

BIDDER PROPOSAL RESPONSE

REQUEST FOR PROPOSAL # COARC-0026

HOMELESS HOUSING, ASSISTANCE AND PREVENTION (HHAP)



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.

By: Mirella Orozco, Program Specialist II
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This RFP and any ensuing Addendums are available at the following link:

<https://rivcohps.org/coc-division-and-funded-programs>

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

Appendix A

PURPOSE/BACKGROUND

The County of Riverside Department of Housing and Workforce Solutions is seeking proposals from public (government) or private/not-for-profit organizations qualified in providing immediate **Street Outreach, Emergency Shelter, Rental Assistance and Rapid Re-Housing (RRH), Service Coordination, and Diversion Services** to individuals experiencing homelessness. Funding from the Homeless Housing, Assistance and Prevention (HHAP) Round 3 Riverside County Continuum of Care (CoC) allocation in the amount of **\$469,269.76** and the Round 4 Riverside County Continuum of Care (CoC) allocation of **\$4,099,350.17** is being allocated under this Request for Proposal (RFP), of which **\$440,760.34** is set aside for youth specific activities to support emergency shelter and diversion services to supplement youth activities not covered under the Youth Homelessness Demonstration Program (YHDP). HHAP is authorized by Assembly Bill (AB) 101 (Committee on Budget, Chapter 159, Statutes of 2019), which was signed into law by Governor Newsom on July 31, 2019. HHAP is also established pursuant to Chapter 6 (beginning with Section 50216) of Part 1 Division 31 of the Health and Safety Code. The program is administered by the California Department of Housing and Community Development (HCD).

Prospective applicants should read through all sections carefully to avoid submitting an incomplete or ineligible application. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

The County of Riverside's Housing and Workforce Solutions Department serves as the CoC Lead Agency and Administrative Entity for the Riverside County CoC and works alongside CoC's membership body of county departments, cities, homeless assistance providers, and other members to oversee the community's plan to organize and deliver supportive services, including housing options, which meet the specific needs of homeless individuals and families. During its regular CoC Meeting on August 21st, the Riverside County CoC elected to utilize HHAP funding to strengthen its system of services through a demonstration project herein referred to as "Riverside County CoC's Pathway to Home." The project set to encompass street outreach, emergency shelter, rental assistance and rapid rehousing, and service coordination interventions which together would relocate 100 of the most vulnerable unsheltered individuals from street into emergency shelter, and ultimately into permanent housing. Under this model, agencies awarded under this RFP, would work in partnership to receive referrals through Riverside County CoC's Coordinated Entry System (CES), engage and case manage individuals, coordinate temporary housing, and identify and facilitate connections into permanent housing.

This model supports the Riverside County CoC's plan to build and strengthen its existing homeless response system through coordinated efforts with multiple systems and sectors, who all operate together to address the inflows, service delivery, and outflows relevant to addressing homelessness (see Page 7 of Homeless Action Plan). More information regarding the County and Riverside County CoC's Homeless Action Plan can be accessed here: [County of Riverside Homeless Action Plan 2022-2027](#).

Target Population

Literally homeless individuals as defined in 24 CFR 578.3 throughout Riverside County. This effort aligns with Riverside County's Homeless Action Plan, Strategy 14: Improves Access for People Experiencing Homelessness

and Strategy: Increase the Number of Crisis Housing Beds Regionally in the County of Riverside. A copy of the plan can be found here [County of Riverside Homeless Action Plan.pdf](#).

Projects prioritized will:

(1) coordinate services regionally and in an equitable way in order to further encourage reach to all five Supervisorial Districts; (2) serve those most in need through street outreach; and (3) guarantee all eligible persons receive equitable services with dignity, respect, and compassion regardless of circumstance, ability, or identity. This includes marginalized populations, Black, Native and Indigenous, Latinx, Asian, Pacific Islanders, and other people of color, immigrants, people with criminal records, people with disabilities, people with mental health and substance use vulnerabilities, people with limited English proficiency, people who identify as transgender, people who identify as Lesbian, Gay, Bisexual, Transgender, Queer and others (LGBTQ+), and other individuals that may not have access to mainstream support.

Eligible Activities & Funding Distribution

The maximum funding amount for this RFP is \$4,568,619.93 through June 30, 2026 (please note: \$440,760.34 of this funding is set aside for youth specific activities).

Project Type	HHAP Available for All Populations	HHAP Available for Youth Populations Amount
Street Outreach	\$748,995.66	
Operating Subsidies (Emergency Shelter)	\$1,499,350.17	\$300,000
Rental Assistance & Rapid Rehousing	\$1,800,000	
Service Coordination	\$79,513.76	
Diversion Services		\$140,760.34
Total Project	\$4,127,829.59	\$440,760.34

Description of Eligible Activities

Street Outreach: The Street Outreach team engages directly with people who are literally homeless, referring them to emergency shelters, assisting with documentation, and housing navigation needed to connect them to permanent housing solutions. This activity helps individuals who are experiencing homelessness access permanent housing and supportive services.

Operating Subsidies (Emergency Shelter): Operating subsidies supports emergency shelter operations. Emergency Shelter(s) will set aside beds for clients referred by the Street Outreach Team(s). Case Managers will offer supportive services and help these clients connect to the Rental Assistance & Rapid Rehousing Program that are a part of the Pathway to Home Project.

Rental Assistance & Rapid Rehousing: This activity includes providing rental subsidies and incentives to landlords, such as security deposits and holding fees. Rental Assistance and Rapid Rehousing (RRH) Team(s) will receive referrals from the Coordinated Entry System (CES) that originate from the Pathway to Home Project to help individuals secure permanent housing.

Service Coordination: This activity will serve to support the Pathway to Home Project by providing coordination services including services needed to promote housing stability in supportive housing.

Diversion Services: This activity focuses on diversion services, including providing case management services, limited rental and utility arrears payments, moving costs, security deposit, housing search and assistance, documentation fees, work expenses, travel expenses for appointments, contingencies, emergency food assistance, etc. These funds are intended to address gaps in services and funding for Transition Aged Youth (TAY).

Additionally, resources will be distributed equitably and as identified during the 2023 Homeless Point-in-Time Count (shown in the table below):

Homeless Population Distribution Per District				
District 1	District 2	District 3	District 4	District 5
32%	10%	8%	31%	19%

Program Outcome(s)

Collectively, a minimum of 100 households will be served through the Riverside County CoC’s Pathway to Home Project.

Applications will be reviewed in the following areas:

1. Eligibility of proposed activity.
2. Applicant eligibility.
3. Applicant spending history on past and current homeless assistance grants (if applicable).
4. Eligibility of population to be served.
5. Capacity of the applicant to perform as proposed which could involve reviewing progress through data captured in HMIS or other related reports.
6. Leveraging other resources.
7. Participation within the Continuum of Care.
8. The project must fill an identified gap/priority in the Continuum of Care system and be consistent with the goals and objectives of the system.
9. Collaborate with community agencies for provision of additional supportive services.
10. Agreement to participate in the local Homeless Management Information System (HMIS).

Tab A Proposal Checklist

Instructions:

- This section must be filled in and each item checked off to ensure all items requested by the County in this RFP have been submitted.
- Follow the instructions in each section of this RFP.
- Present all requested items in the index tabs ordered A through J as shown.
- Label each item presented and include additional items on your Table of Contents.
- All proposals must include a detailed description of each proposed service to be provided.
- Bidders that do not follow the bid instructions found in the Homeless Housing, Assistance and Prevention Program document “Request for Proposals” may be found to be “non-responsive” and disqualified from the bid process.

Name of Organization: _____

Service to provide: _____

Proposal Submission Checklist

General Bidder Information

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

Page Number

- Tab A – Proposal Checklist (*this page*) _____
- Tab B – Proposal Cover Page (*signed by Authorized Signatory*) _____
- Tab C – Company Profile/ Experience _____
- Tab D – Acknowledgements..... _____
- Tab E – Scope of Services _____
- Tab F – References _____
- Tab G – Credentials/Resumes/Certifications/Licenses..... _____
- Tab H – Bidder Attachment..... _____

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

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

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

Cost and Financials

Please provide Tabs I and J as a separate document via email with your Request for Proposal (RFP).

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

Tab B Proposal Cover Page

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

BIDDER TO COMPLETE ALL APPLICABLE AREAS

The County of Riverside Housing and Workforce Solutions is soliciting proposals from qualified agencies to provide:

HHAP Street Outreach, Operating Subsidies, Rapid Rehousing, and Service Coordination

There will be a non-mandatory bidder’s meeting on:

Date: September 19, 2024 **Time:** 2:00 pm

Location: Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 265 083 468 779

Passcode: Ntjxaa

Dial in by phone

[+1 951-465-8390](#).,180064067# United States, Riverside

[Find a local number](#)

Phone conference ID: 180 064 067#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

PROPOSALS MUST BE EMAILED TO: CoC@Rivco.org

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

Company Name:

Mailing Address:

City: State: Zip:

Remit to Address:

City: State: Zip:

Phone # () FAX # ()

Contractor Website:

Name: Title:

Signature: Date:

Email:

Please Check Veteran Local Preference Small Business

Tab C Company Profile/ Experience

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

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

BIDDER'S RESPONSE:

- 2. Proof of non-profit status, if applicable

BIDDER'S RESPONSE:

- 3. Company overview of services or activities performed, including:
 - a. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract. Identify those with lived experience of homelessness and/or represent a marginalized or underserved population.
 - b. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent, or related services.
 - c. Company size - number of staff. Identify the number of staff with lived experience of homelessness and/or represent a marginalized or underserved population.
 - d. Location of the office from which the work under this contract will be provided and the staff allocation at that office.

BIDDER'S RESPONSE:
a)
b)
c)
d)

- 4. Provide your company's mission statement.

BIDDER'S RESPONSE:

- 5. Please indicate whether the bidder holds controlling or interests in any other organization or is owned or controlled by any other person or organization. If none, that must be stated. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

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

BIDDER'S RESPONSE:

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

BIDDER'S RESPONSE:

8. An explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

BIDDER'S RESPONSE:

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

BIDDER'S RESPONSE:

10. **Federal Exclusion List** – System for Award Management (SAM) - If this Request for Proposal is Federally or State funded, bidders must go to the following website and submit with their bid that the contractor is not listed on the System for Award Management (SAM) at <https://www.sam.gov> for:

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

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. If awarded a contract, awarded vendor must notify the County immediately if it is debarred at any time during the contract period.

BIDDER'S RESPONSE:
a.

Tab D Acknowledgements

1. Clarifications, Exceptions, or Deviations

All bidder(s) shall describe any exception or deviation from the requirements of the RFP. Each clarification, exceptions, or deviation must be clearly identified. If your agency has no clarification, exceptions, or deviation, a statement to that effect shall be included in this section. The sample service agreement is located in the Request for Proposals Document and incorporated herein by this reference.

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

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

- Confidentiality
- Subcontractors
- Reporting Requirements

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

2. Evidence of Insurability/Business Licenses

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

Please acknowledge that bidder will adhere to insurance requirements:
BIDDER'S RESPONSE:

3. Transition

Upon expiration or termination of this Agreement for any reason, during the transition close-out period the Contractor agrees to:

- 1) Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and
- 2) Assist Housing and Workforce Solutions in the orderly transition and transfer of all collaborations and committees to Housing and Workforce Solutions and the subsequent Contractor(s); and
- 3) Provide, in a timely manner, all file and information deemed necessary by Housing and Workforce Solutions for use in subsequent contracting activities without additional cost to Housing and Workforce Solutions or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and
- 4) Cooperate with Housing and Workforce Solutions during a transition close-out period to ensure orderly and seamless delivery of services to residents of Riverside County.

CERTIFICATIONS

I, _____, a duly authorized agent of _____,
 Printed Name of Agent/Officer Name of Organization

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

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

Signature _____ Date _____

Title of Agent/Officer _____

Tab E Scope of Services

Instructions: Bidders requesting funding for different project type components, projects that will be operated separately, and/or in different geographic areas are required to submit a separate Scope of Services.

Target Population:

- General, All populations except youth
- Transitional Age Youth (TAY) ages 18-24

Bidders shall address all sections listed in the Scope of Services, providing a complete and concise response within a *maximum of 10 pages* of narrative.

I. Project Type

Indicate all the projects you are submitting in this proposal. As a reminder, you are required to submit a separate Scope of Service for each one that you check:

- Outreach and coordination** (which may include access to job programs) to assist vulnerable populations with accessing permanent housing and promote housing stability in supportive housing.
- Operating subsidies for emergency shelters, and navigation centers.** (Operating subsidies may include operating reserves.)
- Rental assistance and rapid rehousing** to ensure housing affordability to individuals experiencing homelessness or who at risk of homelessness.
- Service coordination**, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.

II. Program Design (25 points)

A. Provide an overall description of your services and administration of your project. Describe how your project will provide emergency assistance and/or supportive services to people experiencing homelessness or at risk of homelessness. At minimum, specify the following:

- Is this a new project or an expansion of an existing project? (note: HSC § 50218(a)(5) states that program recipients shall not use HHAP program funding to supplant existing local funds for homeless housing, assistance, or prevention.
- If an expansion of a new project, please describe the existing project in terms of number of staff and positions and current number of households served and total number of persons in households. Also, please describe the expansion of the project in terms of number of staff and positions and number of households that will be served and total number of persons in households.
- Please describe how they will assist homeless persons achieve housing stability and financial stability.
- Describe and provide the following: number of clients to be served; type of facility; total number of units/beds (max. capacity); number of new units/beds created.
- Indicate the service area for your project.

- Describe the proposed population/subpopulation to be served.
- If applicable, describe how the project will assist the participant's access to resources and support networks to retain housing after exiting the program.
- Describe the case management approach and activities to assess housing needs, arrange/coordinate/monitor the delivery of individualized services.
- Describe how the proposed project will connect program participants to mainstream benefits, including healthcare options through the Affordable Care Act, social and employment programs, educational programs for children under the McKinney-Vento Act, and any other federally and state assured benefit for which the program participant may qualify.
- Are services to be directly provided by agency staff and/or subcontracted? Describe subcontracted services and subcontracted agencies.
- If the project is expected to continue beyond the grant term, describe project sustainability. If the project will be time-limited describe how you will manage the temporary hiring of staff and closing of the program services at the end of the grant term.

III. Need for Funds/Cost Effectiveness (35 points)

Please refer to the Riverside County Homeless Point-in-Time Count Survey which can be found at <https://drive.google.com/file/d/1mA9xcnGMqNTVZUTrdFksF1WGk-uxCNWj/view> and describe how your proposed project will meet the needs of the targeted community. Projects targeting a specific subpopulation (including youth) will need to provide a detailed explanation on the need to target subpopulations as reflected in the reports attached. The need should be supported with data and analysis.

IV. Impact and Effectiveness (20 points)

Describe your plan for measuring the performance of your project, including data collection, analysis and quality improvement. At a minimum, describe your anticipated performance in the measures listed below. You may also include additional performance measures as appropriate.

Anticipated Performance Measures

- Number of homeless persons served
- Number of unsheltered homeless persons served, and the average length of time spent as homeless before entry into the project
- Number of homeless persons exiting the project to permanent housing
- Number of persons that return to homelessness after exiting the project

V. Continuum of Care (CoC) Requirements (10 points)

- a) Describe how the proposed project aligns with the Riverside County Homeless Action Plan. <https://rivcohws.org/sites/g/files/aldnop131/files/2022-10/County%20of%20Riverside%20Homeless%20Action%20Plan.pdf>
- b) Describe how the proposed project supports regional coordination and/or is aligned with local/regional homeless collaboratives such as the Coachella Valley Association of Governments (CVAG) Homelessness Collaborative, Southwest Regional Housing Alliance, and the Corona & Norco Regional collaborative. <https://rivcohws.org/sites/g/files/aldnop131/files/2022-10/County%20of%20Riverside%20Homeless%20Action%20Plan.pdf>

- c) Describe how the proposed project will adhere to the principles and practices of California’s Housing First Policy.
- d) Describe how the proposed project will participate and comply with the CoC’s Coordinated Entry System (CES) requirements for assessment, prioritization, and referrals to housing and will participate and contribute client–level data to the Homeless Management Information System (HMIS) and demonstrate adequate capacity for data collection and reporting. Identify staff who will be responsible for data entry and ensuring data quality – completeness, accuracy and timeliness. To learn more about HMIS requirements, go to: <https://rivcohhpws.org/coc-homeless-management-information-system>
- e) Describe how the proposed project will work closely with local and newer organizations in the region who deliver homeless services and expand reach and access to vulnerable and underserved populations in the region.

VI. Implementation Timeliness (10 points):

Submit a Project Timeline (with key activities, benchmarks, and target dates) to demonstrate applicant’s ability to deliver services or start capital improvement activities within 60 days of contract award.

VII. Service Area

The intent of the Pathway to Home Project is to target resources in specific regions where gaps currently exist. Every effort will be made to target resources by Supervisorial District to support regional coordination and to deploy clear plans towards 100% coverage. Please note the cities with an asterisk (*) currently deploy a range of homeless resources and this RFP will make every effort to avoid duplication and fill any gaps currently not met.

Instructions: Please select the Supervisorial District your project(s) and/or cities your projects will be targeting.

BIDDER’S RESPONSE: *Select all that apply.*

Supervisorial District 1

- *Perris*
- Wildomar*
- Unincorporated Areas*

Supervisorial District 2

- Canyon Lake*
- *Corona*
- Eastvale*
- *Jurupa Valley*
- *Norco*
- *Lake Elsinore*
- Unincorporated Areas*

Supervisorial District 3

- Menifee*
- *Murrieta*
- *Temecula*
- Unincorporated Areas*

Supervisorial District 4

- *Blythe*
- *Cathedral City*
- *Coachella*
- *Desert Hot Springs*
- *Indian Wells*
- *Indio*
- *La Quinta*
- *Palm Desert*
- *Palm Springs*
- *Rancho Mirage*
- Unincorporated Areas*

Supervisorial District 5

- *Banning*
- Beaumont*
- Calimesa*
- *Hemet*
- *Moreno Valley*
- *San Jacinto*
- Unincorporated Areas*

Tab F References

References

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

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

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

Reference 3	
Company name:	

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

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

BIDDER'S RESPONSE:

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

BIDDER'S RESPONSE:

Tab G Credentials/Resumes/Certifications/Licenses

1. BIDDER REQUIREMENTS

Contractor must complete a criminal background check on all employees, subcontractors, and volunteers providing services. Criminal records clearance must be obtained from the State of California Department of Justice prior to any individual providing services to individuals. A statement affirming that appropriate clearance has been obtained must be maintained in everyone's personnel file.

BIDDER'S RESPONSE: Bidder must acknowledge that they had read and will comply with the statement above.

2. RESUMES

Bidder shall specifically provide the following information on all employees to providing services related to this RFP:

- A. Position Title
- B. Responsibilities
- C. Qualifications/Experiences
- D. Certifications/Licenses, if applicable
- E. Any other information, which will assist in evaluating qualifications.

BIDDER'S RESPONSE:

- A.
- B.
- C.
- D.
- E.

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

Tab H Bidder attachment

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

Below is an example:

Tab D Company Profile

This section of the quote is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear and include descriptive information regarding service delivery. The following information must be provided as follows: 1. Business name and legal business status (i.e. partnership, corporation, etc.)

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

BIDDER’S RESPONSE:

Please provide copy of Tabs I and Tab J in a separate file.

Tab I Cost Proposal & Budget Narrative

In this section, please complete and include the Cost Proposal Sheet and Budget Narrative. The County reserves the right to negotiate final fees with the selected Bidder(s). Proposals must fully describe all costs to charges to County as part of this service/project. As stated in the Cost Proposal, bidders must provide fully inclusive blended rates, which are inclusive all of the bidder’s project-related or supported expenses, including travel expenses. Expenses not included in the Line-Item Budget will not be reimbursed. Bidders may also include any other documents as information to further explain the proposed costs.

Line-Item Budgets must be all-inclusive and include, but not be limited to, the following administration, travel, training, and operating costs. **Cost should reflect expenditures for the full term of the contract.** Bidder must include a **Budget Narrative** that describes each line item.

ITEM	SALARIES AND BENEFITS Item Descriptions	Budget Narrative/Cost Proposal (include formulas and a clear description of each item)	
		Expand the number of cells and/or the amount of information in each cell, as needed.	Total
A. Salaries (Per Position)			
List each type of Position that would provide direct services to this contract.			
In the Justification provide: (a) # of positions, (b) full-time of part-time percentage. (c) average pay, (d) formula to support your proposed annual cost.			
	Example: Licensed Clinical Therapist	3 LCT Staff, 1 at each site. All 3 FTE. Avg Pay = \$22.00/hr. [Formula: \$22/hr. X 2080 hrs. =\$45,760 X 3 staff = \$137,280] Job Duties are outlined in the RFP Narrative on Page “x “	\$137,280
A1	Position 1:		\$
A2	Position 2:		\$
A3	Position 3:		\$
SALARY SUBTOTAL			\$
B. Benefits			
Provide details of each benefit item. Include the percentage of salary allocated towards each item. Provide the formula to support your proposed annual cost.			
B1			\$
B2			\$
B3			\$
B4	Other: (Please specify one item per line.)	Include any additional Salary or Benefit line item costs that were not listed above. List one item, per line. Provide details of each additional item. Provide the formula to support your proposed annual cost.	
	1.		\$
	2.		\$
	3.		\$
BENEFIT SUBTOTAL			\$
TOTAL SALARIES & BENEFITS			\$

ITEM	PROGRAM/ OPERATIONAL COSTS Item Descriptions	Budget Narrative/Cost Justification (include formulas and a clear description of each item)	
		Expand the number of cells and/or the amount of information in each cell, as needed.	Total
PROGRAM/ OPERATIONAL COSTS		Provide details of each Program / Operational item. Include per person, per mile, per class, etc... costs as needed in your justification. Provide the formula to support your proposed annual cost. Program Operational costs are costs dedicated 100% to this particular service. If this is a shared cost, then list dedicated costs here with the percentage and the balance under Administrative / Overhead costs with the percentage. (Example, 80% of office space is used for this service. So, only 80% of the total rent is listed here.)	
C. Financial Assistance			
C1	Security Deposits		\$
C2	Landlord Incentive		\$
C3	Rental Assistance		\$
C4	Moving Expenses		\$
C5	Storage Expenses		\$
C6	Utility Expenses		\$
C7	Application Fees		\$
C8	Unit Repairs		\$
C9	Appliances		\$
C10	Other: specify one item per line		
	1.		\$
	2.		\$
	3.		\$
D. Travel			
D1	Vehicle Lease/Purchase		\$
D2	Mileage <i>(include the per mile paid rate)</i>		\$
D3	Public Transportation <i>(i.e.: bus pass, Uber, etc.)</i>		\$
D4	Other: specify one item per line.		
	1.		\$
	2.		\$
	3.		\$
E. Training			
E1	Training/Orientation		\$
E2	Training: Staff/Consultants		\$
E3	Other Training Costs <i>(Please specify. One item per line.)</i>		
	1.		\$
	2.		\$
	3.		\$
F. Office Expenses			

F1	Rent		\$
F2	Maintenance/Janitorial		\$
F3	Utilities		\$
F4	Equipment (New)		\$
F5	Equipment Maintenance		\$
F6	Equipment Depreciation (Purchased Prior)		\$
F7	Accounting		\$
F8	Telephone		\$
F9	Postage		\$
F10	Photocopying / Printing		\$
F11	Supplies		\$
F12	Personnel Advertising		\$
F13	Other: (Please specify. One item per line.)	Include any additional Program/ Operational line-item costs that were not listed above. List one item, per line. Provide details of each additional item. Provide the formula to support your proposed annual cost.	
	1.		\$
	2.		\$
	3.		\$
			TOTAL PROGRAM/ OPERATIONAL COSTS
ITEM	ADMINISTRATIVE / OVERHEAD COSTS Item Descriptions	Budget Narrative/Cost Justification (include formulas and a clear description of each item)	
		Expand the amount of information in each cell, as needed.	Total
G. Administrative /Overhead Costs			
G1	Corporate/Regional Office Expense		\$
G2	Legal/ Claims/ Damages		\$
G3	Other:(Please specify. One item per line.)	Include any additional Administrative/ Overhead line-item costs that were not listed above. List one item, per line. Provide details of each additional item. Provide the formula to support your proposed annual cost.	
	1.		\$
	2.		\$
	3.		\$
			TOTAL ADMINISTRATIVE / OVERHEAD COSTS

Tab J Financial Statement

Please place financials in a separate file.

Financial statements will be submitted to the Accounting Office for review, then separated as “Confidential.”

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

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

Tab K Evaluation and Awarding Process

Funding may be awarded to multiple vendors depending on coverage and territory.