

**ATTACHMENT A
BIDDER PROPOSAL RESPONSE**

REQUEST FOR PROPOSAL # DPARC-561A

**2018 HUD CONTINUUM OF CARE
HOMELESS ASSISTANCE PROGRAM
COMPETITION**



By:
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Riverside County – Homeless Program Unit
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NIGP Code(s): 952-37; 952-49; 952-55; 952-78

This RFP and any ensuing Addendums are available at the following link:
<http://dpss.co.riverside.ca.us/homeless-programs/housing-and-urban-development>

**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

PURPOSE/BACKGROUND

1. PURPOSE

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The Department of Public Social Services (DPSS) on behalf of the County of Riverside Continuum of Care is seeking proposals from qualified parties to provide new projects under the 2018 U.S. Department of Housing and Urban Development (HUD) Continuum of Care Homeless Assistance Program Competition for the County of Riverside.

2. BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Program Competition for 2018. Based on the NOFA, the County of Riverside Department of Public Social Services (DPSS), on behalf of the County of Riverside Continuum of Care, seeks competitive proposals for new projects under the following classifications:

Domestic Violence (DV) Bonus Project. Bidders may submit proposals for the following project components:

- (a) Permanent Housing-Rapid Re-Housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless in 24 CFR 578.3;
- (b) Joint Transitional Housing (TH) and Permanent Housing – Rapid Re-Housing (PH-RRH) component projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless in 24 CFR 578.3; or
- (c) Supportive Service Only-Coordinated Entry project (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

Compliance with Violence Against Women Act (VAWA) Rule. On November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of

domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants to be awarded under this NOFA must comply with the VAWA rule as provided in 24 CFR 578.99(j).

Bonus Project. Bidders may submit proposals for the following project components:

- (a) Permanent Housing-Permanent Supportive Housing (PH-PSH) projects where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
- (b) New Permanent Housing-Rapid Rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth.
- (c) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking.
- (d) Dedicated HMIS project for the costs in 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead.
- (e) Supportive Services Only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

Regardless of the type of project component, the grant term must be 1-year.

Since 1996, the County of Riverside (as Collaborative Applicant) has submitted a Consolidated Application to HUD on behalf of agencies serving homeless individuals and families in Riverside County. This Request for Proposal (RFP), issued by the Department of Public Social Services of the County of Riverside, is available to all eligible agencies who wish to participate in the Consolidated Application.

2.1 PROGRAM OBJECTIVES

The County of Riverside, acting by and through the Department of Public Social Services and as the Continuum of Care Collaborative Applicant, will once again submit a Consolidated Application for funds on behalf of area providers.

The County is issuing an RFP to agencies that wish to apply for funds available for new projects. The County will act as the sponsor in this competitive application process. Successful applicants will contract directly with the County's Department of Public Social Services.

NOTE: This process has become increasingly competitive, with greater expectations from HUD for local review and prioritization of all projects. All proposal(s) will be reviewed based on HUD expectations and priorities, performance evaluation, as well as local needs. Given this, all applications must be complete, demonstrate strong project performance based on the specific guidelines of the RFP, and submitted by the deadline.

All new projects that are awarded funding will be subject to the terms and conditions of the 2018 CoC

Program NOFA in which they are awarded and any HUD issued revisions or addenda to that NOFA. Revisions and addenda may be issued in order to communicate changes, revisions or corrections to this RFP.

The 2018 CoC Program Notice of Funding Availability is available at:
<https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

2.2 FUNDING FOR SERVICES

The County of Riverside was allocated to receive approximately, \$1,173,858 for the *Domestic Violence Bonus* and \$704,315 for the *Bonus*. The project(s) selected through this RFP will be placed in Tier 1 or Tier 2 (to be determined by the CoC Board of Governance) of the County of Riverside’s 2018 HUD Consolidated Application.

Funds are available to create new projects through *Domestic Violence Bonus* and *Bonus* based on the overall score and ranking of the county’s 2018 HUD CoC Program Consolidated Application.

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: _____

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 assistance under the following project components:

For Domestic Violence (DV) Bonus Project:

- (a) Permanent Housing-Rapid Re-Housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking;
- (b) Joint Transitional Housing (TH) and Permanent Housing – Rapid Re-Housing (PH-RRH) component projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless in 24 CFR 578.3; or
- (c) Supportive Service Only-Coordinated Entry project (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

For Bonus Project:

- (a) Permanent Housing-Permanent Supportive Housing (PH-PSH) projects where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness.
- (b) New Permanent Housing-Rapid Rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth.
- (c) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking.
- (d) Dedicated HMIS project for the costs in 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead.
- (e) Supportive Services Only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

For Expansion Project: to expand a CoC or a non-CoC funded project.

Bid Closing Date: August 13, 2018 no later than 10:00 a.m.

NO FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED

PROPOSALS MUST BE SUBMITTED TO:

County of Riverside – Department of Public Social Services
Attn: Bidder Proposal # DPARC-561A – 2018 HUD Homeless
**4060 County Circle Drive
Riverside, CA 92503**

"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: | | |
| Please Check <input type="checkbox"/> Disabled Veteran | | |

Tab C Company Profile/ 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. Does bidder participate in the local CoC?

BIDDER'S RESPONSE:

4. Provide a brief history of the bidder's organization and participation of homeless persons in policy-making and operations.

BIDDER'S RESPONSE:

5. Provide a description of the bidder's policies and procedures for admission, diversion, referral, and discharge.

BIDDER'S RESPONSE:

6. Provide a description of bidder's policy for terminating program participants.

BIDDER'S RESPONSE:

7. Provide the bidder's organization's experience in operating a similar program. Also, identify its experience in serving the homeless population.

BIDDER'S RESPONSE:

8. Provide bidder's experience implementing housing assistance for domestic violence victims.

BIDDER'S RESPONSE:

9. Describe in detail bidder's experience providing any type of services to domestic violence victims.

BIDDER'S RESPONSE:

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

BIDDER'S RESPONSE:

- a.
- b.
- c.

11. Does bidder have any unresolved monitoring or audit findings for any HUD/federal 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:

12. If bidder replied "Yes" to question No. 11, bidder shall describe its unresolved HUD/federal monitoring and/or audit findings below.

BIDDER'S RESPONSE:

13. Does bidder have any unresolved monitoring or audit findings for any DPSS grants 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:

14. If bidder replied "Yes" to question No. 13, bidder shall describe its unresolved DPSS monitoring and/or audit findings below.

BIDDER'S RESPONSE:

15. Bidder shall provide a company overview for the following:
- 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.
 - The number of years in business under the present business name, as well as prior business names.
 - The number of years of experience providing the proposed, equivalent or related services.
 - Company size - number of staff.
 - 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.

16. Provide your company's mission statement.

BIDDER'S RESPONSE:

17. 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:

18. 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:

19. 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:

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

BIDDER'S RESPONSE:

21. 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:

22. 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.

23. 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 (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 must address all points in this section. All questions/points to be addressed are in *italicized font* in the box.

The awarded bidder must demonstrate how priorities listed will be carried-out in the proposed project implementation.

1. Provide a detailed description that addresses the entire scope of the proposed project. Identify if applying for DV Bonus Project or Bonus Project.

BIDDER'S RESPONSE:

2. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

BIDDER'S RESPONSE:

3. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.

BIDDER'S RESPONSE:

4. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.

BIDDER'S RESPONSE:

5. Provide the type of housing, number of beds, and number of units to be created with the proposed project.

BIDDER'S RESPONSE:

6. Describe in detail bidder's plans to help homeless persons living on the streets or in an emergency shelter transition into permanent housing and help to achieve stability.

BIDDER'S RESPONSE:

7. Describe in detail bidder's plans to identify, engage, and effectively serve all persons experiencing homelessness.

BIDDER'S RESPONSE:

8. Describe in detail bidder's plans to conduct street outreach and engagement to homeless individuals and families and assist them in obtaining permanent housing.

BIDDER'S RESPONSE:

9. Describe in detail bidder's plans to identify and reduce program barriers for the homeless in order to increase their access to available services and housing.

BIDDER'S RESPONSE:

10. Describe in detail bidder's plan to participate in 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:

11. Describe in detail how the proposed project will identify, engage, and connect unsheltered 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 housing and a level of supportive services in order to maintain their housing; utilizing the Housing First approach.

BIDDER'S RESPONSE:

12. Describe how the proposed project will create new permanent housing beds for homeless individuals and families based on a Housing First Model with rental assistance.

BIDDER'S RESPONSE:

13. Describe in detail how the proposed project will carry-out the scope and intent of HUD's Permanent Housing Component.

BIDDER'S RESPONSE:

14. Describe in detail how the proposed project will carry-out the scope and intent of HUD's Supportive Services Only-Coordinated Entry Component.

BIDDER'S RESPONSE:

15. 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. 12, items a – k, and that the bidder will comply with each of these requirements.

BIDDER'S RESPONSE:

16. List the type of supportive services that will be offered to program participants to ensure successful retention in or help to obtain permanent housing, including all supportive services, regardless of funding source.

BIDDER'S RESPONSE:

17. Provide a detailed description of how the proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

BIDDER'S RESPONSE:

18. 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.

Describe in detail how the proposed project will avoid the duplication of services and use existing resources and cost-effective strategies.

BIDDER'S RESPONSE:

19. List all sub-populations the proposed project will serve:

BIDDER'S RESPONSE:

20. For DV Bonus SSO-CE Project – Describe in detail how the proposed project will meet the needs of survivors of domestic violence, dating violence, sexual assault or stalking.

BIDDER'S RESPONSE:

21. For Project Expansion - Will the project use an existing homeless facility or incorporate activities provided by an existing project?

BIDDER'S RESPONSE:

22. Is this New project application requesting a "Project Expansion" of an eligible renewal project of the same component type?

BIDDER'S RESPONSE:

23. Select the activities below that describe the expansion project:

- a. Increase the number of homeless persons served
- b. Provide additional supportive services to homeless persons
- c. Bring existing facilities up to state/local government health and safety standards
- d. Replace the loss of nonrenewable funding (private, federal, other excluding state/local government)
- e. Additional supportive services to homeless persons

BIDDER'S RESPONSE:

24. Indicate how the project is proposing to "provide additional supportive services to the homeless persons served."

- a. Increase number of and/or expand variety of supportive services provided
- b. Increase frequency and/or intensity of supportive services
- c. Coordinated entry

BIDDER'S RESPONSE:

25. Describe the reason for the supportive service increase indicated above.

BIDDER'S RESPONSE:

GENERAL PROGRAM REQUIREMENTS

1. Provide a detailed description of the geographic area(s) to be served, including zip codes and/or census tracts.

BIDDER'S RESPONSE:

2. 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. 2 and will participate in the Continuum of Care's Coordinated Entry System.

BIDDER'S RESPONSE:

3. 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. 3 and will actively participate in the County of Riverside Continuum of Care.

BIDDER'S RESPONSE:

4. 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. 4.

BIDDER'S RESPONSE:

5. 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.
- 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. 5, items a – h.

BIDDER'S RESPONSE:

6. 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. 6 and work with CoC representatives to evaluate the bidder's program/project effectiveness annually.

BIDDER'S RESPONSE:

7. 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. 7.

BIDDER'S RESPONSE:

8. 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. 8.

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 DPSS 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, 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.

| |
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| 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 Tab H and Tab 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

In this section, please complete and include the Cost Proposal Sheet and Budget Narrative **place in a sealed envelope, and include only in the Original Proposal (Do Not provide in the copies of your bid submission)**. Cost Proposals will be opened after the evaluation of the proposals has been completed. The County reserves the right to negotiate final fees with the selected Contractor(s). Proposals must fully describe all costs to charges to County as part of this service/project. As stated in the Cost Proposal, bidders must provide fully inclusive blended rates, which are inclusive all of the bidder's project-related or supported expenses, including travel expenses. Expenses not included in the Line Item Budget will not be reimbursed. Bidders may also include any other documents as information to further explain the proposed costs.

Line-Item Budgets must be **all-inclusive** and include, but not be limited to, the following administration, travel, training and operating costs. **Cost should reflect expenditures for a full 12 month year.** Bidder must include a **budget narrative** see H-3 that describes each line item.

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.

H-1- Cost proposal-Line item services table

Budget Instructions: Double click inside of the budget table, below, 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 |
| OPERATING COSTS/DIRECT PROVISION OF SVCS | | | | \$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 | | | | |

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.