



REQUEST FOR PROPOSALS

26-31

AFFORDABLE HOUSING DEVELOPMENT - HOMEKEY+

Shasta County

1450 Court St.

Redding, CA 96001

RELEASE DATE: June 4, 2026

DEADLINE FOR QUESTIONS: July 10, 2026

RESPONSE DEADLINE: August 4, 2026, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/shastaca>

Shasta County
REQUEST FOR PROPOSALS
Affordable Housing Development - Homekey+

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1. INTRODUCTION

1.1. Summary

The County of Shasta, through its Department of Support Services, Purchasing Division, invites responses to a Request for Proposals from qualified affordable housing developers seeking funding for the predevelopment, development, acquisition, rehabilitation, and preservation of permanent supportive housing projects that embrace 'Housing First' principles to combat homelessness with a focus on veterans. Eligible developers must have site control for their proposed use of Homekey+ funds. In alignment with the purposes of Homekey+, the project will serve households with an individual who is homeless, chronically homeless, or at risk of homelessness who are also living with a behavioral health challenge. Projects must be within the County of Shasta outside of the City of Redding limits.

Only complete proposals that include site control will be evaluated.

1.2. Contact Information

Project Contact:

Lynne Davis

Agency Staff Services Analyst II - Confidential

1450 Court St.

Room 348

Redding, CA 96001

Email: ladavis@shastacounty.gov

Phone: [\(530\) 225-5342](tel:(530)225-5342)

Procurement Contact:

Jessica Moore

Agency Staff Services Analyst II - Confidential

1450 Court St.

Room 348

Redding, CA 96001

Email: jmmoore@shastacounty.gov

Phone: [\(530\) 225-5093](tel:(530)225-5093)

Department:

Purchasing Department

Department Head:

Leticia Swanson

Purchasing Manager

1.3. Timeline

Release Date	June 4, 2026
Question Submission Deadline	July 10, 2026, 2:00pm
Response Submission Deadline	August 4, 2026, 2:00pm Electronic Submittal Location: https://procurement.opengov.com/portal/shastaca

2. DEFINITIONS

For the purposes of this RFP process, the following definitions apply:

Activity means any single eligible undertaking carried out as part of an Applicant's allocations(s) under the Program

Area Median Income (AMI) means the most recent applicable county median family income published by the Department, available at the following link: [State and Federal Income, Rent, and Loan/Value Limits | California Department of Housing and Community Development](#).

Consultant means the person(s) or entity(ies) potentially entering into a Contract.

Contract means the written agreement between the County and any Respondent selected. The County intends to use the agreement, attached hereto and incorporated herein, as the template for the Contract which can be found in [ATTACHMENTS](#).

County means the governmental entity issuing the RFP. Shasta County.

County Business Days means Monday through Friday except County holidays as designated by the Shasta County Board of Supervisors.

County Business Hours means 8:00 a.m. to 5:00 p.m., Pacific Time, during County Business Days.

Proposal means the general term for any written submission to the County in response to this RFP.

Request for Proposals ("RFP") means this invitation to submit a Proposal.

Respondent means any person or entity submitting a Proposal.

In the event any defined term is used in this RFP that is not defined in this document, the defined term shall have the meaning attributed to it in the Contract.

3. BACKGROUND AND PURPOSE

This RFP seeks to identify qualified affordable housing developers interested in partnering with the County to utilize available funding toward development projects providing Permanent Supportive Housing for individuals or households with an individual who is homeless, chronically homeless, or at risk of homelessness, and who are also living with a behavioral health challenge. Preference is given to Permanent Supportive Housing (PSH) for Veterans and individuals with mental health or substance use disorder challenges who are at risk of or experiencing homelessness.

Shasta County aligns this effort with the State of California's Homekey+ Program, which expands on the successful Homekey model by offering flexible funding to support the acquisition, development, and rehabilitation of housing for people experiencing or at risk of homelessness. **The County intends to apply for Homekey+ funds to support the development of eligible projects proposed through this RFP process.** The amended Homekey+ Program Notice of Funding Availability (NOFA) is included as Attachment A for informational purposes.

Through this RFP, the County invites experienced developers to propose innovative and sustainable Permanent Supportive Housing projects that can effectively serve Veterans and others with high needs, supporting the County's strategic goal of reducing homelessness.

Responders must confirm knowledge of and responsibility for administering Davis-Bacon and related Acts, labor reporting compliance, securing a minimum of 40% of estimated construction costs with other funding, and completing their Environmental Reviews within 12 months of the application.

4. FUNDING

Capital projects can receive up to \$35 million in total Housing and Community Development (HCD) funding. Scattered-Site Projects are limited to \$10 million per project. Disbursements will be made through an escrow account when proper expense verification and prevailing wage compliance has been reported (see Homekey Round+ 2024 NOFA "Amended" section 602 for further information- attached herein).

Funding from the Homekey+ grant cannot exceed 10% of the total project funding limit. Awards resulting from this RFP will take the form of fully deferred, low-interest loans with a 55-year period of affordability.

It is important to note that Homekey+ gap financing grantees are prohibited from applying for or receiving tax credit allocations on a Homekey+ funded project for 15 years from the receipt of a Temporary Certificate of Occupancy for the project.

5. POPULATIONS TO BE SERVED

The Target Population includes individuals or households including a person who is experiencing a behavioral health challenge and experiencing or at risk of homelessness. Projects targeting funds allocated for Veterans Projects must provide housing for Veteran households experiencing a behavioral health Challenge and experiencing or at risk of homelessness.

6. PROJECT SCOPE

6.1. Capital Award

Homekey+ will fund a maximum grant amount per door, pursuant to the conditions of Section, 205 of the NOFA which includes both the acquisition cost and any needed Rehabilitation or new construction. The Award will be the lower of the following: (1) the maximum grant amount, or (2) the sum of the acquisition amount and any additional construction or Rehabilitation expenses, as supported by an appraisal and such other reasonable documentation required by HCD. For new construction and conversion of office, commercial, or other non-residential structures into residential dwelling units, Homekey+ will fund a maximum grant amount per completed Assisted Unit serving the Target Population, or an amount as supported by an appraisal, whichever is lower. “Assisted Unit,” as defined in Article VII, refers to units that are available to serve the Target Population after the construction or conversion of the property.

For PSH Projects that are not seeking gap funding under Section 502, HCD will contribute a baseline amount of \$200,000 per door for each Assisted Unit and Manager’s Unit. This baseline contribution does not require capital match.

Note that Homekey+ will fund “doors” based upon the number of units at the time of acquisition which may differ from the number of units that are available in the final Project. For those Projects that undergo a conversion, the number of doors may need to be reduced in the Project to accommodate kitchenettes, additional bedrooms, space for Supportive Services, and other amenities.

6.2. Eligible Projects

Homekey+ funds PSH and will require a 55-year affordability term. HCD welcomes and will consider a variety of innovative housing solutions as eligible Projects, including excess state-owned property developments. The following list of eligible Projects is not exhaustive.

- Conversion of nonresidential structures to residential dwelling units.
- Conversion of commercially zoned structures, such as office or retail spaces, to residential dwelling units.

- Conversion of buildings with existing residential or interim uses that will be used to create PSH units.
- Multifamily rental housing Projects.
- Scattered site housing on multiple contiguous or non-contiguous sites is permitted as long as the resulting housing has common ownership, financing, and property management.
- PSH units in a shared housing setting. Shared housing is a structure shared by two or more households where each household resides in a separate private bedroom that can be locked and has a lease, with all the rights and responsibilities of tenancy.
- Any of the Eligible Projects above, developed in excess state-owned properties.

6.3. Deadlines

Deadlines begin 60 days from the date of the Award letter as shown below (see NOFA Section 204 for more details on all program deadlines).

Eligible Uses	Break Ground (if applicable)	Complete Construction	Complete Capital Expenditure	Complete Occupancy
New Construction and Gap Financing	6 months	24 months	27 months	27 months

6.4. Affordability Covenant

The Grantee shall duly encumber all Projects with a 55-year Affordability Covenant for PSH that (a) is recorded in first position against the Project real property for the benefit of the state, regional, local, or tribal Grantee, (b) restricts the use, operation, occupancy, and affordability of the Project in accordance with all applicable requirements of this NOFA and all other Homekey+ Program Requirements, (c) duly names HCD as a third-party beneficiary with the right and privilege, but not the obligation, of enforcement thereof, (d) incorporates the Homekey+ Program Requirements by reference, and (e) is otherwise in form and substance acceptable to HCD.

No exceptions will be made to the requirement to record the Affordability Covenant in first position.

The Affordability Covenant must be approved by HCD prior to disbursement and recorded as part of the escrow transaction. Upon its execution, the Affordability Covenant shall be binding, effective, and enforceable against all successors, transferees, and assignees, and it shall continue in full force and effect for a period of not less than 55 years after a certificate of occupancy or its equivalent has been issued for the Project, or if no such certificate is issued, from the date of initial occupancy of the Project.

The County is mandated by the State to perform annual monitoring of projects financed by Homekey+ funds for the term of the affordability period. An annual fee will apply to cover administrative costs associated with the long-term monitoring service. This monitoring will encompass requests for information from the County directed at the Project and/or developer.

6.5. Thresholds

The following items are necessary to pass threshold (see Appendix B of the Homekey+ 2024 NOFA "Amended" attached herein) for a complete list.

- EIN Verification.
- Ownership Structure.
- Authorizing Resolution
- Articles of Incorporation.
- Corporate Bylaws.
- Operating or Partnership Agreement.
- Site Control
- Environmental Reports- Phase 1 minimum.
- Insurance requirements (see section 606 of the Homekey+2024 NOFA "Amended" attached herein.)

6.6. Supportive Services Requirements

To be eligible to receive funding, all applications must include a Project-specific Supportive Services plan, that shall be consistent with any representations made in the application, and it shall meet the Homekey+ Program Requirements. The Supportive Services Plan must (1) be sufficiently complete to pass threshold and (2) along with the Property Management Plan, is compliant with Housing First and other evidence-based practices for each unique Target Population served by the Project. For example, Projects serving Veterans must incorporate evidence-based practices specific to Veterans. For a complete list of requirements refer to Section 302 of the NOFA (Appendix B).

7. REPORTING REQUIREMENTS

Reporting will be on a monthly, quarterly and yearly basis. Annual Long-term monitoring will last for the duration of the affordability period of 55 years.

Grantees shall submit a Homekey+ annual report (annual report) to HCD following Standard Agreement execution. The annual report will be due no later than March 31 for the prior calendar year of January 1 to December 31. The annual report will continue to be required for at least five years following full occupancy of the Project and until the Homekey+ operating subsidy has been fully expended. The report shall be in such form and contain such information as required by HCD in its sole and absolute discretion. At minimum, the Annual Report shall include the following data:

- The amount of funds expended for the Project.
- The location of any properties for which the funds are used.
- The number and bed size of useable housing units produced, or planned to be produced, using the funds.
- The number of individuals housed, or likely to be housed, using the funds.
- The number of units, and the location of those units, for which operating subsidies have been, or are planned to be, capitalized using the funds.
- Any lessons learned from the use of funds.
- Proposed changes to the program to address lessons learned.
- An explanation of how funding decisions were made for acquisition, conversion, or Rehabilitation Projects, or for COSRs, including what metrics were considered in making those decisions.
- Total project development costs.
- Total operating costs.

Grantees receiving an Award for Veteran Assisted Units shall submit any additional information as requested by HCD or CalVet, including but not limited to staffing and training details, tenant demographic and veteran-oriented data, and tenant survey results.

8. CONTRACT INFORMATION

If the County chooses to fund and proceed with any project, it will enter into one or more agreements with the selected Respondent or Respondents to include but not be limited to a promissory note, Deed of Trust, Development Agreement, Completion Guarantee and Regulatory Agreement.

The County intends to use its Standard Personal Services Agreement (PSA), attached to this RFP (in [ATTACHMENTS](#)) as a template for the Contract. Certain terms of the County's Standard Personal Services Agreement (PSA) template are subject to negotiation and completion once the successful Respondent(s) is/are selected. The County may, in its sole discretion, agree to modify a term that is otherwise not subject to negotiation.

Upon negotiation of the contract, the chosen respondent must agree to receive electronic payments and will be required to complete the ACH/Direct Deposit Authorization form.

The County will provide Homekey+ assistance in the form of a low-interest, deferred loan to the Sponsor of the Project. The loan shall be evidenced through a Promissory Note secured by a Deed of Trust, and a Regulatory Agreement shall restrict occupancy and rents in accordance with the Local government-approved underwriting of the Project for an affordability period of at least 55 years.

The County will treat all information submitted in a proposal as available for public inspection once the County has completed negotiations with a contractor. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 7920 et. seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal.

9. RFP PROCESS, PROPOSAL FORMAT & GENERAL INFORMATION

9.1. INQUIRIES

To make inquiries regarding this RFP, Respondents may contact only the RFP Contact and are specifically directed not to contact other County officers, employees, or agents on any matter related to this RFP. Failure to comply with the preceding sentence may result in a Respondent being barred from consideration under this RFP. For purposes of this section of this RFP, the word "officer" does not include members of the Shasta County Board of Supervisors.

Any Respondent who attempts to influence the RFP process by interfering or colluding with other Respondents and/or with any County officer, employee, or agent; or who deviates from the RFP process as set forth in the requirements, or terms and conditions of the RFP, may be disqualified at any time from further participation in the RFP process.

Respondent(s) shall submit all inquiries regarding this bid via the County e-Procurement Portal, located at <https://procurement.opengov.com/portal/shastaca>. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the County e-Procurement Portal. Respondent(s) may also click “**Follow**” on this bid to receive an email notification when answers are posted. It is the responsibility of the Respondent(s) to check the website for answers to inquiries.

9.2. PROPOSAL FORMAT & CONTENT

Responses to this Request for Proposals must include a complete electronic [PROPOSAL RESPONSE](#).

9.3. EVALUATION CRITERIA AND PROCEDURE

- A. The Contract, if awarded, will be awarded to the Respondent or Respondents submitting the Proposal(s) deemed, by the County, in its sole discretion, to be in the best interest of the County. The County is not required to enter into a Contract with the particular Respondent who submits the least costly Proposal. If only one Respondent submits a Proposal, the County may, at its sole discretion, enter into negotiations with that Respondent or terminate the RFP process.
- B. Failure to fully comply with all of the requirements of this RFP and to provide all requested information may result in the Proposal being rejected and given no consideration. The determination of compliance with the terms and conditions of this RFP will be in the County’s sole judgment and its judgment will be final and conclusive.
- C. Should more than one Respondent submit a Proposal, the following evaluation process will be used to select the Contractor. The factors such as, but not limited to, the following will be considered in the evaluation process: See [EVALUATION PHASES](#).
- D. After receiving the Proposals, the County may schedule interviews at its sole discretion with some or all of the Respondents and may establish a ranked list of the Proposals. The Respondent receiving the highest ranking may be asked to enter into the Contract negotiation stage.
- E. If an agreement to enter into a Contract cannot be reached with the Respondent receiving the highest ranking, then the negotiations with that Respondent will be terminated. Negotiations may then be opened with the next ranked Respondent and the process repeated, or the County may elect at any time to reject all submitted Proposals and terminate this RFP process. Once negotiations with a particular Respondent are terminated, the County will not reopen negotiations with that Respondent.

- F. Notwithstanding anything to the contrary in this RFP, the County reserves the right to award the Contract to the Respondent(s) whose Proposal is determined by the County, in its sole discretion, to be in the best interest of the County. The County is not required to award the Contract to the Respondent that submits the least costly Proposal. Furthermore, the County reserves the right to award one or more Contracts to one or more Respondents as a result of this RFP.
- G. If a Respondent is selected and the County intends to enter negotiations with that Respondent, the County will issue a written Notice of Intent to Award. The County shall consider any protest or objection, from qualified respondents to the Contract award pursuant to this RFP provided that it is submitted in writing and received by the County's contact person at the address listed in this RFP within 10 calendar days of the date stated on the County's written Notice of Intent to Award a Contract. The protest shall identify all basis on which the protest is based. Any protest or objection will be considered and resolved by the Director of Support Services, or their designee, in their sole discretion and whose decision shall be final and conclusive. The Contract may be executed by the County after the expiration of the time period to protest or object, or after a final decision on any protest or objection, whichever is later.

9.4. SUBMISSION OF RESPONSES

Responses shall be submitted electronically via
<https://procurement.opengov.com/portal/shastaca>.

All responses must be submitted no later than the exact Closing Date and time indicated on this Request for Proposals.

Proposals may be modified or withdrawn at any time prior to the RFP closing Date and time by an authorized representative of the Respondent. Each Respondent warrants and represents that the information provided in the Respondent's Proposal shall remain unchanged for the time period as indicated on the Attachment Proposal Summary and Certifications. Respondent acknowledges that County will be relying on the information contained in the Proposal.

9.5. USE AND DISCLOSURE OF PROPOSALS

- A. The County reserves the right to retain all Proposals that are submitted and to use any ideas in a Proposal regardless of whether a Proposal results in a Contract. All Proposals become the exclusive and sole property of the County. The County will not reimburse Proposal preparation or submission expenses or costs, all of which are the Proposer's sole responsibility.

- B. Unless otherwise compelled by a court order or other legal authority, the County will not disclose any Proposal while the County reviews and evaluates Proposals and engages in negotiations with one or more Respondents. However, after the County either issues a Notice of Intent to Award or the County issues a written notice of termination of the RFP process, the County shall consider each Proposal and related documents a matter of public record and subject to the public disclosure requirements of the California Public Records Act (California Government Code sections 7920, et seq.), unless there is a legal exception to public disclosure.
- C. If a Respondent believes that any portion of its Proposal is subject to a legal exception to public disclosure, the Respondent shall: (1) clearly mark the relevant portions of its proposal "Confidential"; and (2) identify the legal basis for exception from disclosure. By submitting a Proposal, a Respondent agrees that County shall not in any way be liable or responsible for the disclosure of any Proposal or any part thereof if disclosure is pursuant to the Public Records Act or otherwise pursuant to law or legal process.
- D. By submitting a Proposal, the Respondent agrees to save, defend, keep, hold harmless, and fully indemnify County, its elected officials, officers, employees, agents and volunteers from all damages, claims, costs, or expenses, whether in law or in equity, that may at any time arise for not disclosing any portion of a Proposal marked "Confidential" to a third party.
- E. The County will treat all information submitted in a proposal as available for public inspection once the County has completed negotiations with a Respondent. If a Respondent believes that they have a legally justifiable basis under the California Public Records Act (Government Section 7920 et. seq.) for protecting the confidentiality of any information contained within their proposal, they must identify any such information, together with the legal basis of their claim in their proposal.
- F. Initiation of this RFP does not commit the County to finalize a Contract with any Respondent or to be bound by any Proposal. The County shall not be liable for any costs related to the preparation and submission of a Proposal, costs related to the negotiation process, and/or costs otherwise incurred by any Respondent related to this RFP process. All such costs shall be borne by the Respondent(s).
- G. Notwithstanding any other provisions, the County reserves the right, in its sole discretion to:
 - 1. Accept or reject any or all Proposals, or any part(s) thereof;

2. Reject any Proposal for failure to submit the Proposal in conformity with the requirements, or the terms and conditions, of this RFP;
 3. Waive any informalities or irregularities in a Proposal, or to waive any deviations from the requirements, or terms and conditions of this RFP, if deemed to be in the best interest of the County;
 4. Negotiate with a Respondent or Respondents;
 5. Solicit new proposals on the same Project or on a modified project which may include portions of the original proposed Project as in the best interest of the County;
 6. Terminate, in part or its entirety, the RFP process.
- H. Any Respondent submitting a Proposal understands and agrees that submission of their Proposal shall constitute acknowledgment and acceptance of, and intent to comply with, all the requirements, and terms and conditions of this RFP.
- I. The County shall not be liable for, and by submitting a Proposal the Respondent agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the requirements, or terms and conditions, of this RFP, or because of any misinformation or lack of information.
- J. In the event it becomes necessary to revise any part of this RFP, an addendum will be published. Respondents will be notified of Addendum(s) automatically by following this procurement.

9.6. SANCTIONS

All qualified Shasta County bidders and responders are hereby notified that under the Executive Order (EO) that as a vendor, consultant, contractor, or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the [Treasury website \(https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions\)](https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions).

Failure to comply may result in the termination of contracts or grants, as applicable.

10. EVALUATION PHASES

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Project Readiness - Site Control	0-10 Points	30 (30% of Total)
2.	Technical Approach/Development Process/Collaboration/Timeline	0-10 Points	25 (25% of Total)
3.	Funding/Sustained Operating Leverage	0-10 Points	25 (25% of Total)
4.	Respondent's Background and Experience in Performing Similar Projects	0-10 Points	20 (20% of Total)

11. PROPOSAL RESPONSE

11.1. Evaluation Criteria - Project Readiness- Site Control

11.1.1. Does Responder have site control over one or more parcels in Shasta County?*

Site Control is a requirement.

☐ Yes

☐ No

*Response required

When equals "Yes"

11.1.2. Describe the site (location, size), zoning designation, form of site control (purchase option, fee simple title, etc.), and any entitlements received or needed for the proposed housing development. *

*Response required

11.1.3. Upload copy of Deed of Trust or Land Lease Agreement. *

*Response required

11.1.4. Upload site plan, parcel map, and/or aerial photo of the proposed development site, identifying adjacent streets. *

*Response required

11.2. Evaluation Criteria - Technical Approach/Development Process/Collaboration/Timeline

11.2.1. Provide description of proposed project, including number of units, unit mix by bedroom size, unit mix by income targeting levels, and unit/site amenities. *

*Response required

11.2.2. Describe project development approach and timeline for each step of implementation *

*Response required

11.2.3. Upload copy of Supportive Service plan *

*Response required

11.2.4. *Upload copy of facility management plan**

*Response required

11.2.5. *Describe plans for community engagement and collaboration with the County and other entities in the development of the project.**

*Response required

11.2.6. *Describe how project meets County goals and needs as described in the RFP.**

*Response required

11.3. Funding/Sustained Operating Leverage

11.3.1. *Provide description of how needed project funding equal to 40% of project costs has been or will be secured, including a well-defined timeline for use of the funds.**

*Response required

11.3.2. *Upload copies of financial plan with projected 20-year proforma.**

*Response required

11.3.3. *Upload copies of enforceable financial commitments.**

*Response required

11.3.4. *Upload documentation of tax credit or other rental assistance agreements.**

*Response required

11.4. Evaluation Criteria - Respondent's Background and Experience in Performing Similar Projects.

11.4.1. *Provide a list of projects developed and owned by Responder that include site control.**

*Response required

11.4.2. *Provide a description of overall affordable housing development experience including staffing experience.**

*Response required

11.4.3. *Upload resumes of key staff employed by Responder.**

*Response required

11.5. Insurance

11.5.1. *Does respondent agree to provide all required insurance policies including but not limited to Commercial General Liability with limits of \$2 million per claim and \$4 million aggregate, Professional Errors and Omissions with \$2 million per occurrence and \$2 million aggregate?**

☐ Yes

☐ No

*Response required

When equals "No"

11.5.2. *If no, please state why.**

*Response required

11.6. Request for Confidentiality of Proprietary Information

If a Respondent believes that any portion of its Proposal is subject to a legal exception to public disclosure, the Respondent shall: (1) clearly mark the relevant portions of its proposal "Confidential"; and (2) identify the legal basis for exception from disclosure. By submitting a Proposal, a Respondent agrees that County shall not in any way be liable or responsible for the disclosure of any Proposal or any part thereof if disclosure is pursuant to the Public Records Act or otherwise pursuant to law or legal process. By submitting a Proposal, the Respondent agrees to save, defend, keep, hold harmless, and fully indemnify County, its elected officials, officers, employees, agents and volunteers from all damages, claims, costs, or expenses, whether in law or in equity, that may at any time arise for not disclosing any portion of a Proposal marked "Confidential" to a third party.

11.6.1. *Request for Confidentiality of Proprietary Information**

The Respondent, by the undersigned representative, requests that the specific information, described below and identified on the page or pages of the response in which it appears, be treated as confidential information and protected from disclosure to the public.

1. Description of specific information that is the subject of the request.
2. The legal basis for exception from disclosure.

Enter N/A if this does not apply.

*Response required

11.7. Statement of Experience

11.7.1. *Business Status**

- ☐ Non-Profit Corporation
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Corporation
- ☐ Sole Proprietorship
- ☐ Other:

*Response required

11.7.2. *If other/Corporation:**

If you chose Corporation, which State your business is incorporated in?

If you chose Other Entity, please clarify.

*Response required

11.7.3. *Number of years in business under present business name? **

*Response required

11.7.4. *Has respondent ever used another Business Name?**

☐ Yes

☐ No

*Response required

When equals "Yes"

11.7.5. *Please state any other business name(s) used and provide the number of years in business under prior business name(s).**

*Response required

11.7.6. *Number of years' experience providing equivalent or related services?**

*Response required

11.7.7. *Contracts completed during the last 5 years:**

Please include:

Year, Services Provided, Contract Amount, Location, Contracting Agency

*Response required

11.7.8. *Has respondent failed or refused to complete a contract?**

If yes, please explain in the next question.

☐ Yes

☐ No

*Response required

When equals "Yes"

11.7.9. *Please explain.**

*Response required

11.7.10. *Does respondent hold a controlling interest in any other organization, or is this agency or business owned or controlled by another organization or agency? **

If yes, please explain in the next question

☐ Yes

☐ No

*Response required

When equals "Yes"

11.7.11. *Please explain.**

*Response required

11.7.12. *Does respondent hold or have a financial interest in any other business?**

☐ Yes

☐ No

*Response required

When equals "Yes"

11.7.13. *Please explain.**

Unless you are the individual personally performing contracted services or a governmental agency.

*Response required

11.7.14. *Names of persons with whom respondent has been associated in business as partners or business associates in the last five years. (Government agencies are exempt) **

If none/exempt please indicate with a N/A

*Response required

11.7.15. *Explain any litigation involving respondent or any principle officer(s) thereof (if applicable):**

If not applicable, please indicate with a N/A

*Response required

11.7.16. *Provide a description of experience in the services to be provided, and the experience of principle individuals who will be performing services: **

*Response required

11.7.17. *List any major equipment to be used for the direct provision of services: **

*Response required

11.7.18. *Provide respondents most recent audited financial statement**

Please attach a copy of your most recent audited financial statement, for a fiscal period not more than 18 months old at time of submission, by an independent certified public accountant. If one is not available, a profit and loss or similar type income statement in order to demonstrate fiscal stability.

See California Department of Social Services, Manual of Policies and Procedures, Section 23-610 (c) (15)(L) for full details of this requirement.

*Response required

11.7.19. *Does respondent agree, at the request of the County, to provide letters of credit, and guarantor letters from related entities?**

☐ Yes

☐ No

*Response required

11.7.20. *Please provide a list of commitments, and potential commitments which may impact assets, lines of credit, guarantors letters, or otherwise affect respondents ability to perform:**

If none, please indicate with a N/A

*Response required

11.7.21. *If the nature of the services requires business or professional licenses, are such licenses held by respondent?**

☐ Yes

☐ No

*Response required

11.7.22. *Does respondent agree to provide additional information as required by the County to make an informed determination of qualifications? **

☐ Yes

☐ No

*Response required

11.7.23. *Does respondent agree to permit the County, State, and Federal governments to audit financial and other records pertinent to the services provided? **

☐ Yes

☐ No

*Response required

11.8. Certifications:

11.8.1. *Comply with specifications**

Do you agree to comply with specifications, RFP instructions, draft Contract requirements and other pertinent references contained in this RFP?

☐ Yes

☐ No

*Response required

11.8.2. Price Hold*

Do you agree that the information and costs provided in the proposal will remain unchanged and will not be withdrawn for a period of 90 days after the submission deadline?

☐ Yes

☐ No

*Response required

11.8.3. Certify Accuracy of Response*

Do you certify that all statements contained within the submitted Proposal are true, and acknowledge that if the Proposal is found to contain any false statements, the County may declare any Agreement or Contract made as a result of the Proposal to be void?

☐ Yes

☐ No

*Response required

11.8.4. Additional Information*

Do you agree to provide the County with any other information the County determines is necessary for accurate determination of your qualifications to provide the requested services?

☐ Yes

☐ No

*Response required

11.8.5. All Costs Included*

Do you certify that the proposal includes all costs incident to the proposed Contract?

☐ Yes

☐ No

*Response required

11.8.6. ACH/Direct Deposit Authorization*

Upon execution of the Contract, the chosen respondent must agree to receive electronic payments and will be required to complete the ACH/Direct Deposit Authorization form. Do you agree to be an ACH/Direct Deposit vendor?

☐ Yes

☐ No

*Response required

11.8.7. References*

You give permission for the County to contact any and all references provided.

☐ Yes

☐ No

*Response required