

**IMPERIAL COUNTY DEPARTMENT OF SOCIAL SERVICES
REQUEST FOR PROPOSAL (RFP) #19-0003
FOR THE IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)
FUNDED PROJECTS**



Issued Wednesday, April 3, 2019

Amendment No. 1 to RFP, April 23, 2019

DEADLINE FOR SUBMISSIONS:

Friday, May 3, 2019 at 2:00 p.m.

Deliver to the Office of the Purchasing Agent

1125 Main Street

El Centro CA 92243

Point of Contact:

Debbie Wray
County of Imperial
Purchasing Department
1125 Main St.
El Centro, CA 92243
442-265-1866

imperialcountyprocurementdept@gmail.com

PROPOSALS MUST BE SUBMITTED BY THE SPECIFIED DATE AND TIME. THE COUNTY WILL NOT CONSIDER PROPOSALS RECEIVED AFTER THE DUE DATE. AN AMENDMENT IS CONSIDERED A NEW PROPOSAL AND WILL NOT BE ACCEPTED AFTER THE SPECIFIED DATE AND TIME.

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REQUEST FOR PROPOSALS FOR
THE IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)
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PART I - OVERVIEW

A. INVITATION FOR PROPOSALS

The Imperial County Department of Social Services (ICDSS) is requesting proposals from qualified applicants to address the immediate emergency needs of homeless individuals and individuals at imminent risk of homeless in the Imperial Valley. This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for Imperial Valley Continuum of Care Council (IVCCC) Homeless Emergency and Aid Program (HEAP) grant funds. Qualified applicants are invited to submit proposals in accordance with this RFP no later than:

Friday, May 3, 2019 at 2:00 p.m.

PROPOSALS MUST BE SUBMITTED BY THE SPECIFIED DATE AND TIME. THE COUNTY WILL NOT CONSIDER PROPOSALS RECEIVED AFTER THE DUE DATE. AN AMENDMENT IS CONSIDERED A NEW PROPOSAL AND WILL NOT BE ACCEPTED AFTER THE SPECIFIED DATE AND TIME.

Addenda to this Request for Proposals (RFP)

Revisions to this RFP or the timeline will be posted on the following websites:

- **County of Imperial Purchasing website:**
<https://www.co.imperial.ca.us/purchasing/index.asp?fileinc=rfq>
- **IVCCC website:**
<http://www.cociv.org>
- **County of Imperial website:**
<http://www.co.imperial.ca.us/index.asp?fileinc=countyevents&newsnumber=749>

B. BACKGROUND

On September 5, 2018, the State of California Homeless Coordinating and Financing Council (HCFC) in conjunction with the Business, Consumer Services and Housing Agency (Agency) announced the availability of Homeless Emergency Aid Program (HEAP) grant funding. HEAP is a statewide \$500 million block grant program designed to provide direct assistance to cities, counties and Continuums of Care (CoCs) to address the homelessness crisis throughout California. HEAP

is authorized by SB850, which was signed into law by Governor Edmund G. Brown on June 27, 2018. The Agency administers the HEAP Program.

The ICDSS is the authorized Administrative Entity or collaborative applicant for the Imperial Valley Continuum of Care Council's (IVCCC) allocation of HEAP funds in the amount of \$4,859,411.07, of which \$4,616,441.00 will be eligible to fund projects awarded through this RFP.

C. PURPOSE

1. Overview

The general purpose of the Program is to provide HEAP grant funding to address the immediate emergency needs of homeless individuals and individuals at imminent risk of homelessness in the IVCCC geographic area, as authorized by SB 850 (Chapter 48, Statutes of 2018). Activities eligible to be considered for funding include services, rental assistance or subsidies, capital improvements, homeless/at-risk youth services or other unique project solutions to address homelessness.

2. Funding Principles

This RFP adopts the IVCCC Executive Board's established funding principles to guide and prioritize grant allocation. The funding principles are as follows:

- a) Invest in programs that support Imperial County's service priorities: permanent housing, rapid re-housing, emergency shelters, transitional housing and supportive services to end homelessness.
- b) Invest in programs that support Imperial County's homeless population priorities and align with HUD-recommended subpopulations such as veterans, youth, families and chronically homeless individuals.
- c) Invest in programs that work towards eradicating homelessness in the region by addressing the underlying causes and lessening the negative impact on individuals, families, and community.
- d) Invest in programs that address significant service gaps among the chronically homeless and establish accountable, long-term, and sustainable results.
- e) Invest in programs that support the housing first policy and emphasize on a comprehensive coordinated service delivery approach to wraparound services to ensure successful housing and self-sufficiency outcomes.

3. Funded Activities/Amount

Proposals submitted should be directly related to providing immediate emergency assistance through the eligible activities listed below to people experiencing homelessness or who are at imminent risk of homelessness.

For the purposes of this program, administrative or staff costs directly related to carrying out a service will be considered activity-delivery costs.

| Eligible Activities/Project Types | Allocated Funding |
|---|-------------------|
| <p><u>Services</u> Including street outreach, health and safety education, criminal justice diversion programs, prevention services, navigation services, comprehensive wrap around services, and operating support for short-term or comprehensive homeless services.</p> | \$700,000 |
| <p><u>Rental assistance or subsidies:</u> Housing vouchers, rapid re-housing programs, bridge subsidies to property owners waiting for approval from another permanent housing subsidy source (bridge housing), vacancy payments, project-based rent, and eviction prevention strategies to ensure housing affordability to individuals and families who are homeless or at risk of homelessness.</p> | \$573,470 |
| <p><u>Capital improvements:</u> Includes new construction or rehabilitation of emergency shelter, transitional housing, drop-in centers, permanent supportive housing, small/tiny houses, and improvements to current structures that serve homeless individuals and families.</p> | \$3,000,000 |
| <p><u>Homeless / At-risk Youth Services:</u> New or expanded services to meet the needs of homeless youth or youth at risk of homelessness including homelessness prevention and intervention services, education surrounding tenant-landlord laws/independent living skills, criminal justice diversion services, etc.</p> | \$242,971 |
| <p><u>Other</u> Unique project solutions that address immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness that could comprise pilot projects or an activity not identified in other eligible categories. This may include solutions to address homelessness and the public health crisis such as handwashing stations, public toilets, shower facilities, or other.</p> | \$100,000 |

4. Performance Period/Timeline/Important Dates

The anticipated project period for this RFP will begin in July 1, 2019 with grants to be fully expended by June 30, 2021. The County may adjust the grant timeline (listed on page 5) based on County needs as well as new funding requirements.

Applications will be accepted immediately upon release of the Round one (1) RFP on April 3, 2019. If not all funds are distributed after the first round of awards, a Round two (2) RFP is planned for release on June 1, 2019.

| Grant Timeline | Date |
|---|---|
| Round 1 | |
| Local Competitive Release of Request for Proposals (RFP) | 4/3/2019 |
| Mandatory Applicant Conference & Technical Assistance Workshop | 4/10/2019 at 9:30 am OR 4/12/2019 at 1:30 pm |
| Deadline for submission of applicant questions to Debbie Wray at imperialcountyprocurementdept@gmail.com | 4/25/2019 |
| Applicants' Question & Answers posted to the IVCCC and the Imperial County Purchasing Department websites. | 4/26/2019 & 4/30/2019 |
| RFP Applicant Closing Date | 5/3/2019 at 2:00 pm |
| Review, Scoring, & Ranking of Applications | 5/6-5/17/2019 |
| Notification of Awards | May 2019 |
| All Round 1 Contracts executed | 6/28/2019 |
| Program Implementation | 7/1/2019 |
| Round 2 (If necessary) | |
| Local Competitive Release of Request for Proposal (RFP) | 6/1/2019 |
| Mandatory Applicant Conference & Technical Assistance Workshop | TBD |
| Deadline for submission of applicant questions to Debbie Wray at debbiewray@co.imperial.ca.us . | 6/19/2019 |
| Applicants' Question & Answers posted to the IVCCC and the Imperial County Purchasing Department websites. | 6/26/2019 |
| RFP Applicant Closing Date | 6/30/2019 at 2:00 pm |
| Review, Scoring, & Ranking of Applications | 7/1-7/12/2019 |
| Notification of Awards | August 2019 |
| All Round 2 Contracts executed | 9/30/2019 |
| Program Implementation | 10/1/2019 |
| Expenditure Deadlines | |
| Projects reach at least 50% completion & expenditure of funds | 1/01/2020 |
| Projects completed and all funds expended | 6/30/2021 |

PART II –MINIMUM REQUIREMENTS

A. MINIMUM REQUIREMENTS:

To be eligible for funding, an applicant shall submit a proposal that clearly describes how the proposed project meets all of the minimum requirements outlined below:

1. Service Delivery Conditions / Implementation Requirements

- a) Projects must implement *California's Housing First policy* in all aspects of program design and operation.
- b) Projects must participate and submit client data through the Homeless Management Information System (HMIS).
- c) Projects must participate in the Imperial County Coordinated Entry System and use the IVCCC Coordinated Assessment Tool.
- d) Projects must use grant funding from this RFP to supplement, not supplant, funding for existing programs.
- e) All proposals must demonstrate that the applicant has the willingness and ability to comply with all requirements, including but not limited to the terms and conditions in the sample agreement. (Attachment B).

2. Applicant Eligibility Requirements

- a) Successful applicants must agree to comply with all the conditions of the Standard Agreement between the County of Imperial and the State of California Agreement No. 18-HEAP-00020 (Attachment C), the applicable State requirements governing the use of HEAP funds, and the terms and conditions governed by its agreement with the County of Imperial under this RFP.
- b) Each successful applicant must be able and willing to enter into an agreement with the County (a sample agreement is attached as Attachment B). Agreement No. 18-HEAP-00020 and the sample agreement may also be obtained at the following websites:
 - **County of Imperial Purchasing website:**
<https://www.co.imperial.ca.us/purchasing/index.asp?fileinc=rfq>
 - **IVCCC website:** <http://www.cociv.org>
 - **County of Imperial website:**
<http://www.co.imperial.ca.us/index.asp?fileinc=countyevents&newsnumber=749>
- c) Attendance at an Applicant Conference & Technical Assistance Workshop is a **mandatory requirement** for those interested in submitting a proposal. Applicants are required to register by email at: debbiegarcia@co.imperial.ca.us.

Applicant must attend one of the following available dates:

| | | |
|--|-----------|---|
| Date: Wednesday, April 10, 2019 Time: 9:30 am Location: 2895 S. 4 th St, (CaWORKS Bldg, RM A) El Centro, CA 92243 | OR | Date: Friday, April 12, 2019 Time: 1:30 pm Location: 2895 S. 4 th St, (CaWORKS Bldg, RM A) El Centro, CA 92243 |
|--|-----------|---|

- d) The County invites proposals from local 501(c)(3) nonprofit organizations, units of local government, education and training providers, schools and school districts, tribal governments and other eligible program operators. Applicants will be able to include sub-recipients in a collaborative application in order to maximize effectiveness in addressing homelessness challenges. Sub-recipients must meet the same requirements as applicants.
- e) Applicants must have at least 12 months of prior operational experience from the release date of this RFP.
- f) Proven administrative and financial capacity to administer the program within 60 days of the local award and on a reimbursement basis. Cash advances may be available based upon need and written request.
- g) Applicants must be eligible to receive federal funds and not be on the Federal Exclusion list. Applicants must be in good standing and may be a public agency or non-profit organization, or a combination of such agencies.
- h) Applicant shall be a member of the Imperial Valley Continuum of Care Council (IVCCC).
- i) All bidders shall submit evidence of all required insurance.
- j) Provide a copy of current business license or other applicable licenses.
- k) A resolution authorizing submittal of the HEAP application is not mandatory; however, applicants will be required to submit an approved resolution from their governing board before executing a contract with the County of Imperial.
- l) Capital Improvements applicants are required to meet a 20 years affordability period. Application must include language agreeing to the 20 years affordability period. The project budget must include all necessary permanent project financing, including the permanent financing for the required period of affordability.

3. Shelter Crisis Declaration for Capital Improvements Projects and Assistance Projects

HEAP funding requires a shelter crisis declaration resolution within the jurisdiction of implemented rental assistance or subsidies and capital improvement eligible activity projects. Therefore, these projects are only eligible within the following jurisdictions that have declared a shelter crisis

in accordance with Government Code section 8698.2:

| | | | |
|-----------------|-------------------|------------------|--|
| City of Brawley | City of El Centro | City of Calexico | County of Imperial (Unincorporated areas) |
|-----------------|-------------------|------------------|--|

Applicants seeking funding for these activities are encouraged to submit a letter of support from the municipality (city or the county for unincorporated areas) that declared a shelter crisis located within their funded jurisdictional boundaries, although not required.

4. Reporting Requirements

Successful applicants will be required to submit progress reports to the County in a format to be provided at a later date. If the applicant fails to provide such documentation, the County may withhold or deny any portion of the amount authorized by the Agreement with a 7-day written notification.

Information to be requested may include but is not limited to the following:

- a) Breakdown for each activity and program type (i.e. services, capital improvements, rental assistance, etc.).
- b) Contract expenditures.
- c) Unduplicated number of homeless persons or persons at imminent risk of homelessness served.
- d) Number of instances of service and other socioeconomic or statistical data collected via the HMIS system.
- e) Increases in capacity for new and existing programs.
- f) Number of unsheltered homeless persons being sheltered.
- g) Number of homeless persons entering permanent housing.
- h) Progress made toward local homelessness goals.
- i) The alignment between HEAP funding priorities and “Housing First” Principles.
- j) Major accomplishments and impacts from funding that contributed to the IVCCC’s goals and objectives.

Receipt of funds is contingent upon the completion of four (4) progress reports. See chart below for report periods and due dates (*subject to change*).

| Status Report | Reporting period | Due Date |
|---|----------------------------------|-------------------|
| 1 st Progress Report | July 1, 2019 – November 30, 2019 | December 15, 2019 |
| 2 nd Progress Report | December 1, 2019 – June 30, 2020 | July 15, 2020 |
| 3 rd Progress Report | July 1, 2020 – November 30, 2020 | December 15, 2020 |
| 4 th and Final Progress Report | December 1, 2020 – June 30, 2021 | July 30, 2021 |

PART III – EVALUATION AND SELECTION PROCESS

A. EVALUATION AND SELECTION PROCESS

A non-conflicted Scoring and Ranking Committee appointed by the IVCCC Executive Board will review, score and rank each proposal that have met the minimum threshold criteria. It is the intent to select proposals that are in accordance with the evaluation criteria set forth in the Request for Proposals (Refer to Part II. Eligibility and Minimum Requirements and Part IV. RFP Application Instructions and detail). The Highest possible score is 100 points.

Scoring and Ranking Criteria (Refer to Attachment A, Proposal Response Template, Section E, and Evaluation and Scoring Tool below:

| PROPOSAL EVALUATION AND SCORING TOOL | | | |
|---|---|-------------------|--------------|
| Factor | Criteria | Max Points | Score |
| Program Design | Project has high potential to immediately influence a reduction in homelessness and is aligned with the IVCCC Executive Board's funding principles. Applicant addressed all bulleted items in the application at a minimum in their description of the project proposed. | 30 | |
| Budget, Need & Cost Effectiveness | Applicant describes how the proposed project meets the need of the homeless and how funds will be utilized. Project proposes low cost service provisions or housing units. Applicant addressed all items in the application within their budget description. The project budget clearly identify need and effectiveness of funds. | 20 | |
| Impact and Effectiveness | The project proposes achievable outcomes to immediately reduce or prevent homelessness. The proposal includes data and a comprehensive list of performance measures to include the minimum required in the application. | 20 | |
| Continuum of Care Program Requirements | The project is committed to comply and participate in helping implement the governing boards funding principles, IVCCC's vision and mission, local homeless collaborative homeless plans, California Housing First Policy, Coordinated Entry System and Homeless Management Information System. Applicant addressed all items in the application within their proposal. | 10 | |
| Experience and Capacity | Applicants demonstrates experience serving homeless and implementing the proposed eligible activity or similar projects. Applicant can describe the capacity to meet the HEAP requirements. Applicant addressed all items in the application within their proposal. | 10 | |
| Implementation Timeliness | Applicant demonstrates the ability to deliver services or start capital improvement activities within 60 days of contract award through key activities, benchmarks, and target dates as requested in the application. | 10 | |
| OVERALL APPLICATION SCORE | | 100 | |

B. METHOD OF AWARD

The scoring and ranking committee's recommendation will be forwarded to the IVCCC Executive Board for final determination of awards. Standard agreements between the County of Imperial and the successful applicant will be reviewed and approved by the Imperial County Board of Supervisors.

The County in collaboration with the IVCCC Executive Board reserves the right to reject any or all PROPOSALS, or to waive any discrepancy or technicality and to split or make the award in any manner determined by the County and IVCCC Executive Board. The County and IVCCC Executive Board recognizes that prices are only one of several criteria to be used in judging an offer and are not legally bound to accept the lowest offer.

RFP submission in response to the solicitation process, become the exclusive property of the County. Upon submission of an applicant's proposal, the submission and any pertaining documents is subject to the State of California Public Records Act. Exceptions will be those elements in the California Government Code section 6250 et. seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County shall not be liable or responsible for the disclosure of any such records, including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a Qualification marked "trade secret", "confidential", or "proprietary" the Vendor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act. Where applicable, Federal regulations may take precedence over this language.

PART IV – RFP APPLICATION INSTRUCTIONS / PREPARING A PROPOSAL

The instructions in this section correspond to each of the proposal components and to the forms required to complete the proposal. To be considered, applicants shall follow the instructions in each section of this RFP, including the following requirements:

- Present all requested items in the sections, ordered A through I as shown.
- Provide clear and detailed description of each proposed service to be provided, at minimum, addressing specific components for all the sections in the RFP application.
- Utilize the Proposal Response Template attached hereto as Attachment A.

Applicants that do not follow the RFP instructions may be found to be “non-responsive” and disqualified from the RFP process. The applicant must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFP. The County is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

A. APPLICANT INSTRUCTIONS

1. **Vendor Registration** – If awarded a contract, applicant must be registered with the County of Imperial within five (5) business days of announced award. The vendor application is located online at: <https://www.co.imperial.ca.us/purchasing/index.asp?fileinc=vendorsapp>
Vendors will also have to submit a Request for Taxpayer Identification Number and Certification (Form W-9) to the Imperial County’s Auditor Department.
2. **Mandatory Applicant’s Conference / Technical Assistance Workshop** - Applicants will be required to attend one of the Mandatory Applicant’s Conference/ Technical Assistance Workshop options: Wednesday, April 10, 2019 at 9:30 am or Friday, April 12, 2019 at 1:30 pm.
3. **Proposal Response Template** - Use the electronic form located on the County of Imperial Purchasing Department Website: <https://www.co.imperial.ca.us/purchasing/index.asp?fileinc=rfq> or the **IVCCC website: <http://www.cociv.org>**.
Within a single application, applicants may submit multiple projects by completing a separate Scope of Services for each proposed project. Each project Scope of Services must be completed within a total of 10 pages of narrative. If submitting more than one Scope of Services, Label as Scope of Services 1, Scope of Services 2, and so forth.
4. **Bid Protest Procedures** – Applicants can refer to the Procurement Services Purchasing Manual for Bid Protest Procedures located at: <https://www.co.imperial.ca.us/purchasing/otherpdfs/PurchasingManual.pdf>

B. GENERAL PROPOSAL SUBMITTAL

All proposals must be submitted in accordance with the standards and

specifications contained within this RFP and must contain a cover page with a certification of intent (Section B) to meet the requirements specified.

1. The County reserves the right to waive, at its discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection of the proposal.
2. The County shall not pay any costs incurred or associated in the preparation of this or any proposal or for participation in the procurement process.
3. Modification of Proposals, any applicant who wishes to make modifications to a proposal already received by the County must withdraw his/her proposal in order to make the modifications and re-submit. It is the responsibility of the applicant to ensure that modified proposals are resubmitted before the RFP submittal deadline.
4. Applicants may withdraw their proposals at any time prior to the due date and time by submitting notification of withdrawal signed by the applicant's authorized agent. Proposals cannot be changed or modified after the date and time designated for receipt.
5. Proposals submitted to any other County office will be rejected.
6. All proposals shall be signed by the applicant's authorized agent.
7. All work papers prepared in connection with the contractual services will remain the property of the successful applicant; however, all reports rendered to the County are the exclusive property of the County and subject to its use and control.
8. Questions concerning the HEAP proposal process should be submitted in writing during the Question and Answer (Q&A) period noted in the Timeline table as noted in page 5 of this RFP. All contacts or questions after application submittal should be made to Imperial County Purchasing Department Contact at:

County of Imperial Purchasing Department

Phone: (442) 265-1866

Email: imperialcountyprocurementdept@gmail.com

9. Attempts by the applicant to contact any other County representative or IVCCC Executive Board member may result in disqualification of the applicant.
10. The County reserves the right to amend, modify, revise the project Scope of Services and/or make the award as deemed necessary by the County and IVCCC Executive Board.
11. The applicant must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFP. If an applicant planning to submit a proposal finds discrepancies in or omissions from the RFP, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the county prior to the closing date. Any changes to the RFP will be made only by written addendum and be posted in the IVCCC and County of Imperial websites (websites are listed on page 2).

C. PROPOSAL FORMAT

Proposals submitted must be:

- Typed uniformly on letter size (8 ½” x 11”) sheets of white paper, single sided or double sided, each section clearly titled.
- Each project Scope of Services must be completed within a total of 10 pages of narrative Sections A – I, and each page clearly and consecutively numbered.
- Proposals must be clean and suitable for copying.
- Proposals must be specific unto themselves. For example, “See Enclosed Manual” will not be considered an acceptable proposal.
- Receipt of all addenda, if any, must be signed and included in the proposal.
- Proposal shall be concise and to the point.

D. PROPOSAL TEMPLATE

A Proposal Response Template is included under Attachment A and should be followed by all applicants. Applicants must include a Cover Page with their proposal as included in the template.

Section A: Proposal Checklist

This section must be filled in and each item checked off to ensure all items requested by the County in this RFP have been submitted.

Section B: Certification

This section must be signed by an authorized representative. Signature by an authorized representative of the Organization on the proposal cover page shall constitute a warranty, the falsity of which shall entitle the County of Imperial to pursue any remedy authorized by law, which shall include the right, at the option of the County of Imperial, of declaring any contract made as a result thereof, to be void.

Section C: Organization Profile / Experience

In this section, applicant shall provide information to establish its organization’s ability and experience to operate the program as specified in the RFP. The Organization Profile must include descriptive information demonstrating the organization’s ability to successfully deliver the proposed project within the timeline required. Applicants shall include present and past performance experience as requested.

Section D: Acknowledgements

In this section, applicants shall specify any clarification, exception or deviation from the requirements of the RFP. If the applicant has no clarification, exceptions, or deviation, a statement to that effect shall also be included in this section. The sample service agreement is attached as Attachment B and incorporated herein by this reference.

Section E: Scope of Services

In this section, applicants shall describe the organization's proposed project(s), consistent with the eligible activities listed on page 4. Applicants can submit one Proposal Response Template and request funding for more than one of the five (5) different project types. However, a separate scope of service section must be completed for each project type. If submitting more than one scope of service, label as Scope of Services 1, Scope of Services 2, and so forth. Applicants are required to address all sections listed in the Scope of Services by providing a complete and concise response within a maximum narrative of 10 pages.

Section F: References (Capital Improvement Project Requirement Only)

In this section, applicants shall include a minimum of three (3) references of recent similar projects. References cannot include Imperial County Elected Officials or their staff, or any County employee. However, references can include other county agencies that are not partaking in this RFP. The applicant shall verify that all reference information is correct.

Section G: Applicant Attachment

In this section, applicants (also referred to as applicants herein) shall include any responses that cannot be pasted into the "Applicants Response" boxes in any section of the RFP, shall paste be pasted in Section G. When pasting attachments to Section G, label the attachments "Attachment 1", Attachment 2" and so forth; then enter the corresponding "Attachment Number" into the Applicant's Response box (see example on Attachment A, Section G).

Section H: Cost Proposal

In this section, please complete and include the Cost Proposal Sheet and Budget Narrative. The County reserves the right to negotiate final fees with the selected Contractor(s). Proposals must fully describe all costs for the entire term of the service/project. Expenses not included in the Line Item Budget will not be reimbursed. Applicants may also include any other documents as information to further explain the proposed costs. Submit a different budget and narrative for each different Scope of Service/Project. Applicants shall include a **budget narrative** (Attachment A- H-2 Budget Narrative describes each line item). For the purposes of this program, administrative or staff costs directly related to carrying out a service are considered activity-delivery costs eligible for funding (refer to pg. 4 for more information).

Applicants requesting cash advance payment as an option instead of reimbursement of claims should explain the need for their request in this section.

Section I: Financial Statement

In this section, all applicants shall place financials in a separate envelope and mark "Financial Statement - Confidential" if the applicant's Organization requires this to be kept confidential. The financial documents must be in the original version only and not in the proposal copies. The County cannot guarantee that the financials submitted will be kept confidential. Financial statements should

only be included in the proposal marked "Original" (Financial statements will be removed and submitted to the Accounting Office for review, then placed in a sealed envelope and marked "Confidential").

Applicants shall submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements shall clearly identify the financial status and condition of the applicant's entire business entity.

Financials must provide sufficient detail to assure the County of Imperial that the applicant can support services being offered and as a Contractor the firm will not seek early payment for services delivered, expedited payments or checks delivered by any means other than regular mail through the County Auditor/Controller's Office.

E. CONTACT INFORMATION

Questions concerning the HEAP proposal should be submitted in writing via email no later than **Thursday, April 25, 2019**:

Debbie Wray, Purchasing Agent
County of Imperial Purchasing Department
Email Address: imperialcountyprocurementdept@gmail.com
Subject Line: Questions for HEAP RFP #19-0003

Responses to questions will be emailed and posted no later Friday, April 26, 2019 **and Tuesday, April 30, 2019** at the websites referenced under Section A. Staff cannot assist the applicant with the actual preparation of their proposal. During the period of time between the publication date of the RFP and the date the competitive proposal is due, staff can only respond to technical questions about the RFP.

F. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

To be considered, **one (1) original with required signature along with five (5) hard copies** of the proposal must be delivered to **County of Imperial Purchasing Department** by the date and time indicated below. *A late proposal will be deemed ineligible for funding.* No faxed proposals will be accepted. Submission instructions:

Regular or overnight mail, postmarked **OR** hand delivered by 2:00 p.m. on **Friday, May 3, 2019**, to:

County of Imperial Purchasing Department
Request for Proposal #19-0003
Attention: Debbie Wray, Purchasing Agent
1125 Main St, El Centro, California 92243

PART V – DEFINITIONS

1. “Addendum” refers to an amendment or modification to the RFP (Request for Proposals).
2. “Administrative Entity” refers to ICDSS designated by the IVCCC to administer program funds.
3. “Applicant” refers to an individual, firm, partnership or corporation that submits a qualified RFP for the work, either directly or through a duly authorized representative.
4. “Basic Needs” physiological needs such as hunger, thirst, bodily comforts, etc. associated with the lowest level of human need on Maslow’s Hierarchy of Needs.
5. “Bridge Housing” is a hybrid of emergency shelter and transitional housing to serve the population that requires short term housing and supportive services to achieve self-sufficiency or to access available Permanent Supportive Housing.
6. “Board of Supervisors” refers to the County of Imperial’s Board of Supervisors.
7. “Capital Improvements” includes acquisition, new construction, renovation, rehabilitation and conversion of emergency shelter, transitional housing, drop-in centers, safe parking lots, permanent supportive housing, and improvements to current structures that serve homeless, individuals and families. This may include solutions to address homelessness and the public health crisis such as for hand-washing stations, public toilet, shower facilities, or others. Capital improvements may also be available to facilitate low-barrier facilities (e.g., construction of kennels, storage facilities, etc.) or enhance universal access. Capital Improvements are only eligible in jurisdictions that declared a Shelter Crisis.
8. “California Housing First Policy” shall mean “Housing First Model” is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Research shows that it is effective for the chronically homeless with mental health and substance abuse disorders, resulting in fewer inpatient stays and less expensive interventions than other approaches. PSH projects should use a Housing First approach in the design of the program.” For more information about Housing First see:

<https://www.onecpd.info/news/snaps-weekly-focus-adopting-a-housing-first-approach/>

http://www.endhomelessness.org/pages/housing_first
9. “CES” shall mean Coordinated Entry System (as defined by HUD) is a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referral. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing and services, is well advertised, and includes a comprehensive and standardized assessment tool.
10. “Chronically Homeless” HUD defines a chronically homeless person as an

unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time.

11. "Contractor" refers to any employee, agent, or representative of the contract company used in conjunction with the performance of the contract. For the purposes of this RFP, Contractor, Vendor, and Applicant are used interchangeably.
12. "County" refers the County of Imperial and its Imperial County Department of Social Services (ICDSS). For purposes of this RFP, Imperial County Department of Social Services (ICDSS) and County are used interchangeably.
13. "Disabling Condition" in reference to chronic homelessness is defined by HUD as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.
14. "Diversion" refers to a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. Empowering persons facing imminent homelessness to identify safe and appropriate housing options (other than the street/car/shelter), and assisting them in avoiding shelter and returning to housing. Diversion targets people as they are applying for entry into shelter.
15. "Domestic Violence" Occurs when a family member, partner or ex-partner attempts to physically or psychologically dominate another. Includes physical violence, sexual abuse, emotional abuse, intimidation, economic deprivation, and threats of violence. Violence can be criminal and includes physical assault (hitting, pushing, shoving, etc.), sexual abuse (unwanted or forced sexual activity), and stalking.
16. "Emergency Housing" is immediate night time shelter with the additional option of short-term extended stay.
17. "Emergency Shelter" Any facility whose primary purpose is to provide temporary shelter for the homeless in general or for specific populations of the homeless.
18. "Holistic Approach to Homelessness" refers to an integrated, multidimensional homeless services delivery model that encompasses primary care, mental health, housing, education, employment, life skills education, life coaching, community building, art therapy, animal assisted therapy, cultural competency, spirituality, and multiculturalism at the client's own pace and to support the client's own goals to long-term recovery.
19. "Homeless" as defined in Section 578.3 of Title 24 of the Code of Federal Regulations: https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

20. "Homeless youth" means an unaccompanied homeless individual who is not older than 24. Homeless individuals not older than 24 who are parents are included in this definition.
21. "Homelessness Prevention" (HP) is assistance that includes housing relocation and stabilization services and/or short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the homeless definition in 24 CFR 576.
22. "Immediate impact" refers to the ability to have an immediate effect on the reduction of the homeless population.
23. "Inclusivity" shall mean low-barrier access to homeless services for the purposes of this RFP.
24. "IVCCC" refers to the Imperial Valley Continuum of Care Council.
25. "IVCCC geographic area" shall mean any of the seven (7) cities or eight (8) unincorporated communities within Imperial County.
26. "Long-term Results" refers homeless solutions that will have results over a long period of time.
27. "Rapid Rehousing" (RRH) is a model of housing assistance that is designed to assist the homeless, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, flexible, and is designed to complement and enhance homeless system performance and the performance of other homeless projects. For more information about rapid re-housing see:

<https://www.onecpd.info/news/snaps-weekly-focus-rapid-re-housing/>

<https://endhomelessness.org/ending-homelessness/solutions/rapid-re-housing/>
28. "Rental Assistance" refers to provision of rental assistance to provide homeless prevention, transitional or permanent housing to eligible persons.
29. "Seniors" refers to individuals at least 62 years of age.
30. "Shelter crisis" means a situation in which a significant number of persons are without the ability to obtain shelter, resulting in a threat to their health and safety.
31. "Supplanting" means to deliberately reduce the amount of federal, state, or local funds currently being appropriated to an existing program or activity, because a HEAP grant funds has also been awarded for the same purposes. When the contractor replaces funds in this manner, it reduces the total amount that would have been available for the stated grant purpose, and the substitution results in supplanting. Funds should be used to supplement existing funds for program activities and not replace funds that have been appropriated for the same purpose.