

Solano County Board of Supervisors
County Administrator's Office



Solano County Board of Supervisors
Request for Proposals #2024-03

Community Investment Fund
Homelessness Prevention Grant
Keep People Housed – Solano

Issued: Monday, February 26, 2024

Responses due: Tuesday, April 9, 2024, 5:00 PM PST

A Proposers' Conference will be held:
Thursday, March 7, 2024
12:30PM to 2:30PM PST

Individuals may attend the Proposer's Conference using the following options:

Join via Zoom:
<https://us02web.zoom.us/j/87008619673>

Join via Phone:
1-669-900-6833
Meeting ID: 870 0861 9673

Attendance at the Proposer's Conference is strongly recommended.

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Section 1	Scope of Services	Submit Proposals to:
Section 2	Request for Proposals Process	gmibe@solanocounty.com
Section 3	Instructions to Proposers	Subject Line: RFP #2024-03 Proposal Submission
Section 4	Evaluation, Selection, and Award Process	RFP COORDINATOR:
Section 5	Contract Information	Gene Ibe, Program Manager gmibe@solanocounty.com
Section 6	Terms and Conditions	Written questions regarding this RFP may be submitted to the RFP Coordinator no later than Tuesday, March 5, 2024 at 5pm. Subject line: RFP #2024-03 Questions. Questions may also be asked at the Proposers' Conference.
Attachment A: Proposal Form		
Attachment B: Solano County Standard Agreement		
Attachment C: Solano County Human Services Needs Assessment		

1 SCOPE OF SERVICES

1.1 Overview

The Solano County Administrator's Office is seeking highly qualified agencies to provide targeted homelessness prevention services to Solano County residents at high risk of experiencing homelessness.

Through a Human Service Needs Assessment (HSNA) process, the Solano County Board of Supervisors identified the County's top three most pressing needs as follows:

1. Mental Health
2. Housing
3. Homelessness

This assessment resulted in the development of a Community Investment Fund (CIF) with a three-pronged funding approach. This Request for Proposals (RFP) addresses the implementation of a Targeted Homelessness Prevention Program as part of the Deep Investments of the CIF. More information on the HSNA and the development of the CIF, including the full report, can be found in Attachment C.

The County Administrator's Office is seeking proposals to provide targeted homelessness prevention services, including direct financial assistance, housing stabilization services, and legal referrals in the county with the term of service being approximately July 1, 2024 through June 30, 2026.

The amount of funding available to operate a targeted homelessness prevention program in Solano County is \$3,000,000 over a two-year period. Contract awards available through this RFP will be up to \$1,500,000 per year for two years. Additional funding may become available for use in a third year of this program. Notification of any such additional funding will be conveyed to the contracted grantee(s) providing targeted homelessness prevention services prior to the start of the third year.

No monies from this program may be used to supplant state, county or other local general fund monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities.

Non-profit organizations, for-profit organizations, and government entities are eligible to submit proposals.

1.2 Background

On behalf of the Board of Supervisors, the County Administrator's Office piloted a Community Investment Fund (CIF) in 2020 to address the greatest human services needs in the county. This effort resulted in the creation of a durable framework of desired outcomes with clearly defined indicators, to support a process that directs \$2 million in County General Funds toward the deepest needs in the county.

After completion of the three-year pilot, the County convened a CIF Planning Workgroup to evaluate progress toward meeting the objectives of the fund. The Workgroup considered new information developed over the last three years in each Priority Area and made recommendations on modifications that could be made to the Community Investment Fund to better improve achieving outcomes within the durable framework.

The CIF Planning Group recommended, and the Board of Supervisors approved a revised three-pronged approach to addressing the most pressing human service needs of the county. The CIF is summarized as follows:

\$2,170,291 Community Investment Fund		
<p>Annual Grants</p> <p>\$365,000 Annually One-year commitment Addresses top 6 needs</p>	<p>Deep Programs</p> <p>\$1,500,000 Annually Three-year commitment Addresses top 3 needs</p>	<p>Legacy Programs</p> <p>\$305,291 Annually Three-year commitment Addresses many needs</p>

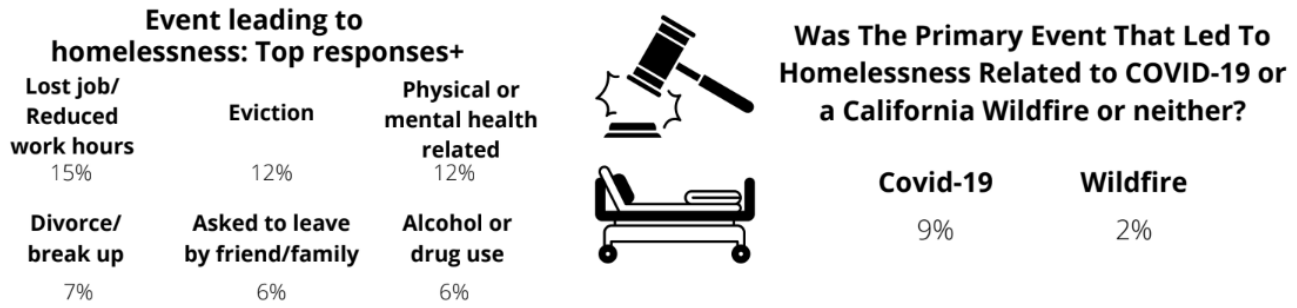
The Deep Programs category of the CIF was created to address the top three needs identified in the human services needs assessment:



This RFP allocates a portion of the \$1.5 million annual deep program investment to help address the issue of homelessness in the county. As part of the human services needs assessment, it was identified that a key strategy is to “Strengthen capacity to address homelessness.” This RFP aims to strengthen capacity by seeking highly qualified providers with the capacity and experience to provide homelessness prevention services (including direct financial assistance, housing stabilization services, and legal referrals) targeted to Solano County residents at high risk of experiencing homelessness if they do not receive assistance. This program initiative for Solano County is named *Keep People Housed – Solano*.

Data provided by All Home, a Bay Area organization advancing regional solutions to homelessness, shows that across the nine-county region, three people are becoming homeless for every one that is housed by local homeless response systems. Many programs serve clients on a first-come, first-served basis, rather than using research to target emergency financial assistance and other prevention services to those most at risk of ending up unhoused. By targeting prevention resources to the Solano County residents at highest risk of experiencing homelessness, Solano County can keep people housed and support system-level reductions in the numbers of people entering homelessness.

The Point in Time (PIT) Count is the standard federally required measurement of the local and regional homeless population conducted every two years across the United States. It is one benchmark for measuring and understanding a community’s homeless population. According to the PIT Count in Solano, homelessness rose slightly between 2019 and 2022. The 2022 Solano County PIT Count identified 1,179 people experiencing homelessness on a single night. Of those, the PIT Count showed that 919, or 78%, were unsheltered. The most common events leading to homelessness were:



1.3 All Home’s Homelessness Prevention Program

The County of Solano is partnering with the Community Action Partnership Solano Joint Powers Authority (CAP Solano JPA) and All Home to implement All Home’s Regional Homelessness Prevention Strategy (RHPS) in Solano County. The RHPS involves implementing a consistent, evidence-based prevention program model, with the goal of creating a regional network of coordinated homelessness prevention programs that target prevention resources to the highest-risk households in each community, keeping people housed and out of the homeless response system. All Home’s RHPS is part of its Regional Action Plan (RAP) to make rapid and substantial reductions in unsheltered homelessness across the region through a framework of concurrent investments in prevention as well as interim and permanent housing. Solano County has endorsed the RAP and demonstrated a commitment to leveraging targeted prevention as part of a larger strategy to reduce unsheltered homelessness.

All Home’s targeted homelessness prevention program model utilizes an online technology platform. All Home has funded Bay Area Community Services (BACS) to build and maintain this online platform. The platform has an online application (in several languages) where households can apply for help. The platform uses an assessment tool that assigns priority scores based on risk factors for homelessness (e.g., previous experience of homelessness, living without a lease, living in a zip code highly impacted by homelessness). The portal also provides a secure and confidential back-end space where service providers can identify and target prevention resources to the highest-scoring households, verify and track the status of applications, and document financial assistance and service provided. Awarded grantee(s) under this RFP must agree to utilize the online technology platform and assessment tool to provide targeted homelessness prevention services. All Home and BACS (as platform administrator) will provide training and technical support at no cost to awarded grantee(s).

The targeted homelessness prevention program model pairs rapid, flexible financial assistance with housing stabilization services and legal referrals for all households, including those facing eviction. Housing stabilization services are flexible, hands-on, and individualized to meet the housing stability needs of households prioritized for direct financial assistance. Housing stabilization services can include creating household budgets, housing stability plans, providing housing problem-solving support, referrals to other community resources to help households increase their incomes, lower their housing costs, or otherwise build stability (e.g., workforce development, childcare, health or mental health, domestic violence services, etc.).

1.4 Description of Services

Proposers under this RFP are applying to be a provider for the *Keep People Housed - Solano* targeted homelessness prevention program in Solano County.

Providers of services must utilize the All Home's online technology platform, which will host an online application portal for *Keep People Housed - Solano*. All Home's assessment tool will assign priority scores to applicants based on risk factors for homelessness, helping providers identify and target prevention services to the household applicants at highest risk of experiencing homelessness if they do not receive assistance. To be eligible, applicants must be Solano County residents, with incomes at or below 50% of the Area Median Income and a demonstrated risk of homelessness or housing loss due to recent financial or other hardships. Prioritized applicants will receive rapid and flexible financial assistance paired with flexible, hands-on, and individualized housing stabilization services as well as legal referrals for all households facing eviction. Housing stabilization services can include creating household budgets, housing stability plans, providing problem-solving support, referrals to other community resources that can help households increase their incomes, lower their housing costs, or otherwise build stability (e.g., workforce development, childcare, health or mental health, domestic violence services, etc.).

Providers should have prior experience serving people in communities disproportionately at risk for and experiencing homelessness, including but not limited to:

- People with issues related to mental health, chronic health, or substance use
- People living in high-need zip codes
- People who identify as BIPOC (Black, Indigenous, and people of color)
- People living in poverty.

Proposers to the RFP may provide services as a stand-alone agency or as part of a collaborative with other agencies to operate the targeted homelessness prevention program, *Keep People Housed - Solano*. In the event that a proposer offers services via collaborative, a Lead Agency must be identified. The Lead Agency must have sufficient capacity to administer and distribute sub-grants to partner agencies on a regular basis and be the sole administrator of direct financial assistance to clients as needed.

Proposers are asked to identify concrete activities/tasks and results which can be scaled up and accomplished within the two-year timeframe of the grant. Examples of a Proposer's activities/tasks may include their approach to assist individuals and families in navigating and removing housing access barriers and improving financial stability. Additional examples of services offered may include other stabilizing supports such as employment resources, childcare, financial coaching and literacy, and tenant's rights education. The ultimate outcome of these services is to support households to retain, or access and maintain, stable housing.

As a service provider, the Proposer:

- 1) Must participate in the local Continuum of Care (CoC), Housing First Solano, by having an agency representative attend monthly CoC general membership meetings to build partnerships with local homeless services providers, such as Solano County Health & Social Services Navigators and Community Integration Team, and city homeless outreach teams.
- 2) Must participate in Solano's Homeless Management Information System (HMIS) for data entry. Solano is utilizing Clarity HMIS. If the awarded agency needs licenses/additional licenses for HMIS, these are approximately \$1,000 annually and may be included in the requested budget.
- 3) Must agree to utilize the *Keep People Housed* online technology platform and assessment tool to operate the *Keep People Housed - Solano* targeted homelessness prevention program and provide targeted homelessness prevention services. All Home and BACS (as platform administrator) will provide training and technical support at no cost to awarded provider(s).

Proposers may submit one Proposal of up to \$1,500,000 per year for two years. Only one Proposal per agency and/or collaborative will be considered. Proposers may not apply individually AND also apply as part of a collaborative. Should an agency submit more than one proposal, the first proposal submitted will be the one evaluated, unless specifically withdrawn.

Note: Proposers should attempt to maximize direct financial assistance in proposed budget, while also considering appropriate costs for personnel and operating expenses needed to administer a successful program.

Services to be provided under the project are as follows:

A) Wrap-Around Services

In response to this RFP, proposers shall offer an approach to barrier removal and financial stability via wrap-around services that meet each client's needs. Respondents shall describe how their proposed approach demonstrates racial equity and meets the needs of the target populations. The identified target populations experience many barriers to accessing stable housing including, but not limited to:

- People with issues related to mental health, chronic health, or substance use
- People living in high-need zip codes
- People who identify as BIPOC (Black, Indigenous, and people of color)
- People living in poverty.

The respondent's proposal should describe their approach to assist clients in navigating and removing their housing access barriers and improving financial stability. Additional services offered should include other stabilizing supports such as employment resources, childcare, financial coaching and literacy, and tenant's rights education. The ultimate outcome of these services is to assist at-risk residents in retaining, or accessing and maintaining, stable housing.

B) Legal Supports

Successful proposers shall provide legal/mediation support to clients to help remove barriers to affordable and stable housing, as well as those facing eviction. If the agency or collaborative is unable to provide such supports directly, they shall refer clients to appropriate community partners for services.

C) Flexible Financial Payments

As an extension of wrap-around service support, successful proposers shall provide flexible financial payments to clients based on need to help them remain housed and support financial stability. The most common flexible financial payment is rental assistance. In addition to rental assistance, in-depth research conducted with Solano community members shows that residents forego necessities such as utilities and food to pay rent. Others may need assistance with paying application or credit check fees to access housing, or security deposits to confirm their rental agreements. The successful proposer shall demonstrate an ability to administer such funds for clients-in-need to keep them stably housed.

D) Outreach and Referral

As many community members requiring assistance may be unaware of available services to assist with their housing stability needs, the final part of this Scope of Services requests

outreach and referral efforts. Proposers shall respond to this Request for Proposals detailing a comprehensive approach to identifying and serving the target populations listed. The proposal should include a target number of clients served per quarter as well as a description of how each agency or collaborative will play a role in achieving that goal.

1.5 Funding Availability

The amount of funding available to operate a targeted homelessness prevention program in Solano County is \$3,000,000, or \$1,500,000 each year over a two-year period, with the term of service being July 1, 2024 through June 30, 2026. Funding per year is available as follows:

- \$1,500,000 for the period of July 1, 2024 – June 30, 2025
- \$1,500,000 for the period of July 1, 2025 – June 30, 2026

This funding is braided funding from the Solano County Board of Supervisors, All Home’s philanthropic resources, and CAP Solano JPA, (Community Action Partnership Solano Joint Powers Authority). The County is able to leverage a diverse mix of funding sources to administer a targeted homelessness prevention program in Solano, called *Keep People Housed - Solano*, which will support housing retention among Solano County residents at high risk of homelessness and help reduce the numbers of people entering homelessness across the county.

The Board of Supervisors’ Community Investment Fund (CIF) is contributing \$700,000 annually toward this effort. All Home is matching this funding with \$600,000 annually for two years. CAP Solano JPA is contributing \$200,000 per year from Homeless Housing, Assistance and Prevention Round 3 (HHAP3) for those at “imminent risk” of losing their housing defined as an individual/family’s potential loss of residence within 14 days of application for homeless assistance, with no subsequent residence identified, and a lack of resources or support networks needed to obtain other permanent housing.

A breakdown of the funding available is as follows:

Funding Source	FY2024/25	FY2025/26	Total Amount
Board of Supervisors CIF	700,000	700,000	1,400,000
All Home	600,000	600,000	1,200,000
CAP Solano JPA HHAP3	200,000	200,000	400,000
	1,500,000	1,500,000	3,000,000

Additional funding may become available for a third year of this program. However, notification of any such additional funding will be conveyed to the grantee(s) providing targeted homelessness prevention services prior to the start of the third year.

No monies from this program may be used to supplant state, county or other local general fund monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities.

2 REQUEST FOR PROPOSALS PROCESS

2.1 Eligible Proposers

“Proposer” is any individual or entity that submits a Proposal in response to this RFP. Non-profit organizations, for-profit organizations, and government entities are eligible to submit proposals.

2.2 Proposers' Conference

A Proposers' Conference will be held on Thursday, March 7, 2024 from 12:30pm to 2:30pm via Zoom. Attendance is strongly recommended:

<https://us02web.zoom.us/j/87008619673>

The purpose of the conference is to provide an opportunity for potential Proposers to ask specific questions about the project and to request RFP 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 RFP Inquiries and Requests for Information

Inquiries regarding the RFP may be made by email prior to the Proposers' Conference, or may also be made at the Proposers' Conference. Inquiries made before the Proposers' Conference must be made by email to the RFP Coordinator at gmibe@solanocounty.com with the Subject line: **RFP #2024-03 Questions**.

All emailed inquiries must be received by Tuesday, March 5, 2024, 5:00pm PST. Emailed inquiries will be addressed at the Proposers Conference on Thursday, March 7, 2024. The County will provide written responses by Monday, March 11, 2024 to these inquiries to each individual/agency in attendance at the Proposers' Conference via email and on the Solano County website.

2.4 Schedule of RFP 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 website. Proposers are responsible to view the website continually for any revisions.

EVENT		DATE
1	County Issues RFP Packet	February 26, 2024
2	Deadline for Submitting Written Questions to RFP Coordinator at gmibe@solanocounty.com Subject line: RFP #2024-03 Questions.	March 5, 2024, 5pm PST
3	Proposers' Conference link: https://us02web.zoom.us/j/87008619673 Attendance is strongly recommended	March 7, 2024 12:30-2:30 PM PST
4	Written Responses to RFP inquiries issued	March 11, 2024
5	Deadline for Submitting a Proposal to: gmibe@solanocounty.com Subject line: RFP #2024-03 Proposal Submission	April 9, 2024, 5pm PST Late submittals will not be accepted.
6	Intent to Recommend Funding Issued	May 28, 2024
7	Board of Supervisors Considers Recommended Funding	June 4, 2024
8	Contract Development & Negotiations Period	June 4, 2024 – June 19, 2024
9	Completed Contract Signed by Contractor	June 21, 2024

10	Contract Approved by the County Administrator (as delegated authority)	June 28, 2024
11	Services Begin	July 1, 2024

2.5 Proposal Submittal and Withdrawal

Proposer must fully complete the Proposal in the format required by the County and respond to every question.

Proposals must be emailed to gmibe@solanocounty.com with the subject line as **RFP #2024-03 Proposal Submission** and must be received by **5:00 PM PST on April 9, 2024**.

Proposer must fully complete the Proposal in the format required by the County and respond to every question. Page 2 of proposal must be “wet-signed” and scanned or signed digitally using an eSignature program, such as AdobeSign.

The County assumes no responsibility for delays caused by email delay or errors.

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 the County. 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.

3 INSTRUCTIONS TO PROPOSERS

3.1 Proposal Form

The County has provided a Proposal Form (Attachment A) in an electronic format on Solano County's website at http://www.solanocounty.com/depts/county_admin/community_investment_fund_rfp.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.

3.2 Proposal Format

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

- Standard, 8 1/2" x 11" format, 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

3.3 Signatures

All signatures must be “wet-signed” and scanned or signed digitally using an eSignature program, such as AdobeSign.

3.4 Proposal Submittal

Proposals must be emailed to gmibe@solanocounty.com with the subject line as **RFP #2024-03 Proposal Submission** and must be received by **5:00 PM PST on April 9, 2024** in accordance with section 2.5.

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

The evaluation process is designed to recommend award(s) of funding to the Proposer(s) that can best provide activities which will enhance the homelessness priority identified in the Solano County Community Investment Fund. Proposals will be evaluated as set forth below.

An Evaluation Committee (EC) will evaluate all Proposals. The EC will be composed of Board of Supervisors Members 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 RFP. 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, and Budget) in the Proposal Packet as follows:

Proposal Elements	Maximum Score
Program Description	50 Points
Qualifications and Experience	25 Points
Budget	25 Points
Total Maximum	100 Points

4.3 Proposal Review Criteria

Item	Possible Points	Points Total
Program Description/Logic Model		50
Proposer provides a clear description of activities for homelessness prevention services.	15	
Proposer provides a clear and reasonable description on how they will provide services required under this project, including: Wrap-Around Services, Legal Supports, Flexible Financial Payments, and Outreach and Referral	10	

Proposer describes a clear and reasonable description of how they will track client data and how outcomes will be documented and evaluated.	5	
Proposer describes how activities will integrate with other services at their agency and within the community, including other housing stabilization service providers.	5	
Activities, service counts, and outcomes in the logic model are clear, reasonable, and measurable. Activities are clearly related to the expected outcomes.	15	
Qualifications and Experience		25
Proposer clearly articulates their experience in doing work in the homelessness strategy area and why they are best suited to accomplish the work.	15	
Key personnel on the project have the qualifications, training and experience to carry out the activities.	10	
Budget		25
Requested resources are appropriate to carry out the project.	15	
Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description.	10	
Total Possible Points		100

The EC will rank all Proposals based on their scores and recommend the top Proposals for funding, up to the total funding amount of up to \$1,500,000 each per year.

In addition to the EC recommendation, financial experts will review agency audited financial statements for solvency and internal controls to ensure adequacy for carrying out a contract with the County of Solano.

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

4.4 Best Value

Solano County will select the proposal(s) that presents the best value and is most advantageous to the County and the public. Accordingly, County may not necessarily award the Proposer with the lowest price proposal if doing so would not be in the overall best interest of the County. Solano County reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints and to award to single or multiple Proposers.

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 RFP may be awarded for 2 years (approximately July 1, 2024-June 30, 2026).

Note: The timeframe above is estimated. The award of funds does not authorize work to begin. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.

5.3 Funding and Payment Structure

As described in Section 1.5, funding is available through this RFP in the amount of \$3,000,000 over a 2-year period. Contract awards available through this RFP will be up to \$1,500,000 per year. Additional funding may become available for use in a third year of this program. However, notification of such funding will be conveyed to the contracted grantee(s) providing homelessness prevention services prior to the third year.

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/Administration 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/Administration costs of more than 10% of total budget must be justified in budget narrative.

5.5 Contract Award Process

- A. After the evaluation of Proposals and final consideration of all pertinent information available, Solano County will either reject all proposals or issue a written notice of intent to award. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated proposers.
- B. This RFP, its attachments, submitted questions and their answerers, and the proposals shall be incorporated into the final contract.
- C. The apparent best evaluated Proposers should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment B to this RFP. Notwithstanding this, 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 RFP 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 RFP 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

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

6.3 RFP Amendment, Cancellation and Right of Rejection.

- A. Solano County reserves the unilateral right to amend this RFP in writing at any time by posting the amendment on the Solano County website. Proposers are responsible for viewing the website periodically for any amendments to the RFP. Proposers shall respond to the final written RFP 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 RFP.
- 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 RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, Solano County may hold any Proposal to strict compliance with the RFP.

6.4 Confidentiality

Solano County will retain a master copy of each response to this RFP, 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 RFP 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 RFP at any time. Solano County also reserves the right to cancel or reissue the RFP at its sole discretion.
- D. Any bid received which does not meet the requirements of this RFP, 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 RFP.
- 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