

Solano County Board of Supervisors
County Administrator's Office



Solano County
American Rescue Plan Act (ARPA)
Request for Qualifications (RFP)
ARPA RFQ 2024-01

Issued: June 28, 2024

Responses due: August 14, 2024, 5:00 PM PST

Mandatory Applicants' Conference

Thursday, July 18, 2024

1:30 PM – 2:30 PM PST

The Applicants' Conference will be held via Microsoft Teams and requires advance registration.

Register for the Mandatory Applicants' Conference at:
<https://forms.gle/iBRKRf6Hs9ZYXdRE7>

After registering, you will receive a confirmation email containing information about joining the meeting.

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Section 2	Notice of RFQ Process	Subject Line: ARPA RFQ 2024-01
Section 3	Instructions to Applicants	RFQ COORDINATOR:
Section 4	Evaluation, Selection, and Award Process	Megan Richards MERichards@solanocounty.com
Section 5	Contract Information	Written questions regarding this RFQ may be submitted to the RFQ Coordinator no later than July 17, 2024, 5 pm subject line: RFQ #2024-01 Questions. Questions may also be asked at the Mandatory Applicants' Conference.
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1 SCOPE OF SERVICES

1.1 Overview

The Solano County Administrator's Office is accepting applications from non-profit organizations who are seeking funding under the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) received by the County of Solano. Applicants may propose projects that meet eligibility under one of the following Treasury Categories as outlined in the ARPA 2022 Final Rule, 2023 Interim Final Rule, and any related subsequent guidelines published by the U.S. Treasury:

1. Public Health
2. Negative Economic Impacts
3. Emergency Relief from Natural Disasters
4. Title I Projects (activities that are eligible under Community Development Block Grants).

The Solano County Board of Supervisors may make funding available for projects as ARPA SLFRF funding becomes available before December 31, 2024. While it is the intent of the Board to fund a limited number of projects based on this RFQ, there is no guarantee any projects will be funded as a result of this RFQ.

Non-profit organizations with 501(c) status are eligible to submit an application. Governmental entities, including cities, school districts and departments of the County of Solano are not eligible to apply. Applicants must have been operating in Solano County before December 31, 2021. Activities must be provided in Solano County and must be proportionate to the described impact.

Agencies may apply under one of two funding categories:

- One-time funds: Applications for project that are one-time in nature may be for any amount of funds.
- Programs/Services: Applications for programs/services may be no more than \$250,000 a year for up to a 2-year period.

Only one application is allowed per agency.

1.2 Background

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 with Solano County receiving a Coronavirus State and Local Fiscal Recovery funds (SLFRF) direct federal funding allocation of \$86,949,405. In March 2023, the Solano County Board of Supervisors allocated the full funding toward 58 projects. Since that time, staff have monitored ARPA projects and have identified some projects which completed under budget, and a limited number of other projects which were determined as not feasible to move forward with ARPA funding. This has provided the Board an opportunity to reallocate funds toward other eligible projects.

On June 25, 2024, the Board approved the release of this RFQ to allow non-profit agencies to submit project proposals that the Board could consider during the reallocation process.

1.3 Description of Services

Applications may be submitted under this RFQ for a wide variety of projects that meet eligibility under one of the following Treasury Categories as outlined in the ARPA Final Rule, 2023 Interim Final Rule and any related subsequent guidelines published by the U.S. Treasury:

1. Public Health: Activities that are eligible under this category include: COVID-19 mitigation and prevention; medical expenses; behavioral health care, such as mental health treatment,

substance use treatment and other behavioral health services; and preventing and responding to violence. See the [2022 Final Rule Overview](#) pages 12-15 for more information.

2. **Negative Economic Impacts:** Activities that are eligible under this category include: Assistance to households and communities; Assistance to small businesses; Assistance to nonprofits; and Aid to impacted industries. In each of these instances, applicants must show impact from the pandemic and/or must identify a presumed eligible impacted or disproportionately impacted population to be served as identified in the 2022 Final Rule. See the [2022 Final Rule Overview](#) pages 16-25 for more information.
3. **Emergency Relief from Natural Disasters:** Applicants must first identify a natural disaster that has occurred or is expected to occur imminently, or a natural disaster that is threatened to occur in the future, and then identify emergency relief that responds to the physical or negative economic impacts, or potential physical or negative economic impacts of the identified natural disaster. The emergency relief must be related and reasonably proportional to the impact identified. See the [2023 Interim Final Rule Overview](#) Pages 4-8 for more information.
4. **Title I Projects:** Activities that are eligible under section 105(a) of the Housing and Community Development Act of 1974, which are the eligible activities under the Community Development Block Grant (CDBG) and Indian Community Development Block Grant (ICDBG) programs. The eligible activities under the Title I projects eligible use category are broad and enable recipients to undertake a wide range of projects. The requirements of title I of the Housing and Community Development Act of 1974 generally apply to this eligible use category. See the [2023 Interim Final Rule Overview](#) Pages 16-19 for more information.

Note: The links provided above are intended to be one source of information for applicants to utilize to assist in identifying the eligible Treasury Category their project may fit into, but do not contain the full details on eligible uses provided by the U.S. Treasury. It is the applicant's responsibility to review all information on the U.S. Treasury website regarding the selected Treasury Categories identified to ensure the project meets the eligibility requirements:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses>

1.4 Funding Availability

The Solano County Board of Supervisors may make funding available for projects as ARPA SLFRF funding becomes available before December 31, 2024. While it is the intent of the Board to fund a limited number of projects based on this RFQ, there is no guarantee any projects will be funded as a result of this RFQ.

No monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose. Funds are not allocated for capital improvements.

1.5 Funding Amount

Agencies may apply under one of two funding categories:

- **One-time funds:** Applications may be for any amount of funds that are one-time in nature. Examples are capital expenditure or other implementation costs which would be spent within a limited timeframe. While Applicants may request any amount in their application, they should indicate if they have other funding sources and if they would be able to complete the project if the Board awarded less funding than their total request.

- **Programs/Services:** Applications for programs/services may be no more than \$250,000 a year for up to a 2-year period (\$500,000 maximum for the period October 2024-September 2026). Examples include program related expenses such as salaries/benefits, rent, operating expenses, and program supplies, such as food or other supplies for participants.

2 NOTICE OF RFQ PROCESS

2.1 Eligible Applicants

“Applicant” is any individual or entity that submits an application in response to the RFQ. Non-profit organizations with 501(c) status are eligible to submit an application. Governmental entities, including Cities, School Districts and Departments of the County of Solano are not eligible to submit an application. Applicants must have been operating in Solano County prior to March 31, 2021.

2.2 Mandatory Applicants’ Conference

At least one staff person from each Applicant agency are required to attend an Applicants’ Conference on Thursday, July 18, 2024 from 1:30pm to 2:30pm via Microsoft Teams. The Applicants’ Conference requires advanced registration at. To register for the Mandatory Applicants’ Conference visit: <https://forms.gle/iBRKRf6Hs9ZYXdRE7>
After registering, you will receive a confirmation email containing information about joining the meeting.

The purpose of the conference is to provide an overview of the RFQ and provide an opportunity for potential Applicants to ask specific questions regarding this RFQ. Potential Applicants may submit questions in writing before or during the conference (see 2.3 below). The County will entertain questions written in the chat asked at the conference, but verbal responses at the Applicant Conference are nonbinding and written responses to all questions will be provided by July 24, 2024 to each individual/agency in attendance at the Applicants’ Conference via email and on the Solano County website.

2.3 RFQ Inquiries and Requests for Information

Inquiries and questions regarding the RFQ may be made via email the RFQ Coordinator at MERichards@solanocounty.com with the Subject line: RFQ 2024-01 Questions. All emailed inquiries must be received by July 17, 5:00pm PST. Inquiries may also be made at the Applicants’ Conference. The County will provide written responses to all inquiries by July 24, 2024 to each individual/agency in attendance at the Applicants’ Conference via email and on the Solano County website.

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 website. Applicants are responsible to view the website continually for any revisions.

EVENT		DATE
1	County Issues RFQ	June 28, 2024
2	Deadline for Submitting Written Questions to RFQ Coordinator at merichards@solanocounty.com Subject line: RFQ 2024-01 Questions	Wednesday, July 17, 2024, 5:00PM PST
3	Mandatory Applicants' Conference Registration required. Register at: https://forms.gle/iBRKRf6Hs9ZYXdRE7	Thursday, July 18, 2024 1:30-2:30 PM
4	Written Responses to RFQ inquiries issued	July 24, 2024
5	Deadline for Submitting an Application to: merichards@solanocounty.com Subject Line: ARPA RFQ 2024-01	Wednesday, August 14, 2024 5:00PM PST
6	Evaluation Committee issues recommendations	September 3, 2024
7	Board of Supervisors approves a list of qualified applicants. The Board may consider funding for one or more applications on or after this date.	September 10, 2024
8	Contract development and negotiations period	September-November 2024
9	Contracts fully executed and services begin	No later than December 1, 2024
10	Last date for contracts to end and activities to be completed	September 30, 2026

2.5 Application Submittal and Withdrawal

Applicants must fully complete the Application in the format required by the County and respond to every question.

Applications must be emailed to MERichards@solanocounty.com with the subject line as **ARPA RFQ 2024-01 Application** and must be received by **5:00 PM PST on Wednesday, August 14, 2024.**

Applicant must fully complete the Application in the format required by the County and respond to every question. Page 2 of Application must be "wet-signed" and scanned or signed digitally using an eSignature program, such as DocuSign or Adobe Sign.

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 Application. To withdraw an Application, the Applicant must submit a written request, signed by an authorized representative, to the County. After withdrawing a previously submitted Application, the Applicant may submit another Application at any time up to the deadline for submitting Applications. Applications submitted after the deadline will not be considered.

3 INSTRUCTIONS TO APPLICANTS

3.1 Mandatory Application Form

The County has provided an Application Form (Attachment A) in an electronic format on Solano County's website.

Applicants must fully complete and sign the Application Form, responding to every question, and attach all necessary requested documents. Applicants must fill in desired check boxes and adhere to page limits where indicated.

Failure to follow the specified Application Form and format may, at the County's sole discretion, result in the rejection of the Application.

3.2 Application Format

Notwithstanding the format imposed by the Application Form in Attachment A, all Applicants must follow additional formats set forth herein:

- Standard, 8 1/2" x 11" format, with 1-inch margins
- Arial font size 11
- All Application pages 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 DocuSign or Adobe Sign.

3.4 Application Submittal

Applications must be emailed to MERichards@solanocounty.com with the subject line as **ARPA RFQ 2024-01 Application** and must be received by **5:00 PM PST on Wednesday August 14, 2024** in accordance with section 2.5.

4 EVALUATION, SELECTION AND AWARD PROCESS

4.1 Compliance

The County will review all applications to determine compliance with basic application requirements as specified in this RFQ. Incomplete applications or applications which describe projects which are not eligible under one of the Treasury Categories may disqualify the applicant from further consideration in this process.

4.2 Evaluation Process

The evaluation process is designed to create a list of recommended applications for the Board's consideration. Applications will be evaluated as set forth below.

An Evaluation Committee (EC) will evaluate all applications which have met compliance with the basic application requirements. The EC will be composed of Board of Supervisors Members and/or other

parties that may have relevant expertise or experience. The EC will score and recommend applications in accordance with the evaluation criteria set forth in this RFQ. Evaluation of the applications shall be within the sole judgment and discretion of the EC.

A maximum number of points will be assigned to each Application Element in the Application Packet as follows:

Application Elements	Maximum Score
Program Description	40 Points
Qualifications and Sustainability Plan	35 Points
Budget	25 Points
Total Maximum	100 Points

4.3 Application Review Criteria

Item	Possible Points	Points Total
Program Description		40
Applicant clearly describes the need, including impact of the COVID-19 pandemic.	5	
Applicant provides a clear description of activities/scope of services; The proposed activities/tasks, and results/outcomes are reasonable, clear, and related.	20	
Applicant describes how activities will be integrated with other services at their agency and within the community, and how services are inclusive and equitable.	5	
Applicant describes how the activities meet ARPA eligibility, including falling under a ARPA Treasury category, being completed in time, and proportionate to the need.	10	
Qualifications and Experience		35
Applicant clearly articulates their experience in doing work in the selected strategy area and why they are best suited to accomplish the work.	10	
Key personnel on the project have the qualifications and experience to carry out the activities.	5	
Applicant demonstrates the capacity to manage federal ARPA funds.	10	
Applicant has a clear and reasonable sustainability plan	10	
Budget		25
Requested resources are appropriate to carry out the project.	10	
Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description.	10	
Applicant describes how ARPA funds will be leveraged with other funds to complete the activities.	5	
Total Possible Points		100

The EC will rank all Applications based on their scores and provide the list of recommended applications by category to the Board for consideration.

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 and ensuring the agency has the capacity to carry out a contract as a federal subrecipient of ARPA funds.

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 Applications, or to make no selection based on this RFQ.

4.4 Best Value

Solano County will select the Application(s) that presents the best value and is most advantageous to the County and the public. Accordingly, County may not necessarily award the Applicant with the lowest price Application 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 Applicants.

5 CONTRACT INFORMATION

5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Application form, page 1) that the Applicant has reviewed the Proposed Solano County Standard Contract (Attachment B) and has accepted it with or without qualification. If the Applicant 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 Applicant makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Applicant accepts these items without reservation or any qualifications.

5.2 Contract Term/Duration

Contract(s) that results from this RFQ may be awarded for up to a 24-month period (approximately October 2024-September 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 1.4, the Solano County Board of Supervisors may make funding available for projects as ARPA SLFRF funding becomes available before December 31, 2024. While it is the intent of the Board to fund a limited number of projects based on this RFQ, there is no guarantee any projects will be funded as a result of this RFQ.

The contract to be negotiated will be a cost reimbursable contract, unless another methodology is requested in the Application and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the Application 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 ARPA Contract Requirements

Contracts resulting from this RFQ will be utilizing federal ARPA funds. Funds, payments, expenses, and procurements under this contract must be used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award, including but not limited to, the US Treasury Final Rule (31 CFR Part 35), SLFRF Compliance Reporting Guidance, and SLFRF Frequently Asked Questions and all amendments or successor laws, regulations, or guidance thereto.

Contractor agrees to comply with and support all applicable ARPA SLFRF reporting requirements and all reporting requirements otherwise stated in the contract, including, but not limited to, providing reports to the County as requested. Contractor shall maintain compliance with all other federal reporting requirements, including those pertaining to subaward and executive compensation information (2 CFR Part 170), and shall maintain processes and systems for proper and timely reporting as required under 2 CFR Part 170 Appendix A (unless exempt).

Contractor shall comply with all applicable provisions of the federal Uniform Guidance, 2 CFR Part 200, including applicable Administrative Requirements, Cost Principles, and Audit requirements.

Contractors who receive federal funding which taken together total over \$750,000 in a single fiscal year are required to have a single agency audit in accordance with 2 CFR Part 200, Subpart F.

Contractor shall maintain compliance with the System for Award Management (SAM) and Universal Entity Identifier requirements, pursuant to 2 CFR Part 25, including obtaining a unique entity identifier and completing SAM registration prior to receiving the Federal award unless exempt under 2 CFR 25.110. No entity, including subcontractors, may receive any federal funds through this contract unless the entity has provided its Unique Entity Identifier to County.

5.5 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 Applicant 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 10% of the total of Salaries and Benefits, and Operating Expenses.

5.5 Contract Award Process

- A. After the evaluation of Applications and final consideration of all pertinent information available, Solano County will either reject all Applications or issue a written notice of recommended applications. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated Applicants.
- B. This RFQ, its attachments, submitted questions and their answerers, and the Applications shall be incorporated into the final contract.
- C. The apparent best evaluated Applicants 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 RFQ. 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 an Applicant fails to sign and return the contract drawn pursuant to this RFQ and final contract negotiations within 14 days of its delivery to the Applicant, Solano County may cancel the award and award the contract to the next best evaluated Applicant.

6 TERMS AND CONDITIONS

6.1 Protests and Appeals

Any actual Applicant 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 Applicant 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 RFQ by this reference and governs this RFQ.

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 website. Applicants are responsible for viewing the website periodically for any amendments to the RFQ. Applicants 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 Applications or to cancel or reissue the RFQ.
- C. Solano County reserves the right, in its sole discretion, to waive variances in Applications provided such action is in the best interest of County. Where Solano County waives minor variances in

Applications, such waiver does not modify the RFQ requirements or excuse the Applicant from full compliance with the RFQ. Notwithstanding any minor variance, Solano County may hold any Application 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 7921.000 et seq. Applicants may clearly label part of a submittal as "CONFIDENTIAL" if the Applicant 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 Applicant of the request and delay access to the material until 7 working days after notification to the Applicant. Within that time delay, it will be the Applicant'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 Applications 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 Applications 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 APPLICATIONS