



COUNTY OF YOLO

Procurement Division

Notice of Request for Proposals (RFP)
For
Prop 47 Grant Program: Safe Neighborhoods and Schools Act –
Cohort 4
(Reissuance)

RFP #: GSDRFPHD2409

Proposal Responses Due:
2:00 pm Pacific
January 30, 2025

Issued on behalf of
Yolo County Probation Department
725 Court Street
Woodland, CA 95695

RFP Coordinator: Hiren Desai
(859) 420-6760
hiren@bluebloodconsulting.com

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Exhibits:

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| Exhibit "A" | Proposal Transmittal Letter |
| Exhibit "B" | Organizational Qualifications and Experience |
| Exhibit "C" | Project Approach |
| Exhibit "D" | Reference Letters |
| Exhibit "E" | Budget Proposal (Budget Worksheet Supplied) |
| Exhibit "F" | Evidence of Financial Stability |
| Exhibit "G" | Signature Page (County Form Supplied) |
| Exhibit "H" | Non Collusion Non Conflict of Interest Statement (County Form Supplied) |
| Exhibit "I" | Exceptions to Agreement (County Form Supplied) |

Attachments:

| | |
|--------------|---------------------------------|
| Attachment 1 | Sample County Agreement |
| Attachment 2 | 2023 Insurance Requirements |
| Attachment 3 | Sample Certificate of Insurance |

I. INTRODUCTION

A. STATEMENT OF PURPOSE

The County of Yolo is requesting that qualified Proposers submit proposals to provide to provide temporary and long-term housing assistance along with substance use disorder treatment for clients who are actively supervised by probation and may be experiencing homelessness. This is a reissuance of an RFP originally released in Fall 2024.

Proposers who submit a response to this RFP must have the ability to meet all the requirements, including the terms and conditions contained in this RFP.

B. SYNONYMOUS TERMS

As used throughout this proposal and its attachments, the following terms are synonymous:

1.
 - a. Supplier, Vendor, Contractor, Contractors
 - b. Purchase Order, Contract, Agreement
 - c. Services, Work, Scope, and Project
 - d. Bidder, Offeror, Proposer
 - e. Bidsync, Periscope, Periscope Source

2. "The County" generally refers to the County of Yolo, California, and specifically for the purposes of this RFP, the Department of Probation for Yolo County.

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C. SCOPE OF WORK (SOW)

1. GENERAL BACKGROUND

Proposition 47 (Prop 47) was a voter-approved initiative on the November 2014 ballot in California that reduced from felonies to misdemeanors specified low-level drug and property crimes. Each year, the state savings generated by the implementation of Proposition 47 are deposited into the Safe Neighborhoods and Schools Fund. Sixty-five percent of these savings are set aside annually for the BSCC to administer a competitive grant program.

Proposition 47 requires that these funds be awarded to public agencies to provide mental health services, substance use disorder treatment and/or diversion programs for those in the criminal justice system. Additional legislation requires that the grants be awarded competitively, specifies that funds may serve both adults and juveniles and allows funds to be used for housing-related assistance and other community-based supportive services, including job skills training, case management or civil legal services. The California Board of State and Community Corrections (BSCC) further requires that at least 50 percent of the award made to grantees is passed through to community-based service providers.

2. YOLO COUNTY SPECIFIC INFORMATION

Yolo County is directly west of Sacramento, the State Capital of California and northeast of the Bay Area. The County's 1,021 square miles is home to 216,403 residents, most of which reside in the county's four incorporated cities: Davis, West Sacramento, Winters, and Woodland.

The County of Yolo, Department of Probation ("the County" or "Probation") has approximately 38 Deputy Probation Officers and supervises approximately 953 hundred felony offenders. Probation's Mission is to foster behavioral change, to ensure public safety.

In April 2024, the BSCC released the Prop 47 Grant Program: Safe Neighborhoods and Schools Act – Cohort 4 to California public agencies in partnership with community-based organizations. The County applied for grant funding and were notified that they were selected on September 17, 2024. The term of the grant agreement includes the grant service delivery period (October 1, 2024 – June 30, 2028) and an additional six (6) months to finalize and submit the required Final Local Evaluation Report and Financial audit.

The County has longstanding partnerships with county partners that include among others, Health and Human Services Agency (HHSA), the Public Defender, and District Attorney's Office. Probation is seeking to leverage existing resources through these county partnerships through this grant to include; mental health clinicians, social worker/mitigation specialist, and a restorative justice program director, in combination with services from Non-Governmental Organizations (NGO).

The County intends to secure a contract with a qualified proposer(s) to provide temporary and long-term housing assistance along with substance use disorder treatment for clients who are actively supervised by probation and may be experiencing homelessness. This type of assistance will require the necessary staff to fulfill three (3) specific functions: Case Manager, Substance Use Disorder (SUD) Counselor, and Housing Navigator. It is also expected that the Case Manager would serve as the Program Manager for purposes of this grant and would provide program coordination and staff oversight as is customary for a grant.

A Proposer may decide that anywhere between one to three FTEs could fulfill these needs [e.g., SUD Counselor (1.0 FTE), Case Manager (0.50 FTE) and Housing Manager (0.50 FTE)]. A budget line item of \$300,000 is provided annually for these activities. In addition, the contractor must be able to administer housing stipends in order to secure temporary and long-term housing assistance. A budget item of \$133,333 is provided annually for this activity. Please remember to include this information when responding to Exhibit E (Budget Proposal). Please note that the maximum annual budget per year for this grant is \$433,333 and overall grant maximum budget of \$1.3 million.

The intended vision for these services is to increase individual success through:

- o Comprehensive system and service navigation;
- o Individual engagement from enrollment to exit planning;
- o Interdisciplinary case planning around needs and service matching;
- o Centralized delivery of services;
- o Service dosage established in collaboration with the Probation Department;
- o Provision of access points for Drug Medi-Cal Organized Delivery System and linkages to needs assessments and benefits enrollment; and
- o Collaboration with other service providers in the community or resources County funds, such as through the Probation Department, Health and Human Services Agency, the Public Defender, and District Attorney's Offices.

3. CONTRACTOR REQUIREMENTS

The Contractor (i.e., any Proposer selected for contract award) must meet the following requirements for the duration of any contract award:

❖ General Requirements

- a) Possess and maintain a working knowledge of the current best practices in the field of offender reentry and rehabilitation and a comprehensive understanding of the issues related to recidivism.
- b) Maintain professional relationships with law enforcement and Yolo County community-based organizations and programs.
- c) Outline staffing and qualifications for the Prop 47 Grant Program, with sufficient personnel who are qualified to provide the program

components and maintain the minimum administrative, counseling and/or addiction credentials and State certification requirements for providing any such applicable service components, including but not limited to the following:

- Substance Use Disorder Counseling (SUD)
- American Society of Addiction Medicine (ASAM) criteria assessment
- Evidence-Based Best Practices

d) Provide an individualized Case Plan for each participant that includes, but is not limited to:

- Sanctions and incentives for program participants
- Schedule to notify the Probation Department of participant attendance
- Maintenance of an up-to-date resource list to make referrals and facilitate access to appropriate services

e) Assist participants with overcoming transportation barriers to facilitate their regular program attendance and participation.

f) Provide services to participants that are responsive to meet the needs of both male and female participants as well as effectively meet the needs of those with varying cultural and ethnic backgrounds and languages; sexual orientations; special education and other learning needs; and limited English language skills. Spanish-speaking skills are required; Russian-speaking skills are desirable.

g) Meet weekly as part of a collaborative Mitigation Debriefing Team and be prepared to report out on each participant's progress with the entire team.

❖ Programming Requirements

a) The SUD Counselor and Case Manager will be connected with a non-governmental organization that provides services that target individual dynamic and criminogenic factors such as substance abuse, employment, education, anti-social peer associations, problem-solving and self-control, while assisting participants' rehabilitation and reentry into their respective communities and family systems.

b) Each Proposer shall outline in its proposal in response to this solicitation the services it plans to provide (subject to County approval) to address the factors that contribute or cause criminal behavior:

- Anti-social behavior
- Anti-social/pro-criminal attitudes, values, beliefs and cognitive-emotional states
- Pro-criminal associates and isolation from pro-social others
- Family, factors that include criminality and a variety of psychological problems

- Abuse of alcohol and/or drugs

❖ Population to be Served

The population to be served by the Contractor is comprised of adults convicted of qualifying crimes countywide under Yolo County supervision for Probation. Occasionally, other populations may also be served on an as-needed basis. Further characteristics of this population are on average as follows:

- Race & Ethnicity: 50% White; 11% Black; 34% Hispanic; 6% Other
- Gender: 81% Male; 19% Female
- Age at Admission: 12% age 20-25; 19% age 25-30; 18% age 30-35; 19% age 35-40; 9% age 30-45; 8% age 45-50; 7% age 50-55; 4% age 55-60; 2% age 60-65; 1% age 65-70
- Assessed "High Significant" and/or "Significant" Criminogenic Needs: 79% Education/ Employment; 60% Peers Associations; 58% Substance Use; 41% Family; 33% Anti-Social Behavior

❖ Location

- a) The Contractor will be responsible for providing a site location where substance use disorder treatment services can be provided to Prop 47 Grant participants.
- b) The Contractor will also be responsible for all expenses associated with their site, i.e., electric, water, sewer, phone, internet access, etc.
- c) The Contractor shall own or hold the lease on their service site. The service site shall meet all code requirements, including public health, fire marshal, and Americans with Disabilities Act (ADA) compliance regulations.
- d) The Contractor site is subject to final approval by the County. In case of lease, the Contractor shall provide a copy of the executed lease on an approved facility, sufficient to lease the facility through the duration.

❖ Hours of Operation

SUD treatment shall be available to Prop 47 participants a minimum 40 hours a week of operation, primarily during the day on weekdays.

❖ Capacity

- a) *SUD Treatment*: Contractor shall be able to meet the Substance Use Disorder (SUD) needs to include conducting the American Society of Addiction Medicine (ASAM) assessment, out-patient and in-patient SUD counseling for up to fifty (50) probationers per each year of the grant,

and a total of up to one-hundred and fifty (150) over the three (3) year period of the grant.

- b) *Housing Provider/Navigator*: Contractor shall be able to meet the housing needs of up to fifty (50) probationers per each year of the grant, and a total of up to one-hundred and fifty (150) over the three (3) year period of the grant. Not all probationers will experience homelessness and housing priority will be determined as part of a Prop 47 Team decision. This includes temporary and permanent housing for identified probationers, while working within budget constraints.

❖ Program Requirements

- a) *Licensing and Certifications*. Contractor providing direct services shall meet minimum State certification requirements specific to substance abuse counseling.
- b) *Substance Abuse Counseling/Programming*. Programming provided must be evidence-based and designed to reduce recidivism. Proposers shall describe in detail how they will serve participants who may need alcohol and drug intervention, including relapse prevention (at all treatment levels, except residential).
- c) *Risk Assessments and Case Plans*. Contractor shall utilize the ASAM risk tool to determine appropriate placement for SUD services. Additionally, Contractor shall be familiar with the Ohio Risk Assessment System (ORAS) risk and needs assessment tool and generate an individualized case plan for each program participant based on the assessment.
- d) *Immediate Notification*. SUD staff shall immediately notify Probation of any problems that would jeopardize public safety or a participant's continuation in SUD treatment program. Problems shall include but not be limited to: failure to report and follow daily schedules; failure to participate in required activities; new arrests; positive test for drug or alcohol usage and other behaviors that might pose a public risk. Proposers shall describe in detail in their proposals the plan for immediate notification.

❖ Reporting Requirements*

Program referrals will be provided by the Probation Department. The Contractor is responsible for all other detailed data collection and reporting. The Contractor will submit routine reports, included, but not limited to:

- a) *Daily Statistical Report*. Maintain a daily attendance log that includes the time of arrival of all participants and provide to Probation staff daily via email to the Lead Probation Officer.
- b) *Monthly Progress Report*. Monthly progress reports on each participant in the SUD treatment shall be turned in by the 10th of the month. Information to be included in the progress report will include, but not be limited to:

- Results of most recent assessment and individualized case plan;
- Services participant received;
- Staff assessment of treatment progress; and
- Progress towards meeting case plan goals and recommendation for continuing, modifying, or discontinuing SUD treatment.

c) *Discharge Report.* When a participant is discharged from the program for reasons other than a graduation, a discharge report shall be completed and sent to the Lead Probation Officer. This report shall include, but not be limited to:

- Name and Date of Birth;
- Reason for SUD treatment program Discharge;
- Dates probationer was engaged in SUD Treatment;
- Final Progress Report.

***IMPORTANT:** Sample reports for items a), b) and c) above shall be included with each Proposer's submission for this RFP.

❖ Program Outcomes and Evaluation

Each Proposer shall provide a description of the data collection and quality assurance process to generate outcome measures in its proposal.

❖ Service Delivery

As part of the evaluation process, the County will assess the methods whereby a Contractor intends to measure outputs and outcomes and evaluate the extent to which the services to be provided have actually been delivered. Those methodologies must be included in each proposal submitted.

a) *Individual Outcome Measures.* Contractor shall track both individual level data for all aspects of service delivery and outcomes specific to the following areas: Program referrals and case management services from the initial point of engagement to program exit or graduation. This includes but is not limited to:

- Dosage, duration and intensity of programming services listed in Program Requirements;
- Assessment scores upon program entry and exit;
- Completion of phase levels and achievements;
- Participant engagement and completion rate, including why participants fail to complete the program or challenges that could contribute to unsuccessful graduation;
- Participant satisfaction survey data.

b) *Outcome Reporting.* Yolo County tracks program outcomes using the Results Based Accountability (RBA) framework which answers the

following questions: 1) How much did we do? 2) How well did we do it? and 3) Is anybody better off?

Contractor will submit a bi-annual report in the manner designated by the County. This shall include agreed upon performance measures (PM), in each RBA category (minimum examples below):

- PM1: How much did we do?
 - # of individuals referred to the SUD Counseling
 - Demographic information for all participants served in reporting period (age, race, ethnicity, gender, etc.)
 - # of participants assessed
 - # of participants with case plans
 - # of services (i.e., # of classes, sessions) provided by service type

- PM2: How well did we do it?
 - # and % of individuals enrolled that attend first scheduled class/session
 - # and % of individuals enrolled who are still participating in services (a minimum of 50% of assigned sessions) at 30 days
 - Average ratings from participant satisfaction survey data

- PM3: Is anyone better off?
 - # and % of case plan objectives reached
 - # and % completion rate by type
 - Change in risk/needs score upon program entry and exit

c) Contractor shall prepare an annual report and provide in-person presentations of the outcomes annually, at a minimum, to the Board of Supervisors.

❖ Experience and Personnel Requirements

- a) *Experience*. Each Proposer shall describe in its proposal, its prior experience in working with adult offenders and evidence-based programming as described herein, including any prior SUD treatment/counseling.

- b) *Management Plan and Staffing*. Each Proposer shall provide a detailed staffing and management plan, to include an organizational chart and staff-to-participant ratios. The Proposer must identify initial staff and their experience in the intended assignment and provide a job duty statement with qualifications stated in terms of experience, knowledge, skills and abilities necessary to carry out the duties of the position and include on-going training. As new staff are hired, Contractor must provide this same information during the life of any contract awarded.

- c) *Background Clearance*. Contractor shall conduct background checks on all employees and sub-contractors. Final Clearance for employees and

sub-contractors of Contractor shall not be granted until the results of the Live Scan are received, and the Probation Department provides final approval for clearance. The Probation Department has the authority to terminate the agreement immediately should a threat to security of confidential criminal offender records, probation file information, court records, etc. be identified.

Criteria for approval or denial of employees of the Contractor include but are not limited to:

- arrests or convictions during the past three years.
- Not currently a felon under Parole or Probation or under any supervision as a result of criminal conduct.
- Not required to register per Penal Code Section 290, and/or Penal Code § 451.
- No conviction history involving a serious or violent felony as defined in Penal Code § 1192.7(c) or 667.5(c).

Individuals previously convicted of crimes may be required to provide written evidence of successful completion of probation or parole. Individuals with a conviction history involving a serious felony, as defined by Penal Code § 1192.7, or involving a violent felony, as defined by Penal Code § 667.5, shall be reviewed on a case-by-case basis and may be approved or denied at the sole discretion of the Yolo County Probation Department.

❖ Transitional Plan between Contractors

Should a new vendor be chosen as a result of this solicitation, a transition plan will be necessary. The Legacy Provider and the newly awarded Contractor will be required to work cooperatively to ensure a smooth transition for these services.

Transition is the expeditious, seamless and uninterrupted changeover of services within the scope described in this RFP from the Legacy Provider to the Contractor. Such transition shall be planned and accomplished by the Contractor in such a way as to have no adverse effect upon the County, nor upon the quality or continuity of the services being provided. The Contractor shall work in close cooperation with the Legacy Provider throughout the transition. From the start of the transition and prior to the final cutover date on which the Contractor will assume full responsibility for the services, the Contractor shall "shadow" the Legacy Provider. This ensures a complete knowledge transfer to the Contractor of all information needed for providing the services.

The Contractor shall develop and deliver a complete Transition Project Plan to the County within thirty (30) days of contract award. The County reserves the right to provide direction and input to any proposed transition plan.

4. AWARDED CONTRACTOR ADMINISTRATIVE REQUIREMENTS

- a. The successful awarded Contractor must be able to secure insurance in full compliance with the requirements outlined in Attachment 2 and provide an Insurance Certificate in the same format as the sample provided in Attachment 3.
- b. **CONTRACT TERM:**
Contractor agrees to provide awarded items and/or services as specified in the RFP document for the initial term of three (3) years, which is anticipated to begin on April 1, 2025 and end on March 31, 2028.

5. PROPOSAL DEADLINE

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section II, RFP Schedule of Events. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

6. SUBMITTING PROPOSALS

The required method of submitting your proposal is electronically through Periscope.

It is the sole responsibility of the proposer to ensure their proposal reaches Periscope, LLC before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact Periscope at 1(800) 990-9339 or source-support@periscopeholdings.com for vendor support.

Bidders/Offerors are cautioned to allow adequate time to ensure timely receipt of their proposals. The County is not responsible for any delays of the Bidder's/Offeror's proposal delivery. Late proposals shall not be accepted, nor shall additional time be granted to any potential Bidder/Offeror.

7. ADDENDA

Any additional information not included in this solicitation which the County finds necessary and material to responding to the RFP will be posted as an addendum on Periscope. Answers to questions submitted through Periscope shall be considered addenda to the solicitation documents.

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II. SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 AM and 4:00 PM., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors through Periscope.

The County is not responsible for failure of the prospective Bidders/Offerors to check for any RFP document updates, changes, or answers to questions posted at the Periscope website. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.

| | EVENT | DATE | TIME |
|---|---------------------------------------------------------------|-------------------------------------------|---------------|
| 1 | County Issues RFP | Thursday, January 2, 2025 | |
| 2 | Deadline for Written Comments (Questions) Posted on Periscope | Thursday, January 9, 2025 | 2:00pm |
| 3 | County Issues Responses to Written Comments | Thursday January 16, 2025 | |
| 4 | Deadline Proposals Due | Thursday, January 30, 2025 | 2:00pm |
| 5 | County Completes Evaluations | February 2025 | |
| 6 | Anticipated Contract Start Date | April 1, 2025 | |

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III. GENERAL INSTRUCTIONS AND INFORMATION

A. RFP COORDINATOR

The following RFP Coordinator shall be the main point of contact for this RFP:

RFP Coordinator: Hiren Desai

Phone: (859) 420-6760

hiren@bluebloodconsulting.com

B. COMMUNICATIONS REGARDING THE RFP

Upon release of this RFP, all vendor communications concerning this procurement must be directed to the RFP Coordinator named above. Unauthorized contact regarding the RFP with other County employees of the procuring county agency may result in disqualification.

Questions concerning this proposal, including specifications, requirements, terms and/or conditions of a solicitation, etc. should be submitted solely in writing online at: <https://www.periscopeholdings.com/s2g> in the questions and answers section of the solicitation no later than the date and time noted above in the Section II. Schedule of Events Chart, Deadline for Written Comments Posted or per any changes to Schedule of Events as posted to Periscope.

The County is not responsible for failure of the prospective Bidders/Offerors to check for any RFP document updates, changes, or answers to questions posted at <https://www.periscopeholdings.com/s2g>. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.

Any oral communications shall be considered unofficial and nonbinding on the County.

Any irregularities or lack of clarity in the RFP should be brought to the attention of the County for correction or clarification.

C. PROPOSAL PREPARATION COSTS

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

D. PROPOSAL WITHDRAWAL

To withdraw a proposal, the Vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

E. PROPOSAL AMENDMENT

The County shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the County formally requests such in writing.

F. PROPOSAL ERRORS

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

G. PROHIBITION OF PROPOSER TERMS & CONDITIONS

A Proposer may **not** submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

H. ASSIGNMENT AND SUBCONTRACTING

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the County. The County must approve each subcontractor in writing. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior, written approval from the County.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverage, or Contractor may insure subcontractors under its own policy.

I. PROPOSAL OF ADDITIONAL SERVICES

If a Proposer indicates an offer of goods or services in addition to those required by and described in this RFP, these additional goods or services may be added to the contract before contract signing at the sole discretion of the County.

J. INDEPENDENT PRICE DETERMINATION

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a County employee, or any Competitor.

K. INSURANCE

The successful Contractor will be required to provide and maintain insurance as required and listed in Attachments 2 and 3 before commencing work on the contract.

L. LICENSURE

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The County may require any or all Proposers to submit evidence of proper licensure.

M. RFP AMENDMENT AND CANCELLATION

The County reserves the unilateral right to amend this RFP in writing at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all proposers through Periscope. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

N. RIGHT OF REJECTION

The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State and County laws and regulations. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

The County reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the County may hold any Proposer to strict compliance with the RFP.

O. DISCLOSURE OF PROPOSAL CONTENTS

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (CPRA, California Government Code §6250 and following). The CPRA contains limited exemptions. If you contend that any documents, as defined by the CPRA, are confidential or proprietary material and exempt from CPRA, these documents shall be clearly marked "Exempt from CPRA." Proposer shall defend, indemnify and hold the 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 of a CPRA request. If Proposer does not respond to a CPRA request or agree to do so within five (5) days, the County may disclose the requested information under the CPRA."

P. PROPOSAL EVALUATION PROCESS

The evaluation process is designed to award the procurement to the Proposer with the best combination of attributes based upon the evaluation criteria.

The County reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

Q. AWARD OF PROPOSAL

Award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. This criterion is not listed in any order of preference. The County reserves the right to establish weight factors that will be applied to the criteria depending upon the order of importance. The County shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the County after all factors have been evaluated.

Award Evaluation Criteria:

| Criteria | Documentation Source (Section V of RFP) | Maximum Points |
|----------------------------------------------|----------------------------------------------------|---------------------------|
| Proposal Transmittal Letter | Exhibit A | Pass/Fail |
| Organizational Qualifications and Experience | Exhibit B | 10 |
| Project Approach and Team | Exhibit C | 50 |
| Reference Letters | Exhibit D | 15 |
| Reasonableness of Budget Proposal | Exhibit E | 25 |
| Evidence of Financial Stability | Exhibit F | Pass/Fail |
| Responsiveness/Responsibility Check | Entire Proposal | Pass/Fail |

The County reserves the right to hold interviews/discussions with selected finalists, if it is in the best interest of the County to do so. If the County decides to move forward with interviews, a separate set of criteria points will be created and added to the total.

R. AWARD PROCESS

The County reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. The County reserves the right to negotiate and/or include a best and final offer stage to the process.

Notwithstanding, the county reserves the right to add terms and conditions, deemed to be in the best interest of the county, during final negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations and will be incorporated in a purchase order.

The County reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer.

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IV. TERMS AND CONDITIONS

A. QUALIFICATIONS/INSPECTION

Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The County reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer's ability to perform. The RFP Coordinator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

B. NON-WAIVER

The County's failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFP by the County.

C. FEDERAL, STATE, AND LOCAL LAWS

The successful proposer must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded proposer to ensure that all permits and/or licenses required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible proposer.

D. GOVERNING LAW

If an award is made, the contract will be made in the County of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

E. NON-DISCRIMINATION

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

F. 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, including pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor.

G. ADDITIONAL PURCHASES

Following the award, the County may dispense with separate bidding for additional purchases of like item(s) from the successful Proposer within a twelve (12) month period from the initial purchase date provided that the Vendor agrees to provide the like item(s) at the same discounted price and under the same terms and conditions as the previous award.

H. EXTENSIONS

The County reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

I. PRICE ESCALATION

All prices are firm for the contract award.

J. INVOICES AND PAYMENT TERMS

Invoices are to be emailed to the County department(s) on a monthly basis, within five (5) business days of the close of the month. All invoices should follow format as provided by the county in the final executed contract. Please note that all insurance coverage should be compliant as outlined in Attachments 2 and 3 and an active insurance certificate should be on file with County. All invoices Failure to comply may result in delayed payments.

K. COMPLIANCE

Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Department) may be cause for the County to cancel the balance of the awarded purchase order and award will be made to the next lowest proposer. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

L. DEFAULT

In case of default by the awarded proposer, the County may procure the goods or services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected proposer, or by any other legal means available to the County. The County may also ban selected proposer up to two years from future solicitations for default.

M. TERMINATION FOR CONVENIENCE

The County reserves the right, in its best interest as determined by the County, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

N. CANCELLATION FOR UNAPPROPRIATED FUNDS

The obligation of the County for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

O. ASSIGNMENT/TRANSFER/SUBCONTRACTING

Awarded Contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the department. Any award issued pursuant to this RFP, and the monies, which may become due hereunder, are not assignable without the prior written approval of the County.

P. F.O.B. POINT

All prices quoted shall be F.O.B destination, freight prepaid (proposer pays and bears freight charges, proposer owns goods in transit and files any claims), excluding sales tax. The County is exempt from Federal Excise and Transportation taxes.

Q. PROTESTS

The County encourages Suppliers to resolve issues regarding requirements or the procurement process through written correspondence and discussions. The County is committed to fostering relationships with its Suppliers to encourage an ongoing pursuit to fulfill requirements.

1) Protest Procedures:

All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. Protests may be submitted by mail or by electronic mail. Protests submitted by facsimile will not be accepted. All protests must be addressed and submitted to both the RFP Coordinator of this solicitation and the Manager of Procurement. All protests shall include at a minimum the following information:

- a. The name, address, and telephone number of the Protester;
- b. The signature of the Protester or Protester's representative;
- c. The solicitation title and due date;
- d. Name of County employee designated as the RFP/IFB Coordinator;
- e. Identification of the statute or procedure that is alleged to have been violated;
- f. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the vendor's position;
- g. The form of relief requested.

The contact information for the Manager of Procurement is as follows:

Manager of Procurement
Yolo County Department of General Services
120 W Main St., Ste. G
Woodland, CA 95695

Protester's failure to comply with these procedures shall constitute a waiver of any right to further the RFP Protest and shall constitute a failure to exhaust administrative remedies.

The Manager of Procurement will review the materials in connection with the protest, assess the merits of the protest, and provide a written decision on the protest. The Manager of Procurement's decision is final.

If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.

2) Protest of RFP Specifications/Requirements/Terms & Conditions:

Companies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of the County. Notice shall be provided prior to the closing date and time of the designated "question and answer period" of the

proposal noted above in the Section II. Schedule of Events Chart, item#3
Deadline for Written Comments Posted on Periscope.

Notice must be clearly marked "**Notice of Protest of Specifications/Requirements/Terms & Conditions.**" No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.

Companies who fail to do so forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms or conditions of this solicitation. In the event of the protest for specifications, requirements, terms and/or conditions is denied and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

3) Protest of Disqualification:

Initial evaluations will determine if proposals have met the minimal requirements as indicated in this RFP. Notices will be sent to all companies who have been disqualified for not meeting the minimal requirements. Should a company disagree with the determination, notice of disagreement must be received within five (5) working days of date of notice identifying areas that are in question and how the company met the minimal requirements. Notice must be clearly marked "**Notice of Disagreement.**" Companies who fail to do so forfeit all rights in the protest process. It is at the county's discretion at the department level to make final determinations for all disqualified protests.

4) Protest of Award of Contract:

In protests related to the award of a contract, the protest must be received by e-mail or hard copy no later than 4:00 PM Pacific Time five (5) business days after the notice of the proposed contract. Notice must be clearly marked "**Notice of Protest of Award of Contract.**" A review may be granted if the protest is received within the specified time and the firm/person submitting the protest is a Bidder/Offeror.

Throughout the review process, the County has no obligation to delay or otherwise postpone an award of a contract based on a protest.

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V. INSTRUCTIONS FOR COMPLETION OF PROPOSAL

A. SUBMITTING PROPOSALS

The required method of submitting your proposal is electronically through Periscope. It is the sole responsibility of the proposer to ensure their proposal reaches Periscope, LLC before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact Periscope at 1(800) 990-9339 or source-support@periscopeholdings.com for Vendor support.

Late proposals shall not be accepted, nor shall additional time be granted to any potential Proposer.

B. REQUIRED PROPOSAL SUBMITTALS

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following are required for your proposal to be considered and must be labeled with the following:

- 1) Exhibit "A" - Proposal Transmittal Letter
 - a. The proposal transmittal letter shall be signed by an official authorized to solicit business and enter into contracts for the Proposer. The letter should include the name, address, email address, and phone number of the authorized business contact.
 - b. If the Proposer is submitting in conjunction with a subcontractor, information on the subcontractor shall also be included.
- 2) Exhibit "B" - Organizational Qualifications and Experience
 - a. Provide a brief history of the Proposer's and any subcontractor's background and services.
 - i. Include a list and background of the Proposer's and any subcontractor's active principals and identify the principal(s) that will be specifically involved with the services rendered to our department.
 - ii. Give a brief overview of your organization's history and describe how providing the services described within the RFP fit with your organization's mission and purpose.
 - iii. Describe how long the organization has been providing substantially similar services to those outlined in this RFP.
- 3) Exhibit "C" - Project Approach and Team
 - a. Explain how your organization will approach and successfully deliver on the services being required in this RFP. *Go through each of the requirements listed in Section I, Part C, Section 3 (Contractor Requirements) and describe how your organization will comply with each requirement.*
 - b. Describe the team being proposed to provide services to the County.
 - i. Provide a chart identifying the key team members, with each proposed team member's roles and responsibilities.
 - ii. Describe the pertinent qualifications and experience of these key team member(s). Emphasize the specific qualifications and

experience from projects similar to this project for the team members.

- iii. Provide a proposed staffing plan (by month) and an estimate of the total hours (detailed by position) required for preparation of the program tasks as outlined. Discuss the workload, both current and anticipated, for all key team members (if applicable), and their capacity to perform the requested services for the project, according to your proposed schedule. Discuss the approach for completing the requested services for this project within budget.
- iv. Include a summary chart showing the proposed relationships among your team, County staff and any other parties that may have a significant role in the delivery of this program.
- c. Provide any other relevant information which is important to explain how your organization will ensure that services are successfully delivery.

4) Exhibit "D" - Reference Letters

- a. Provide *reference letters* from at least three (3) different clients served by the Proposer during the past five (5) years, with services substantially similar to those being requested in this RFP.
- b. Preference will be given for reference letters from California state or local government agencies, other than Yolo County itself.
- c. Reference letters cannot be from any individuals on behalf of Yolo County itself.
- d. Each reference letter shall be on the appropriate letterhead for the reference and include the following information:
 - i. A description of the work which the Proposer provided for the Reference.
 - ii. The timeframe during which the work was performed.
 - iii. The contract value (if available).
 - iv. Any additional information the reference wishes to provide.
 - v. The name, email address and telephone number for a contact person from each reference.
 - vi. A signature on the reference letter.
- e. The County reserves the right to contact a particular reference, if it is in the County's best interest to do so.

5) Exhibit "E" - Budget Proposal

a. **Proposers must complete and submit a Budget Narrative.**

The narrative shall detail each line item in the budget and how the funding will be spent. Proposers must include the necessary staff to fulfill all three of these specific functions: Case Manager, SUD Counselor, and Housing Navigator (as a reminder, it is expected that the Case Manager would serve as the Program Manager for purposes of this grant and would provide program coordination and staff oversight as is customary for a grant).

- i. Funding up to \$300,000 per year is provided for these three functions.
- ii. The budget should include a line item for housing stipends. An annual budget of \$133,333 will be provided for this activity.
- iii. Taking into account the \$300,000 in (i) and the \$133,333 a year in (ii), the maximum annual budget for this award is \$433,333. Therefore, the maximum overall budget for the total three-year grant period is \$1.3 million.

- iv. In the narrative, please explain how the Proposer will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name(s) and title(s) of the key individual(s) responsible for cost control. In regard to the housing stipends, please provide a narrative discussing how you will determine who will receive housing stipends, how that process will be approved and documented and what accounting controls will be used to ensure safety of these funds and accountability.
 - v. Please use separate sheets of paper for narrative. This should be provided in addition to the "Budget Proposal Worksheet."
- b. Proposers must complete the Budget Worksheet (Exhibit E) provided with the RFP. Remember to complete a worksheet for each of the grant budget periods: May '25 - April '26; May '26 - April '27; May '27 - April '28.**
- i. The budget should include: (a) the total dollar amount requested to complete the project, (b) any other resources, including in-kind, that will support the proposed project, (c) the number of anticipated hours and rate of the project manager and key team members per year. The estimated level of hours for other staff can be summarized in general categories. Please note that "in-kind" contributions are not required and will not be used in the evaluation of a proposal.
- 6) Exhibit "F" - Evidence of Financial Stability
- a. Proposers must provide the following financial data demonstrating financial stability:
 - i. All Proposers must submit three (3) years of financial statements (in US Dollars) for your organization. If your organization is an audited organization, please provide the last three (3) years of *audited* financial statements and the contact information of the financial firm which performed the audit engagement.
- 7) Exhibit "G" - Signature Page
- a. Proposer shall complete and sign the County signature page form.
- 8) Exhibit "H" - Non-Collusion Non-Conflict of Interest Statement
- a. Proposer shall complete and sign the County form.
- 9) Exhibit "I" - Exceptions to Agreement
- b. Proposer shall include a statement that the appropriate personnel have reviewed the Sample Agreement in the submitted proposal. Proposer shall complete and sign the Certification of Exception to RFP Documents form.

C. REQUIRED PROPOSAL FORMAT

- 1.** The Proposer(s) are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.
- 2.** The format and content of the Proposal are as follows:
 - a.** If provided, **use any forms included in the Exhibits** as well as the requirements listed above. All other submitted pages are to be single-spaced typed pages with one-inch margins.
 - b.** Identify the Exhibit Category of the proposal, Proposal number and Proposer name on every page submitted.
 - c.** All pages must be numbered sequentially.
 - d.** All forms and attachments that require signatures must be signed in blue ink for inclusion in the original of the Proposal package. Signature stamps are not acceptable.

[END OF DOCUMENT: PLEASE SEE ALL RELATED ATTACHMENTS AND EXHIBITS AS NOTED IN THE TABLE OF CONTENTS.]

