



**REQUEST FOR PROPOSALS**

**TO**

**AUGMENT COUNTY HOMELESS  
INITIATIVES**

**REQUEST FOR PROPOSALS (RFP)  
TO  
AUGMENT COUNTY HOMELESS INITIATIVES  
COUNTY OF SACRAMENTO  
DEPARTMENT OF HUMAN ASSISTANCE (DHA)**

**INSTRUCTIONS FOR PROPOSERS**

Included in this RFP:

Section I	Instructions
Section II	Overview of the Request for Proposal
Section III	Administrative Rules and Requirements
Section IV	Proposal Narrative
Section V	Proposal Content Requirements and Proposer Qualification Requirements
Section VI	Exhibits
	1. Table of Contents
	2. RFP Checklist
	3. RFP Cover Letter
	4. Proposal Narrative
	5. Budget Forms and Instructions
	6. References
	7. Insurance Requirements
	8. Nonprofit Organization Status/Articles of Incorporation
	9. Child Support Ordinance/Certificate of Compliance/Contractor Identification Form
	10. Nondiscrimination Clause/Statement of Compliance
	11. Debarment and Suspension Certification
	12. Five or More Employees Statement
	13. Proof of Signature Authority
	14. Financial Statements
	15. Cost Allocation Plan
	16. Good Neighbor and Charitable Choice Policy
	17. Additional Information

**I. INSTRUCTIONS FOR APPLICANTS**

Review all sections carefully and follow all instructions in this packet. Submit proposal package in accordance with instructions in this packet to:

Contracts Manager  
Sacramento County Department of Human Assistance  
1825 Bell Street, Suite 200  
Sacramento, CA 95825

**PROPOSALS MUST BE RECEIVED AT THE ABOVE ADDRESS  
NO LATER THAN 1:00 P.M., WEDNESDAY, JANUARY 10, 2018**

<p><b><u>LATE PROPOSALS WILL NOT BE ACCEPTED</u></b> <b><u>POSTMARKS WILL NOT BE ACCEPTED</u></b> <b><u>FAX SUBMISSIONS AND E-MAILS WILL NOT BE ACCEPTED</u></b> <b><u>DELIVERY TO ANY OTHER OFFICE WILL NOT BE ACCEPTED</u></b> <b><u>PROPOSALS THAT ARE NOT SEALED WILL NOT BE ACCEPTED</u></b></p>
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**FUNDING CYCLE:** Commencing on or around February 6, 2018, with an initial term of contract of nine months, with the possibility to renew through this RFP on an annual basis through June 30, 2020.

**QUALIFIED APPLICANTS:** Public agencies, private for profit businesses, private nonprofit agencies

**AMOUNT OF FUNDS:** The funding amount for these services is \$540,000 in General Fund.

**MANDATORY PROPOSER'S CONFERENCE:**

A Mandatory proposer's conference is scheduled for **11:00 am, Thursday December 21, 2017** at the **Department of Human Assistance, 1825 Bell Street, Suite 200, Sacramento, Room 258**. All questions must be presented at the proposer's conference. Questions that cannot be answered during the conference will be answered via email to all attendees by **5:00 pm, Friday, December 22, 2017**.

**Purpose:**

The purpose of the conference will be to discuss the requirements and objectives of the RFP and to answer questions and provide needed clarification relating to this RFP for questions submitted in advance as outlined below.

**Submission of Questions:**

- Proposers are strongly encouraged to submit any questions or requests for clarification in writing before the Proposer's Conference.
- Questions are to be received by Department of Human Assistance no later than **3:00 p.m., Wednesday, December 20, 2017**.
- Please e-mail questions to [DHA-RFP-Reservations@saccounty.net](mailto:DHA-RFP-Reservations@saccounty.net).

**Follow-up to Proposer's Conference**

If any question or need for clarification should arise from the Proposer's Conference, and that question cannot be readily answered during the conference, all attendees will receive an e-mail answer or explanation by close of business **Friday, December 22, 2017**.

**71-J PROVISION:**

This contract may be subject to Section 71-J of the County Charter, which allows the County to contract for services that county employees perform for reasons of economy and efficiency if the contract does not cause the displacement of county employees, the county meets and confers with any organization that represents employees who perform the type of services to be contracted, and the 71-J bidding process is followed. If any county employee is scheduled to be laid off, demoted, or involuntarily transferred to a new qualification, the like position in the 71-J contract and the related dollars for that position must first be eliminated.

## ANTICIPATED RFP TIMETABLE

DATE	ACTIVITY	CONTACT/ PHONE	LOCATION
Friday, December 15, 2017 11:00 a.m.	RFP released	Carrie Dunbar (916) 874-2006 <a href="mailto:DunbarC@SacCounty.net">DunbarC@SacCounty.net</a>	DHA Online at: <a href="http://www.DHA.SacCounty.net">www.DHA.SacCounty.net</a>
Thursday, December 21, 2017 11:00 a.m.	MANDATORY Proposer's conference	Reserve by 5:00 p.m. 12/20/2017 at: <a href="mailto:DHA-RFP-Reservations@SacCounty.net">DHA-RFP-Reservations@SacCounty.net</a>	DHA Conference Room 258 1825 Bell Street, Suite 200, Sacramento, CA 95825
Wednesday, January 10, 2018 1:00 p.m. DEADLINE	Final date and time to submit packet	Carrie Dunbar (916) 874-2006 <a href="mailto:DunbarC@SacCounty.net">DunbarC@SacCounty.net</a>	DHA 1825 Bell Street, Suite 200, Sacramento, CA 95825
January 11-16, 2018	Evaluation of packets		
Wednesday, January 17, 2018 1:00 p.m.	Notice of proposed awards posted in DHA administrative office.		Online at: <a href="http://www.DHA.SacCounty.net">www.DHA.SacCounty.net</a>
Wednesday, January 24, 2018 3:00 p.m. DEADLINE	Final Date to submit written Protest of Awards	Ann Edwards, Director	DHA 1825 Bell Street, Suite 200 Sacramento, CA 95825
Friday, January 26, 2018	Director's decision on protests	Ann Edwards, Director	DHA 1825 Bell Street, Suite 200 Sacramento, CA 95825
* Tuesday, February 6, 2018	Present recommended awards to the Board of Supervisors	Ann Edwards, Director	Board of Supervisors' Chambers
** February 6, 2018	Contract Begins		

\* Contingent on resolution of protests

\*\* Contingent on Board approval and execution of contract

To reserve your place at the mandatory proposer's conference, please email your company name and the number of people attending to: [DHA-RFP-Reservations@saccounty.net](mailto:DHA-RFP-Reservations@saccounty.net) by close of business Wednesday, December 20, 2017.

**COUNTY OF SACRAMENTO  
DEPARTMENT OF HUMAN ASSISTANCE  
REQUEST FOR PROPOSALS TO:**

**AUGMENT COUNTY HOMELESS INITIATIVES**

**II. OVERVIEW OF THE REQUEST FOR PROPOSAL**

**A. BACKGROUND**

Following months of deliberation and public workshops aimed at improving Sacramento County's response to homelessness, the Board of Supervisors (Board) approved over \$6.8 million in funding for the County's four Homeless Initiatives in its Fiscal Year (FY) 2017-18 budget. Currently in varying stages of implementation, the County homeless initiatives provide a comprehensive package of strategies as follows:

- **Initiative #1** improves family crisis response by targeting low barrier shelter and transitional housing for literally homeless families with children, helping them return to permanent housing as quickly as possible and diverting families from homelessness when appropriate. A new DHA entry and referral system has improved consumer access and the ability to reach the most vulnerable families.
- **Initiative #2** preserves transitional housing and supportive services, including employment and recovery support, for individuals and families at Mather Community Campus, a county-owned facility;
- **Initiative #3** provides low-barrier sheltering and re-housing services for persons experiencing long term unsheltered homelessness, typically includes those living in encampments on the streets with multiple barriers to housing stability; and
- **Initiative #4** engages frequent users of County service systems who are experiencing long-term homelessness by providing long-term flexible intensive case management and ongoing housing stabilization services.

On September 26, 2017, the Board approved an additional \$540,000 in funding for homeless services and authorized the Sacramento County (County) Department of Human Assistance (DHA) to seek proposals that further the objectives of County Homeless Initiatives, by serving the most vulnerable subpopulations. With the addition of this funding, total funding for the County Homeless Initiatives is \$7.4 million.

In addition to enhancing homeless initiative services for vulnerable populations, this RFP identifies two additional areas of high community need that were not addressed-by existing services or included in the County's Homeless Initiatives. Addressing the needs of these populations would further the County's goal of reducing homelessness for all subpopulations and in all neighborhoods throughout the County. The two identified service areas would:

- Strengthen youth-specific services to prevent and resolve youth homelessness; and
- Provide street engagement, re-housing assistance, and expand housing capacity in unincorporated neighborhood(s) for unsheltered homeless populations by building upon localized efforts of residents, businesses, the faith based community, and other organizations.

**B. STATEMENT OF NEED**

The County seeks to collaborate with one or more qualified agencies proposing eligible programs and services that further County objectives in a cost effective manner. Agencies must operate consistently with Core Program principles, as detailed in this RFP. The funding provided through this RFP shall not be used to supplant funding and/or existing services currently in place.

The County seeks to fund one to three proposals that:

1. Expand capacity or enhance services of Initiative #1 for families identified by the County; or

2. Expand capacity or enhance services of Initiative #3 for persons identified by the County experiencing long-term unsheltered homelessness; or
3. Propose and develop eligible program and services to address County- identified gaps in homeless services to either
  - Strengthen services for transition-age youth (ages 18-24) experiencing literal homelessness or facing homelessness; or
  - Expand engagement and re-housing services for identified unsheltered homeless populations in unincorporated areas of County.

This RFP provides additional points for proposals creating new programs that address gaps to services that recognize the needs of homeless unsheltered youth and individuals in unincorporated neighborhoods.

Please note: Initiative #2 for Mather Community Campus is currently a closed system, fully funded to continue operations, and is not eligible for this RFP. Initiative #4 provides ongoing services for 250 county-identified frequent users and the County will be evaluating this program before expanding capacity in the future.

**C. QUALIFICATIONS, EXPERIENCE, AND KNOWLEDGE**

Proposers must demonstrate that their staff has the knowledge, capacity and experience to deliver an eligible program and services that furthers County objectives outcomes. Programs and services must be consistent and with Core Program Principles. Proposers must have the resources necessary to fulfill the scope of this contract.

This Request for Proposals (RFP) is open to non-profit agencies that can design and implement the proposed program and deliver services. The proposer must demonstrate the organizational capacity and experience to successfully provide services within one month of execution of the contract.

**D. FUNDING**

The total amount of funding available is \$540,000 for a term beginning on the contract execution date and ending nine months from execution. The funding source is County General Fund.

The County reserves the right to recommend funding levels that are less than the amount requested by applicant agencies, as well as the right to negotiate various components of the proposed program prior to the execution of a contract. Agencies that submit a proposal that is considered “all or nothing” must communicate that condition in the RFP response.

**E. TERM**

Contingent on Board approval of recommended funding, the term will commence on the execution date of the contract and will end nine months from the execution date.

Contractors should not rely on program funding extending beyond this contract period for purposes of organizational planning. Contingent on DHA’s evaluation of program performance toward County objectives, and approval of ongoing funding by the Board of Supervisors, awarded contracts may be renewed for a total of two additional fiscal years. Approval of the request for additional funds and contract term is at the discretion of the Board.

**F. TIMELINE**

Request for Proposals Released	Friday, December 15, 2017
Proposer’s Conference	Thursday, December 21, 2017
Application Deadline	Wednesday, January 10, 2018
Anticipated Award Notification	Wednesday, January 17, 2018
Anticipated Contract Start Date	Tuesday, February 6, 2018

**G. DEFINITIONS**

- **Accessible:** Accessible is defined as the "ability to access" the functionality, and possible benefit, of some system or entity and is used to describe the degree to which a product, service, or environment is accessible by as many people as possible. While accessibility is often used to describe facilities or amenities to assist people with disabilities, as in "wheelchair accessible", the term can extend to Braille signage, wheelchair ramps, elevators, walkway contours, website design, and so on. Another dimension of accessibility is the ability to access information and services by minimizing the barriers of distance and cost as well as the usability of the interface.
- **Case Management:** A "collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services" to meet individual needs. Case management should be client centered, with the goal of identifying strengths, client directed goals, and support networks. All services should focus on housing or directly support the goal of housing and should reflect the short-term nature of assistance toward housing placement. Case management should facilitate connection to mainstream and community based services, including public benefits and/or entitlements; treatment resources for ongoing recovery and health needs; and other services that may be continued once the client is in permanent housing.
- **Client Centered:** Approaching the care, goals and interventions of a client based on his or her identified need for services.
- **Culturally Competent:** Ability to honor, understand, and respect beliefs, lifestyles, attitudes, and behaviors demonstrated by diverse groups of people, and to diligently act on that understanding. It includes knowledge of one's own cultural values, and ability to consistently function with members of other cultural groups. Services should be accessible through language, location and delivery style.
- **Harm Reduction:** An approach aimed at reducing the risks and harmful effects associated with substance use and addictive behaviors: for the person, the community and society as a whole, without requiring abstinence. A Harm Reduction approach recognizes that consumers can be at different stages of recovery and that effective interventions should be tailored to each consumer's stage. In interim housing, harm reduction is intended to prevent a person's termination from the program based solely on his or her inability to stop using drugs or alcohol or failure to take prescribed medications. Programs incorporating harm reduction should utilize all interventions possible, to enable the participant to reduce or minimize risky behaviors while at the same time assisting them to move into and become stabilized in permanent housing.
- **Interim Housing:** Short-term housing units comprised of private market-rate rental homes that provide immediate safety and shelter for persons who are experiencing homelessness and provide a bridge to permanent housing.
- **Literally Homeless:** Individual who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - Has a primary nighttime residence that is a public or private place not meant for human habitation;
  - Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
  - Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- **Low Barrier Practices:** An approach to entry and services where a minimum number of rules are placed on people who wish to enter as a guest or engage in ongoing services. The aim is to have as few barriers as possible to allow more people access to services and to continually engage guests using best practices. This often means that shelter guests are not expected to abstain from using alcohol or other drugs, or from carrying on with street activities while staying on-site, so long as they do not engage in these activities when onsite and are respectful of other guests and staff. Guests are afforded consumer choice and self-determination for voluntary supportive services. Guests are engaged in services through culturally

competent, client-centered services, employing such approaches as harm reduction and trauma informed care.

- **Permanent Housing:** Community-based housing without a designated length of stay in which formerly homeless persons live as independently as possible. Typically, the tenant incurs all the rights and responsibilities under State landlord-tenant law. Possible permanent housing may be in private market apartments, affordable or subsidized housing, or living with friends or family member.
- **Trauma Informed Care:** A strengths-based framework that is grounded in an understanding of and responsiveness to the impact of trauma, while emphasizing physical, psychological, and emotional safety for providers and survivors. This approach creates opportunities for survivors to rebuild a sense of control and empowerment

## **H. ELIGIBLE PROGRAMS AND REQUIRED SERVICES**

### **1. Expand Capacity or Enhance Services Under Initiative #1**

**Eligible Programs:** Currently under Initiative #1, the County supports two family shelters that provide low barrier shelter services to approximately 33 families on any given night, and one long-term transitional housing program that supports approximately 19 families annually.

Year-round emergency shelter or transitional housing for families experiencing homelessness, that meet the following parameters are eligible to apply in this category:

- Shelter and transitional housing programs employ low barrier practices to serve families with complex needs regardless of their circumstance or family configuration. Programs agree to use the County-operated intake system that prioritizes literally homeless families to fill vacancies and must agree to offers diversion assistance to help families avoid homelessness.
- Transitional programs must target one or more of the following specific subpopulations that will benefit from longer-term transitional housing and supportive services aimed at supporting their transition to living as independently as possible:
  - Persons struggling with substance use disorders or those individuals in early recovery who may desire more intensive support;
  - Victims of domestic violence or other forms of severe trauma; and
  - Pregnant or parenting youth (18-24) unable to live independently and who prefer a congregate setting.
- Facility is open to participants on a 24/7 basis.
- Facility is accessible.
- The target length of stay in shelters is 45 days in any one instance of homelessness. Families in transitional housing receive longer-term services; averaging nine months and up to 12 months length of stay.
- Shelter and transitional housing must accommodate possessions. Shelter facilities must accommodate pets.

**Required Services:** Families receive basic residential services and supportive services that promote permanent housing placement, residential stability and increased skill level or income in order to prepare participants to live more independently.

Residential services include:

- Safe, sanitary, and accessible accommodations for sleeping and hygiene;
- Access to three well-balanced, hot meals per day;
- Laundry;
- Mail services;
- Transportation services for school-age children;
- Pet accommodations (in shelters); and
- Secure and accessible storage facilities.

In both shelter and transitional residential settings, families must receive client centered supports, including:

- Timely needs assessment upon entry to evaluate immediate needs and to develop individualized housing plans;
- Housing-focused supportive services and case management to assist participants return to permanent housing stability as quickly as possible;
- Practical assistance in finding, applying for, securing and moving into housing;
- Referrals to other community based supportive services; including health, behavioral health, education and employment.

**2. Expand Capacity or Enhance Services Under Initiative #3**

**Eligible Program:** A full service re-housing shelter provides low barrier shelter or interim housing and flexible re-housing services for persons experiencing long-term homelessness. The program may operate in a congregate setting or through a scattered-site shared housing approach using residential rental properties located and secured by the provider. Program parameters include:

- Program employs low barrier practices to serve the target population. The target population is individuals experiencing long-term homelessness who live in encampments or other unsheltered locations. The population may be challenging to engage in services and likely have significant barriers preventing a successful transition to permanent housing stability. The shelter fills vacancies with persons referred by a County-organized outreach team.
- Facility is open to participants on a 24/7 basis and participants are allowed to enter and leave within reasonable hours.
- Facility is accessible.
- Facilities accommodate pets, partners and possession.
- The target length of stay in shelters is 90 days.

**Required Services:** Participants receive basic residential services and supportive services that promote permanent housing placement, residential stability and increased skill level or income in order to prepare participants to live more independently.

Residential services include:

- Safe, sanitary, and accessible accommodations for sleeping and hygiene;
- Access to food preparation areas and preparation of at least one well-balanced, hot meal per day;
- Laundry;
- Mail services;
- Transportation services;
- Pet accommodations; and

- Secure and accessible storage facilities.

Individuals receive a variety of client centered supportive services provide both onsite and through referrals, including:

- Timely needs assessment upon entry to assess immediate needs, connections to community resources, and to inform individualized housing plans;
- Housing-focused supportive services and case management to assist participants return to permanent housing stability as quickly as possible; and
- Practical assistance in finding, applying for, securing and moving into housing and limited term financial assistance and stabilization services.
- Referrals to other community based supportive services, including health, behavioral health, income supports, and employment.

### 3. New Services to Address Gap #1: Strengthening Youth-Specific Services

**Eligible Program:** In Sacramento County, the 2017 PIT reported 242 unaccompanied youth. 118 of the unaccompanied youth were unsheltered. As with other homeless populations, the number reported is an underrepresentation as it does not include those youth who are marginally or unstably (doubled-up or “couch surfing”) housed on the night of the count. Research indicates that youth may be experiencing homelessness differently than adults in important ways:

- Contributing factors leading to homelessness include family problems, involvement in foster care, economic circumstances, substance abuse issues (youth and/or primary caregiver), pregnancy, and sexual orientation (LGBTQ) to name a few.
- Youth may present with unique needs and circumstances such as family conflict, trafficking, gender identification, and parenting their own children.
- Age, developmental issues, education, and life/social skill development may require a broader array of interventions and support services such as; education, job training, employment, longer-term housing, mental health and addiction services, and life skills.

The successful proposal will address the unique needs of the transition-age youth homeless population and offer new interventions or services to assist this population in achieving permanent housing stability. It will be tailored to address the barriers faced by youth, including access to safe and affordable housing, inadequate income and assets, juvenile or criminal record, lack of employment or rental history, and self-identified family units that include children, partners and pets.

Program parameters include:

- Serving youth who are experiencing literal homelessness, are at imminent risk of homelessness and/or who would become homeless upon exiting foster care or probation.
- Developing a program to meet the needs of the most vulnerable of the youth population and incorporating low barrier practices into entry and services.
- Identifying the specific gap in homeless youth services that the program is addressing and, ideally, complementing and leveraging other programs and services in Sacramento’s youth services continuum.
- When providing shelter or transitional housing, the program should incorporate core features described in Initiative #1 above (for example, 24/7 low barrier access). The County will work with the selected provider to incorporate applicable features, depending on the program type.

**Required Services:** Program services will promote permanent housing placement, residential stability and increased skill level or income in order to prepare participants to live more independently. The County is interested in funding the following services, but will consider other services that meet County objectives:

- Outreach and engagement services;
- Diversion services (as part of a larger program) that work with families (including foster care families) where the youth is at risk of becoming homeless and/or place youth into a stable family setting with another member of the youth's family;
- Early intervention and crisis services with the homeless youth and family to work toward reunification, when safe and appropriate;
- Sheltering or transitional housing with supportive services aimed at health, employment, education, and permanent housing placement; and
- Re-housing services to support permanent housing placement and stability, including time limited financial assistance and ongoing supportive services.

**4. New Services to Address Gap #2: Street Engagement and Re-Housing Services in Unincorporated Areas.**

**Eligible Program:** Homelessness is increasing throughout Sacramento County and is visibly impacting all of its neighborhoods. Yet, obtaining geographic coverage and access to services in all neighborhoods is challenging, given many services and programs tend to be centralized. Initiative #3 will house 75 individuals and include a component that will address re-housing for guests. This new service is to provide street engagement and re-housing of homeless individuals in unincorporated areas.

The County is seeking proposals that will assist unsheltered individuals to return to permanent housing and residential stability as quickly as possible. Proposed programs will include two elements:

- 1) Demonstration of community leadership on resolving homelessness and program support;
- 2) Strategic provision of services by an experienced provider.

Program parameters include:

- Targeting engagement and re-housing assistance to persons experiencing long-term homelessness who live in encampments or other unsheltered locations in an unincorporated area of the County. These individuals may face significant barriers engaging in services and successfully transitioning to permanent housing.
- Leveraging local community leadership to engage at a neighborhood level to address the needs in an unincorporated Sacramento community. The smaller Sacramento cities are seeing success in mitigating homelessness by supporting local services and collaborations that include community leadership, faith based organizations, law enforcement, businesses, and concerned citizens. For example, in the cities/community of Elk Grove, Citrus Heights, Rancho Cordova, Folsom and Carmichael; local Homeless Assistance Resource Teams (HART) facilitate broader ownership, collaborative solutions and additional local resources to impact neighborhood homelessness.

**Required Services:** Program services will promote permanent housing placement, residential stability and increased skill level or income in order to prepare participants to live more independently. Given the limited funding in this RFP, individuals will often be connected to other homeless and community based services. The County is interested in funding the following services, but will consider other services that meet County objectives:

- Outreach and engagement services; and
- Re-housing navigation and assistance

**I. CORE PROGRAM PRINCIPLES**

Based upon decisions made during the adoption of the County's Homeless Initiatives and best practices in the field of homeless services, the following core principles and elements are required of all programs and system

components funded under the RFP. Proposers shall comply with these principles and elements to be considered for funding under this RFP.

### **Program Entry**

- Prioritize persons experiencing literal homelessness that are unsheltered and living in a place not meant for human habitation.
- Offer diversion services to help people avoid homelessness by stabilizing housing that is safe and appropriate.
- Use a standardized entry and assessment tool: all funded programs will adhere to a County developed entry process
- Do not discriminate or refuse services on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status.

### **Accessibility**

- Employ low barrier practices where a minimum of rules are placed on persons who wish to participate in the program and receive services. This includes accepting a client-defined household unit, the inclusion of pets in the service/housing plan, and not excluding participants because of lack of income, active or past history of substance abuse and/or mental health issues, or past involvement with the criminal justice system.

### **Housing-Focused Supportive Services**

- Employ housing-focused services that directly support of the goal of assisting participants to move as quickly as possible into permanent housing that they are suited for and to achieve stability in that housing.
- Offer voluntary case management services that facilitates stabilization, health, and income by connecting participants to mainstream and community based services, including public benefits and/or entitlements; treatment resources for ongoing recovery and health needs; and other services that may be continued once the client is in permanent housing.
- Improve long-term stability by improving income, connecting clients to employment or benefit programs, including but not limited to: State Disability Insurance (SDI), Social Security Income (SSI), Veterans benefits, Supplemental Nutrition Assistance Program (SNAP), and public cash assistance programs.

### **Core Staff Competencies**

- Client-Centered: Approach the care, goals and interventions of a client based on his or her identified need for services. Recognize participants as partners in the development of case plans, re-housing plans and service delivery about their treatment and care.
- Culturally Competent: honor, understand, respect beliefs, lifestyles, attitudes, and behaviors demonstrated by diverse groups of people, and diligently act on that understanding. Services should be accessible through language, location and delivery style.
- Employ evidenced-based practices, such as
  - Motivational interviewing;
  - Trauma informed care which recognizes the impact of trauma, emphasizing physical, psychological and emotional safety for survivors; and
  - Harm reduction aimed at reducing risk and harmful effects associated with substance use and addictive behaviors, without requiring abstinence.
- Provide excellent customer service by treating all homeless, community members, care professionals and colleagues with respect and resolve all identified issues efficiently and effectively.
- Respect client rights, including privacy, religious freedom, and the ability to present complaints and grievances.

### **Collaboration**

- Partner with County to improve program services, individual outcomes and to maximize system level resources;
- Partner with mainstream services, community members, property owners (when applicable) and other providers of homeless services to ensure that all persons/families served receive needed support to obtain services and remain housed and stable.

- Maximize community-based services and leverage other funding and/or community resources for the program that is proposed.

**J. COUNTY OBJECTIVES AND PERFORMANCE METRICS**

All proposed programs should provide services should related to the County’s objectives to fund services that promote permanent housing placement, residential stability and increased skill level or income in order to prepare participants to live more independently.

Contractors will be expected to accurately track key performance measures, evaluate practices to continuously improve performance, and submit reports and invoices on time. Contractors will be required to participate in Homeless Management Information System (HMIS) and other data collection systems the County operates.

The County may specify additional objectives and may modify or add performance metrics and targets prior to contracting and as services are implemented.

Proposal	County Objectives	Performance Metrics
<b>Initiative #1</b>	<ul style="list-style-type: none"> <li>• Decrease unsheltered family homelessness</li> <li>• Increase family shelter capacity and utilization rates</li> <li>• Increase access for families, including those with high barriers</li> <li>• Stabilize permanent housing placement and stability</li> <li>• Increased health, skill level or income to support living more independently</li> </ul>	<ul style="list-style-type: none"> <li>• Occupancy rate</li> <li>• Number and percentage of literally homeless served</li> <li>• Exits to permanent housing</li> <li>• Number of Days to housing placement</li> <li>• Average cost per successful exit</li> <li>• Returns to homelessness within 12 months</li> <li>• Job placements and increased income (for transitional housing)</li> </ul>
<b>Initiative #3</b>	<ul style="list-style-type: none"> <li>• Decrease unsheltered homelessness</li> <li>• Successfully engage target population in shelter and services</li> <li>• Stabilize permanent housing placement and stability</li> <li>• Increased health, skill level or income to support living more independently</li> </ul>	<ul style="list-style-type: none"> <li>• Exits to permanent housing</li> <li>• Number of days to housing placement</li> <li>• Average cost per permanent housing placement</li> <li>• Returns to homelessness within 12 months</li> <li>• Increased Income</li> </ul>
<b>New Services to Address Gap #1: Strengthening Youth-Specific Services</b>	<ul style="list-style-type: none"> <li>• Decrease youth homelessness</li> <li>• Successfully engage homeless or at risk youth in services</li> <li>• Stabilize permanent housing placement and stability</li> <li>• Increased health, skill level, income, and education to support living more independently</li> </ul>	Specific measures will be developed with successful applicant.
<b>New Services to Address Gap #2: Street Engagement and Re-Housing</b>	<ul style="list-style-type: none"> <li>• Mitigate neighborhood impacts of homelessness</li> <li>• Successfully engage unsheltered persons</li> <li>• Stabilize permanent housing</li> </ul>	Specific measures will be developed with successful applicant.

<p><b>Services in Unincorporated County</b></p>	<p>placement and stability</p> <ul style="list-style-type: none"> <li>Increased health, skill level and income to support living more independently</li> </ul>	
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**K. DESCRIPTION OF KEY QUALIFICATIONS AND STAFFING LEVELS**

The successful Proposer will maintain an adequate number of qualified, experienced staff to perform the required program service components consistent with Core Program Principles and all other requirements of this RFP. Agencies must ensure program managers and staff will have the necessary experience and be provided the necessary training to provide quality services through the term of the contract. At minimum, the Respondent must demonstrate the following organization capacity:

- At least three (3) years of experience in the last ten (10) years implementing a similar program and similar services;
- Knowledge of how to serve a highly vulnerable unsheltered homeless population, evidenced by prior or current operation of a successful program serving a similarly population and of a similar nature;
- The resources and expertise to assume and meet all administrative and fiscal requirements. This includes the Respondent’s fiscal (including financial management systems), technological, management, administrative and staff capabilities;
- Staffing capacity necessary to operate the program in accordance with the program’s timeline, design and outcomes;
- The ability to address the needs of diverse populations whose models of engagement or cultural standards differ from mainstream practices or who speak another language demonstrated by diverse groups of people, and the ability to function effectively in the midst of cultural differences; and
- Commitment and experience of the agency reflects effective, mutually beneficial relationships with other organizations that are reflective of the populations being served, and ongoing staff training on relevant community resources and social service programs.

**L. CLIENT DATA AND PROGRAM REPORTING REQUIREMENTS**

As a condition of funding, the FSRS Re-housing Provider **will** be required to establish and implement a system of data collection and reporting. The provider will be responsible to input client-level data, program services/activities, unduplicated numbers of individuals assisted and program outcomes in HMIS and in the county’s designated database. Ongoing reports to DHA staff regarding data collection and outcome measures will be a feature of the FSRS scope of work. This may include reports on permanent housing placements and other exits, financial assistance, case management activity, housing information, etc. which will be produced by HMIS or the designated county database.

**M. SCORING MATRIX**

Scoring Area	Points
Organizational Experience and Capacity	20
Program Design and Services	40
Core Program Principles	15
Program Budget/Cost Efficiency	25
<i>Bonus Points for Programs Addressing Identified Service Gap #1 or #2</i>	5
Total Points	100*

**\*Total for New Services to Address Gap #1 or #2 equals 105 points**

**III. ADMINISTRATIVE RULES AND REQUIREMENTS**

**A. PROPOSAL SUBMISSION**

1. All proposals must be typed and submitted on **standard white paper, 8 1/2 inches by 11 inches in size, DOUBLE SPACED, one-sided, in print no smaller than 11 point font**, with each page clearly and consecutively numbered, starting with the RFP Checklist – Exhibit A – provided in this packet.
2. Staple each copy of the proposal in the upper left corner or secure the proposal with ordinary spiral binding. If proposal packet is too large to staple or spiral bind, secure packet by whatever means possible, but preferably using a method that can be easily taken apart to allow it to be copied. Elaborate artwork and expensive paper and bindings, expensive visual or other presentations are neither necessary nor desired.
3. All proposals must be submitted in the order specified in Section V of this RFP.
4. The proposal must be submitted in the legal entity name of the Proposer or an authorized representative. If the proposal is submitted by a corporation, the proposal must be signed by a corporate officer or a representative authorized by the organization. If such authorization is other than a corporate document, a copy of such authorization must be submitted to the DHA with the proposal. **SIGNATURE FACSIMILE STAMPS WILL NOT BE ACCEPTED.**
5. An original with original signatures in blue ink, and copies as required by the Exhibit A- RFP Checklist of the proposal must be enclosed in a sealed envelope or box bearing the name and address of the Proposer clearly visible, and plainly marked: **"SEALED BID – RFP 2018-018 AUGMENT COUNTY HOMELESS INITIATIVES"**. Proposals that are not sealed will not be accepted.
6. If any information contained in the response is considered confidential or proprietary by the Proposer, it must be clearly labeled as such and presented in a sealed envelope within the Proposer’s sealed response package. In order to assert the confidentiality of any such information if a Public Records Act is received, the Proposer must request, execute and submit a County-prepared written agreement to defend and indemnify the County for any liability, costs and expenses incurred in asserting such confidentiality as part of the proposal. The agreement is available upon request and must be submitted with the proposal.
7. Additional material submitted with the proposal that has not specifically been requested in this RFP, **WILL NOT** be forwarded to the Review Committee.

8. Proposals must be submitted either by mail or by personal delivery to:  
Contracts Manager  
Sacramento County Department of Human Assistance  
1825 Bell Street, Suite 200  
Sacramento, CA 95825

**Proposals not received by 1:00 p.m., Wednesday, January 10, 2018, at the above address will be rejected.**

**Proposals submitted to any other office will not be accepted. It is the responsibility of the Proposer to submit the proposal by the time and date to the address specified above.**

**Postmarks will not be accepted. Fax submissions will not be accepted.**

**DHA will reject any proposal not meeting any RFP requirement.**

**B. RULES GOVERNING RFP COMPETITION**

1. **Proposer's Cost for Developing Proposal**  
Costs for developing and submitting proposals are the responsibility of the Proposer and shall not be chargeable in any way to the County of Sacramento or DHA.
2. **Addenda and Supplement To RFP**  
If revisions or additional data to the RFP become necessary, DHA will provide addenda or supplements.
3. **Property of the County**  
All proposals submitted become the property of the County and will not be returned. As part of the review and selection process, the proposals may be reviewed and evaluated by County staff and representatives from other public agencies and/or individuals from the private sector.
4. **Confidentiality**  
All proposals shall remain confidential until the evaluation process is completed, proposed awards have been posted, and the Board of Supervisors has awarded the contracts for this service.
5. **False or Misleading Statements**  
Proposals which contain false or misleading statements, or which provide reference which do not support an attribute or condition contended by the vendor, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the proposal and the attribute, condition, or capability is a requirement of the RFP, the bid shall be rejected.
6. **Proposer Responsibility**  
The Proposer is expected to be thoroughly familiar with all specifications and requirements of this RFP. Failure or omission to examine any relevant aspect of this RFP will not relieve you, as a Proposer, from any obligation regarding this RFP. By submitting a response, the Proposer is presumed to concur with all terms, conditions, and specifications of this RFP.
7. **Reference Check:**  
Submittal of a response authorizes DHA to investigate without limitation the background and current performance of your agency. Input of references regarding your capacity to perform in relation to all aspects of this RFP will be used.

**8. Right of the County**

The County reserves the right to:

- a. Negotiate changes to proposals.
- b. Request additional written or oral information from Proposers in order to obtain clarification of their responses.
- c. Reject any or all responses. Minor irregularities or informalities in any response which are immaterial or inconsequential in nature, and are neither affected by law nor a substantial variance with RFP conditions, may be waived at the County's discretion whenever it is determined to be in the County's best interest.
- d. Make awards of contracts for all the services offered in a proposal or for any portion thereof.
- e. Recommend and/or award an amount less than stated in the RFP, if an amount is stated, and negotiate a reduction or increase in service levels commensurate with funds availability.
- f. Enter into negotiations with the competitor who submitted the next highest-rated proposal, or issue a new RFP, if the competitor, who is selected through this RFP, fails to accept and meet the terms of the standard County contract.

**9. Rejection of Proposals**

- a. Issuance of this RFP in no way constitutes a commitment by the County to award a contract. The County reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is deemed to be in the best interest of the County to do so.
- b. Failure to furnish all information required in this RFP or to follow the required proposal format shall disqualify the proposer, including agencies that would otherwise qualify for the funding. Any exceptions to the scope of work required by this RFP must be justified in the proposal.

**10. News Releases**

News releases pertaining to this RFP and its award will not be made without prior approval of the County.

**C. SELECTION PROCESS AND AWARD CRITERIA**

Evaluation of proposals and recommendation for contract(s) award(s) are conducted as follows:

1. The sole purpose of the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs. Any final analysis or weighted point score does not imply that one Proposer is superior to another, but simply that in our judgment that the Proposer that was selected appears to offer the best overall solution for our current and anticipated needs. This RFP will be awarded to the Proposer(s) whose offer provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, life cycle cost, ability to deliver, or for any other reason deemed to be in the best interest of the County.
2. All proposals shall be reviewed to determine whether they meet the content and format requirement specified in the RFP. Incomplete proposals will not be forwarded to the evaluation committee; they will be rejected prior to review. Rejected proposals will not be returned, but Proposers will be notified in writing that the proposal was rejected in the initial screening process.
3. All proposals meeting the content and format requirements shall then be submitted to an evaluation committee, which shall evaluate the proposals based on specific award criteria. The evaluation committee members will independently rank each proposal, and the separate rankings will be accumulated for an overall ranking of all proposals.

4. Recommended awards will be made for one or more Proposers who are responsive to the requirements of the RFP and have demonstrated knowledge and experience that meet the requirements described.
5. In the event that fewer than three proposals are submitted, the County has the right to make a selection from among the proposals that are submitted, to reissue the RFP in order to obtain sufficient responsible proposals, or to cancel the RFP and either negotiate a sole source contract or elect to provide the services within the department.
6. Proposers may be requested to give oral presentations to the evaluation committee before the final recommendations are made. The oral interview will consist of standard questions asked of each of the Proposers and specific questions regarding the specific proposal.
7. Attempts by Proposer to contact and/or influence members of the Evaluation Committee will result in disqualification of Proposer.

**D. NOTICE OF AWARD AND OPPORTUNITY TO PROTEST**

1. A list of all proposed awards shall be posted at [www.DHA.SacCounty.net](http://www.DHA.SacCounty.net) for five (5) working days, beginning **Wednesday, January 17, 2018, 1:00 p.m.**
2. Any respondent wishing to protest the proposed award must submit a written letter of protest by **3:00 p.m., Wednesday, January 24, 2018**. Submit this correspondence to:

Director  
Department of Human Assistance  
1825 Bell Street, Suite 200  
Sacramento, CA 95825

3. Protests shall be limited to the following grounds:
  - Procedural irregularities (for example, one or more Proposer treated differently than other Proposers by allowing them to submit additional information after the deadline).
  - Conflict of interest (for example, a member of the Selection Committee is a member of the Board of any bidder organization).
  - County is proposing to award the contract to a Proposer other than the Proposer judged to be qualified by the evaluation committee.
4. The protest letter must contain a complete statement of the basis for the protest.
5. The protest letter must include the name, title, address, e-mail address and telephone number of the person representing the protesting party.
6. County shall investigate all written protests and a response shall be sent by the Director to the Proposer.
7. **Awards are not final until approved by the Sacramento County Board of Supervisors.**

#### IV. PROPOSAL CONTENT REQUIREMENTS AND PROPOSER QUALIFICATION REQUIREMENTS

Proposers must prepare a proposal, which includes the items specified below in the order specified below.

##### A. TABLE OF CONTENTS

Provide a table of contents, which identifies all major sections of the proposal by page number. All exhibits/attachments must also be referenced by page number.

##### B. RFP CHECKLIST (Exhibit A in this Packet)(Begin Page 1)

##### C. RFP COVER LETTER

The RFP cover letter is included in this packet as Exhibit B. It must be fully completed and submitted with the proposal. You may type directly on this Exhibit OR you may prepare your own statement cover letter using a typewriter or word processor. If Exhibit B from this packet is not used, it is the Proposer's responsibility to be sure that the format exactly follows Exhibit B and no information is omitted.

##### D. PROPOSAL NARRATIVE (Includes Program Statement, Narrative, Scope of Service, Job Descriptions)

Sections to the Proposal Narrative as follows:

##### Organizational Experience and Capacity (20 Points)

A responsive proposal must include a summary of the respondent's experience and capacity to develop and operate the proposed program consistent with this RFP. To meet minimum qualifications, you must demonstrate at least three years of experience in the last ten years operating a similar program serving a similar population. At a minimum, include the following:

- Purpose/Mission: Give a brief overview of your organization's history and describe how your proposed program fits within your organization's mission and current program configuration.
- Relevant Experience: Describe your organization's experience in the last ten years in developing and implementing programs and services for vulnerable populations experiencing homelessness. Include number of years, population served, funding amounts and partners, and numbers served in program. Include description of experience in:
  - Delivering the proposed program and service components as required in described in Section H.;
  - Successfully re-housing persons or families experiencing homelessness with complex issues; and
  - Coordinating with local community services to connect persons or families experiencing homelessness to mainstream support (e.g. mental health treatment).
- Capacity: Describe your organization's ability to operate all program services consistent with core program practices and meet County objectives. Include:
  - Organizational commitment and capacity, including existing training, to ensure Core Staff Competencies as described in Section I;
  - Job descriptions and minimum qualifications, for all staff you are requesting funding for through this RFP. NOTE: All staffing requested for funding through this RFP **must** be identified in the budget.
  - Resumes for individuals who will be directly administering the program. For key staff; describe current or planned training to ensure highest quality service to program participants.
  - Client-to-staff ratio for case management;
  - Description of administrative and fiscal capacity and

- Description of how your organization currently tracks and measures program outcomes and uses data to improve performance. If proposer does not currently track and measure outcome data, describe the organization's plan to track.

**Program Design and Services (40 Points)**

Your narrative should clearly indicate the category of your proposal:

- Expand capacity or enhance services of Initiative #1 (indicate whether shelter or transitional) for vulnerable populations; or
- Expand capacity or enhance services of Initiative #3; or
- Provide new services to address gap #1: Strengthening youth-specific services; or
- Provide new services to address gap #2: Street Engagement and Re-Housing Services in Unincorporated County.

The proposal must demonstrate an understanding of, RFP requirements, including eligible programs and required services for the proposed program, County objectives, Core Program Principles, and performance metrics. There must be a clear link between the services and the target population's advancement towards housing placement and stability as outlined in this RFP. Proposals will be evaluated for responsiveness to RFP requirements, clarity and specificity; feasibility; and strength of the implementation plan.

Your narrative should clearly and concisely

- Describe the proposed program and specific services to be offered;
- Specify how the services in the proposal response will meet or exceed the requirements in the RFP and address the needs of the target population;
- Highlight how the program furthers County objectives. Estimate how many clients will receive the proposed service and how many are estimated to exit services to permanent housing;
- Explain how this is a new service and is not supplanting existing resources;
- Explain any special resources, procedures or approaches that make the services of Proposer particularly advantageous to the County; and
- Demonstrate the ability to implement this program in a timely manner consistent with the timeframe and start date proposed on this RFP. Include a description of similar services or programs already in operation.
- For proposals addressing Gap #1 (Youth-Specific), specify target population and specific gap that will be addressed with services.
- For proposals addressing Gap #2 (Street Engagement and Re-Housing), provide information on the local collaborative efforts and specify the unincorporated neighborhood.

**Core Program Principles (15 Points)**

As specifically as possible, describe your organization's current experience, capacity and specific plans to ensure that the core program principles are integrated in your program design and implementation.

**Budget/Cost Efficiency (25 Points)**

Use Exhibit C from this packet to provide information for your proposed budget. Proposers must submit a complete organizational operating budget, as well as a complete budget for the proposed program. Evaluators will evaluate the feasibility, cost effectiveness and accuracy of the budget. Proposer must indicate total amount requested, including whether proposal is "all or nothing".

**Please note:** DHA will work with the selected provider prior to contracting to finalize the program's budget.

**Additional Points (5 points)**

Proposals that create a new program that addresses the gaps in services for homeless, unsheltered youth or individuals in unincorporated neighborhoods will receive five (5) additional points.

**E. REFERENCES**

Proposers must submit at least three references. All references given must have had services rendered by you at the present time or within the last two years. References must be satisfactory as deemed solely by the County. References must be for services similar in scope, volume and requirements to those given in these specifications, terms and conditions. Information to include:

- Company/Agency name
- Contact person (name and title), must be a person directly involved with the services provided
- Complete street address
- Telephone number
- Type of business and type of service provided
- Dates of service

The County may contact some or all of the references provided to determine the Proposers performance record for similar services. The County reserves the right to contact references other than those provided and to use the information gained from them in the evaluation process.

**F. INSURANCE REQUIREMENTS (Exhibit D)**

The successful proposer(s) shall be required to obtain and maintain insurance according to County requirements, described in Exhibit D of this packet. Proposer must sign the Proposer's Statement Regarding Insurance Coverage located on the last page of Exhibit D. If a proposer currently does not have insurance in the amounts specified in Exhibit D, do not obtain increased coverage before a contract is offered by the County.

After proposals are evaluated and a contractor(s) is selected, the proposed contractor(s) must provide an original current certificate of insurance within five working days of the notification of selection and offer of a contract. The certificate of insurance must provide proof of coverage in compliance with standard County insurance requirements, as specified in Exhibit D of this RFP packet. Failure to conform to insurance requirements within this time period shall constitute grounds for termination of contract negotiations.

**G. NONPROFIT STATUS/ARTICLES OF INCORPORATION**

Nonprofit organizations must provide documentation of tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board.

A copy of the organization's Articles of Incorporation and an authorization from the governing board allowing submission of the proposal must be included. If an organization is in the process of being incorporated by the California Secretary of State's Office, a proposal may be submitted contingent upon providing proof of the incorporation process, when completed.

Corporations must complete this process prior to the execution of a contract

**H. CHILD SUPPORT ORDINANCE (Exhibit E)**

Proposers are required to read, complete, sign and date the "County of Sacramento Contractor Certification of Compliance Form for those with Court-Ordered Child, Family and Spousal Support" and complete the "Contractor Identification Form", including the Company Name, Company Address and Completed By sections.

- J. NONDISCRIMINATION CLAUSE/STATEMENT OF COMPLIANCE (Exhibit F)**  
Proposers must read the Statement of Compliance and Nondiscrimination Clause, and sign the form. The Statement of Compliance form must accompany each proposal to comply with Government Code Section 12990 and California Administrative Code, Title II, Division 4, and Chapter 5.
- K. DEBARMENT AND SUSPENSION CERTIFICATION (Exhibit G)**  
Proposers must read and sign the Debarment and Suspension Certification. This certification must accompany each proposal to comply with Code of Federal Regulations, 45 CFR, Part 76.100. County shall verify that Proposer is not listed on the System for Award Management site at: www.sam.gov. Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17.
- L. FIVE OR MORE EMPLOYEES (Exhibit H)**  
Submitters must read and sign the Five or More Employees Statement (Exhibit H).
- M. PROOF OF SIGNATURE AUTHORITY**  
Proposer must provide documentation that the person who signs this proposal is authorized to negotiate on behalf of this corporation and that the signatures recorded are the true and correct signatures of the designated individuals. Samples of acceptable proof are a Resolution by the Board of Directors or letter of Delegated Authority stating those with signature authority which includes the printed name and signature
- N. FINANCIAL STATEMENT AND ACCOUNTING SYSTEM**  
Submit your latest audited financial report, completed by an independent certified public accountant, for the most recently completed fiscal year. If the audit is of a parent firm, the parent firm shall be party to the contract. Evidence of solvency and acceptable accounting practices is required. Governmental agencies are exempt from this requirement.
- Proposers' audited financial statements must be satisfactory, as deemed solely by County, to be considered for contract award.
- If an audited financial statement is not available please submit:
- A Federal Income Tax Return for the most recently completed calendar year, or
  - An internally prepared annual financial statement for the most recently completed calendar year
- O. COST ALLOCATION PLAN**  
Provide a description of your cost allocation plan. This description should be limited to no more than two pages of narrative and include how your organization allocates administrative or overhead costs over multiple contracts. Sample forms or charts may be included.
- Proposer's cost allocation plan must be satisfactory, as deemed solely by County, to be considered for contract award.
- P. READ ONLY EXHIBITS**
- Good Neighbor Policy
  - Charitable Choice
- Q. ADDITIONAL INFORMATION**
- County Provided Additional Information
  - Any additional information that you provide, that has not been explicitly required in the RFP will be rejected and will not be used in the review, scoring or ranking of your proposal. It is the proposer's responsibility to ensure that all pertinent information is contained in the response areas listed above.

V. **EXHIBITS**

**Read, complete, sign and return all required documents, including provided Exhibits A-H (Exhibit I is Read Only)**

- 1) Table of Contents – provided by applicant
- 2) RFP Checklist – Exhibit A (begin Page 1)
- 3) RFP Cover Letter – Exhibit B
- 4) Proposal Narrative – provided by applicant except for the Services Provided List included in packet
- 5) Budget Forms and Instructions – Exhibit C
- 6) References – provided by applicant
- 7) Insurance Requirements – Exhibit D
- 8) Non-Profit Status/Articles of Incorporation – provided by applicant
- 9) Child Support Ordinance/Certificate of Compliance/Contractor Identification Form – Exhibit E
- 10) Nondiscrimination Clause/Statement of Compliance – Exhibit F
- 11) Debarment and Suspension Certification – Exhibit G
- 12) 5 or More Employees Statement – Exhibit H
- 13) Proof of Signature Authority – provided by applicant
- 14) Financial Statement of Accounting System – provided by applicant
- 15) Cost Allocation Plan – provided by applicant
- 16) Read Only Exhibit – Exhibit I
  - Good Neighbor Policy
  - Charitable Choice
- 17) Additional Information

**NOTE:**

- All RFP requirements and exhibits contained in this packet from this page forward **MUST** be included in your submitted proposal packet.
- Be sure to sign all signature lines in **BLUE** ink.
- The completed proposal is due to DHA no later than:

**WEDNESDAY, JANUARY 10, 2018, No Later Than 1:00 P.M.**  
1825 Bell Street, Suite 200, Sacramento CA 95825

**Exhibit A - RFP CHECKLIST**

The following list identifies all **items that must be submitted in your proposal package**. Space for check marks is provided in the left margin for your convenience.

Signatures must be in **BLUE** ink. Your proposal packet must include one (1) original proposal with original signatures and all documents listed below, plus **five** copies of items 1 through 5.

- \_\_\_\_\_ 1. **Table of Contents** (Must Include page numbers – provided by Applicant)
- \_\_\_\_\_ 2. **RFP Checklist** Proposer must sign the Checklist (Exhibit A – this page)
- \_\_\_\_\_ 3. **RFP Cover Letter/Intent to Meet RFP Requirements/Proposers Statements** (Exhibit B in this packet)
- \_\_\_\_\_ 4. **Proposal Narrative** (Provided by Applicant except for the Services Provided List included in packet)
- \_\_\_\_\_ 5. **Budget** (Exhibit C in this packet)
- \_\_\_\_\_ 6. **References** (Provided by Applicant – References will be verified)
- \_\_\_\_\_ 7. **Insurance Requirements** Applicant must **sign** the Proposers Statement Regarding Insurance Coverage (Exhibit D - "Insurance Requirements" in this packet)
- \_\_\_\_\_ 8. **Nonprofit Organization Status/Articles of Incorporation** Provided by Applicant – must submit:
  - Evidence of their tax exemption status as defined by the Internal Revenue Service and the Franchise Tax Board, and
  - All corporations must show evidence of incorporation by the California Secretary of State.
- \_\_\_\_\_ 9. **Child Support Ordinance** Applicant must read the Child Support Ordinance, **complete and sign** the Contractor Certification of Compliance form, and **complete and sign** the Contractor Identification Form (Exhibit E in this packet).
- \_\_\_\_\_ 10. **Nondiscrimination Clause/Statement of Compliance** Applicant must read the Nondiscrimination Clause and **complete and sign** the Nondiscrimination Statement of Compliance. (Exhibit F in this packet)
- \_\_\_\_\_ 11. **Debarment and Suspension Certification** Proposers must read, **complete and sign** the Debarment and Suspension Certification (Exhibit G in this packet). County shall verify that Proposer is not listed on the Excluded Parties Listing System (EPLS) at: [www.epls.gov](http://www.epls.gov). Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17.
- \_\_\_\_\_ 12. **Five or More Employees Statement** Applicant must sign (Exhibit H in this packet)
- \_\_\_\_\_ 13. **Proof of Signature Authority** Provide proof that the person who signs this proposal is authorized to negotiate on behalf of this corporation.
- \_\_\_\_\_ 14. **Financial Statement** Provided by Applicant (Government agencies are exempt) All proposers must submit an audited financial statement for the most recently completed fiscal year by an independent, certified public accountant. You must show evidence of solvency and adequacy of accounting practices. If an audited financial statement is not available please submit:
  - A Federal Income Tax Return for the most recently completed calendar year; or
  - An internally prepared annual financial statement for the most recently completed calendar year
- \_\_\_\_\_ 15. **Cost Allocation Plan**  
Provide a description of your cost allocation plan. This description should be limited to no more than two pages of narrative and include how your organization allocates administrative or overhead costs over multiple contracts. Sample forms or charts may be included.
- \_\_\_\_\_ 16. **Good Neighbor and Charitable Choice Policy** Read Only (Exhibit I in the packet)
- \_\_\_\_\_ 17. **Additional Information** (provided in this packet)

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 Signature of Proposer's Authorized Representative

---

 Date

**AUGMENT COUNTY HOMELESS INITIATIVES**

**RFP NO. 2018-018**

**EXHIBIT B**

**RFP COVER LETTER AND PROPOSER'S STATEMENTS**

**INTENT TO MEET RFP REQUIREMENTS**

TO: COUNTY OF SACRAMENTO  
DEPARTMENT OF HUMAN ASSISTANCE  
1825 Bell Street, Suite 200  
Sacramento, CA 95825

Attention: Contracts Manager

**SUBJECT: AUGMENT COUNTY HOMELESS INITIATIVES**

TYPE OF BUSINESS/AGENCY: (CHECK ONE)

Public  Corporation  Private Nonprofit  Private for Profit  Individual Owner  Partnership

\_\_\_\_\_  
Name of Proposer (Legal Entity)

\_\_\_\_\_  
Name, Parent Corporation (if applicable)

\_\_\_\_\_  
Address of Proposer (Street, City, Zip Code)

\_\_\_\_\_  
Proposer's Federal Tax Identification Number

\_\_\_\_\_  
Contact Person (Please Print) (NAME, TITLE, PHONE NUMBER)

\_\_\_\_\_  
Fax Number of Proposer

\_\_\_\_\_  
E-Mail Address of Proposer

\_\_\_\_\_  
Name and title of person(s) authorized to sign for agency, Phone Number, Fax Number and E-Mail address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT B**  
**RFP NO. 2018-018**

**Certification**

I certify that all statements in this Exhibit B, Proposers Statements, are true. This certification constitutes a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, which shall include the right, at the option of the County, of declaring any contract made as a result hereof to be void. I agree to provide the County with any other information the County determines is necessary for the accurate determination of the agency's qualification to provide services.

I certify that \_\_\_\_\_ will comply with all requirements specified in the  
(agency's name)  
RFP which are applicable to the services which we wish to provide. I agree to the right of the County, State, and  
Federal government to audit \_\_\_\_\_  
(agency's name)  
financial and other records.

\_\_\_\_\_  
Print Name of Proposer or Authorized Agent

\_\_\_\_\_  
Signature of Proposer or Authorized Agent

\_\_\_\_\_  
Date

**SIGNATURES MUST BE IN BLUE INK**

Proposal responses must include evidence that the person or persons signing the proposal is/are authorized to execute the proposal on behalf of the Proposer.

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT C**  
**BUDGET FORMS AND INSTRUCTIONS**

Name of organization: \_\_\_\_\_

**The budget must be prepared on a cash accounting basis.** Complete the forms for a full year.

**PERSONNEL EXPENSE FORM**

To complete the Personnel Costs form, in:

- **Column 1**, (Positions) insert any positions not already identified on the form,
- **Column (a)**, (Annual Salary), insert the Annual Salary cost for each position at full time, **Columns (b) through (d)** (Benefits) insert the annual employer paid benefits.
- **Column (e)**, (Total Salary & Benefits) add Columns (a) through Column (d), place the total in Column (e).
- **Column (f)** (FTE) inserts the percentage of time of this position to be worked on this contract.
- **Column (g)** (Total Cost Requested) Multiply Salary & Benefits (Column (e)), times FTE for this contract (Column (f)), equals Column (g).
- Add all the cost of each position and place that total at bottom of the page.

**ADMINISTRATION AND OVERHEAD EXPENSE FORM**

To complete the Expense form:

- List expense items in the **Column (a)**. Include the total for Administrative staff on the first line.
- List the cost for each item in **Column (b)**
- State Purpose or Justification for Budget Line Item in **Column (c)**
- Add all of the amounts in **Column (b)**. This will reflect your total program costs.

**EXHIBIT C**

**PERSONNEL COSTS**

<b>SALARY AND BENEFITS EXPENSE</b>							
<b>POSITION<sup>1</sup></b>	<b>(A) ANNUAL SALARY</b>	<b>(B) EMPLOYER'S FICA CONTRIBU- TION</b>	<b>(C) EMPLOYER'S RETIREMENT CONTRIBU- TION</b>	<b>(D) EMPLOYER'S INSURANCE CONTRIBU- TION</b>	<b>(E) SALARY &amp; BENEFITS</b>	<b>(F) FTE THIS CON- TRACT</b>	<b>(G) TOTAL COST REQUESTED</b>
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
<b>TOTAL COSTS PER POSITION</b>							<b>(Box 1)</b> \$

**PLACE THE TOTAL FROM BOX 1 ABOVE IN THE FIRST BOX ON THE NEXT PAGE**

**EXHIBIT C**

**ADMINISTRATION AND OVERHEAD EXPENSES**

(a) ADMINISTRATIVE AND OVERHEAD EXPENSE DESCRIPTION List items	(b) TOTAL PROGRAM COST	COMMENTS
Personnel Costs (Box 1 from previous page)	\$	
Rent	\$	
Utilities	\$	
Building Insurance (not staff health insurance)	\$	
Telephones	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL PROGRAM COSTS</b>	<b>\$</b>	

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**RFP NO. 2018-018**  
**EXHIBIT D**  
**INSURANCE REQUIREMENTS**

A sample of the insurance exhibit included in the standard Sacramento County agreement follows this page.

The types of insurance and minimum limits required for any agreement resulting from this RFP are specified in this sample insurance exhibit. A contract negotiated following this RFP will include the attached insurance exhibit.

If agency's current insurance coverage does not conform to the requirements of the attached insurance exhibit, **DO NOT OBTAIN ADDITIONAL INSURANCE UNTIL A CONTRACT IS OFFERED.**

You must complete and sign the Applicant's Statement Regarding Insurance Coverage, on the last page of this Exhibit. If the Applicants Statement Regarding Insurance Coverage is not included in your package, your packet will not be considered by the department.

If your packet is chosen for contract award, and your current insurance does not meet the requirements specified in the attached insurance exhibit, you must provide proof of the required insurance coverage within five working days of the date a formal contract offer is made by the County.

Contact Eric Moscrop Contract Manager, 875-3558, for any further information you may require regarding insurance coverage.

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**RFP NO. 2018-018**  
**EXHIBIT D**

**COUNTY OF SACRAMENTO**  
**INSURANCE REQUIREMENTS FOR CONTRACTORS**

Without limiting CONTRACTOR's indemnification, CONTRACTOR shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by CONTRACTOR, its agents, representatives, or employees. COUNTY shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of the County Risk Manager, insurance provisions in these requirements do not provide adequate protection for COUNTY and for members of the public, COUNTY may require CONTRACTOR to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. COUNTY's requirements shall be reasonable, but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

**I. VERIFICATION OF COVERAGE**

CONTRACTOR shall furnish COUNTY with certificates evidencing coverage required below. Certificate(s) must clearly state the required types of insurance and the associated limits, including Sexual Molestation and Abuse. **Copies of required endorsements must be attached to the provided certificates.** The County Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of COUNTY and the general public is adequately protected. All certificates, evidences of self-insurance, and additional insured endorsements are to be received and approved by County before performance commences. COUNTY reserves the right to require that CONTRACTOR provide complete copies of any policy of insurance or endorsements offered in compliance with these specifications.

**II. MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

A. **General Liability:** Insurance Services Office's Commercial General Liability occurrence coverage form CG 0001. Including, but not limited to Premises/Operations, Products/Completed Operations, Contractual, Sexual Molestation and Abuse, and Personal & Advertising Injury, without additional exclusions or limitations, unless approved by the County Risk Manager.

B. **Automobile Liability:** Insurance Services Office's Commercial Automobile Liability coverage form CA-0001.

Commercial Automobile Liability: Auto coverage symbol "1" (any auto) for corporate/business-owned vehicles. If there are no owned or leased vehicles, symbols 8 and 9 for non-owned and hired autos shall apply.

Personal Automobile Liability: Personal Lines automobile insurance shall apply if vehicles are individually owned.

C. **Workers' Compensation:** Statutory requirements of the State of California and Employer's Liability Insurance.

D. **Professional Liability** or Errors and Omissions Liability insurance, including Sexual Molestation and Abuse coverage (unless included under the CONTRACTOR's General Liability), appropriate to CONTRACTOR's profession.

- E. **Umbrella** or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverages that at least follow form over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers’ Liability, and any other liability coverages (other than Professional Liability) designated under the Minimum Scope of Insurance.
- F. **Cyber Liability** including errors and omissions, identity theft, information security, and privacy injury liability. Coverage shall include but is not limited to:
  1. Third party injury or damage (including loss or corruption of data) arising from a negligent act, error or omission or a data breach.
  2. Defense, indemnity and legal costs associated with regulatory breach (including HIPAA), negligence or breach of contract.
  3. Administrative expenses for forensic expenses and legal services.
  4. Crisis management expenses for printing, advertising, mailing of materials and travel costs of crisis management firm, including notification expenses.
  5. Identify event service expenses for identity theft education, assistance, credit file monitoring to mitigate effects of personal identity event, post event services.

**III. MINIMUM LIMITS OF INSURANCE**

CONTRACTOR shall maintain limits no less than:

- A. General Liability shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

General Aggregate:	\$2,000,000
Products Comp/Op Aggregate:	\$1,000,000
Personal & Adv. Injury:	\$1,000,000
Each Occurrence:	\$1,000,000
Fire Damage:	\$ 100,000
Sexual Molestation and Abuse	\$250,000/\$1,000,000
	(Per person or occurrence/annual aggregate)

Building Trades Contractors and Contractors engaged in other projects of construction shall have their general liability Aggregate Limit of Insurance endorsed to apply separately to each job site or project, as provided for by Insurance Services Office form CG-2503 Amendment-Aggregate Limits of Insurance (Per Project

- B. Automobile Liability:
  1. Commercial Automobile Liability for Corporate/business-owned vehicles including non-owned and hired, \$1,000,000 Combined Single Limit.
  2. Personal Lines Automobile Liability for Individually owned vehicles, \$250,000 per person, \$500,000 each accident, \$100,000 property damage.
- C. Workers’ Compensation: Statutory.
- D. Employer’s Liability: \$1,000,000 per accident for bodily injury or disease.

- E. Professional Liability or Errors and Omissions Liability: \$1,000,000 per claim and aggregate, including Sexual Molestation or Abuse (unless coverage provided by Commercial General Liability Policy.) Sexual Molestation or Abuse may be included under Professional Liability with a sublimit not less than \$250,000 per person or occurrence and \$1,000,000 annual aggregate.
- F. Cyber Liability including Identity Theft, Information Security and Privacy Injury Liability; \$1,000,000 per claim or incident and \$1,000,000 aggregate.

**IV. DEDUCTIBLES AND SELF-INSURED RETENTION**

Any deductibles or self-insured retention that applies to any insurance required by this Agreement must be declared and approved by COUNTY.

**V. CLAIMS MADE PROFESSIONAL LIABILITY INSURANCE**

If professional liability coverage is written on a Claims Made form:

- A. The "Retro Date" must be shown, and must be on or before the date of the Agreement or the beginning of Agreement performance by CONTRACTOR.
- B. Insurance must be maintained and evidence of insurance must be provided for at least one (1) year after completion of the Agreement.
- C. If coverage is canceled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to the contract effective date, CONTRACTOR must purchase "extended reporting" coverage for a minimum of one (1) year after completion of the Agreement.

**VI. OTHER INSURANCE PROVISIONS**

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provision:

- A. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII. The County Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of COUNTY and the general public are adequately protected.
- B. Maintenance of Insurance Coverage: The Contractor shall maintain all insurance coverage and limits in place at all times and provide the County with evidence of each policy's renewal ten (10) days in advance of its anniversary date.
- C. Contractor is required by this Agreement to immediately notify County if they receive a communication from their insurance carrier or agent that any required insurance is to be canceled, non-renewed, reduced in scope or limits or otherwise materially changed. Contractor shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage, scope or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement.

**VII. COMMERCIAL GENERAL LIABILITY AND/OR COMMERCIAL AUTOMOBILE LIABILITY**

- A. Additional Insured Status: COUNTY, its officers, directors, officials, employees, and volunteers are to be endorsed as additional insureds as respects: liability arising out of activities performed by or on behalf of CONTRACTOR; products and completed operations of CONTRACTOR; premises owned, occupied or used by CONTRACTOR; or automobiles owned, leased, hired, or borrowed by CONTRACTOR. The coverage shall contain no endorsed limitations on the scope of protection afforded to COUNTY, its officers, directors, officials, employees, or volunteers.
- B. Primary Insurance: For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be endorsed to be primary insurance as respects: COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by COUNTY, its officers, directors, officials, employees, or volunteers shall be excess of CONTRACTOR's insurance and shall not contribute with it.
- C. Severability of Interest: CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- D. Subcontractors: CONTRACTOR shall be responsible for the acts and omissions of all its subcontractors and additional insured endorsements as provided by CONTRACTOR's subcontractor.

**VIII. PROFESSIONAL LIABILITY**

Professional Liability Provision: Any professional liability or errors and omissions policy required hereunder shall apply to any claims, losses, liabilities, or damages, demands and actions arising out of or resulting from professional services provided under this Agreement.

**IX. WORKERS' COMPENSATION**

Workers' Compensation Waiver of Subrogation: The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against COUNTY, its officers, directors, officials, employees, agents, or volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by CONTRACTOR. Should CONTRACTOR be self-insured for workers' compensation, CONTRACTOR hereby agrees to waive its right of subrogation against COUNTY, its officers, directors, officials, employees, agents, or volunteers.

**X. NOTIFICATION OF CLAIM**

If any claim for damages is filed with CONTRACTOR or if any lawsuit is instituted against CONTRACTOR, that arise out of or are in any way connected with CONTRACTOR's performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect COUNTY, CONTRACTOR shall give prompt and timely notice thereof to COUNTY. Notice shall be prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process if a lawsuit.

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT D**  
**APPLICANT'S STATEMENT REGARDING INSURANCE COVERAGE**

The successful applicant shall be required to obtain and maintain insurance according to County requirements, described in this Exhibit. If an applicant currently does not have insurance in the amounts specified this Exhibit, applicant should not obtain increased coverage before a contract is offered by the County.

APPLICANT HEREBY CERTIFIES that Applicant has reviewed and understands the insurance coverage requirements specified in Exhibit C of this packet. Should Applicant be awarded a contract, Applicant further certifies that Applicant can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name the County of Sacramento as Additional Insured.

\_\_\_\_\_  
Name of Applicant (Legal Entity)

\_\_\_\_\_  
Signature of Applicant's Authorized Representative

\_\_\_\_\_  
Name & Title of Authorized Representative

\_\_\_\_\_  
Date of Signing

**SIGNATURES MUST BE IN BLUE INK**

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT E**  
**CHILD SUPPORT ORDINANCE**

**Contract Language:**

CHILD SUPPORT COMPLIANCE CERTIFICATION:

- A. CONTRACTOR'S failure to comply with state and federal child, family and spousal support reporting requirements regarding a contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Agreement.
- B. CONTRACTOR'S failure to cure such default within 90 days of notice by COUNTY shall be ground for termination of this Agreement.
- C. If CONTRACTOR has a Principal Owner, Contractor shall provide Principal Owner information to the COUNTY upon request. Principal Owner is defined for purposes of this agreement as a person who owns an interest of 25% or more in the CONTRACTOR. Information required may include the Principal Owner's name, address, and social security number. Failure to provide requested information about a Principal Owner within 60 days of request shall be deemed a material breach of this contract and may be grounds for termination.

**COUNTY OF SACRAMENTO  
CONTRACTOR CERTIFICATION OF COMPLIANCE FORM  
FOR THOSE WITH COURT-ORDERED  
CHILD, FAMILY AND SPOUSAL SUPPORT**

WHEREAS it is in the best interest of Sacramento County that those entities with whom the County does business, or proposes to do business, demonstrate financial responsibility, integrity and lawfulness, it is inequitable for those entities with whom the County does business to receive County funds while failing to pay court-ordered child, family and spousal support which shifts the support of their dependents onto the public treasury.

Therefore, in order to assist the Sacramento County Department of Child Support Services in its efforts to collect unpaid court-ordered child, family and spousal support orders, the following certification must be provided by all entities with whom the County does business or desire to do business with:

CONTRACTOR hereby certifies that either: (choose one of four)

- (a) the CONTRACTOR is a government or non-profit entity (exempt),
- (b) the CONTRACTOR has no Principal Owners (25% or more) (exempt),
- (c) each Principal Owner (25% or more), does not have any existing child support orders,
- (d) CONTRACTOR'S Principal Owners are currently in substantial compliance with any court-ordered child, family and spousal support order, including orders to provide current residence address, employment information, and whether dependent health insurance coverage is available. If not in compliance, Principal Owner has become current or has arranged a payment schedule with the Department of Child Support Services or the court.

New CONTRACTOR shall certify that each of the following statements is true:

- a. CONTRACTOR has fully complied with all applicable state and federal reporting requirements relating to employment reporting for its employees; and
- b. CONTRACTOR has fully complied with all lawfully served wage and earnings assignment orders and notices of assignment and will continue to maintain compliance.

Note: Failure to comply with state and federal reporting requirements regarding a contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment constitutes a default under the contract; and failure to cure the default within 90 days of notice by the County shall be grounds for termination of the contract. Principal owners can contact the Sacramento Department of Child Support Services at (916) 875-7400 or (866) 901-3212, by writing to P. O. Box 269112, Sacramento, 95826-9112, or by E-mailing: [DCSS-BidderCompliance@sacounty.net](mailto:DCSS-BidderCompliance@sacounty.net).

\_\_\_\_\_

**CONTRACTOR**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**Signed Name**

\_\_\_\_\_

**Printed Name**

**SIGNATURES MUST BE IN BLUE INK**

**CONTRACTOR IDENTIFICATION FORM**

Contractor is exempt.

**If not exempt, CONTRACTOR TO COMPLETE:**

Company Name	_____		
Company Address	_____		
Taxpayer ID		Company Telephone Number	_____
1. Do you or anyone else own 25% or more of this Contractor/ Company? (Sole Proprietors answer yes)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
2. If so, is dependent health insurance available to/or through Contractor/Company?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>If YES to question #1, please complete the following as to each of these individuals:</b>			
Principal Owner Name	_____		
Social Security #	_____	Residence Telephone #	_____
Residence Address	_____		
Principal Owner Name	_____		
Social Security #	_____	Residence Telephone #	_____
Residence Address	_____		
Principal Owner Name	_____		
Social Security #	_____	Residence Telephone #	_____
Residence Address	_____		
Principal Owner Name	_____		
Social Security #	_____	Residence Telephone #	_____
Residence Address	_____		

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DEPARTMENT TO COMPLETE: (Note: This form does not need to be sent to DCSS if exempt but the County Contract Officer may want to keep for their records)**

Contract/PO #	Amount Paid/Payable \$	Term

Department Submitting Information: \_\_\_\_\_  
 Department Contact Person: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Department to submit form to the Department of Child Support Services, Mail Code 38-001, attention Contractor Match or to FAX # 875-9696

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT F**  
**NONDISCRIMINATION CLAUSE**

- A. CONTRACTOR shall not discriminate against any employee or proposer for employment because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition, or physical or mental disability. CONTRACTOR shall take affirmative action to provide that proposers are employed and that employees are treated during employment without regard to their race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition, or physical or mental disability. Such action shall include but not be limited to the following: employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places, available to employees and proposers for employment, notices to be provided by CONTRACTOR setting forth the provisions of this Equal Opportunity Clause.
- B. CONTRACTOR agrees and assures COUNTY that it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended, California Government Code Section 12940 (c), (h) (1), (i), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations 98000 - 98413, and other applicable federal and state laws as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15 and 28 CFR Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of distinctions based on race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition, or physical or mental disability be excluded from participation in or be denied the benefits of , or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and hereby gives assurance that it will immediately take any measures necessary to effectuate this Agreement. For the purposes of this Agreement, discrimination based on race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition, or physical or mental disability include but are not limited to the following: denying a participant any service or benefit; providing any service or benefit to a participant which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any matter related to his/her receipt of any services; restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether he/she satisfies any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; the assignment of times or places for the provision of service on the basis of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition, or physical or mental disability of the participants to be served. For the purposes of this Agreement, facility access for the disabled must comply with the Rehabilitation Act of 1973, Section 504. COUNTY and CONTRACTOR will take affirmative action to insure that intended beneficiaries are provided services without regard to race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition, or physical or mental disability

This assurance is given in consideration and for the purpose of obtaining any and all federal and state assistance; and CONTRACTOR hereby gives assurance that administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the CDSS Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

By making this assurance, the CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized COUNTY, CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, COUNTY shall have the right to invoke all remedies available at law or equity, and specifically including fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

- C. CONTRACTOR shall provide an atmosphere free of sexual harassment for its employees, clients, volunteers, and employees.
- D. CONTRACTOR shall in all solicitations or advertisements for employees placed by or on behalf of CONTRACTOR, state that all qualified proposers will receive consideration for employment without regard to race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition, or physical or mental disability.
- E. CONTRACTOR shall send, to each labor union or representative of workers with which it has a collective bargaining agreement, a notice to be provided by CONTRACTOR, advising the labor union or worker's representative of CONTRACTOR'S commitment under this Equal Opportunity Clause and shall post copies of the notice in conspicuous places available to employees and proposers for employment.
- F. The contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT F**  
**NONDISCRIMINATION STATEMENT OF COMPLIANCE**

\_\_\_\_\_, hereinafter referred to as  
(agency name)

“prospective contractor” hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5 in matters relating to the development, implementation, and maintenance of a nondiscrimination program. Prospective contractor agrees not to unlawfully discriminate against any employee or applications for employment because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition, or physical or mental disability.

I \_\_\_\_\_ hereby swear that I am duly authorized to legally bind the prospective  
(name of official)

contractor to the above-described certification. I am fully aware that this certification executed on \_\_\_\_\_ in the  
(date)

County of \_\_\_\_\_ is made under the penalty of perjury under the laws of the state of California.  
(County)

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**SIGNATURES MUST BE IN BLUE INK**

**AUGMENT COUNTY HOMELESS INITIATIVES  
EXHIBIT G  
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

CONTRACTOR agrees to comply with 45 CFR Part 76.100 (Code of Federal Regulations), which provides that federal funds may not be used for any contracted services, if CONTRACTOR is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

I (We) certify, to the best of my (our) knowledge and belief, that CONTRACTOR named below and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
5. Shall notify COUNTY within ten days of receipt of notification that CONTRACTOR is subject to any proposed or pending debarment, suspension, indictments or termination of a public transaction.
6. Shall obtain a certification from all its subcontractors funded through this Agreement that subcontractor is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
7. Hereby agree to terminate immediately, any subcontractor’s services that will be/are funded through this Agreement, upon discovery that the subcontractor has become debarred or suspended or is otherwise ineligible or voluntarily excluded from covered transactions by any federal department or agency.

\_\_\_\_\_  
Print Name of Proposer (Legal Entity)

\_\_\_\_\_  
Signature of Proposer’s Authorized Representative

\_\_\_\_\_  
Name & Title of Authorized Representative

\_\_\_\_\_  
Date of Signing

**SIGNATURES MUST BE IN BLUE INK**

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT H**  
**FIVE OR MORE**  
**EMPLOYEES STATEMENT**

Under Federal and State employment tax law, the County must resolve the basic question of whether to treat the service provider as an employee or as an independent contractor. This form was designed to simplify the process of resolving tax status determination as required under the Internal Revenue Service (IRS) rules. Please complete the following employee statement.

Contractor Name: \_\_\_\_\_

Contract No (s): \_\_\_\_\_

I certify that I have:

0 - 4 employees

5 or more employees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Phone Number

**SIGNATURES MUST BE IN BLUE INK**

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT I**  
**GOOD NEIGHBOR POLICY**

THE CONTRACTOR SHALL:

- A. CONTRACTOR shall comply with COUNTY'S Good Neighbor Policy. CONTRACTOR shall establish good neighbor practices for its facilities that include, but are not limited to, the following:
1. Provision of parking adequate for the needs of its employees and service population;
  2. Provision of adequate waiting and visiting areas;
  3. Provision of adequate restroom facilities located inside the facility;
  4. Implementation of litter control services;
  5. Removal of graffiti within seventy-two hours;
  6. Provision for control of loitering and management of crowds;
  7. Maintenance of facility grounds, including landscaping, in a manner that is consistent with the neighborhood in which the facility is located;
  8. Participation in area crime prevention and nuisance abatement efforts; and
  9. Undertake such other good neighbor practices as determined appropriate by COUNTY, based on COUNTY'S individualized assessment of CONTRACTOR'S facility, services and actual impacts on the neighborhood in which such facility is located.
- B. CONTRACTOR shall identify, either by sign or other method as approved by the DIRECTOR, a named representative who shall be responsible for responding to any complaints relating to CONTRACTOR'S compliance with the required good neighbor practices specified in this section. CONTRACTOR shall post the name and telephone number of such contact person on the outside of the facility, unless otherwise advised by DIRECTOR.
- C. CONTRACTOR shall comply with all applicable public nuisance ordinances.
- D. CONTRACTOR shall establish an ongoing relationship with the surrounding businesses, law enforcement and neighborhood groups and shall be an active member of the neighborhood in which CONTRACTOR'S site is located.
- E. If COUNTY finds that CONTRACTOR has failed to comply with the Good Neighbor Policy, COUNTY shall notify CONTRACTOR in writing that corrective action must be taken by CONTRACTOR within the specified time frame. If CONTRACTOR fails to take such corrective action, COUNTY shall take such actions as are necessary to implement the necessary corrective action. COUNTY shall deduct any actual costs incurred by COUNTY when implementing such corrective action from any amounts payable to CONTRACTOR under this Agreement.
- F. CONTRACTOR'S continued non-compliance with the Good Neighbor Policy shall be grounds for termination of this Agreement and may also result in ineligibility for additional or future contracts with COUNTY.

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**EXHIBIT I**  
**CHARITABLE CHOICE**

CONTRACTOR certifies that if it identifies as a faith-based religious organization, and receives direct funding from one of the following funding sources:

- Substance abuse prevention and treatment services under the Substance Abuse Prevention and Treatment Block Grant (SAPT);
  - The Projects for Assistance in Transition from Homelessness (PATH) formula grant program;
  - Substance Abuse and Mental Health Services Administration (SAMSHA) discretionary grants; or
  - General Temporary Assistance for Needy Families (TANF), that
1. CONTRACTOR shall adhere to the requirements contained in Title 42, Code of Federal Regulations (CFR) Part 54; or Title 45, Code of Federal Regulations (CFR) Part 260, whichever applies to this Agreement.
  2. CONTRACTOR's services shall be provided in a manner consistent with the Establishment Clause and the Free Exercise Clause of the First Amendment of the United States Constitution.
  3. If CONTRACTOR offers inherently religious activities, they shall be provided separately, in time or location, from the programs or services for which the organization receives funds from Federal, State or local government sources. Participation in religious activities must be voluntary for program beneficiaries (42 CFR Part 54.4) and (45 CFR Part 260(b)(2)).
  4. CONTRACTOR shall not expend any Federal, State or local government funds to support any inherently religious activities such as worship, religious instruction, or proselytization (42 CFR Part 54.5) and (45 CFR Part 260(c)).
  5. CONTRACTOR shall not, in providing program services or engaging in outreach activities under applicable programs, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice (42CFR Part 54.7) and (45 CFR Part 260(f)).
  6. CONTRACTOR shall inform program beneficiaries that they may refuse to participate in any religious activities offered by CONTRACTOR.
  7. CONTRACTOR shall inform program beneficiaries that, if they object to the religious character of the program, they have the right to a referral to an alternate service provider to which they have no objections (42 CFR Part 54.8) and (45 CFR Part 260(g) (1)).
  8. CONTRACTOR shall, within a reasonable time of learning of a beneficiary's objection to the religious character of the program, refer the program beneficiary to an alternate service provider (42 CFR Part 54.8) and (45 CFR Part 260(g) (3)).

If 42 U.S.C. 2000e-1 regarding employment practices is applicable to this Agreement, it shall supersede 42 CFR Part 54.7 to the extent that 42 CFR Part 54.7 conflicts with 42 U.S.C. 2000e-1.

**AUGMENT COUNTY HOMELESS INITIATIVES**  
**ADDITIONAL INFORMATION**

CONTRACTOR shall read and comply with all the provisions of this section.

**A. 71-J PROVISION:**

This contract may be subject to Section 71-J of the County Charter, which allows the County to contract for services that county employees perform for reasons of economy and efficiency if the contract does not cause the displacement of county employees, the county meets and confers with any organization that represents employees who perform the type of services to be contracted, and the 71-J bidding process is followed. If any county employee is scheduled to be laid off, demoted, or involuntarily transferred to a new qualification, the like position in the 71-J contract and the related dollars for that position must first be eliminated.

**B. CONFIDENTIALITY**

1. Personally Identifiable Information (PII) is information directly obtained in the course of performing an administrative function on behalf of a welfare program, such as determining eligibility, that can be used alone, or in conjunction with any other information, to identify a specific individual. PII includes any information that can be used to search for or identify individuals, or can be used to access their files, such as name, address, social security number, date of birth, driver's license number or identification number. PII may be electronic or on paper.
2. As required by State and Federal laws and regulations, including California Welfare and Institutions Code Section 10850 and Division 19-000 of the State Department of Social Services Manual of Policies and Procedures, Confidentiality, Fraud, Civil Rights and State Hearings, CONTRACTOR is required to safeguard PII and not publish or disclose, use or permit, or cause to be published, disclosed, or used, any PII pertaining to an applicant or recipient for any purpose not directly connected with the administration of public social services. Access to this PII is restricted to only those staff that needs PII to perform their official duties as specified in this contract.
3. CONTRACTOR must use all reasonable measures to prevent non-authorized personnel and visitors from accessing, controlling, or viewing this PII.
4. CONTRACTOR staff is not to access their own public assistance records, nor the records of friends, family, acquaintances, co-workers, or tenants for any reason.
5. CONTRACTOR agrees to inform all of its employees, agents, subcontractors and partners of the above provisions and that knowing and intentional violation of the provisions of said state law is a misdemeanor.

**C. SECURITY**

1. CONTRACTOR staff for whom CalWIN accounts or other DHA accounts are requested must be 18 years or older and must first comply with the following: pass a California State Department of Justice security clearance, complete the DHA security training, sign the DHA Staff Statement of Confidentiality (DHA form SC63), and sign the DHA security agreement (DHA form SC1170).
2. CONTRACTOR shall ensure that data containing PII is used and stored in an area that is physically safe from access by unauthorized persons during working hours and non-working hours. Such data must not be removed from the premises except for routine business purposes. Such data shall not be left unattended at any time in vehicles or airplanes and in checked baggage on commercial airplanes.

3. CONTRACTOR shall dispose of paper documents containing PII through confidential means, such as cross cut shredding and pulverizing.
4. CONTRACTOR shall ensure that only the minimum amount of PII is downloaded onto systems, electronic equipment, and media, such as computers, laptops, notebooks, hard drives, flash drives, CDs/DVDs, when absolutely necessary for current business purposes.
5. CONTRACTOR shall ensure that all PII is wiped from systems, electronic equipment, and media when the data is no longer legally required.
6. CONTRACTOR shall ensure that all e-mails that include PII that are sent outside of its e-mail environment are sent via an encrypted method using a vendor product that is recognized as an industry leader in meeting the needs for the intended solution
7. CONTRACTOR shall ensure that all computers, laptops, notebooks, and other systems that process and/or store PII have commercial third-party anti-virus software installed and that such software is updated when new anti-virus definitions or software releases are available.
8. CONTRACTOR shall ensure that all electronic equipment and media, such as computers, laptops, notebooks, hard drives, flash drives, CDs/DVDs, that contain PII are encrypted using a vendor product that is recognized as an industry leader in meeting the needs for the intended solution.

**D. IN THE EVENT OF PII INCIDENTS**

1. Incidents include actual or suspected intrusion, loss or unauthorized use or disclosure of PII.
2. In the event of an incident, CONTRACTOR shall immediately, no later than within 24 hours, notify the COUNTY by telephone call or e-mail. Telephone 916 875-3610 or e-mail [DHA-ISO@saccounty.net](mailto:DHA-ISO@saccounty.net). CONTRACTOR shall provide a description of the incident, including date, time, and location; numbers of documents, files, and records; names of all participants affected; description of the PII and its source; type of system, equipment, or media affected; description of how the data was physically stored, contained, or packaged; names of persons involved; probable causes; corrective actions taken or planned; if the incident was reported to law enforcement, the law enforcement report number; and any other details about the incident as requested by COUNTY.
3. In the event of an incident, if requested by COUNTY, CONTRACTOR shall immediately, for the purpose of reviewing compromised PII:
  - Allow COUNTY to access and review the content of CONTRACTOR's systems, equipment, and media affected by the incident.
  - Provide to the COUNTY copies of electronic documents and records containing PII that resided on CONTRACTOR's systems, equipment, or media at the time of the incident.
4. If a breach of security has occurred in the CONTRACTOR's use of PII provided by the COUNTY, the CONTRACTOR is responsible for any and all breach notifications and associated costs to the extent the breach of security was caused in whole or part by the negligence, recklessness or intentional error or omission of Contractor. The means and contents of any breach notifications must first be approved by the COUNTY.

**E. REPORTING REQUIREMENTS**

The contractor will be required to complete monthly reporting documents to capture required DHA and CDSS information. Information required by State and Federal governments changes rapidly, thus requiring changes in reporting during the contract period. The contractor must have in place a comprehensive management information system and system unit to comply with the changing fiscal and performance reports required. The successful applicant will be required to provide timely information on shelter turn away numbers using the procedure and format that will be provided by DHA. The successful applicant will be required to enter full required information into the Homeless Management Information System (HMIS) in the prescribed timeframe as dictated by DHA.

**F. INFORMATION SYSTEM COMMUNICATION NEEDED BY CONTRACTOR**

Both DHA and Proposer will be exchanging information. Proposals must include computer access to allow for sharing of case information while protecting participant confidentiality.

**G. EQUIPMENT OWNERSHIP**

County shall have and retain ownership and title to all equipment purchased by Proposer under this Agreement. Proposer shall furnish, and amend as necessary, a list of all equipment purchased under this Agreement together with bills of sale and any other documents as may be necessary to show clear title and reasonableness of the purchase price. The equipment list shall specify the quantity, name, description, purchase price, and date of purchase of all equipment. County shall inventory tag all equipment and shall conduct or require Proposer to conduct an annual physical inventory of the equipment. Proposer shall make all equipment available to County during normal business hours for tagging and inventory. Proposer shall deliver the equipment to County upon termination of this Agreement, unless County instructs otherwise or this Agreement is renewed or extended.

**H. CHILDREN'S EDUCATIONS RIGHTS**

CONTRACTOR shall ensure parents are informed of their children's educational rights. Upon admission to the program, parents shall be provided a brochure approved by Project Teach providing school district liaison contact information. Provision of this brochure will be documented in the case record. CONTRACTOR shall post in public view Project Teach approved posters detailing the educational rights of homeless children. CONTRACTOR shall participate at least quarterly in the Sacramento County Taskforce For the Education of Homeless Children to ensure collaboration with educational providers and assure consideration of the educational needs of children served in the program.