



AB 109 Community Programs RFPs: Amendment #1

The Contra Costa County Administrator announces the following amendments to the AB 109 Community Programs Requests for Proposals.

Summary of amendments to the AB 109 Community Programs RFPs:

1. Timeline: Please note all changes to the Timeline that are indicated in **red**.
2. RFP Requirements and Instructions: Please note changes and additions to the requirements and instructions that are **highlighted**.
3. Required Attachments & Respondent Checklist: Please note the changes to the Fiscal Attachments enumerated in J.
4. Form 2: Amended to include contact information for Board members.



RFP TIMELINE

1. RFP announced: Friday, March 15, 2013
2. Written Questions Due from Bidders: 5:00 p.m., **Friday, April 12, 2013**
3. Mandatory Bidders Conference: Wednesday, March 27, 2013 at:
8:00 a.m., Richmond City Council Chambers, 440
Civic Center Plaza, Richmond
OR
12:00 p.m., Pittsburg City Council Chambers, 65
Civic Avenue, Pittsburg
OR
4:00 p.m., Zoning Administrator's Room, 30 Muir
Road, Martinez
4. Addendum Issued: April 1, 2013
5. Proposal Submission Deadline: **5:00 p.m., Friday, April 19, 2013**
County Administrator's Office
651 Pine Street, 10th Floor
Martinez, CA 94553

No proposal will be accepted after this date and time. Postmarked, facsimiled and e-mail submissions will not be accepted.

6. Review and rating process: **from April 22-May 1, 2013**
7. Notification of award recommendations: **May 2, 2013**
8. Appeal period: **May 3-8, 2013**

Deadline to submit appeal letters: 5:00 PM, Wednesday, May 8, 2013.

9. Public Protection Committee Review: **May 16, 2013**
10. Board of Supervisors approval and authorization to award contracts is tentatively scheduled for the **May 21, 2013** Board of Supervisors' agenda.



RFP REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS

The bidder requirements in this section are mandatory. Contra Costa County reserves the right to waive any nonmaterial variation.

- I. All bidders shall submit one original proposal package and eight (8) complete copies of the proposal, under sealed cover, by mail or hand-delivery to the CAO at 651 Pine Street, 10th Floor, Martinez, CA 94553 to be received **no later than 5:00 p.m. on Friday, April 19, 2013**. Each submission must be marked on the outside with the Agency's name and RFP No. Any proposal received after the deadline will be rejected. Postmarks and faxed submissions are not acceptable.

- II. In response to this RFP, non-profit proposers must provide a copy of:
 1. A recent **audit** (within 12 months) or **audited financial statement** attached to the original copy of the proposal. **If the organization has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons** for not ever having conducted an independent audit, and a **certification** from the Chair of the Board of Directors, Executive Director, and the agency accountant that the information accurately reflects the agency's current financial status. **Also submit:**
 2. Current **agency-wide Budget**
 3. **Balance Sheet**
 4. **Profit and Loss Statement**
 5. **Manual of Fiscal Procedures and Policies, if available**
 6. **Current Board of Directors' Bylaws**
 7. **Roster** of the organization's Board of Directors including the directors' names, titles, **phone numbers**, and **email addresses**.
 8. **501(c) 3 Letter.**

- III. For profit proposers must provide a copy of:
 1. A recent **audit** (within 12 months) or **audited financial statement** attached to the original copy of the proposal. **If the company has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons** for not ever having conducted an independent audit, and a **certification** from the Chair of the Board of Directors, C.E.O., and the company accountant that the information accurately reflects the company's current financial status. **Also submit:**
 2. Most recent **company Annual Report**
 3. Current company **Budget**
 4. **Balance Sheet**
 5. **Profit and Loss Statement**
 6. **Manual of fiscal procedures and policies, if available**
 7. Current Board of Directors' **Bylaws**

8. **Roster** of the company's Board of Directors including the directors' names, titles, **phone numbers**, and **email addresses**
 9. Most recently submitted **federal tax returns**
 10. **Articles of Incorporation.**
- IV. If the business is a sole proprietorship, proposers must provide a copy of: A recent **audit** (within 12 months) or **audited financial statement** attached to the original copy of the proposal. **If the company has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons for not ever having conducted an independent audit, and certification from the owner and the accountant that the information accurately reflects the business' current financial status. Also submit:**
1. **Schedule C** of the Internal Revenue Service forms
 2. **Company Budget**
 3. **Articles of Incorporation.**
- V. The CAO will review all received proposals to make sure they are technically compliant with formatting and submission guidelines as per the RFP and will conduct a review of the Minimum Organizational Requirements. Proposers that are non-compliant with technical and Minimum Organizational Requirements will not move forward to the Review Panel.
- VI. Proposals and required attachments shall be submitted as specified and must be signed by officials authorized to bind the bidder to the provisions of the RFP. All costs incurred in the preparation of a proposal will be the responsibility of the bidder and will not be reimbursed by the County.
- VII. A proposal may be withdrawn in person by a bidder's authorized representative prior to **12:00 p.m. on April 23, 2013**. If withdrawing a proposal, the bidder's authorized representative must provide appropriate identification (i.e. driver's license) and sign a receipt attesting to his/her withdrawal of the proposal.
- VIII. A mandatory conference for prospective bidders will be held on March 27, 2013, at the Richmond City Council Chambers at 8:00 a.m., at the Pittsburg City Council Chambers at 12:00 p.m., and at the Zoning Administrator's Room at 30 Muir Road in Martinez at 4:00 p.m., to answer questions about the RFP process. For a proposal to receive consideration by the CAO, bidders **must attend** this conference—at any of the locations.
- IX. Prospective proposers are requested to return the Bidders Conference RSVP.
- X. Any questions regarding this RFP should be emailed to Lara.DeLaney@cao.cccounty.us on or before **5:00 p.m. on April 12, 2013**. Please include the RFP # in the subject line.
- XI. The CAO may amend this RFP, if needed, to make changes or corrections to specifications or provide additional data. Amendments will be posted at <http://www.cccounty.us/AB109CommunityPrograms> or, if after the bidders conference, emailed to all those attending. The CAO may extend the RFP submission date, if

necessary, to allow bidders adequate time to consider additional information and submit required data.

- XII. The RFP process may be canceled in writing by the CAO prior to awards if the Contra Costa County Board of Supervisors determines that cancellation is in the best interest of the County.
- XIII. With respect to this RFP, the County reserves the right to reject any, some, or all bids and proposals. The County reserves the right to negotiate separately in any manner to serve the best interests of the County. All proposals become property of the County, without obligation to any bidder.
- XIV. Proposals will be judged on overall quality of content and responsiveness to the purpose and specifications of this RFP. Proposals should be without expensive artwork, unusual printing, or other materials not essential to the utility and clarity of the proposal. Evaluation criteria and weight factors are described below.
- XV. A Review Panel will evaluate all proposals received. The panel will be composed of the Chief Probation Officer, CAO staff, a Reentry Coordinator, a criminal justice research professional, a formerly incarcerated person, and a professional in the area of employment, housing, mentoring or service centers (as applicable to the RFP). On the basis of panel ratings recommendations, the Public Protection Committee will make recommendations to the Contra Costa County Board of Supervisors. Bidders will be notified of this recommendation in writing. Award of a contract by the Board of Supervisors will constitute acceptance of a proposal.
- XVI. Only bidders submitting a proposal in accordance with RFP No. 1302-xxx may appeal the RFP process. Appeals must be submitted in writing and should be addressed to Lara DeLaney, Interim Senior Deputy County Administrator; County Administrator's Office and received at 651 Pine Street, 10th Floor, Martinez, CA 94553 no later than **5:00 PM on Wednesday, May 8, 2013**. Notification of a final decision on the appeal shall be made in writing to the bidder. When submitting, an appellant must clearly state the action appealed, the harm to the appellant, and the action sought. Appeals shall be limited to the following grounds:
- Failure of the County to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments.
 - There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
 - A violation of State or Federal law.

Notification of a final decision on the appeal by the CAO shall be made in writing to the bidder within five (5) days, and the decision of the CAO shall be final and not subject to further review.

- XV. Successful bidders will be expected to promptly enter contract negotiation with the

CAO. This may result in mutually agreed upon changes in plans or activities identified in the proposal. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.

- XVI. Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date of any contract.
- XVII. Selected contractor(s) will be responsible for all services offered in their proposal, whether or not contractor(s) perform them directly or through subcontractors in multiple agency collaboration.
- XVIII. The CAO will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.
- XIX. Contracts from this RFP will be for a 13-month period (June 1, 2013 through June 30, 2014) with satisfactory performance as a condition of any future contract renewal.
- XX. All contracted parties must agree to implement the County's alcohol/drug abuse prevention/treatment policy and comply with related monitoring and evaluation procedures.



REQUIRED ATTACHMENTS & RESPONDENT CHECKLIST

Each respondent must submit a proposal in the following order with documents as described (unless otherwise noted). Duplicate enclosed forms as necessary.

- A. Proposal Cover Statement (Form #1)** attached as cover to each proposal
- B. Table of Contents**
- C. Program Narrative**
- D. Program Budget Information**
- E. List of Agency Board of Directors (Form #2--amended)**
- F. Agency Organizational Chart** indicating how proposed project relates with other agency projects and programs.
- G. Job Descriptions and Resumes** of Executive Director and key program staff
- H. Bidder's Statement of Qualifications (Form #3)**, completed and signed by Agency Executive Director and President of Agency Board of Directors. (Form #3 with original signatures must accompany original proposal.)
- I. Bidder's Contracts and Grants (Form #4)**, completed and signed by the Agency Executive Director and the President of the Board of Directors. (Form #4 with original signatures must accompany original proposal.)
- J. Fiscal Attachments** (*If submitting additional proposals, no need to re-submit.*)
 - a. **1** copy of bidder's **IRS 501(c)(3)** determination letter attached to original proposal copy. Or **Articles of Incorporation**.
 - b. **1** copy of bidder's **manual of fiscal procedures and policies**, if available, attached to original proposal copy.
 - c. **1** copy of **bidder's last audited financial statement** attached to original proposal copy or **bidder's most recent unaudited financial statement**, with **certification statement**
 - d. **1** copy of current **Agency/Company Operating Budget** with revenues and expenses indicated.
 - e. **1** copy of **Balance Sheet**
 - f. **1** copy of **Profit and Loss Statement**
 - g. **1** copy of **Current Board of Directors Bylaws**, *if applicable*
 - h. **1** copy of **Company Annual Report**, *if applicable*
 - i. **1** copy of recently submitted **federal tax returns, Schedule C** if sole proprietor
- K. Agency Brochure** (as available) (*If submitting additional proposals, no need to re-submit.*)
- L. Other Relevant Attachments**



FORM 2

CURRENT BOARD OF DIRECTORS

1. Number of Board members required by agency's bylaws: _____
2. Number of members on current Board: _____
3. When and how often does the Board meet: _____
4. List current Board members below (or attach Board List in this format):

<u>Name of Member</u>	<u>City of Residence</u>	<u>Occupation</u>	<u>Board Position</u>	<u>Phone</u>	<u>Email</u>
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5. Describe key roles and responsibilities of the Board: