

**ATTACHMENT A
BIDDER PROPOSAL RESPONSE**

**2017 COMPETITION
HUD CONTINUUM OF CARE
HOMELESS ASSISTANCE PROGRAM**

CONSOLIDATED APPLICATION



RFP # DPARC-546

Contact:
Rowena Concepcion, Administrative Services Officer
4060 County Circle Drive
Riverside, CA 92503
Email: rconcepc@rivco.org

NIGP Codes: 95237, 95249, 95255, and 95278

This RFP is available at the following links:

<http://dpss.co.riverside.ca.us/homeless-programs/housing-and-urban-development>
and
www.publicpurchase.com

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS STATED IN THIS
REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS REQUIRED**

**Any Bidder who requests to have this RFP in electronic format may send an email request to:
Rowena Concepcion rconcepc@rivco.org**

Tab A Proposal Checklist

Instructions:

- This section must be filled in and each item checked off to ensure all items requested by the County in this RFP have been submitted.
- Follow the instructions in each section of this RFP.
- Present all requested items in the index tabs ordered A through I as shown
- Label each item presented and include additional items on your Table of Contents
- All proposals must include a detailed description of each proposed service to be provided
- Bidders that do not follow the bid instructions found in the Terms and Conditions document "Section 6.0 General Proposal Submittal" may be found to be "non-responsive" and disqualified from the bid process

Name of Company/Organization: _____

Service to provide: (title) _____

Proposal Submission Checklist

General Bidder Information

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

Page Number

- Tab A – Proposal Checklist (*this page*) _____
- Tab B – Proposal Cover Page (*signed by Authorized Signatory*) _____
- Tab C – Company Profile/ Experience _____
- Tab D – Acknowledgements _____
- Tab E – Scope of Services _____
- Tab F – References _____

- Tab G – Bidder Attachment..... _____
 Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Tab G.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1	_____	_____
Attachment 2	_____	_____
Attachment 3	_____	_____
Attachment 4	_____	_____
Attachment 5	_____	_____
Attachment 6	_____	_____
Attachment 7	_____	_____
Attachment 8	_____	_____
Attachment 9	_____	_____
Attachment 10	_____	_____
Attachment 11	_____	_____
Attachment 12	_____	_____
Attachment 13	_____	_____
Attachment 14	_____	_____
Attachment 15	_____	_____
Attachment 16	_____	_____
Attachment 17	_____	_____
Attachment 18	_____	_____
Attachment 19	_____	_____
Attachment 20	_____	_____

Cost and Financials

Please provide Tabs H and I in a clearly marked, sealed envelope. These items should only be included in the Original Proposal.

- Tab H – Cost/Budget Narrative
 Tab I – Financial Statement

Tab B Proposal Cover Page

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

BIDDER TO COMPLETE ALL APPLICABLE AREAS

The County of Riverside Department of Public Social Services on behalf of
the Riverside County Continuum of Care
is soliciting proposals
from qualified organizations to provide:
**Permanent supportive housing projects that will primarily serve chronically homeless
individuals and families, including unaccompanied youth**

There will be a **Mandatory Bidder’s Meeting** on:
Date: Tuesday, June 20, 2017 **Time:** 10 a.m. to Noon
Location: DPSS Staff Development
22690 Cactus Avenue, Moreno Valley, CA 92553

PROPOSALS MUST BE DELIVERED TO:
County of Riverside – Department of Public Social Services
Attn: Bidder Proposal # DPARC-546 – 2017 HUD Homeless
4060 County Circle Drive, Riverside, CA 92503
By Thursday, July 6, 2017 at 1:30 p.m.

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."

Company Name:

Mailing Address:

City: State: Zip:

Remit to Address:

City: State: Zip:

Phone # () FAX # ()

Contractor Website:

Name: Title:

Signature: Date:

Email:

Tab C Company/Organization Profile and Experience

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. List bidder's legal business name and legal business status (i.e. partnership, corporation, etc.)

BIDDER'S RESPONSE:

2. Provide bidder's proof of non-profit status, if applicable.

BIDDER'S RESPONSE:

3. Provide bidder's experience implementing HUD and/or other federally funded projects. Include the following:
- a. Description of bidder's HUD and/or other federally funded project
 - b. Performance Reports required of bidder's described project
 - c. Operational Years of bidder's described project

BIDDER'S RESPONSE:

a.

b.

c.

4. Does bidder have any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the bidder or its proposed subcontractor(s)? As applicable, enter either "Yes" or "No" in the bidder's response box below.

BIDDER'S RESPONSE:

5. If bidder relied "Yes" to question No. 4, bidder shall describe its unresolved HUD monitoring and/or audit findings below.

BIDDER'S RESPONSE:

6. Bidder shall provide a company overview for the following:
- a. Leadership/Management Structure (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
 - b. The number of years in business under the present business name, as well as prior business names.
 - c. The number of years of experience providing the proposed, equivalent or related services.
 - d. Company size - number of staff.
 - e. Location of the office from which the work under this contract will be provided and the staff allocation at that office.

BIDDER'S RESPONSE:

a.

b.

c.

d.

e.

7. Provide your company's mission statement.

BIDDER'S RESPONSE:

8. Please indicate whether the bidder holds controlling or interests in any other organization, or is owned or controlled by any other person or organization. If none, then state "None" in the response box. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

9. Financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

10. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

11. Provide an explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

BIDDER'S RESPONSE:

12. Include the policy and procedures for the bidder's company background checking procedures and company utilized. Bidders must conduct, at a minimum, a Department of Justice (DOJ) criminal background on all employees, subcontractors and volunteers.

BIDDER'S RESPONSE:

13. Credentials/Resumes/Certifications/Licenses

This section shall state all employees/subcontractors responsible for administering or providing services. Bidder shall specifically provide the following information on all employees to be providing services related to this RFP:

- a. Position Title
- b. Responsibilities
- c. Qualifications/Experiences
- d. Certifications/licenses, if applicable
- e. Any other information, which will assist in evaluating qualifications.

BIDDER'S RESPONSE:

a.

b.

c.

d.

e.

Bidder can add as many sections to this bid response box as they need to state all employees providing services.

14. System for Award Management (SAM) - If this Request for Proposal is Federally or State funded, bidder's must go to the following website and submit with their proposal that the contractor is not listed on the System for Award Management (SAM) at <https://www.sam.gov> for:

- ✓ Central Contractor Registry (CCR)
- ✓ Federal Agency Registration (Fedreg)
- ✓ Online Representations and Certifications Application
- ✓ Excluded Parties List System (EPLS)

Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

BIDDER'S RESPONSE:

Tab D Acknowledgements

1. Clarifications, Exceptions, or Deviations

All bidder(s) shall describe any exception or deviation from the requirements of the RFP. Each clarification, exceptions, or deviation must be clearly identified. If your firm has no clarification, exceptions, or deviation, a statement to that effect shall be included in this section. The sample service agreement is attached as Exhibit-A Sub-recipient Sample Agreement (which is located in the Terms and Conditions Document) and incorporated herein by this reference.

The following contractual terms are **non-negotiable**.

- Indemnification
- All insurance terms prior to the start of the agreement
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law
- Confidentiality
- Subcontractors
- Reporting Requirements

Do you have any other exceptions/deviations? If so, please provide an explanation:
BIDDER'S RESPONSE:

2. Evidence of Insurability/Business Licenses

All bidder(s) shall submit evidence of all required insurance. An Accord cover page will suffice and if awarded the contract the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the County as additionally insured. The bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses.

CERTIFICATIONS

I, _____, a duly authorized agent of _____,

Printed Name of Agent/Officer

Name of Organization

hereby certify that _____ by submission of this proposal in response to the
Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature _____ Date _____

Title of Agent/Officer _____

Tab E Scope of Services

This RFP has a space provided under each question the County has of the Bidder. This RFP is available for electronic download at <http://dpss.co.riverside.ca.us/homeless-programs/housing-and-urban-development>.

BIDDERS INSTRUCTIONS: Bidders must address all points in this section. Bidders must make all responses in the Bidder's Response Box at the end of each point. All questions/points to be addressed are made in *italicized font* in the Bidder's Response Box.

DPSS seeks proposals for:

Permanent supportive housing projects that will primarily serve chronically homeless individuals and families, including unaccompanied youth.

The awarded bidder must demonstrate how priorities listed will be carried-out through the following program components.

1. Bidder shall conduct street outreach and engagement to chronically homeless individuals and families and assist them in obtaining permanent housing.

Below, bidder shall describe in detail how the proposed project will conduct street outreach and engagement to chronically homeless individuals and families and assist them in obtaining permanent housing.

BIDDER'S RESPONSE:

2. Bidder shall identify and reduce program barriers for the chronically homeless in order to increase their access to available services and housing.

Below, bidder shall describe in detail how the proposed project will identify and reduce program barriers for the chronically homeless in order to increase their access to available services and housing.

BIDDER'S RESPONSE:

3. Bidder shall participate in enrollment and outreach activities to ensure chronically homeless individuals and families are accessing available mainstream benefits, including healthcare options through the Affordable Care Act, social and employment programs for which they are eligible to apply.

Below, bidder shall describe in detail how the proposed project will address enrollment and outreach activities to ensure homeless individuals and families are accessing available mainstream benefits, including healthcare options through the Affordable Care Act, social and employment programs for which they are eligible to apply.

BIDDER'S RESPONSE:

4. Bidder shall implement a proactive Housing First approach that identifies, engages, and connects unsheltered chronically homeless individuals and families coming from the street or other locations not meant for human habitation, emergency shelters, safe havens or those fleeing domestic violence with appropriate permanent supportive housing services and a level of supportive services necessary to maintain their housing. Specifically, bidder must be able to answer “yes” to the following questions:

Does the project follow a "Housing First" approach?

Does the project quickly move participants into permanent housing?

Does the project ensure that participants are not screened out based on the following items:

- a. Having too little or no income.
- b. Active or history of substance abuse.
- c. Having a criminal record with exceptions for state mandated restrictions.
- d. History of domestic violence (e.g. lack of protective/restraining order, period of separation from abuser, or law enforcement involvement).

Below, bidder shall describe in detail how proposed project will identify, engage, and connect unsheltered chronically homeless individuals and families coming from the street or other locations not meant for human habitation, emergency shelters, safe havens or those fleeing domestic violence with appropriate permanent supportive housing and a level of supportive services in order to maintain their housing; utilizing the Housing First approach..

BIDDER'S RESPONSE:

5. Bidder shall identify, engage, and work with chronically homeless persons daily.

Below, bidder shall describe in detail how proposed project will identify, engage, and work with chronically homeless persons daily.

BIDDER'S RESPONSE:

6. Bidder shall create new permanent supportive housing beds for chronically homeless individuals and families based on a Housing First Model with rental assistance.

Below, bidder shall describe how the proposed project will create new permanent supportive housing beds for chronically homeless individuals and families based on a Housing First Model with rental assistance.

BIDDER'S RESPONSE:

7. Bidder shall develop and implement a project that will fully carry-out the scope and intent of HUD's Permanent Supportive Housing Component.

Below, bidder shall describe in detail how the proposed project will carry-out the scope and intent of HUD's Permanent Supportive Housing Component.

BIDDER'S RESPONSE:

8. Bidder shall develop and implement a project that shall work on a continuous, on-going basis with the CoC and other homeless service providers and do the following:
- a. Develop housing placement relationships with permanent housing providers;
 - b. Develop relationships with a wide-range of permanent housing providers that include public and private affordable housing providers, permanent supportive housing providers, property owners, property managers, and operators of group homes;
 - c. Identify and remove systems barriers to effective housing placement;
 - d. Identify and implement strategies to decrease the homeless recidivism rate for collective and individual cases;
 - e. Develop and implement better policies and procedures for homeless client screening, eligibility determination, housing placement, and housing retention;
 - f. Remove barriers to housing for homeless individuals and families;
 - g. Participate in the CoC and appropriate CoC committee meetings;
 - h. Participate and contribute to the CoC's annual homeless count and survey;
 - i. Enter clients into the Riverside CoC Homeless Management Information System (HMIS) on a timely basis and in accordance with federal and local rules and regulations;
 - j. Participate in the CoC's Coordinated Entry System (CES), by conducting standardized assessments that will be input into the CES. The assessment will prioritize homeless households for housing on the basis of the length and persistence of homelessness and the severity of the household's need.
 - k. Comply with CoC Written Standards concerning permanent supportive housing.

Below, bidder shall acknowledge that it understands the requirements of point No. 8, items a – k, and that the bidder will comply with each of these requirements.

BIDDER'S RESPONSE:

9. Bidder's proposed program shall make available all mainstream benefits, including healthcare options through the Affordable Care Act, social and employment programs, for which program participants are eligible to apply.

Below, bidder shall list the mainstream resources the proposed project will utilize. Bidder shall also include in response a detailed description of how the proposed project will utilize mainstream resources.

BIDDER'S RESPONSE:

10. Bidder's proposed project shall avoid the duplication of services and use existing resources and cost effective strategies, including:
- a. Developing working relationships with cash and non-cash mainstream resource providers;
 - b. Demonstrating the effective use of HUD funding for housing-related costs matched with other sources of funding and/or existing community resources for supportive services;
 - c. Demonstrating how persons served through the project will participate in enrollment and outreach activities to access healthcare options through the Affordable Care Act.

Below, bidder shall describe in detail how the proposed project will avoid the duplication of services and use existing resources and cost effective strategies as stipulated in point No. 10, items a – c.

BIDDER'S RESPONSE:

GENERAL PROGRAM REQUIREMENTS

11. Bidder shall state if the proposed project will serve an eligible subpopulation which is chronically homeless individuals and/or families including youth.

Below, bidder shall list all sub-populations the proposed project will serve, as stipulated in point No. 11.

BIDDER'S RESPONSE:

12. Bidder shall provide a detailed description of the geographic area(s) to be served, including zip codes and/or census tracts.

Below, bidder shall provide the geographic area(s), including zip codes and/or census tract, the bidder's proposed project will serve.

BIDDER'S RESPONSE:

13. Bidder shall participate in the Continuum of Care's Coordinated Entry System (CES). The CES system shall be uniform across the CoC, and the methodology and tools required for the system shall be determined by the CoC.

Below, bidder shall acknowledge that it understands and will comply with the requirements of point No. 13 and will participate in the Continuum of Care's Coordinated Entry System.

BIDDER'S RESPONSE:

14. Bidder shall be expected to actively participate in the County of Riverside Continuum of Care.

Below, bidder shall acknowledge that it understands and will comply with the requirements of point No. 14 and will actively participate in the County of Riverside Continuum of Care.

BIDDER'S RESPONSE:

15. Bidder shall continuously work to identify, address, and remove system barriers to effective housing placement and homelessness recidivism for individual and collective cases.

Below, bidder shall describe the methodology and strategy it will use to continuously identify, address, and remove system barriers to effective housing placement for the targeted population. Include in response the method bidder will use to limit homelessness recidivism for individual and collective cases, as required by point No. 15.

BIDDER'S RESPONSE:

16. Bidder shall assist homeless individuals and/or families following to secure stable and permanent housing on an on-going, continuous basis through the following:

- a. Work with the CoC to remove barriers to housing for homeless individuals and families.
- b. Work with the CoC to develop more effective local agency and CoC policies and procedures to better homeless screening, eligibility determinations, housing placement, and housing retention.
- c. Actively participate in the CoC and appropriate CoC committee meetings.
- d. Actively participate and contribute to the CoC's annual homeless count and survey.
- e. Enter clients into the Riverside CoC Homeless Management Information System (HMIS) on a timely basis and in accordance with federal and local rules and regulations.
- f. Participate in the CoC's Coordinated Entry System when operational.
- g. Utilize a triage approach for assessments that matches homeless households with the appropriate type of housing for the household's needs.
- h. Prioritize homeless households for housing on the basis of the length and persistence of homelessness and the severity of the household's need.

Below, bidder shall acknowledge that it understands and will comply with the requirements of point No. 16, items a – h.

BIDDER'S RESPONSE:

17. Bidder shall work with CoC representatives to evaluate the bidder's program/project effectiveness annually.

Below, bidder shall acknowledge that it understands and will comply with the requirement of point No. 17 and work with CoC representatives to evaluate the bidder's program/project effectiveness annually.

BIDDER'S RESPONSE:

18. Bidder shall evaluate the effectiveness of its program/project on an annual basis using a quantitative tool and/or methodology that is generally accepted in the human services industry.

Below, bidder shall describe in detail the quantitative tool and/or methodology the bidder will use annually to evaluate the effectiveness of its program/project as stipulated by point No. 18.

BIDDER'S RESPONSE:

19. Bidder shall disclose if any services performed under the scope of this Request for Proposal will be performed by a subcontractor.

Below, bidder shall acknowledge and describe if any services performed under the scope of this Request for Proposal will be performed by a subcontractor, as required in point No. 19.

BIDDER'S RESPONSE:

Tab F References

References

All bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials, Department Directors, or the Department of Public Social Services staff as a reference. However, references can include other county agencies that are not partaking in this RFP. Please verify that all reference information is correct.

Reference 1	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 2	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 3	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	

Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

1. Provide a list detailing contracts that your company has been awarded during the last **five years (5)**, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

BIDDER'S RESPONSE:

2. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

BIDDER'S RESPONSE:

Tab G Bidder Attachment

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding “Attachment Number” into the Bidder’s Response box as the example shows below:

Below is an example:

Tab D Company Profile

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)

BIDDER’S RESPONSE: Located in “Attachment 1”

2. Proof of non-profit status, if applicable

BIDDER’S RESPONSE: Located in “Attachment 2”

Please provide one copy of Tabs H and I in a clearly marked, sealed envelope. These items should be in the original binder only and not in the copies.

Tab H Cost Proposal

Bidder must include a **budget narrative** see H-2 that describes each line item.

1. Eligible Activities for the Continuum of Care Program can be found in 24 CFR Part 578, Subpart D, Program Components and Eligible Costs.
2. Matching requirements can be found in 24 CFR Part 578.73
3. Eligible categories for a Permanent Supportive Housing project are listed under 24 CFR Part 578.37(1)(a)(ii)

H-1- Cost proposal-Line item services table

Budget Instructions: Double click inside of the budget table to activate the Excel Spreadsheet and fill in proposed budget for all eligible program costs related to the proposed project.

PROPOSED BUDGET	FTE	BUDGET	MATCH	TOTAL BUDGET
LEASING				
LEASED UNITS				\$0.00
LEASED STRUCTURES				\$0.00
TOTAL LEASING		\$0.00	\$0.00	\$0.00
RENTAL ASSISTANCE (# of units x FMR)				
TRA				\$0.00
TOTAL RENTAL ASSISTANCE		\$0.00	\$0.00	\$0.00
SUPPORTIVE SERVICES				
ASSESSMENT OF SERVICE NEEDS				\$0.00
ASSISTANCE WITH MOVING COSTS				\$0.00
CASE MANAGEMENT				\$0.00
CHILD CARE				\$0.00
EDUCATION SERVICES				\$0.00
EMPLOYMENT ASSISTANCE				\$0.00
FOOD				\$0.00
HOUSING/COUNSELING SERVICES				\$0.00
LEGAL SERVICES				\$0.00
LIFE SKILLS				\$0.00
MENTAL HEALTH SERVICES				\$0.00
OUTPATIENT HEALTH SERVICES				\$0.00
OUTREACH SERVICES				\$0.00
SUBSTANCE ABUSE TREATMENT SERVICES				\$0.00
TRANSPORTATION				\$0.00
UTILITY DEPOSITS				\$0.00
TOTAL SUPP SVCS		\$0.00	\$0.00	\$0.00
OPERATING				
MAINTENANCE/REPAIR				\$0.00
PROPERTY TAXES AND INSURANCE				\$0.00
BUILDING SECURITY				\$0.00
ELECTRICITY, GAS AND WATER				\$0.00
FURNITURE				\$0.00
EQUIPMENT (Lease/Buy)				\$0.00
TOTAL OPERATIONS		\$0.00	\$0.00	\$0.00
HMIS				
EQUIPMENT				\$0.00
SOFTWARE				\$0.00
SERVICES				\$0.00
PERSONNEL				\$0.00
TOTAL HMIS		\$0.00	\$0.00	\$0.00
ADMINISTRATION COSTS (10% of Grant Amt)				
ADMINISTRATIVE COSTS				
TOTAL REQUEST		\$0.00	\$0.00	\$0.00

H-2 Budget Narrative

In the space below please detail the budget narrative:

BIDDER'S RESPONSE:

H-3 Financial Accounting System

In the space below, include evidence of internal and external coordination and an adequate financial accounting system.

BIDDER'S RESPONSE:

CERTIFICATIONS

I, _____, a duly authorized agent of _____,

Printed Name of Agent/Officer

Name of Organization

hereby certify that _____ by submission of this proposal in response to the

Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature _____ Date _____

Title of Agent/Officer _____

Tab I Financial Statement

Please place financials in a separate envelope and mark "Financial Statement - Confidential" if Bidder's company requires this to be kept confidential. The financial documents should be in the original binder only and not in the proposal copies. The County cannot guarantee that the financials submitted will be kept confidential.

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

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

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