

DEPARTMENT OF HEALTH & SOCIAL SERVICES

Administration Division



**SOLANO
COUNTY**

**Request for Qualifications #2019-ADM01:
Grant Writing Services**

**Issued:
February 7, 2019**

**Responses due:
March 8, 2019 5:00pm PST**

**Optional Proposers' Conference
February 20, 2019**

12:00pm – 1:00pm PST

275 Beck Avenue, Conference Room 1 (First Floor), Fairfield CA 94533

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Section 5	Contract Information	COORDINATOR: Robbie Matheson rjmatheson@solanocounty.com
Section 6	Terms and Conditions	Written questions regarding this RFQ may be submitted to the RFQ Coordinator no later than <u>February 22, 2019, 5:00pm</u> . Questions may also be asked at the Optional Proposers' Conference.
Attachment A: Proposal Form		
Attachment B: Solano County Standard Agreement		

1 SCOPE OF SERVICES

1.1 Background

Solano County is located in the northern region of California, halfway between San Francisco and Sacramento and is one of the nine San Francisco bay area counties. Solano has a total population of 436,023 residents (2016) and has seven incorporated cities including Fairfield (the County seat), Benicia, Vallejo, Vacaville, Suisun, Rio Vista, and Dixon. Solano's diverse population comprises of 38% White, 26% Hispanic, 15% Asian, 14% African American, and 6% identified as other ethnicities. Solano's residents include 32% between the ages of 20 to 44 years followed by 25% between the ages of 45 to 64 years and lastly, its increasing senior population who are 65 years and older, currently at 17%. While considered a medium-sized county that is uniquely situated between two metropolitan cities, Solano's farming communities and suburban communities distinguish it from the more urban Bay Area. This has added complex barriers and challenges that a multifaceted geography and community composition can generate.

1.2 Overall Goals of Solano County Health & Social Services (H&SS)

The Department of Health and Services (H&SS) strives to provide programs and services for underserved and at-risk populations and its mission is to **promote healthy, safe, and stable lives**. H&SS employs approximately 1,300 employees working in 22 offices throughout Solano County and is organized by seven program service areas: Behavioral Health-Substance Abuse Services, Child Welfare Services, Employment & Eligibility Services, Public Health, Medical Services, Older & Disabled Adult Services, and Administration. Additional information can be found on the website at: <http://www.solanocounty.com/depts/hss/default.asp>.

Solano's median household income is \$67,433 and compared to other Bay Area counties, has the highest rate of families in poverty (11%). Furthermore, the lack of affordable and deeply affordable housing prevents household with low incomes from finding or maintaining permanent housing. The data states that the primary event or condition that led to homelessness was job loss, closely followed by eviction, then substance use issues and mental health issues. Data also suggests that employment assistance, rent/mortgage assistance, followed by alcohol/drug counseling and mental health services were services that could have prevented the occurrence. H&SS is prioritizing the person-centered customer service design and co-creating capacity and broader solutions to community-wide challenges (Please refer to [Organizational Effectiveness Framework: Human Services Value Curve](#)).

Emerging priority areas for H&SS (*not inclusive*):

- Housing and Housing Support Services for all target populations
- Access to mental health/substance use services
- Medical Services / Access
- Community-based outreach and engagement
- Transportation assistance for enhanced access to services
- Prevention and intervention strategies for the aging population
- Employment and Education Assistance (Self-Sufficiency)

1.3 Description of Services

The purpose of this Request for Qualifications (2019-ADM01) for Grant Writing Services is to establish a list of qualified grant writers that will help procure funding to go towards improving service delivery

and overall well-being for H&SS clients. Grant writing services will be retained on a project-by-project or task-by-task basis in a timely fashion. H&SS reserves the right to retain a “pool” of grant writers on contract. Each grant writer in the pool is determined through this RFQ process. As grants, or priorities for which grant writing funding would be appropriate, are identified by the Department of Health and Social Services (H&SS), grant writers (based on focus area of the grant) in the pool will be contacted and asked to research and work on the grant application and any supporting documents. The County reserves the right to issue other solicitations for Grant Writing Services during the term of the agreement resulting from this solicitation.

The selected firms and/or individuals shall provide grant writing on an as-needed basis to work in conjunction with H&SS. Contractor will provide grant writing services that will involve writing grant applications or consultation for writing grant applications for State and/or Federal, or private revenue funding for H&SS

2 REQUEST FOR PROPOSALS PROCESS

2.1 Eligible Proposers

“Proposer” is any individual or entity that submits a Proposal in response to this RFQ. Sole proprietors, non-profit organizations, for-profit organizations, and government entities are eligible to submit a proposal.

2.2 Optional Proposers’ Conference

Potential Proposers may attend an Optional Proposers’ Conference on Wednesday, February 20, 2019 from 12:00pm to 1:00pm at 275 Beck Avenue, Fairfield, CA 94533, Conference Room 1 (1st floor). Potential proposers may also join via conference call. Dial-in number (605) 472-5273. Access code: 230086.

The purpose of the conference is to provide an opportunity for potential Proposers to ask specific questions about the project and to request clarification. Potential Proposers may submit questions in writing before or during the conference (see 2.3 below). The County will entertain verbal questions asked at the conference, but responses may be deferred and provided at a later date.

2.3 RFQ Inquiries and Requests for Information

Inquiries regarding the RFQ may be made by email prior to the Optional Proposers’ Conference or during the Optional Proposers’ Conference. Please direct email inquiries to the RFQ Coordinator at rjmatheson@solanocounty.com with the subject line: **RFQ #2019-ADM01**.

All emailed inquiries must be received by February 23, 2019 PST. Emailed inquiries will be addressed along with all other inquiries at the Optional Proposers Conference on February 20, 2019. The County will provide written responses by February 25, 2019 to these inquiries to each individual/agency in attendance at the Optional Proposers’ Conference via email and on the Solano County Health & Social Services website at: <http://www.solanocounty.com/depts/hss/default.asp>

2.4 Schedule of RFQ Events

The following Schedule of Events reflects important dates for the selection process; however, 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 will be posted on the [Solano County H&SS website](http://www.solanocounty.com/depts/hss/default.asp) and proposers are responsible to view the website continually for any revisions.

EVENT		DATE
1	County Issues RFQ Notice	February 7, 2019
2	Deadline for Submitting Written Questions to RFQ Coordinator at rjmatheson@solanocounty.com	February 23, 2019 5:00PM PST
3	Optional Proposers' Conference 275 Beck Avenue, Conference Room 1 (1 st Floor) Fairfield, CA 94533 Dial-in number: (605) 472-5273, Access code: 230086	February 20, 2019 12:00pm -1:00 PM
4	Written Responses to RFQ inquiries issued	February 25, 2019
5	Deadline for Submitting a Proposal to: Solano County, Health & Social Services Department Administration c/o Research & Planning Unit RFQ#2019-ADM01 275 Beck Avenue Fairfield, CA 94533	March 8, 2019 5:00PM PST
6	Intent to Award Issued	March 15, 2019
7	Contract Development & Negotiations Period	March 15, 2019 - March 22, 2019
8	Completed Contract Signed by Contractor	March 22, 2019
9	Services Effective	April 1, 2019

3	INSTRUCTIONS TO PROPOSERS
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3.1 Mandatory Proposal Form (Attachment A)

The County has provided a Proposal Form (Attachment A) in an electronic format at: <http://www.solanocounty.com/depts/hss/default.asp>

Proposers must fully complete and sign the Proposal Form, responding to every question, and attach all necessary requested documents. Proposers must fill in desired check boxes and adhere to page limits where indicated. **Failure to follow the specified Proposal Form and format may, at the County's sole discretion, result in the rejection of the Proposal.**

In responding to this request for qualifications, the responding firms and/or individuals are expected to demonstrate knowledge, experience and ability to perform each of the tasks listed and provide services being requested. If the responding firms and/or individuals make no response on an item, the evaluators will assume that the firms and/or individuals has no expertise in that area. Interested parties should submit a response to this RFQ consisting of no more than three pages (excluding certificates of insurance), signed by the applicant, that address the following items in the Proposal Form

1. **Cover letter**, which shall identify the individual name of who will be providing the services offered in the proposal. The name, address, telephone number, facsimile number and email address for information regarding the applicant shall be supplied.
2. **Qualifications summary**, which includes grant writing experience specifically in state

and/or federally-funded, privately funded grants.

3. Describe **success rates** in obtaining grants. If applicable, list dollar amounts awarded for these grants.
4. List **hourly rate**

Notwithstanding the hard-copy format imposed by the Proposal Form in Attachment A, all Proposers must follow additional formats set forth herein:

- Standard, white 8 1/2" x 11" paper, with 1-inch margins
- Arial font size 11
- All Proposal pages (including attachments) sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

Proposal Submittal and Withdrawal

Cover must be titled:

**Statement of Qualifications for
Grant Writing Services Provider
to work in conjunction with**

Solano County Department of Health and Social Services

Proposer must fully complete the Proposal Form (Attachment A) in the format required by the County and respond to every question.

One (1) "wet-signed" (in blue ink) Proposal Packet, plus five (5) additional copies must be submitted to the County in a sealed package and be clearly marked as: "**RFQ #2019-ADM01**"

Proposals shall be hand-delivered or mailed (hard copies only – no email or faxed Proposals will be accepted) by **5:00 PM PST on March 8, 2019** to:

**Solano County Health & Social Services
c/o Administration, Research & Planning
RFQ #2019-ADM01
275 Beck Avenue
Fairfield, CA 94533**

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. Proposals must be received no later than the Proposal Deadline time **of 5:00 PM March 8, 2019** as detailed in Section 2.4 Schedule of Events in order to be considered. The County assumes no responsibility for delays caused by any delivery service.

The County will not pay any costs associated with the preparation, submittal, or presentation of any Proposal. To withdraw a Proposal, the Proposer must submit a written request, signed by an authorized representative, to Solano County Health & Social Services. After withdrawing a previously submitted Proposal, the Proposer may submit another Proposal at any time up to the deadline for submitting Proposals. Proposals submitted after the deadline will not be considered.

4 EVALUATION, SELECTION AND AWARD PROCESS

4.1 Compliance

The County will review all Proposals to determine compliance with basic proposal requirements as specified in this proposal. Incomplete proposals may disqualify the Proposer from further consideration in this process.

4.2 Evaluation Process

An Evaluation Committee (EC) will evaluate all Proposals and will be composed of H&SS staff and other parties that may have relevant expertise or experience. The EC will score and recommend proposals in accordance with the evaluation criteria set forth in this RFQ. Evaluation of the proposals shall be within the sole judgment and discretion of the EC.

A maximum number of points will be assigned to each Proposal Element (Program Description, Qualifications and Experience, Budget, and Equity) in the Proposal Packet as follows:

EVALUATION CRITERIA	Maximum Points
Experience	90
Experience of the firms and/or individuals should include: <ul style="list-style-type: none"> • Grant writing experience in State and/or Federal, or privately funded grants specific to H&SS service delivery • Success rates in obtaining State and/or Federal, or privately funded grants. • If applicable, dollar amounts awarded for grants 	
Cost Proposal	10
<ul style="list-style-type: none"> • The Cost Proposal submitted to the County. • The Cost Proposal shall list the hourly rate and if applicable, any rate changes over the three-year contract period. . 	
Total Points Possible	100

4.3 Proposal Review Criteria

Final selection is at the sole discretion of the County or its designee, which reserves the right to reject any or all Proposals, or to make no selection based on this RFQ.

5 CONTRACT INFORMATION

5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Proposal form, page 1) that the Proposer has reviewed the Proposed Solano County Standard Contract (Attachment B) and has accepted it with or without qualification. If the Proposer makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.) If the Proposer makes no

qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications.

5.2 Contract Term/Duration

A contract that results from this RFQ will be on a project-by-project basis. Timeframes are estimated and the award of funds does not authorize work to begin. **Contracts must be fully executed before services can begin. In addition, services cannot begin prior to the contracted start date.**

5.3 Funding and Payment Structure

The contract to be negotiated will be a cost reimbursable contract, unless another methodology is requested in the proposal and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

5.4 Budget Definitions

A. Personnel Costs must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position. Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries are fixed compensation for services performed by staff that are directly employed by the Proposer and are paid for on a regular basis. Employee benefits and employer payroll taxes include employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses. These expenses are allowable when they are included in the contract and are in accordance with the agency's approved written policies.

B. Salaries and Benefits of personnel involved in more than one program must be charged to each program based on the actual percentage of time spent on each program. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved award. Functional timesheets or an allocation plan must be maintained which support the time charged.

C. Operating Expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The expenses must be program-related (i.e., to further the program objectives) and be incurred during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

D. Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. For this program, indirect costs cannot exceed 15% of the total of Salaries and Benefits, and Operating Expenses.

5.5 Contract Award Process

A. After the evaluation of proposals and final consideration of all pertinent information available, Solano County H&SS will issue written notice(s) of an intent to award. The notice(s) shall not create rights, interests, or claims of entitlement in the apparent best evaluated proposers.

- B. This RFQ, its attachments, submitted questions and their answerers, and the proposals from the best evaluated proposers shall be incorporated into the final contract.
- C. The apparent best evaluated proposers should be prepared to enter into a contract with Solano County H&SS which shall be substantially the same as the Standard Contract included in Attachment B to this RFQ. Notwithstanding, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.
- D. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.
- E. If a proposer fails to sign and return the contract drawn pursuant to this RFQ and final contract negotiations within 14 days of its delivery to the proposer, Solano County may cancel the award and award the contract to the next best evaluated proposer.

6 TERMS AND CONDITIONS

6.1 Protests and Appeals

Any actual proposer who believes that the process was not conducted per the instructions provided in this RFQ and wishes to protest the notice of intent to award may submit a protest in writing to the Director of General Services within 7 calendar days after such proposer knows or should have known of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of intent to award. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Director of General Services will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

6.2 County Purchasing Policy

Solano County's Purchasing and Contracting Policy Manual is fully incorporated into and made a part of this RFQ and governs this RFQ. The Purchasing & Contracting Policy Manual can be found at: <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21595>.

6.3 RFQ Amendment, Cancellation and Right of Rejection.

- A. Solano County reserves the unilateral right to amend this RFQ in writing at any time by posting the amendment on the [Solano County H&SS website](#). Proposers are responsible to view the website periodically for any amendments to the RFQ. Proposers shall respond to the final written RFQ and any exhibits, attachments, and amendments.
- B. Solano County also reserves the right, in its sole discretion, to reject any and all Proposals or to cancel or reissue the RFQ.
- C. Solano County reserves the right, in its sole discretion, to waive variances in Proposals provided such action is in the best interest of County. Where Solano County waives minor variances in Proposals, such waiver does not modify the RFQ requirements or excuse the Proposer from full compliance with the RFQ. Notwithstanding any minor variance, Solano County may hold any Proposal to strict compliance with the RFQ.

6.4 Confidentiality

Solano County will retain a master copy of each response to this RFQ, which responses will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 6250 et seq. Proposers may clearly label part of a submittal as "CONFIDENTIAL" if the Proposer agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the proposer of the request and delay access to the material until 7 working days after notification to the proposer. Within that time delay, it will be the proposer's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

6.5 Reservation of Rights

- A. Solano County reserves the right to reject any and all bids, or to cancel this RFQ in part or in its entirety.
- B. Solano County reserves the right to waive any variances in proposals provided such action is in the best interest of Solano County.
- C. Solano County reserves the right to amend this RFQ at any time. Solano County also reserves the right to cancel or reissue the RFQ at its sole discretion.
- D. Any bid received which does not meet the requirements of this RFQ, may be considered to be non-responsive, and may be rejected. Solano County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFQ.
- E. Solano County reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
- F. Solano County reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.
- G. Solano County reserves the right to reject any and all proposals considered not to be in the best interest of Solano County.
- H. Solano County reserves the right to waive any and all minor irregularities in bids.
- I. Solano County reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR PROPOSALS