



**Department of Health & Human Services
COUNTY OF HUMBOLDT**

507 F Street
Eureka, California 95501
cbeck@co.humboldt.ca.us

COUNTY OF HUMBOLDT

Request for Proposals – RFP No. DHHS2019-01

Homeless Emergency Aid Program

**Humboldt County, California
Issued: February 15, 2019**

Proposals Due: March 15, 2019 (received by 4:00 p.m.)

**Humboldt County Department of Health & Human Services
507 F Street
Eureka, California 95501**

**REQUEST FOR PROPOSALS – NO. NO. DHHS2019-01
HOMELESS EMERGENCY AID PROGRAM**

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1.0 DEFINITIONS:

1.1 Terms:

- A. **Addenda.** As used herein, the term “Addenda” refers to an amendment or modification to this Request for Proposals.
- B. **County.** As used herein, the term “County” refers to the County of Humboldt, a political subdivision of the State of California, acting through its Department of Health and Human Services.
- C. **HEAP Agreements.** As used herein, the term “HEAP Agreements” refers to the professional services, construction, acquisition and other agreements between the County and the Successful Proposers regarding the implementation of various service-based and/or capital improvement projects as part of the Homeless Emergency Aid Program.
- D. **HEAP Notice of Funding Availability.** As used herein, the term “HEAP Notice of Funding Availability” refers to the Homeless Emergency Aid Program Notice of Funding Availability, dated September 5, 2018, as may be amended from time to time.
- E. **HEAP Program Guidance Documents.** As used herein, the term “HEAP Program Guidance Documents” refers to the Homeless Emergency Aid Program Guidance document, dated August 22, 2018, and the Homeless Emergency Aid Program Frequently Asked Questions document, dated September 1, 2018, all as may be amended from time to time.
- F. **HEAP Statutes.** As used herein, the term “HEAP Statutes” refers to Sections 50210, *et seq.* of the California Health and Safety Code and all other relevant provisions of California Senate Bill 850.
- G. **Proposal.** As used herein, the term “Proposal” refers to an offer submitted in accordance with this Request for Proposals for the implementation of various service-based and/or capital improvement projects as part of the Homeless Emergency Aid Program.
- H. **Proposer.** As used herein, the term “Proposer” refers to any agency or organization submitting a Proposal in response to this Request for Proposals.
- I. **Successful Proposer.** As used herein, the term “Successful Proposer” refers to an agency or organization that the County selects to enter into a HEAP Agreement with after the evaluation, review and selection processes set forth in this Request for Proposals have been completed.
- J. **Target Population.** As used herein, the term “Target Population” refers to adults and youth experiencing homelessness or at imminent risk of homelessness, including, without limitation, chronically homeless adults and youth who need continuous services, adults and youth exiting institutions who were chronically homeless upon entry, homeless adults and youth fleeing domestic violence and homeless adults and youth diagnosed with a severe mental illness.
- K. **Youth.** As used herein, the term “youth” refers to an individual who is under twenty-four (24) years of age.

1.2 **Abbreviations:**

- A. **C.F.R.** As used herein, the abbreviation “C.F.R.” refers to the Code of Federal Regulations.
- B. **HCFC.** As used herein, the abbreviation “HCFC” refers to the California Homeless Coordinating and Financing Council.
- C. **HEAP.** As used herein, the abbreviation “HEAP” refers to California Homeless Coordinating and Financing Council’s Homeless Emergency Aid Program.
- D. **RFP.** As used herein, the abbreviation “RFP” refers to this Request for Proposals for the implementation of various service-based and/or capital improvement projects as part of the Homeless Emergency Aid Program.

2.0 **INTRODUCTION:**

2.1 **Statement of Purpose:**

The County of Humboldt (“County”), by and through its Department of Health and Human Services, is issuing this Request for Proposals (“RFP”) to solicit Proposals from qualified community organizations interested in working collaboratively with the County to implement various service-based and/or capital improvement projects as part of the Homeless Emergency Aid Program (“HEAP”). This RFP is a non-binding solicitation and may be canceled by the County at any time.

2.2 **Program Objectives and Local Funding Priorities:**

On September 5, 2018, the California Homeless Coordinating and Financing Council (“HCFC”) announced the availability of Five Hundred Million Dollars (\$500,000,000.00) in noncompetitive block grant funds for HEAP. HEAP funds are intended to allow counties and cities to provide immediate emergency assistance to people experiencing homelessness or at risk of experiencing homelessness (“Target Population”).

The parameters of HEAP are intentionally broad to allow local communities to be creative and craft programs that meet the specific needs they have identified. As a result, HEAP funds may be used for a variety of purposes, including, without limitation, the establishment or expansion of emergency assistance services, homelessness prevention services and activities, criminal justice diversion programs and housing and motel voucher programs. HEAP funding may also be used to fund the implementation of capital improvement projects, including, without limitation, emergency shelters, transitional housing, drop-in centers, permanent supportive housing and improvements to current structures that serve the Target Population.

On January 23, 2019, HCFC awarded the County Two Million Five Hundred Sixty-Five Thousand Two Hundred Forty-Five Dollars and Twenty-Four Cents (\$2,565,245.24) in HEAP funding. In accordance with the applicable HEAP requirements, the County has identified several priorities for the expenditure of HEAP funding, including, without limitation: projects that are designed to provide emergency assistance services for homeless youth, projects that are designed to provide chronically homeless members of the Target Population with permanent supportive housing, emergency assistance services, housing navigation services and/or mental health services; projects that are designed to construct, acquire or rehabilitate structures intended to serve members of the Target Population; and projects that are designed to develop, implement and maintain criminal justice diversion programs for members of the Target Population.

2.3 Overview of Selection Process:

At the conclusion of the evaluation, review, selection, contract negotiation and approval processes set forth in this RFP, professional services, construction, acquisition and other agreements related to the implementation of HEAP projects (“HEAP Agreements”) will be awarded to each Successful Proposer. HEAP Agreements awarded as a result of this RFP process will begin upon execution thereof and will conclude on or before June 30, 2021.

It should be noted that HEAP funds will be offered on a one-time basis and may be used to fund proposed projects in whole or in part. In addition, it is possible that Proposals for more projects than the County will be able to fund through the expenditure of HEAP funding will be submitted. Therefore, it is critical that Proposers submit only viable service-based and capital improvement projects that are fully intended to be brought to completion.

3.0 REQUIREMENTS STATEMENT:

3.1 Legal Requirements:

HEAP furthers the purposes of Sections 50210, *et seq.* of the California Health and Safety Code, and all other relevant provisions of California Senate Bill 850 (“HEAP Statutes”). The HEAP Notice of Funding Availability and the HEAP Program Guidance Documents implement, interpret and make specific the HEAP Statutes and establish specific terms, conditions and procedures for the distribution, award and expenditure of HEAP funds. The above-referenced documents, and new information as it becomes available, can be accessed through the following link to HCFC’s website: https://www.bcsh.ca.gov/hcfc/aid_program.html

In order for a Proposal to be considered for award of a HEAP Agreement pursuant to this RFP process, Proposers must be able to comply with the purpose, and all applicable requirements, of HEAP, including, without limitation, any and all applicable requirements of the HEAP Statutes, the HEAP Notice of Funding Availability and the HEAP Program Guidance Documents, all as may be amended from time to time.

3.2 Organizational Requirements:

In order to be considered for award of a HEAP Agreement pursuant to this RFP process, Proposers, and all proposed subcontractors, must be either a local governmental agency, including, without limitation, federally designated Tribal governments, or be incorporated as a designated 501(c)(3) non-profit organization, at the time of contract execution.

3.3 Administrative Requirements:

A. Administrative and Program Controls. In order to be considered for award of a HEAP Agreement pursuant to this RFP process, Proposers must have all of the following administrative and program controls in place at the time of contract execution:

1. Written policies, procedures and/or best practices which demonstrate the Proposer’s ability to address the needs of the Target Population.
2. Written policies, procedures and/or best practices which demonstrate the Proposer’s ability to adhere the County’s Housing First Principles which are attached hereto as Attachment C – Humboldt County Housing First Principles and incorporated herein by reference as if set forth in full.

3. Written conflict of interest, grievance, non-discrimination and accessibility policies and procedures which demonstrate the Proposer’s ability to comply with any and all applicable local, state and federal, laws, regulations and standards.
4. Written fiscal and accounting policies, procedures and/or other evidence which demonstrate the Proposer’s ability to track the services and/or capital improvements provided, and costs expenses incurred, as part of the proposed HEAP project.
5. Written evidence which demonstrate the Proposer’s ability to follow County procedures and processes when utilizing the County’s Coordinated Entry System for the purpose of prioritizing and matching members of the Target Population to appropriate programs and services.
6. Written data collection policies, procedures and/or other evidence which demonstrate the Proposer’s ability to collect project-related data via the County’s Homeless Management Information System.
7. Written record retention policies, procedures and/or other evidence which demonstrate the Proposer’s ability to prepare and maintain project-related records in accordance with any and all applicable local, state and federal laws, regulations and standards.

B. Performance Standards. In order to be considered for award of a HEAP Agreement pursuant to this RFP process, Proposers must be capable of ensuring that the proposed services and/or capital improvements will be provided by qualified, efficient and discreet employees in strict accordance with any and all applicable local, state and federal, laws, regulations and standards, including, without limitation, client confidentiality and any standard or special instructions provided by the County.

3.4 Licensure, Certification and Accreditation Requirements:

In order to be considered for award of a HEAP Agreement pursuant to this RFP process, Proposers must be in compliance with any and all applicable local, state and federal licensure, certification and accreditation requirements at the time of contract execution.

4.0 SCHEDULE OF EVENTS:

The following schedule of events represents the County’s best estimate of the schedule that will be followed with regard to this RFP process. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m., Pacific Standard Time. The County hereby reserves the right, at its sole discretion, to adjust this tentative schedule as it deems necessary, including, without limitation, extending the deadline for submission of Proposals. Notification of any adjustment to the following schedule of events shall be provided to all Proposers.

EVENT	DATE
RFP Issued by County:	February 15, 2019
Deadline for Submission of Written Questions:	February 25, 2019
Deadline for Responses to Questions:	March 4, 2019
Deadline to Submit Proposals:	March 15, 2019, 4:00 p.m.

EVENT	DATE
Completion of Proposal Evaluation Process:	April 2, 2019
Recommendation of Award to Board of Supervisors	April 16, 2019
Contract Start Date:	June 1, 2019

5.0 GENERAL REQUIREMENTS AND INFORMATION REGARDING PROPOSALS:

5.1 Proposal Submission:

Proposers shall prepare and submit one (1) original Proposal and one (1) electronic copy thereof, in PDF format on a CD, DVD or flash drive, by **4:00 p.m. Pacific Standard Time, March 15, 2019**. Proposals shall be signed by an authorized agent of the Proposer, and must be placed in a sealed envelope clearly marked as “**RFP No. DHHS2019-01**” along with the name and address of the Proposer and the closing date and time for submission of Proposals. Proposals that are unsigned, or signed by an individual not authorized to bind the Proposer, will be considered nonresponsive and rejected. Proposals shall be personally delivered or mailed to:

COUNTY: Humboldt County Department of Health and Human Services
 Attention: Jarod Proffitt, Administrative Services Officer
 507 F Street
 Eureka, California 95501
 Email: jproffitt@co.humboldt.ca.us

Proposals submitted to any other County office will be rejected and returned to the Proposer unopened. Additionally, time is of the essence, and any Proposal received after the above-referenced date and time for submittal, whether by mail or otherwise, will be rejected and returned to the Proposer unopened. It is the sole responsibility of the Proposer to ensure that its Proposal is received before the submittal deadline and postmarks will not be accepted in lieu of this requirement. However, nothing in this RFP precludes the County from extending the deadline for submission of Proposals, or from requesting additional information at any time during this RFP process.

5.2 Withdrawal of Submitted Proposals:

A Proposer may withdraw its Proposal at any time prior to the above-referenced deadline for submission of Proposals by submitting a written notification of withdrawal signed by the Proposer or an authorized representative thereof. Proposers must retrieve the entire sealed Proposal package in person. Proposals will become the County’s property after the submission deadline has passed.

5.3 Proposal Modification:

Any Proposer who wishes to make modifications to a submitted Proposal must withdraw its initial Proposal as required by this RFP. All handwritten modifications must be made in ink and properly initialed by the Proposer’s authorized representative. It is the responsibility of the Proposer to ensure that modified Proposals are resubmitted before the designated deadline for submission of Proposals in accordance with the terms and conditions of this RFP. Proposals may not be changed or modified after the submission deadline.

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5.4 Proposer Investigations:

Before submitting a Proposal, each Proposer shall make all investigations and examinations necessary to ascertain its ability to comply with the requirements, specifications and standards set forth in this RFP. In addition, each Proposer shall verify any representations made by the County that the Proposer will rely upon. Failure to make such investigations and examinations will not relieve the Successful Proposers from the obligation to comply with all provisions and requirements set forth in this RFP. In addition, a Proposer's lack of due diligence will not be accepted as a basis for any claim for monetary consideration on the part of the Proposer.

5.5 Expenses Incurred in Preparing Proposals:

The County shall not accept any responsibility for, or pay any costs or expenses associated with, a Proposer's participation in this RFP process, including, without limitation, the preparation and presentation of a Proposal. Such expenses are to be borne exclusively by the Proposer.

5.6 Right to Reject Proposals:

The County reserves the right to reject any and all Proposals or to waive, at its discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection.

5.7 Public Records and Trade Secrets:

All Proposals and materials submitted in response to this RFP shall become the County's property, and are subject to disclosure under the Public Records Act, California Government Code Sections 6250, *et seq.* This RFP, and all Proposals submitted in response hereto, are considered public information, except for specifically identified trade secrets, which will be handled according to any and all applicable local, state and federal laws and regulations. Any portion of the Proposal that is deemed to be a trade secret by the Proposer shall be clearly marked "Proprietary Information" at the top of the page in at least one-half inch (1/2") size letters. Specifically identified proprietary information, will not be released, if the Proposer agrees to indemnify and defend the County in any action brought to disclose such information. By submitting such information, the Proposer agrees that the County's failure to contact the Proposer prior to the release of such proprietary information contained therein will not be a basis for liability by the County, or any employee thereof.

5.8 Conflict of Interest:

By submitting a Proposal in response to this RFP, each Proposer warrants and covenants that no official or employee of the County, nor any business entity in which an official or employee of the County has an interest, has been employed or retained to solicit or assist in procuring a HEAP Agreement as a result of this RFP process, nor that any such person will be employed in the performance of such HEAP Agreement without immediate divulgence of such fact to the County.

6.0 REQUIRED FORMAT OF PROPOSALS:

6.1 General Instructions and Information:

A. Content Requirements. In order for Proposals to be considered for award of a HEAP Agreement pursuant to this RFP process, all of the following conditions must be satisfied:

1. Proposals must be submitted in accordance with the standards and specifications set forth in this RFP and contain all required attachments.

2. Proposals must be submitted by a single Proposer. Collaborative and/or multi-agency Proposals will not be considered for award.
3. Proposals must be complete and specific unto themselves. For example, “*See Enclosed Manual or Brochure*” will not be considered an acceptable response.
4. Proposals must provide information which enables the County to properly evaluate the Proposer’s ability to comply with the requirements, specifications and standards set forth in this RFP in a manner that is concise and to the point.
5. All information, statements, letters and other documentation and attachments required by this RFP must be included in the original Proposal and the electronic copy thereof.
6. Receipt of all Addenda to this RFP, must be acknowledged on the RFP Signature Affidavit sheet attached to the original Proposal and the electronic copy thereof.

B. Presentation Requirements. In order for Proposals to be considered for award of a HEAP Agreement pursuant to this RFP process, all of the following conditions must be satisfied:

1. Proposals must be bound or contained in loose leaf binders. However, costly bindings, color plates and glossy brochures are not necessary or recommended.
2. Proposals must be uniformly typed in twelve (12) point font on standard eight and one-half (8.5) by eleven (11) inch white paper, single or double sided, with:
 - a. Each section and subsection clearly titled;
 - b. Each page consecutively numbered, including all attachments;
 - c. Each page having one (1) inch margins; and
 - d. Each page being clean and suitable for copying.

C. Formatting Requirements. In order to be considered for award of a HEAP Agreement pursuant to this RFP process, Proposals shall follow the format outlined herein. Failure to follow the format set forth in this RFP may result in the Proposal being rejected by the County as non-responsive. Each Proposal shall consist of the following sections:

- 1.0 Introductory Letter
- 2.0 Signature Affidavit
- 3.0 Table of Contents
- 4.0 Professional Profile
- 5.0 Project Description
- 6.0 Supplemental Documentation
- 7.0 Exceptions, Objections and Requested Changes
- 8.0 Required Attachments

6.2 Introductory Letter:

The introductory letter shall, in one (1) page or less, describe the Proposer’s vision for developing, implementing and maintaining the proposed HEAP project. The letter shall summarize why the

Proposal meets the requirements of this RFP including, without limitation, priorities, experience, capabilities, and the ability to comply with all requirements. The introductory letter must also provide the Proposer's contact information, including, without limitation, the name, address and telephone number of a representative that is authorized to communicate with the County on behalf of the Proposer.

6.3 Signature Affidavit:

Each Proposal must contain a signed and completed Signature Affidavit, which is attached to this RFP as Attachment A – Signature Affidavit and incorporated herein by reference as if set forth in full. The Signature Affidavit must be signed by an authorized representative of the Proposer. Signature authorization on the Signature Affidavit shall constitute a warranty, the falsity of which shall entitle the County to pursue any and all remedies authorized by law. Receipt of all Addenda, if any, must be acknowledged on the bottom of the RFP Signature Affidavit.

6.4 Table of Contents:

Proposals shall include a comprehensive table of contents that identifies submitted material by sections 1.0 through 8.0 in the order listed above, and any subsections thereof, with sequential page numbers.

6.5 Professional Profile:

Proposals shall include a clear and concise narrative that identifies the Proposer's ability to meet the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP. Humboldt County departments are not required to submit a Professional Profile if they submit a proposal.

A. Organization Overview. The professional profile must contain an overview of the structure and operation of the Proposer's organization, which includes, at a minimum, all of the following information:

1. The Proposer's organization name, physical location, mission statement, legal organizational status and current staffing levels.
2. A detailed description of the Proposer's current and previous business activities, including, without limitation:
 - a. The history of the Proposer's organization, including the date when the organization was founded and how innovation and high quality performance is fostered thereby.
 - b. The number of years the Proposer has been operating under the present organization name, and any prior organization names under which the Proposer has provided services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project.
 - c. The number of years the Proposer has been providing services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project.
 - d. The total number of government agencies for which the Proposer has provided services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project.

3. A detailed description of any litigation regarding the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project that has been brought by or against the Proposer, including the nature and result of such litigation, if applicable.
4. A detailed description of any fraud convictions related to the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project, if applicable.
5. A detailed description of any current or prior debarments, suspensions or other ineligibility to participate in public contracts, if applicable.
6. A detailed description of any violations of local, state and/or federal regulatory requirements, if applicable.
7. A detailed description of any controlling or financial interest the Proposer has in any other organizations, or whether the Proposer's organization is owned or controlled by any other organizations. If the Proposer does not hold a controlling or financial interest in any other organizations, that must be stated.

B. Overview of Qualifications and Experience. The Professional Profile must contain an overview of the Proposer's qualifications and experience regarding the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project, which includes, at a minimum, all of the following information:

1. A detailed description of the Proposer's, and each subcontractor's, overall experience regarding the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project, which includes specific examples of the outcomes and successes of such services and/or capital improvements, as applicable.
2. A detailed description of the Proposer's, and each subcontractor's, knowledge of the legal and procedural requirements pertaining to the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project.
3. A detailed description of the relevant qualifications and experience of the members of Proposer's staff, and the members of each subcontractor's staff, that will be providing services and/or capital improvements as part of the proposed HEAP project, including, without limitation, job titles, responsibilities, special training, licenses and certifications.
4. A detailed description of how the qualifications and experience of the members of Proposer's staff, and the members of each subcontractor's staff, that will be providing services and/or capital improvements as part of the proposed HEAP project will help meet the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP.

6.6 Project Description:

Proposals shall include a clear and concise description of the proposed HEAP project which identifies the Proposer's ability to comply with the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP

- A. Project Design.** The Project Description must contain a description of the overall design of the proposed HEAP project, which includes, without limitation, all of the following information:
1. A detailed description of the overall goals of the proposed HEAP project, which includes, without limitation, all of the following information:
 - a. How many individuals will be served by the proposed HEAP project and for what period of time.
 - b. How the proposed HEAP project will serve the entirety of Humboldt County.
 - c. How the proposed HEAP project will assist in the County's effort to end homelessness in Humboldt County.
 2. A detailed description of the sector(s) of the Target Population that the proposed HEAP project will serve and how the project will benefit the individuals being served thereby.
 3. A detailed description of any and all operating subsidies that will be provided as part of the proposed HEAP project which includes, without limitation, any and all other sources of financing that will be utilized to support the project, any and all applicable construction timelines and any and all applicable unit breakdowns and affordability levels, if applicable.
 4. A detailed description of any and all emergency assistance, stabilization, housing relocation and/or rental assistance services that will be provided as part of the proposed HEAP project which includes, without limitation, the process by which the level of services provided to members of the Target Population will be determined, how the County's Coordinated Entry System will be utilized to match members of the Target Population to appropriate programs and services and the strategies that will be employed to maximize transition to permanent housing, if applicable.
 5. A detailed description of any and all capital improvements that will be provided as part of the proposed HEAP project which includes, without limitation, any and all applicable construction timelines, if applicable.
 6. A detailed description of how the proposed HEAP project will be staffed which includes, without limitation, a summary the process by which staffing levels will be determined and how such staffing will ensure the effective and efficient implementation of the proposed project.
 7. A detailed description of how the proposed HEAP project will ensure that members of the Target Population are connected to other appropriate services and resources, including, without limitation, primary care, behavioral health, employment, benefits advocacy and legal assistance services.
 8. A detailed description of the systems and processes that will be utilized to collect data related to, and evaluate the performance of, the services and/or capital improvements provided as part of the proposed HEAP project which includes, without limitation, the process for collecting and analyzing program and client-level data, the process for entering program and client-level data into the County's Homeless Management Information System, the process for measuring the success of the services and/or capital improvements being provided and the steps that will be taken if identified performance targets are not

met.

9. A detailed description of how the provision of the services and/or capital improvements that will be provided as part of the proposed HEAP project will continue past the period in which HEAP funding is available or, alternatively, how such activities will be phased out in a manner that does not disrupt access to other appropriate services, require relocation or impose other related hardships on members of the Target Population.
 10. A detailed description of how the proposed HEAP project adheres to the County's Housing First Principles, which includes specific programmatic examples, as appropriate.
 11. For projects involving the purchase of land, rehabilitation of structures, or building of structures, detailed description of how the proposed HEAP project complies with, or is exempt from, the requirements of Article XXXIV of the California Constitution, as clarified by Sections 37000, *et seq.* of the California Health and Safety Code, if applicable.
- B. Project Budget.** The Project Description must contain a project budget which includes an itemized list of all of the expenditures of HEAP funds associated with the proposed project in a form that is substantially similar to the budget template that is attached hereto as Attachment B – Proposed Budget. In addition to the above-referenced budget information, Proposals should also include a detailed explanation of how the costs and expenses in each budget line item were estimated and the justification for such costs and expenses. It should be noted that startup expenses, and administrative costs not to exceed ten percent (10%) of the overall cost of the proposed HEAP project, may be included in the proposed project budget.

6.7 Supplemental Documentation:

Proposals shall include a list of any and all documents that will assist the County in evaluating the Proposer's ability to comply with the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP, including, without limitation, any and all administrative policies, procedures and best practices that must be in place prior to execution of a HEAP Agreement, any and all required licenses and certification and/or accreditation documents, job descriptions, evidence of prior program performance and explanatory letters regarding relevant audit findings. If applicable, Proposals shall also include a legal opinion letter which demonstrates that the Proposer has considered both the legal requirements of Article XXXIV of the California Constitution, as clarified by Sections 37000, *et seq.* of the California Health and Safety Code, and the relevant facts of the proposed HEAP project. Any conclusion that the proposed HEAP project is exempt from Article XXXIV must include a specific legal theory and project-specific facts which supports such a conclusion.

6.8 Exceptions, Objections and Requested Changes:

Proposers should carefully review the terms, conditions, local funding priorities, requirements, specifications and standards set forth in this RFP prior to submitting a Proposal in response hereto. Any exceptions, objections or requested changes to any portion of this RFP shall be clearly identified and explained in the Proposal. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFP. Protests based on any exception, objection or requested change shall be considered waived and invalid by the County, if the exception, objection or requested change is not clearly identified and adequately explained in the Proposal.

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6.9 Required Attachments:

In order to be considered for award of a HEAP Agreement pursuant to this RFP process, Proposals must contain any and all required attachments. Failure to include any of the following attachments may result in the rejection of the Proposal:

- **Attachment 1 – RFP Signature Affidavit** (See Section 6.3)
- **Attachment 2 – Project Budget** (See Section 6.6(B))
- **Attachment 3 – Supplemental Documentation** (See Section 6.7)

7.0 EVALUATION CRITERIA AND REVIEW PROCESS:

After the Proposals are received and opened by the County, the County will review and evaluate all Proposals for responsiveness to this RFP, in order to determine whether the proposed HEAP project meets the program objectives, local funding priorities, requirements, specifications and standards set forth herein. In evaluating the Proposals, the County shall employ a one hundred (100) point competitive evaluation system with consideration given to each of the following categories:

- **Organizational Experience and Capacity – 10 Points:** The Proposer’s experience in providing services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project.
- **Project Design and Expected Outcomes – 40 Points:** The Proposer’s ability to provide services and/or capital improvements that will benefit members of the Target Population in accordance with the program objectives, requirements, specifications and standards set forth in this RFP.
- **Project Budget – 10 Points:** The Proposer’s ability to provide services and/or capital improvements that will benefit members of the Target Population in a cost efficient manner.
- **Alignment with Local Funding Priorities - 30 Points:** The Proposer’s ability to provide services and/or capital improvements that promote the local funding priorities set forth in this RFP.
- **Alignment with Community Needs - 10 Points:** The Proposer’s ability to provide services and/or capital improvements that best meet the needs of the community, in accordance with the program objectives, requirements, specifications and standards set forth in this RFP.

All Proposals will be evaluated by an impartial RFP Evaluation Committee comprised of County Staff members and other parties that have expertise or experience with the program objectives and eligibility requirements of HEAP. The RFP Evaluation Committee may directly request clarification of Proposals, and/or interviews with, one (1) or more Proposers. The purpose of any such requests for clarifications or interviews shall be to ensure the RFP Evaluation Committee’s full understanding of the Proposer’s ability to perform the services and/or capital improvements that will be provided as part of the proposed HEAP project. If clarifications are made as a result of such discussions, the Proposer shall put such clarifications in writing, as appropriate. Any delay caused by a Proposer’s failure to respond to such a request for clarification or interview may result in the rejection of the Proposal.

All contacts made with the County during the evaluation, review and selection process shall be through Administrative Services Officer, Jarod Proffitt (see Section 8.1 for contact information). Attempts by the Proposer to contact any other County representative during the review and selection process may result in rejection of the Proposal. Conflict resolution shall be handled by County staff upon receiving a written statement from the Proposer about this RFP process.

8.0 MODIFICATION AND CORRECTION:

8.1 Requests for Clarification or Correction:

Proposers shall be responsible for meeting all of the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP. If a Proposer discovers any ambiguity, discrepancy, omission or other error in this RFP, a written request for clarification or correction should be immediately submitted to the County at the following address:

COUNTY: Humboldt County Department of Health and Human Services
Attention: Jarod Proffitt, Administrative Services Officer
507 F Street
Eureka, California 95501
Email: jproffitt@co.humboldt.ca.us

All requests for clarification or correction and any other questions pertaining to this RFP must be received by the County on or before **February 25, 2019**. All responses to such requests for clarification or correction and written questions received by the County will be posted on the County's Purchasing website (<http://www.co.humboldt.ca.us/purchase>) on or before **March 4, 2019**.

8.2 RFP Addenda:

Any and all modifications to this RFP shall be made and distributed by written Addenda. Addenda to this RFP, if necessary, will be distributed via mail, email or facsimile to all Proposers and will be posted on the County's Purchasing website. Addenda issued by the County interpreting or modifying any portion of this RFP shall be incorporated into any and all Proposals, if possible. The Addenda cover sheet shall be signed and dated by the Proposer and submitted to the County with the Proposal. Any oral communications concerning this RFP by County personnel are not binding on the County, and shall in no way modify this RFP or the obligations of the County or any Proposer.

9.0 CONTRACT DEVELOPMENT:

9.1 Contract Negotiation Process:

Once the evaluation, review and selection process set forth in this RFP has been completed, the County will notify each Proposer of the final rankings and negotiate the terms and conditions of the HEAP Agreements with the highest-ranking Proposers. The highest-ranking Proposers shall participate in the contract negotiation process in accordance with direction from the County. Any delay caused by a Proposer's failure to participate in good faith negotiations may lead to rejection of the Proposal.

9.2 Scoping Meetings:

The highest-ranking Proposers may be asked to attend a scoping meeting to ensure that the Proposers have a full understanding of the terms, conditions and requirements that will be included in the HEAP Agreements. The Scoping meeting will also provide the highest-ranking Proposers with an opportunity to ask technical questions regarding implementation of the proposed HEAP project.

9.3 Award of HEAP Agreements:

If the County determines, after the completion of the contract negotiation process, to award contracts for implementation of the proposed HEAP projects, HEAP Agreements shall be sent to the Successful Proposers for signature. Once signed copies have been returned to the County, the HEAP Agreements

will be submitted to the Humboldt County Board of Supervisors for review and approval. The County hereby reserves the right to award HEAP Agreements to the Proposers which, in the sole judgment of the County, serves the best interests thereof. No Proposal shall be binding upon the County until a HEAP Agreement is signed by duly authorized representatives of both the Successful Proposers and the County.

9.4 **Contractual Requirements:**

- A. **Term.** Any and all HEAP Agreements resulting from this RFP process shall begin upon execution thereof and shall expire on or before June 30, 2021. The County shall have the right to extend the term of, and increase the maximum amount payable under, any HEAP Agreement resulting from this RFP process based on the availability of HEAP funds.
- B. **Termination for Cause.** If, in the County's opinion, a Successful Proposer fails to adequately implement the proposed HEAP project within the agreed upon timelines, fails to adequately provide the agreed upon services and/or capital improvements or otherwise fails to comply with the terms and conditions set forth in any HEAP Agreement resulting from this RFP process, or violates any local, state or federal law, regulation or standard applicable to the performance thereof, the County may immediately terminate the HEAP Agreement or reduce the amount of compensation to be paid to the Successful Proposer pursuant to the terms and conditions thereof.
- C. **Termination Without Cause.** The County may terminate any HEAP Agreement resulting from this RFP process without cause upon thirty (30) days advance written notice.
- D. **Termination due to Non-Appropriation of Funds.** The County's obligations under any and all HEAP Agreements resulting from this RFP process shall be contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, the County shall, in its sole discretion, have the right to terminate any HEAP Agreements resulting from this RFP process upon seven (7) days advance written notice.
- E. **Reporting Requirements.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the Successful Proposers will be required to provide the County with any and all reports that may be required by any and all local, state and/or federal agencies, including, without limitation, the California Department of Health Care Services and the California Business, Consumer Services and Housing Agency. Reports shall be submitted not later than fifteen (15) days after the end of each calendar quarter, or as otherwise specified by the County, using the format required by the State of California as appropriate.
- F. **Preparation and Maintenance of Financial and Performance Records.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the Successful Proposers will be required to prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the implementation of the proposed HEAP projects, and to maintain and preserve said records for at least three (3) years from the date of final payment under the HEAP Agreements, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom.
- G. **Inspection of Financial and Performance Records.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the Successful Proposers will be required to make any and all financial, performance and payroll records, documents and other evidence relating to the implementation of the proposed HEAP projects available during normal business hours to inspection, audit and reproduction by the County and any other duly authorized local,

state and/or federal agencies, including, without limitation, the California State Auditor's Office. Successful Proposers will also be required to allow interviews of any of its employees who might reasonably have information related to such records by the County and any other duly authorized local, state and/or federal agencies.

- H. Project Monitoring.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the County will have the right to monitor all activities related to implementation of the proposed HEAP projects, including, without limitation the right to review and monitor the Successful Proposers' records, procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of the HEAP Agreements. The Successful Proposers will be required to cooperate with corrective action plans, if deficiencies in their records, procedures or operations are identified by the County. However, the County will in no way be responsible, or held accountable, for overseeing or evaluating the adequacy of the Successful Proposers' performance.
- I. Disclosure of Confidential Information.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the Successful Proposers will be required to protect all confidential information obtained pursuant to the terms and conditions thereof in accordance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, without limitation: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act; the United States Health Information Technology for Economic and Clinical Health Act; the United States Health Insurance Portability and Accountability Act of 1996 and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations ("C.F.R.") Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.
- J. Non-Discrimination Compliance.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the Successful Proposers will be required to comply with any and all applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time.
- K. Nuclear Free Humboldt County Ordinance Compliance.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the Successful Proposers will be required to certify that it is not a Nuclear Weapons Contractor, as that term is defined by the Nuclear Free Humboldt County Ordinance. The County shall have the right to immediately terminate the HEAP Agreement if it is determined that a Successful Proposer falsified the above-referenced certification or subsequently becomes a Nuclear Weapons Contractor.
- L. Indemnification Requirements.** In connection with the execution of any HEAP Agreements

resulting from this RFP process, the Successful Proposers will be required to hold harmless, defend and indemnify the County and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, the Successful Proposers' negligent performance of, or failure to comply with, any of the obligations contained in the HEAP Agreements, except such loss or damage which was caused by the sole negligence or willful misconduct of the County.

- M. **Insurance Requirements.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the Successful Proposers will be required to maintain in full force and effect, at its own expense, any and all appropriate comprehensive general liability insurance, comprehensive automobile insurance, workers' compensation and professional liability policies. The Successful Proposers shall furnish the County with certificates and original endorsements effecting any and all required insurance coverage prior to the County's execution of any HEAP Agreements resulting from this RFP process.
- N. **Compliance with Applicable Laws and Licensure Requirements.** In connection with the execution of any HEAP Agreements resulting from this RFP process, the Successful Proposers will be required to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to the implementation of the proposed HEAP projects, including, without limitation, California Welfare and Institutions Code Sections 8255, *et seq.* In addition, Successful Proposers will be required to comply with any and all applicable local, state and federal licensure, certification and accreditation requirements.
- O. **Jurisdiction and Venue.** Any and all HEAP Agreements resulting from this RFP process shall be governed in all respects by the laws of the State of California. Any disputes regarding the HEAP Agreements shall be litigated in the State of California, and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.
- P. **Assignment.** Any and all HEAP Agreements resulting from this RFP process shall not be assignable by the Successful Proposers without prior approval from the County.

10.0 CANCELLATION OF THE RFP PROCESS:

The County hereby reserves the right to cancel this RFP process, at any time after the issuance of this RFP, if the County determines that cancellation is in the County's best interest for reasons, including, without limitation: the Proposals did not independently arrive in open competition, were collusive or were not submitted in good faith, or the County determines, after review and evaluation of the Proposals, that the County's needs can be satisfied through an alternative method.

The County reserves the right to amend or modify this RFP as necessity may dictate, and to reject any and all Proposals received in response hereto. This RFP does not commit the County to fund any proposed HEAP projects, or to pay any costs incurred in the preparation of any Proposals.

**REQUEST FOR PROPOSALS – NO. DHHS2019-01
HOMELESS EMERGENCY AID PROGRAM**

**ATTACHMENT A – SIGNATURE AFFIDAVIT
(Submit With Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	
PHONE #:	
FAX #:	
EMAIL:	

Government Code Sections 6250, *et seq.*, the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS 2019-01 and declares that the attached Proposal and pricing are in conformity therewith.

Signature

Date

Name

Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any
Addendum # [] Addendum # [] Addendum # [] Addendum # []

**REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM**

ATTACHMENT B – PROPOSED BUDGET

A. Personnel Costs	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title: Hourly Rate of Pay or Salary Calculation: Duties Description:	\$
Title: Hourly Rate of Pay or Salary Calculation: Duties Description:	\$
Total Personnel Costs:	\$
B. Operational Costs	
Item: Description:	\$
Item: Description:	\$
Total Operational Costs:	\$
C. Supplies	
Item: Description:	\$
Item: Description:	\$
Item: Description:	\$
Total Supply Costs:	\$
D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)	
Item: Description:	\$
Item: Description:	\$
Total Transportation/Travel Costs:	\$
E. Other Costs	
Item: Description:	\$
Item: Description:	\$
Item: Description:	\$
Total Other Costs:	\$
Grand Total:	\$

**REQUEST FOR PROPOSALS – NO. DHHS2019-01
HOMELESS EMERGENCY AID PROGRAM**

**ATTACHMENT C
HUMBOLDT COUNTY HOUSING FIRST PRINCIPLES**

1. Participants are moved into permanent housing as quickly as possible, with no service or program readiness requirements.
2. The project's rules are limited to participant safety, and do not try to change or control participants or their behaviors.
3. The project uses a trauma-informed approach.
4. The project does not require detox treatment and/or days of sobriety to enter.
5. The project does not conduct drug testing.
6. The project does not prohibit program entry on the basis of mental illness diagnosis and does not have a policy requiring medication and/or treatment compliance to enter.
7. The project does not bar participants based on past, non-violent rules infractions.
8. The project accepts all participants regardless of sexual orientation or gender identification and follows all fair housing laws.
9. The project does not exclude participants with zero income and/or limited to no work history.
10. If the project is short-term or time-limited, the services provided to enrolled participants should be focused primarily upon securing permanent housing and enhancing housing stability upon exit, as opposed to building "housing readiness," attaining sobriety, or adherence to treatment.
11. The project does not terminate program participants for any of the above listed reasons. The project also does not terminate participants for:
 - a. Low or no income;
 - b. Current or past substance use;
 - c. History of domestic violence;
 - d. Failure to participate in supportive services;
 - e. Failure to make progress on a service plan; and
 - f. Criminal records, with the exceptions of restrictions imposed by federal, state or local law or ordinance.
12. If the project entails housing placement and/or housing stability services, program staff treat eviction and/or termination of housing as a last resort. Before termination/eviction, staff should engage as many other alternative strategies as are applicable and reasonable, including, without limitation:

- a. Conflict resolution;
- b. Landlord mediation;
- c. Support with rental/utility arrears;
- d. Tenancy skills building; and
- e. Relocation.