

**Colusa-Glenn-Trinity Community Action
Partnership (CGTCAP)**

**Request for Proposal (RFP)
2012/2013**

TRINITY COUNTY

Due: OCTOBER 14, 2011

Proposal Compliance

Proposer must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, proposer must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

Proposal is in complete compliance with proposal requirements.

Proposal deviates from stated requirements as follows:

Cancellation

Awards, contracts, and extensions may be canceled/changed for convenience by the Community Action Partnership (CAP) Board of Directors at any time. In the event of termination of contract the CAP will be responsible only for those services that have been delivered and accepted according to the RFP requirements.

Funding Provisions

Award of funding under this RFP is contingent upon federal and state Community Services Block Grant Funding awarded to the Glenn County Human Resource Agency, hereinafter referred to as HRA on behalf of the Colusa, Glenn, Trinity Community Action Partnership, hereinafter referred to as CAP. No award or contract will be made if funding is not available.

Fiscal Year Funding Implications

This solicitation and any resulting contract(s) may contain renewal and extension options. This solicitation, any resulting contract(s), and any renewal and extension options shall terminate absolutely without further obligation on the part of the HRA/CAP at the end of the contract term unless the successful company/agency is otherwise notified and agrees to the terms and conditions of any renewal and extension options.

Rights Reserved

The CAP reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. The CAP reserves the right to award any resulting contract in the manner that is in the best interest of the tri-county partnership. The CAP reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for the tri-county partnership.

The CAP reserves the right to request and negotiate a “best and final” response from respondents.

No Obligation/No Award Guaranteed/Cost to Propose

The contract, if any, will be awarded to the offeror whose proposal demonstrates the best value to the CAP in meeting the required scope of work described herein with appropriated funds available. No obligation or commitment is incurred by the CAP from the receipt of any proposal. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror.

Conditional Proposals

Proposals that are conditional and/or in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive and disqualified.

Respondent Failure

In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, the CAP reserves the right to reject the services and further reserves the right to terminate the contract. Failure of the successful offeror to perform contracted services may also result in the removal of that vendor from doing business with the CAP for a period of not less than three years.

Non-Assignment

The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of the CAP Board of Directors.

Proposal Delivery

Proposal responses will be received at the Glenn County Human Resource Agency between the hours of 8 AM and 5 PM, Monday through Friday, excluding holidays.

The County of Glenn is not responsible for misdirected mail, mail not received or mail delivered late by any carrier.

Proposals received after the stated deadline shall be considered non-responsive and will be rejected. Deadline for submission of proposals is Friday, October 14th at 3pm.

RFP responses received via email or fax will not be accepted.

Proposals delivered to any address other than the address indicated in this RFP shall be considered non-responsive and will be rejected.

Properly identified and sealed proposal responses must be addressed as shown below.

“Proposal-CAP Funding”
County of Glenn
Human Resource Agency
Attn: Suzi Kochems
420 E. Laurel Street
Willows, CA 95988

REQUEST FOR PROPOSAL

COLUSA, GLENN, TRINITY COMMUNITY ACTION
PARTNERSHIP
420 E. LAUREL STREET
WILLOWS, CA 95988

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PART I GENERAL INFORMATION

A. GENERAL INFORMATION

Proposals should address how problems will be solved and create opportunities **which provide low-income individuals, families or communities with increased economic security, safety net services, and/or self-sufficiency in Trinity County.** The proposals must address the CAP Plan local priorities as outlined below.

The three CAP Plan Priorities for Trinity County for 2012/13 are:

- 1) Capacity Building
- 2) Job Development and Vocational Training Opportunities
- 3) Continue/Expand Outreach & Marketing of Existing CAP Services

The Colusa, Glenn, Trinity Community Action 3 year Plan can be viewed in its entirety at the following link:

http://www.hra.co.glenn.ca.us/press_releases/documents/CAP_Plan_2012-13_FINAL.pdf

Funds are not to supplant other available or committed funding. If your proposal is awarded, the agency must be able to meet the boilerplate contract requirements, which include the submission of applicable Certificate of Insurance and a Resolution from your governing body.

The following types of expenditures are **not** allowable and should not be included in your Proposal: (1) facilities acquisition, (2) facilities renovation, (3) permanent improvement (carpet, installed equipment, etc.) to a facility, (4) lobbying or political activities costs, (5) costs for religious activities, and the (6) purchase of vehicles.

Equipment may be purchased with CAP funds and may be included in your budget request. However, items valued over \$750 will require specific authorization from the Community Action Partnership Board. Requests will require strong justification and may not be approved, even if the Proposal is generally funded.

One or more Proposals will be funded for a total of up to \$10,000.00 for **Trinity County.** Please include within the application a description of additional services that you propose to offer within your community, and the amount of additional funds requested should they become available.

A public hearing will be held in Trinity County and all respondents/applicants are encouraged to attend. The date of the public hearing has not yet been determined; however all applicants will be notified of the date.

B. PROCUREMENT PROCESS

The procurement will be formally advertised. Proposals must be responsive to all aspects of this RFP.

C. PROPOSAL TIMELINE

Proposals in response to this RFP must be received by the Glenn County Human Resource Agency/CAP, Attn: Suzi Kochems, 420 E. Laurel Street, Willows, CA, 95988, no later than 3:00 pm on Friday, October 14, 2011. Proposals received after the stated deadline will not be considered.

D. SCHEDULE OF EVENTS DATE

RFP Process:

Issuance of Request for Proposal-September 26, 2011

Public Notice placed in a paper of general circulation-no later than October 1, 2011

Deadline for entities to submit questions-October 4, 2011

Deadline for CAP to respond to questions-October 5, 2011

RFP submission deadline-October 14, 2011 @ 3 PM

County CAP Board members review proposal packages-October 17-21 2011

CAP responds to proposal packages-October 24, 2011 (via email)

Protest period-October 24-November 1, 2011

CAP responds to protests no later than November 11, 2011

Trinity Community Action Board Review Committee Recommendation- December 14, 2011 directly following the CAP Board Meeting, at or around 1 PM; time subject to change.

E. PROPOSAL SUBMISSION REQUIREMENTS

The format requirements for RFP responses are designed to ensure uniformity in the responses provide the information necessary to understand each offeror's proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, must be signed by the certifying company official, and must be presented to the Glenn County Human Resource Agency according to the detailed instructions stated in this document.

Proposals must be presented in a 3-ring binder or folder. Proposals that do not include all required information may be determined unresponsive. RFP response documentation begins on page 12 of this RFP. Please provide all required documentation and narrative statements as noted in the RFP.

Proposals must be submitted in a sealed container plainly addressed as listed in the RFP on the standard language section-page 4/Proposal Delivery.

Offerors are required to submit **one (1) original and two (2) copies of the proposal.**

Submit all responses to:

"Proposal-CAP Funding"

Glenn Human Resource Agency

Attn: Suzi Kochems

**420 E. Laurel Street
Willows, CA 95988**

RFP responses will NOT be accepted at any other County location.

F. PROPOSAL CONTACT PERSON

The assigned contact person for offerors is Suzi Kochems, Glenn County Human Resource Agency, 420 E. Laurel Street, Willows, CA, 95988 or via email at skochems@hra.co.glenn.ca.us.

G. QUESTIONS AND ANSWERS/PROGRAM CONTACT PERSON

It is intended that this RFP be adequate for any vendor to respond to the County's requirements. However, should offerors have questions, they should be submitted electronically no later than Thursday, September 29, 2011 at 5 PM to David Prest at dprest@hra.co.glenn.ca.us

Questions received after the stated deadline will not be considered. All questions received by the deadline will be answered electronically; all potential vendors will be provided answers to all questions asked.

H. AWARD PROCESS

1. Proposals will be reviewed and evaluated based upon the information presented in the Proposal.

2. The Trinity County Local Committee of the Board of Directors of the Colusa-Glenn-Trinity Community Action Partnership will make the final decision. Respondents are strongly encouraged to present their Proposal to the Committee in person at the public hearing. The public hearing date will be provided to all respondents.

TRINITY COUNTY COMMITTEE

Elected Officials:

Debra Chapman	623-1217
Roger Jaegel	623-1217

Representatives of the Economically Disadvantaged:

Al Schroeder	628-9318
Rev. Geraldine King	623-3311

Representatives of Private Enterprise:

Sandy Bechtold	628-4023
Linda Wright	623-1265

3. Projects selected for funding will be notified as to a dollar amount offered with any additional conditions attached by the Committee.

I. PROTESTS

Following notification to offerors of the recommendation for award of contract, protests may be submitted to the CAP regarding the RFP process and selection of a Vendor(s). Protests shall be received within 7 calendar days immediately following the recommendation to award a contract. The CAP shall consider any protest or objection regarding the award of the contract, provided it is submitted in the time period state above in Section E.

Protests shall be in writing and shall be addressed to:

Glenn County Human Resource Agency/CAP
Christine Zoppi, Deputy Director
420 E. Laurel Street
Willows, CA 95988

Protests shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. The CAP shall respond in writing to the protestor within ten (10) calendar days of the end of the protest period. The response shall include the final decision on the protest and the basis for decision.

PART II GENERAL REQUIREMENTS

A. INSURANCE REQUIREMENTS

Certificate of Insurance / Accord Form **required** with solicitation submittal.

All respondents shall procure and maintain throughout the term of the Agreement, if awarded, a policy or policies of insurance providing coverage as set forth below that shall protect the proposer and the indemnities from any claims for bodily injury, property damage, or personal injury which may arise out of proposer's operations under an awarded Agreement. Liability coverage and limits are outlined below.
(Proposer=Contractor)

Contractor agrees to carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. Contractor shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

Such insurance shall include Glenn County, its elected officials, officers, and employees as an additional insured, and shall not be reduced or canceled without 30 days written prior notice delivered to County. Contractor shall provide County with a certificate of insurance as evidence of insurance protection provided. Insurance certificates provided by any insurance company or underwriter shall not contain the language “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company” or similar language. Contractor’s insurance coverage shall be primary noncontributing insurance as relates to any other insurance or self-insurance available to the County, its officials, employees, agents or volunteers. Any insurance or self insurance maintained by the County, its officials, employees or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

B. BOARD APPROVAL

The successful Contractor will be required to provide proof of Board Authorization for this project

C. INDEMNIFICATION

The successful Contractor will be required to indemnify, defend and hold harmless Glenn County/CAP and its directors, officers, employees and volunteers from and against any and all liability loss, damage, expense, and costs (including without limitation litigation costs and attorney fees) of every nature arising out of or in connection with Contractor’s performance of this contract or its failure to comply with any of its obligations contained in the contract, except such loss or damage caused by the sole negligence or willful misconduct of the County/CAP.

Contractor shall also indemnify the County of Glenn/CAP of any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board against County/CAP with respect to Contractor’s independent Contractor status that would establish a liability for failure to make social security or income tax withholding.

D. CONTRACT TERMS

Once approved by the County CAP Board Members, the successful offeror will be notified via email.

A contract confirming price and other terms shall be signed by the parties. Services will begin on or about January 1, 2012 and shall terminate on December 31, 2013. The contract is subject to the approval of the CAP Board Members and to fiscal year funding limitations. The contract price must be held firm for the entire term of the contract, unless negotiated in writing by both parties. The CAP reserves the right to terminate any resulting contract for convenience or lack of funding. In the event of contract termination by the CAP, they will be responsible only for those services and deliverables that have been received and accepted. Non-performance of contract terms will give sufficient cause for the

CAP to cancel the contract. Non-performance shall be construed to include, but is not limited to, failure of the offeror to deliver in the time specified or in the manner required.

E. OWNERSHIP RIGHTS

CAP shall retain ownership rights to the contents of all documents, supporting literature, and data submitted by offerors to this Request for Proposal.

F. NON-COLLUSION

Offerors shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this Request for Proposal. Further, offerors guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

G. CONFLICT OF INTEREST

Offerors must disclose with their proposal the name of any officer, director, or agent who also is a Glenn County employee or CAP Board Member. Offerors must disclose the name of any Glenn County employee or CAP Board Member who owns, directly or indirectly, an interest in 5 percent or more in the offeror's company or any of its branches. Offerors shall certify that their response to this RFP is impartial, at arm's-length, and free of any conflict of interest, unfair advantage, or personal benefit to any Glenn County employee or CAP Board Member.

H. NO OBLIGATION

This RFP does not commit the CAP to contract with any respondent to this RFP. There is no guarantee of any respondent receiving an award of contract as a result of submitting a response to this RFP.

I. NON-DISCLOSURE

Information made available to respondents by the CAP shall be used only for purposes related to responding to this RFP and shall not be used for any other purpose without the express written consent from the CAP. Respondents to this RFP unequivocally agree to assume responsibility for protecting and safeguarding the confidentiality of the CAP records that are not public information.

J. REQUIRED DOCUMENT CHECK LIST

Respondents are required to submit one (1) original and two (2) copies of their response. Responses must be submitted on 8 ½" x 11" single-sided paper. Respondents must reply in a narrative to each requirement and question in the "Information Essential to the Project

section. “Understand and comply” responses are not acceptable. All RFP submissions must include the following items and attachments in the order specified below:

- The Request for Proposal cover page
- Funds Requested
- Project Budget
- Project Narrative, including Description of Applicant, Need Statement, Description of Project, Fiscal Information and Project Evaluation
- Certificate of Insurance, listing the County of Glenn as an additional insured

REQUEST FOR PROPOSAL

**COLUSA-GLENN-TRINITY COMMUNITY ACTION PARTNERSHIP
420 EAST LAUREL STREET
WILLOWS, CA 95988
1-800-287-8711**

**ORIGINAL AND TWO COPIES OF THE PROPOSAL MUST BE RECEIVED
NO LATER THAN October 14, 2011 by 3pm**



THE PERSON SIGNING THIS RFP MUST BE LEGALLY AUTHORIZED TO BIND THE COMPANY.

NAME OF APPLICANT/ORGANIZATION _____

ADDRESS _____

TELEPHONE _____

FAX NUMBER _____

E-MAIL ADDRESS _____

FED I.D. # _____

NAME/TITLE OF CERTIFYING COMPANY OFFICIAL

SIGNATURE OF CERTIFYING COMPANY OFFICIAL

DATE _____

DATE OF FORMATION _____

TOTAL AGENCY REVENUE _____



- 1.Total amount being requested under this application: \$ _____
2. Attach a complete project budget showing where, and how, this funding will be used.
3. Limit Response to no more than 4 pages.

All funded agencies will be required to expend dollars and report to the Glenn County Human Resource Agency in accordance with Federal, State and Local Guidelines.

Agencies requesting funds must provide a narrative (One page, minimum) incorporating the following information:

1. Description of Applicant

- Your Agency's mission statement, general goals and objectives
- Summary of programs currently, or previously, administered

2. Need Statement

- Problem(s) the proposed project will address, and why you believe it is important to meet this need
- How does the proposed project align to the Colusa-Glenn-Trinity Community Action 2012/2013 Plan

3. Description of Project

- A description of services and service delivery for proposed project
 - i. How services will reach specific communities/populations
 - ii. How services will assist low-income families/individuals attain economic security, safety net programs, and/or self-sufficiency programs for low income residents.
 - iii. How many low-income residents you expect to serve and how low-income status will be verified
- If other agencies within your geographical area provide these services, how linkages will be developed to fill identified gaps in service

4. Fiscal

- Description of accounting system and how funding will be controlled
- How funds will be coordinated with other resources

5. Project Evaluation

- How the success of your services will be measured

BUDGET WORKSHEET

Applicant Name _____ Date _____

	Request From CSBG	Other Cash Funding	Volunteer and In-Kind Support	Total Project Budget	Explanation
INCOME					
Public Sector Funds					
Private Gifts and Grants					
Internal Sources					
Other (specify)					
Total Income					
PROJECT EXPENSES (please list)					
Total Project Expenses					

