POSSIBLE POINTS	210

Evaluation Criteria – Interviews (if held)

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

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

7.0 SELECTION PROCEDURE

7.1 Proposals will be reviewed for responsiveness. A selection committee will then evaluate responsive proposals in accordance with the criteria specified in Section 6.0 above. The firm(s) submitting the highest ranked proposals may be invited for an interview. Interviews will be conducted solely at the County's option. The County reserves the right to select the most qualified firm solely on the content of the proposal. If the County chooses to conduct

interviews, the Proposer's Primary Contact identified in the Proposer's Application and Certification Form shall represent the Proposer at the interview at a minimum. After evaluation of the interviews, the Committee will recommend the firm(s) with the highest overall value, based on evaluation ranking, for approval by the County Purchasing Agent or Board of Supervisors.

- 7.2** The County reserves the right to make an award without further discussion of the proposal with the Proposer. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual may propose.
- 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 RFP pursuant to the evaluation criteria indicated above.
- 7.4** In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.
- 7.5** The County reserves the right to reject any and all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.
- 7.6** The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit the PlanetBids website at:
- <https://pbsystem.planetbids.com/portal/48157/portal-home>
- RFP results are also available at:
- <https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx>
- 7.7** The results of this RFP will be posted on the PlanetBids and County websites listed in Section 7.6 above at the earliest possible opportunity in accordance with County policy. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.
- 7.8** Response and selection of a proposal will not necessarily result in the award of a contract with the County. The act of opening a submittal and selecting a Proposer does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or Board of Supervisors and is not in force until fully executed.

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

8.0 EL DORADO COUNTY WEBSITE REQUIREMENTS

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

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

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

9.0 REJECTION OF PROPOSALS

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

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

10.0 VALID OFFER

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

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 proposal.
3. Not enter into any agreement.
4. Not select any Proposer.
5. Cancel this process at any time.

6. Amend this process at any time.
7. To award more than one (1) contract if it is in the best interest of the County.
8. Interview Proposers prior to award.
9. To request additional information during an interview.

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

12.0 CONFLICT OF INTEREST

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

13.0 PUBLIC RECORDS ACT

Pursuant to the California Public Records Act ("CPRA"), the County may be required to produce records of this transaction, upon third party request, subject to various statutory exemptions. Please indicate what exemptions may apply to the information you submit (such as a 'proprietary information' exemption – refer to Section 3.0 for submittal instructions). Please note that designating information as "proprietary" does not guarantee non-disclosure.

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

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

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 proposal submittal. Selected Proposers 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 RFP with the same terms and conditions specified therein, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.