

County of Orange  
Health Care Agency



Request for Applications  
RFA No.:042-1804224-RPT  
Fiscal Intermediary Services

Released  
Friday, August 21, 2026

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# 1 INTRODUCTION AND GENERAL INFORMATION

## 1.1 APPLICATION FOCUS AND BACKGROUND

The County of Orange (County) Health Care Agency (HCA) is seeking applications from qualified organizations to act as a Fiscal Intermediary. The primary goal of this program is to coordinate with HCA to distribute timely rental subsidy and other housing intervention payments to approved providers for eligible individuals approved and referred by HCA.

Counties implementing the Behavioral Health Services Act (BHSA) housing interventions and California Advancing and Innovating Medi-Cal's (CalAIM) Transitional Rent benefit must manage multiple complex funding sources, administrative rules, and service delivery requirements. BHSA mandates that counties dedicate thirty percent of funds to housing interventions, including supports for individuals experiencing or at risk of homelessness. At the same time, CalAIM introduces the Transitional Rent benefit, which provides up to six months of temporary rental assistance through Medi-Cal Managed Care Plans (MCPs). These programs operate under distinct funding structures, documentation requirements, and accountability expectations, yet counties must integrate them seamlessly to ensure clients experience a coordinated path from limited-term housing to long-term permanent housing stability.

HCA BHS seeks a fiscal intermediary to centrally manage rental subsidies and housing intervention payments, supporting timely coordination across providers and managed care plans as part of CalAIM Transitional Rent and BHSA Housing Interventions. Using a fiscal intermediary allows HCA to streamline financial workflows, strengthen oversight, and focus local capacity on service delivery rather than complex fund administration. This approach supports the successful implementation of both BHSA housing interventions and CalAIM's Transitional Rent benefit by ensuring payments are timely, accurate, and aligned with California Department of Health Care Services (DHCS) guidance.

The Fiscal Intermediary shall provide rental subsidies for participants, in alignment with term limits and allowances under CalAIM Transitional Rent and BHSA Housing Interventions. Applicants shall act solely as a Third Party Administrator (TPA) to process and pay rental subsidies or other housing intervention payments to approved payees on behalf of eligible participants under HCA programs. Applicants' authority is limited to disbursement and administrative functions described herein. Applicants are not a landlord, property manager, broker, case manager, fiduciary, or agent with decision-making authority beyond the approval matrix provided by HCA.

## 1.2 TIME APPLICATIONS WILL REMAIN VALID

Applications will remain valid for 365 days from the solicitation due date.

## 1.3 TIMELINE

Timeline dates are approximations only and do not constitute any commitment or guarantee by the County.

|               |                 |
|---------------|-----------------|
| RFA Released: | August 21, 2026 |
|---------------|-----------------|

|                            |                            |
|----------------------------|----------------------------|
| RFA Q&A Deadline:          | August 31, 2026, 4:00pm    |
| Applications Due:          | September 16, 2026, 4:00pm |
| Tentative Board Date :     | TBD                        |
| Tentative Contracts Start: | January 5, 2027            |

#### 1.4 WITHDRAWAL OF APPLICATION(S)

An application may be withdrawn by the applicant or an authorized representative, provided his or her identity is made known and he or she provides a receipt for the application, but only if the withdrawal is made prior to the application due date.

#### 1.5 QUESTIONS REGARDING THE RFA PROCESS AND REQUIREMENTS

All questions regarding this RFA are to be posted online via The County's online bidding system Question and Answer (Q&A) Section and will only be accepted and answered during the Q&A period that lasts until approximately one (1) week prior to the RFA closing date.

All applicants are expected to thoroughly read through the entire RFA package before posting questions. All participating applicants will simultaneously receive a notification via The County's online bidding system that a question has been posted related to this RFA and will be available for view by all participating applicants. County's responses to the questions asked will be posted as promptly as possible to the County's online bidding system and will be available for view by all participating applicants.

The Q&A Section will close on **Monday, August 31, 2026 at 4:00 pm Pacific Time**. All applicants are encouraged to post any questions regarding the RFA by this deadline. After the close of the Q&A period, bidders may only contact the Procurement Administrator with questions related to uploading proposals to the County's online bidding system. No other specific solicitation-related questions will be answered.

It is up to each individual proposer to determine if their organization meets the eligibility criteria stated in the RFA prior to submitting a proposal. The County does not provide any assistance to that effect.

Applicants are to strictly follow the directions above for questions regarding this RFA. During the entire RFA process, no County representative may be contacted for questions or information regarding this RFA with the exception of the assigned Procurement Administrator, Roland Tabangin at [rtabangin@ochca.com](mailto:rtabangin@ochca.com) . **Any violation of this direction may be deemed non-responsive with the RFA process and shall form a basis for the rejection of the application.**

#### 1.6 GENERAL INSTRUCTIONS FOR SUBMITTAL

- A. Use the Application Preparation Checklist to plan and monitor solicitation application preparation as well as to verify completion of all materials before submission.
- B. Applicant's application must clearly meet all of the requirements of this solicitation.

- C. Applicants should review all requirements and instructions to ensure that each requirement is met. County shall not be responsible for any oral instructions given by any employees of County in regard to the application instructions, specifications, or application documents as described in this solicitation.
- D. Applications and requested documents must be electronically uploaded in PDF format, via County's online bidding system. Hard copy applications will not be accepted.
- E. Allow sufficient time to upload all required files. After the application deadline, County's online bidding system will not allow any uploads. If all files are not uploaded successfully by the application deadline, your Applicant's application will not be accepted.
- F. Provide accurate and honest information. Information that is deliberately inaccurate may prompt an investigative review and will affect the evaluation of the application.
- G. Provide documentation where necessary, including items such as forms, licenses, etc.
- H. If Applicant intentionally omit any required information or data, explain why.
- I. Do not include home addresses, home phone numbers, and/or personal email addresses for any employee, volunteer, Board member, etc. in your applications.

NOTE: Electronic applications cannot be viewed by County until after the solicitation deadline. If you encounter any problems with your registration, system, bid/proposal submission, or other system issues, please contact OpenGov's support staff via the live chat option or via email at [procurement-support@opengov.com](mailto:procurement-support@opengov.com).

#### **1.7 THE COUNTY RESERVES THE RIGHT TO:**

- A. Modify this RFA prior to the time applications are due, provided applicants are granted such extensions as necessary to allow sufficient time for submission of applications in response to the modified RFA.
- B. Cancel this RFA at any time, but prior to award of a contract by the Board of Supervisors, in whole or in part, when it is determined that cancellation is in the best interest of the County.
- C. Reject any or all applications.
- D. Reject an application at any time during the RFA process for reasons stated in this RFA or for false information submitted in response to the RFA.
- E. Enter into a contract for all or some of the stated services.
- F. Award single or multiple contracts.

G. Based on the County's needs and availability of funds, modify the scope of service described herein, provided applicants are allowed to re-submit modified applications within a reasonable time.

H. Ask applicants for additional information or documentation.

## **1.8 USE OF LOBBYISTS**

The County does not require, and neither encourages nor discourages, the use of lobbyists or other consultants for the purpose of securing business.

## **1.9 CHANGE OF OWNERSHIP/NAME AND LITIGATION STATUS**

Applicant agrees that if there is a change or transfer in ownership of applicant's organization prior to the completion of the contract, and the County agrees to an assignment of Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume the duties and obligations contained in contract and complete them to the satisfaction of County.

County reserves the right to immediately terminate the contract in the event County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the contract.

## **1.10 CONFLICT OF INTEREST**

Applicant shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the applicant, this obligation shall apply to the applicant's employees, agents, and subcontractors associated with the provision of goods and services provided under the contract. The applicant's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

County reserves the right to disqualify any applicant on the basis of any real or apparent conflict of interest that is disclosed by the application submitted or any other information available to County. This disqualification is at the sole discretion of County. Any applicant submitting an application herein waives any right to object to the County's exercise of this right, now or at any future time, before anybody or agency including, but not limited to, the County Board of Supervisors or any court of competent jurisdiction.

## **1.11 CONFIDENTIALITY**

### **California Public Records Act**

Pursuant to California law, all information contained in an application may be public record, subject to disclosure to any member of the public who requests it through the California Public Records Act (CPRA).

### **1.12 MODIFICATIONS OF THE RFA**

County reserves the sole right to interpret or change any provision of the solicitation at any time prior to the application submission date. Any and all interpretations or changes will be in the form of a written addendum, which will be furnished to all applicants through County's online bidding system. All addendums issued will become part of the solicitation and resultant Contract. Applicants hereby acknowledge their receipt of any addendum by being registered in County's online bidding system and acknowledge it is the applicant's responsibility to check for, and read all addendums posted in County's online bidding system.

Should such addendum require information not previously requested, County at its sole discretion, may determine that a time extension is required for the submission of applications, in which case an addendum will indicate the new application submission date.

### **1.13 Contractor Screening**

Throughout the term of this Contract, Contractor shall not be listed on any state or federal exclusionary rosters, listed below. County may screen Contractor on a monthly basis to ensure Contractor is not listed on the exclusionary rosters, listed below. If Contractor or its employee(s) are found to be included on any of the rosters indicated below, Contractor shall be deemed in default of its obligation under this Paragraph and shall constitute a cause for County to exercise its right to terminate this Contract immediately. County, in its sole discretion, may afford Contractor an opportunity to cure said default within a reasonable time.

- a. United States Department of Health and Human Services, Office of Inspector General (OIG) List of Excluded Individuals & Entities (LEIE) (<http://exclusions.oig.hhs.gov>)
- b. General Services Administration (GSA) System for Award Management (SAM) Excluded Parties List (<http://sam.gov>)
- c. State of California Department of Health Care Services Medi-Cal Suspended and Ineligible Provider List (County Health Care Agency Internal Database)

## **2 MINIMUM SUBMISSION REQUIREMENTS**

The following are the submission requirements for an applicant to be considered as an eligible candidate to be considered for the requested services described in this RFA. Should any of this information be missing, the applicant may be deemed non-responsive.

Provide the information requested below in one (1) file labeled [Solicitation Name]-[Applicant Name] per the instructions in Section I. G. "General Instructions for Submittal". Failure to provide and/or disclose requested information and/or documents may result in disqualification of your application.

|          |                |         |
|----------|----------------|---------|
| A. Cover | Page/Executive | Summary |
|----------|----------------|---------|

All Applications must be accompanied by a cover letter of introduction and executive summary of the application. The cover letter must be signed by person(s) with authority to bind the applicant together with the main office address, and telephone number (including area code). If the applicant is a corporation, two (2) signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one (1) person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two (2) categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation. An unsigned or improperly signed application submission is grounds for rejection of the application and disqualification from further participation in this RFA process.

- B. Complete the Agency Description Form (**Form B – Attachment II**). Ensure Form B and Applicant’s Certification (**Form C – Attachment II**) are signed prior to submission.
- C. Complete the Applicant Certification Form (**Form C – Attachment II**)
- D. Complete the Board of Directors Form (**Form D – Attachment II**)
- E. Complete the Campaign Contribution Disclosure Form. **LEVINE ACT – COUNTY OF ORANGE CAMPAIGN CONTRIBUTION DISCLOSURE:** Effective January 1, 2023, Senate Bill No. 1439 amends § 84308 of the California Government Code, commonly referred to as the “Levine Act.” The Levine Act precludes an Officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the Officer or received by the Officer on behalf of any other Officer, or on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of such contributions by a party to be awarded a specified contract. Proposers/bidders are responsible for reviewing and completing the attached County of Orange Campaign Contribution Disclosure Form as a minimum submittal requirement for all County solicitations.
- F. Provide three (3) letters from professional references of organizations that have direct knowledge of your organization’s performance (through a contractual relationship with

applicant) within the last year and will corroborate that your organization's performance for the requested services meets the requirements of this solicitation. Reference letters must be submitted on the organization's letterhead and signed by an individual that has the authority to sign on behalf of the named organization. Reference letters must include the following information; type of services provided, contract term dates, contract funding amount, and statement regarding satisfactory performance.

G. Provide copies of the documents below. Include an index of all the documents included, and an explanation for any document requested but not provided.

1. If incorporated:
  - a. Articles of Incorporation executed by the Secretary of State, including all amendments.
  - b. By-laws, including all amendments.
  - c. Board of Directors resolution empowering a Corporate Officer either by title or individual name, to act on behalf of the organization by his/her signature alone.
2. If not incorporated, documentation empowering an Authorized Representative to act on behalf of the organization by his/her signature alone.
3. Fictitious Business Name statement filed with the County Clerk and proof of publication.
4. Partnership papers and/or joint venture contracts.
5. Evidence of federal/state tax status.
6. IRS W-9 Form: Request for Taxpayer Identification Number and Certification.
7. Business License/Certifications/Conditional Use Permit (CUP).
8. Table of contents from the organization's policies and procedures manual covering daily operations and emergency procedures (medical, fire, etc.). If a policies and procedures manual does not exist, provide a plan and time frame for development.
9. Corporate organizational chart that includes all programs, identifies the relationship of the proposed program to the overall organization, and identifies the reporting relationship of each proposed staff position.
10. Unique Entity Identifier (UEI): A unique twelve-character identification number required by the federal government as part of their financial request and reporting process, which can be obtained free of charge from the SAM.GOV website

(<https://sam.gov/content/entity-registration>) Every applicant is required to provide a UEI number regardless of the funding source of this solicitation.

11. Good Neighbor Policy: The intent of this Policy is to identify community impacts and measures to mitigate those impacts so as to be an integral part of the neighborhood and community the County serves.

H. Recent financial statement prepared by an independent Certified Public Accounting (CPA) firm.

I. Any audits, reviews, or inspection reports completed by a CPA firm, regulatory agency (e.g., Occupational Safety and Health Administration), or other government agency within the last 12 months.

J. Provide a description of any active litigation and resolution, performance issues and/or audit or review of any contractual documents (e.g., invoices, units of service reports, etc.) within the last five (5) years that resulted in a corrective action plan, reimbursement of money to funder, investigation, and/or termination of any agreements or contracts between your organization and the County of Orange, other government entity, and/or private organization. Provide a copy of a letter from your attorney and/or in-house legal counsel concerning the status of lawsuits and pending litigation for the most recent year. IF THERE ARE NONE, PLEASE STATE SUCH IN THE SUBMITTAL RESPONSE. For each litigation and or performance issue include:

1. The type of contracts, contract term (dates), funding amount and services provided.
2. The issues and circumstances.
3. How and when the issues were resolved.
4. Your plans to ensure that the issues will not re-occur in future contracts.

K. Attach detailed information regarding past, current, or threatened litigation, liens, or claims (including claims filed or pending with Financial Industry Regulatory Authority and/or with the Security Exchange Commission) within the past five (5) years involving your company, or any company your company holds a controlling interest in, or any company that holds an interest in your company, or any of the principal officers of your company that has also involved the County of Orange or any of its officers or agencies.

L. Complete the Services Questionnaire, Section 7, Vendor Responses, Item 18

### **3 APPLICATION PREPARATION AND EVALUATION**

Applicants should review all requirements and instructions to ensure that each requirement is clearly addressed in the application.

### 3.1 ELIGIBILITY TO SUBMIT APPLICATIONS

To be eligible to submit an application for fiscal intermediary services, the applicant must be a legally recognized entity—such as an organization, institution, partnership, or corporation—that has the capability to perform the required fiscal duties and meet the specific eligibility rules outlined in the RFA.

In order to be eligible to contract with the County, an individual or entity must not be listed on the current Cumulative Sanction List of the Office of the Inspector General (U.S. Department of Health and Human Services), the General Services Administration’s list of parties excluded from federal programs, or the California Medi-Cal Suspended and Ineligible Provider List. **Accordingly, County will not review any application submitted by an individual or entity found to be on any of these lists and the application will automatically be rejected.** County will notify the applicant of this determination in writing.

County plans to use the following databases to identify individuals and entities that are not eligible to contract with County:

- <https://exclusions.oig.hhs.gov/>
- <https://sam.gov/search/>
- Medi-Cal Suspension Search Database

It is the sole responsibility of all applicants to verify that they are not on any of these lists prior to preparing and submitting an application in response to this RFA. Correction of any errors found on any of the lists, above, is the sole responsibility of the applicant and must be made prior to submission of the application.

In addition, in order to be eligible to enter into a contract with County, an individual or entity must not have any pending charge(s) or conviction(s) for violation of criminal law(s) and/or any sanction(s) or disciplinary action(s) imposed or taken against them by any federal or state law enforcement, regulatory or licensing agency or body, including exclusion from Medicare and Medicaid programs. Accordingly, all applicants **must self-disclose with explanation, or deny the existence of this information** pertaining to their principals, executives, and managers directly involved with the performance of the services solicited herein in Attachment II. Form C “Applicant Certifications”.

### 3.2 REJECTION OF APPLICATION(S)

County reserves the right to reject any application at any time during the RFA process on the basis of any substantiated actual and/or apparent conflict of interest regarding the performance of the proposed services solicited under this RFA. All applicants must self-disclose any potential and/or actual conflict of interest(s) in Attachment II. Form C “Applicant Certifications”. Any applicant submitting an application herein waives any right to object to County’s exercise of this right, now

or at any future time, before anybody or agency including, but not limited to, the County Board of Supervisors or any court of competent jurisdiction.

As soon as County has determined that an applicant has a conflict of interest as stated herein, County will provide written notification of such conflict and rejection of the application.

County also reserves the right to reject any application at any time during the RFA process on the basis of any one or more of the following substantiated grounds:

1. Evidence of collusion amongst applicants;
2. Lack of such business skills and/or financial resources necessary and appropriate to successfully operate the services solicited in this RFA, as revealed by either the financial statement or experience statement;
3. Default on, or unpaid, County debt;
4. Default on any obligation to County;
5. Current or past failure to perform to County standards any obligation of a contract with County, as determined by County; and
6. Ineligible to enter into a contract with the County, as set forth in Section “Applicants’ Eligibility to Contract with County”.

All applications that are irregular, incomplete, conditional, ambiguous and/or obscure and not minor irregularities and/or immaterial or inconsequential variations from the RFA requirements will be rejected. County will provide a written notification of the grounds upon which an application is rejected.

### **3.3 MINOR IRREGULARITIES AND DEFICIENCIES IN APPLICATION(S)**

County reserves the right at its sole discretion, to accept an application containing a minor irregularity or when a defect or variation is immaterial or inconsequential.

County reserves the right to waive any and all minor irregularities in lieu of seeking corrections thereof. All requests for correction of minor irregularities or notification of waiver thereof will be given to applicants in writing.

### **3.4 NON-RESPONSIVE APPLICATION(S)**

Any application which fails to conform to the essential requirements of this RFA, such as specifications, may be rejected as non-responsive.

The County will provide a written notification of rejecting non-responsive applications, which will state the specific grounds for the rejection. Therefore, it is the sole responsibility of the applicants to ensure their applications are conforming and responsive to all requirements of this RFA.

### **3.5 EVALUATION OF APPLICATIONS AND SELECTION OF PROVIDERS**

County plans to review all applications received and enter into contract negotiations with applicants that meet all requirements.

County has the right to conduct a compensation plan analysis to review and audit all business records and related documents of any and all applicants (including an affiliated or parent company), determine the adequacy, fairness, and reasonableness of the application, and to contact any and all client references.

County's determination as to whether an applicant is qualified and responsive will be based on the information furnished by the applicant in this solicitation, interview(s) with the applicant (if applicable), as well as from other sources determined to be valid by County. Award will not be made until after such investigations, as are deemed necessary, are made by the County regarding the experience and financial responsibility of applicant, which each applicant agrees to permit by submitting its application.

### **4 PROTEST PROCEDURES**

Any actual or prospective bidder or respondent who alleges an error or impropriety in the solicitation or award of a contract may submit a grievance or protest to Roland Tabangin at rtabangin@ochca.com, as set forth herein.

#### **PROTEST PROCEDURES**

All protests shall be typed under the protestor's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

- A. The name, address, and telephone number of the protestor;
- B. The signature of the protestor or the protestor's representative;
- C. The solicitation or contract number;
- D. A detailed statement of the legal and/or factual grounds for the protest; and,
- E. The form of relief requested.

#### **Protest of Solicitation Specifications:**

- A. All protests related to solicitation specifications must be submitted to the **Deputy Procurement Agent (DPA), Roland Tabangin at rtabangin@ochca.com**, no later than five (5) business days prior to the Closing Date of the solicitation. Protests received after the five (5) business-day deadline will not be considered by the County.
- B. In the event the protest of specifications is denied, and the protestor wishes to continue in the solicitation process, the protestor must still submit a bid/response prior to the close of

the solicitation in accordance with the solicitation submittal procedures provided in this solicitation.

**Protest of Award of Contract:**

- A. Protests related to the award of a contract must be submitted to the **Deputy Procurement Agent, Roland Tabangin** at [rtabangin@ochca.com](mailto:rtabangin@ochca.com), no later than five (5) business days after the Notice of Solicitation Results is provided by the DPA.
- B. Protests relating to a proposed contract award received after the five (5) business day deadline will not be considered by the County.
- C. If the five (5) business day period expires without the receipt of a protest, the department may move forward with the contract award or if necessary, file the item for approval by the Board of Supervisors.

**Protest Process**

- A. In the event of a timely protest, the County shall not proceed with the solicitation or award of the contract until the DPA issues a decision on the protest.
- B. Upon receipt of a timely protest, the DPA will, within ten (10) business days of receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
- C. The County may, after providing written justification, make the determination that an immediate award of the contract is necessary to protect the substantial interests of the County. The award of a contract shall in no way compromise the protester's right to the protest procedures outlined herein.
- D. If the protestor disagrees with the decision of the DPA, the protestor may submit a written appeal to the County Procurement Officer requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

**APPEALS PROCESS**

- A. If the protestor wishes to appeal the protest decision of the Deputy Procurement Agent, the protestor must submit, within three (3) business days from receipt of the Deputy Procurement Agent's decision, a written appeal to the Office of the County Procurement Officer.

Written appeals must be sent by mail to the address below with a courtesy copy by email;  
County of Orange/County Executive Office

County Procurement Office  
400 W. Civic Center Drive, 5th Floor  
Santa Ana, CA 92701  
Attn: County Procurement Officer  
CPOAppeals@ceo.oc.gov

- B. Within fifteen (15) business days, the County Procurement Officer will review all materials in connection with the appeal, assess the merits of the protest and provide a written determination that shall contain his or her decision on whether the appeal shall be forwarded to the Procurement Appeals Board.
- C. The decision of the County Procurement Officer on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

## **5 INDEMNIFICATION AND INSURANCE PROVISIONS**

### **5.1 Indemnification**

Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither Party shall request a jury apportionment. Notwithstanding anything stated above, nothing contained herein shall relieve Contractor of any insurance requirements of obligations created elsewhere in this Contract.

### **5.2 General Insurance Requirements**

Prior to the provision of services under this Contract, the Contractor agrees to carry all required insurance at Contractor's expense, including all endorsements required herein. Contractor agrees to keep such insurance coverage current, provide Certificates of Insurance, and endorsements to the County during the entire term of this Contract.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer. Any failure on the part of the County to monitor or enforce compliance with any of the insurance requirements shall not be construed as a waiver of any required insurance provisions herein.

### **Evidence of Insurance**

Insurance certificates and all endorsements shall be forwarded to the County agency/department. The name of the Insured Party on the Certificate of Insurance shall match the name of the Contractor identified in the Contract.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Procurement or the agency/department procurement division, award may be made to the next qualified supplier.

Failure to maintain and/or provide evidence of insurance acceptable to the County for the full term of this Contract shall constitute a material breach, upon which the County may terminate this Contract.

### **Cancellation and Changes in Insurance**

Contractor shall provide thirty (30) days prior written notice to the County of any policy cancellation or non-renewal and ten (10) days prior written notice where cancellation is due to non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

Insurance requirements are subject to periodic review by County. County retains the right to require additional types of insurance coverage or higher limits throughout the term of this Contract. Any change will be deemed by County Risk Manager as appropriate to adequately protect County's risk. County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not provide acceptable Certificates of Insurance and endorsements to County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

### **Subcontractor Insurance Requirements**

All subcontractors performing work on behalf of Contractor pursuant to this Contract shall be included under Contractor's insurance as an Additional Insured or shall maintain insurance subject to the same requirements as Contractor (*unless specified below*). Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. Contractor shall provide the insurance requirements to every subcontractor and shall be responsible for verifying each subcontractor complies with the required insurance prior to allowing any subcontractor to begin work. Evidence of subcontractor's insurance must be maintained by Contractor through the entirety of this Contract for inspection by County at any reasonable time.

### **Self Insured Retention (SIR)**

All SIR's shall be clearly stated on the Certificate of Insurance. Any SIR above Fifty Thousand Dollars \$50,000 shall specifically be approved by the County's Risk Manager, or designee. The

County reserves the right to require current audited financial reports from Contractor as evidence it can support the SIR.

### **Qualified Insurer**

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**).

### **Waiver of subrogation**

All insurance policies required by this Contract shall waive all rights of subrogation against the ***County of Orange, its elected and appointed officials, officers, employees, and agents*** when acting within the scope of their appointment or employment.

### **Umbrella or Excess Insurance**

If Contractor utilizes combination of umbrella or excess policies to satisfy the required insurance, these policies must “follow form” and afford no less coverage than the primary policy.

### **Insurance Coverages and Limits:**

Contractor shall maintain throughout the contract the minimum limits and coverage as set forth below.

## **5.3 Commercial General Liability**

### **Minimum limits and coverage**

\$1,000,000 per occurrence; \$2,000,000 aggregate

### **Required Coverage**

Shall be written on occurrence basis utilizing Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad. The Commercial General Liability policy shall contain a severability of interests “separation of insureds” clause and include coverage for products completed operations, personal and advertising, and contractual liability.

### **Required Endorsements**

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- A. An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the ***County of Orange, its elected and appointed officials, officers, employees, and agents*** as Additional Insureds, or provide blanket coverage which shall state As Required by Written Contract.

- B. A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary, and any insurance or self-insurance maintained by the County shall be excess and non-contributing.

#### **5.4 Automobile Liability**

##### **Minimum limits and coverage**

\$1,000,000 combined Single Limit

##### **Required Coverage**

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad. The policy shall include coverage for owned or scheduled (if applicable), non-owned, and hired vehicles.

#### **5.5 Workers' Compensation**

##### **Minimum limits and coverage**

Statutory

Coverage is required for all employees providing services pursuant to the Contract. Worker's Compensation coverage shall meet all the requirements of the State of California Labor Code.

##### **Required Endorsements**

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the ***County of Orange, its elected and appointed officials, officers, employees, and agents*** or provide blanket coverage, which will state **As Required by Written Contract**.

If Contractor has no employees, it may certify to County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code by signing a County waiver. The waiver shall be reviewed and will require approval from the County Risk Manager or designee.

#### **5.6 Employers Liability Insurance**

##### **Minimum limits and coverage**

\$1,000,000 per accident or disease

#### **5.7 Professional Liability**

##### **Minimum limits and coverage**

\$1,000,000 per claims-made or occurrence; \$1,000,000 aggregate

Coverage for all claims from any actual or alleged negligent act, error, or omission related to professional services required under this Contract. Coverage may be standalone or combined with

another Liability policy. If combined, the total combined limit shall be the same or greater than if the policies were separate.

### **Claims-Made Coverage**

If Contractor's Professional Liability is a "Claims-Made" policy, Contractor shall agree to the following:

- A. The retroactive date must be shown and must be before the date of the Contract or the beginning of the Contract services.
- B. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after expiration or earlier termination of Contract services.
- C. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract services, Contractor must purchase a claim extended reporting period for a minimum of three (3) years after expiration of earlier termination of the Contract services.

## **5.8 Employee Dishonesty**

### **Minimum coverage**

Coverage must include property of third party/County.

- A. Amount commensurable to the exposure.
- B. The County of Orange shall be the loss payee on the Employee Dishonesty coverage. A Loss Payee endorsement evidencing that the County of Orange is a Loss Payee shall accompany the Certificate of Insurance.

## **6 SCOPE OF WORK**

### **6.1 TARGET POPULATION**

Fiscal Intermediary services shall be provided for individuals referred and approved by HCA. The Population of Focus (POF) who qualify for services paid by the Fiscal Intermediary under CalAIM Community Support, Transitional Rent or BHSA Housing Interventions.

**CalAIM Community Support –Transitional Rent** include individuals that meet **all** of the following criteria:

**(1) Clinical Risk Factor Requirement:** Must have one of more of the following qualifying clinical risk factors:

- a) Meets the access criteria for Medi-Cal Specialty Mental Health Services (SMHS)
- b) Meets the access criteria for Drug Medi-Cal (DMC) or Drug Medi-Cal Organized Delivery System (DMC-ODS)

**(2) Social Risk Factor Requirement:** Experiencing or at risk of homelessness AND

**(3) Individual must meet one of the following requirements:**

- a) Transitioning Population Requirement: Must be included within one of the following transitioning populations;
  - (i) Transitioning out of an institutional or congregate residential setting: Individuals transitioning out of an institutional or congregate residential setting, including but not limited to an inpatient hospital stay, an inpatient or residential substance use disorder treatment facility, an inpatient or residential mental health facility, or nursing facility.
  - (ii) Transitioning out of a carceral setting: Individuals transitioning out of a state prison, county jail, youth correctional facility, or other state, local, or federal penal setting where they have been in custody and held involuntarily through operation of law enforcement authorities.
  - (iii) Transitioning out of interim housing: Individuals transitioning out of transitional housing, rapid rehousing, a domestic violence shelter or domestic violence housing, a homeless shelter, or other interim housing, whether funded or administered by HUD, or at the State or local level.
  - (iv) Transitioning out of recuperative care or short-term post hospitalization housing: Individuals transitioning out of short-term post-hospitalization housing or recuperative care, whether the stay was covered by Medi-Cal managed care, or another source.<sup>89</sup>
  - (v) Transitioning out of foster care: Individuals having aged out of foster care up to age 26 (having been in foster care on or after their 18th birthday) either in California or in another state.
- OR b) Experiencing unsheltered homelessness:<sup>90</sup> Individuals or families with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;<sup>91</sup>
- OR c) Eligible for Full-Service Partnership (FSP):<sup>92</sup> FSP is a comprehensive behavioral health program for individuals living with significant mental

**BHSA Housing Interventions include individuals who meet the following criteria**

A. Eligible children and youth means persons who are 25 years of age or under who meet either of the following criteria:

1. Meet SMHS access criteria specified in subdivision (d) of WIC section 14184.402 and implemented in SMHS guidance (includes individuals 21-25 years of age who meet this criteria)

Or

2. Have at least one diagnosis of a moderate or severe substance use disorder from the most current version of the Diagnostic and Statistical Manual of Mental Disorders (DSM) for Substance-Related and Addictive Disorders, with the exception of tobacco-related disorders and non-substance-related disorders (WIC section 5891.5, subdivision (c)(1)).

B. Eligible adults and older adults mean persons who are 26 years of age or older who meet either of the following criteria:

1. Meet SMHS access criteria specified in WIC section 14184.402, subdivision (c) and implemented in DHCS guidance (only applies to individuals 26 years of age and older)

OR

2. Have at least one diagnosis of a moderate or severe substance use disorder from the most current version of the Diagnostic and Statistical Manual of Mental Disorders (DSM) for Substance-Related and Addictive Disorders, with the exception of tobacco-related disorders and non-substance-related disorders (WIC section 5891.5, subdivision (c)(1)). who are experiencing or are at risk of homelessness.

## **6.2 SERVICES TO BE PROVIDED**

.

### **6.3 Services**

Contractor shall include :

- Payment Processing: Receive, review, and process Approved Invoices for Transitional Rent and other housing support, and disburse payments to payees within five (5) business days of HCA approval or as set in the payment agreement with landlord.
- Payments may be made through multiple mechanisms, depending on the request. Contractor shall have the ability to provide payment electronically, by check, or by credit card.
- Documentation: Collect and retain required documentation (lease/license agreement, W-9, invoice, occupancy verification).
- Reporting: Provide monthly reports detailing payments, Admin Fees, and reconciliation; quarterly aged payables; and annual summary.
- Customer Service: Respond to HCA inquiries within two (2) business days and resolve payment errors promptly.
- Recordkeeping: Maintain complete and accurate records for ten (10) years and provide audit
- access upon request.

### **6.4 Limits of Authority**

Contractor shall not:

- Approve participant eligibility or negotiate lease terms.
- Commit HCA funds beyond approved invoices.
- Modify program rules or act as fiduciary.

### **6.5 Invoice Requirements**

Approved invoices must include:

- Payee legal name and W-9.
- Lease/license agreement.
- Invoice with period of performance and amount due.
- Occupancy verification.
- Disallowed charges: refundable deposits, late fees, penalties, damages, or non-rent services unless authorized in writing.

## 6.6 Funding Model

Reimbursement:

- Contractor pays payees and invoices HCA monthly in the arrears.

## 6.7 Fees

Contractor shall:

- Invoice HCA the agreed upon Administrative Fee based on actual payment made to payees. Admin Fee excludes refundable deposits, taxes, penalties, or unauthorized charges.

## 6.8 Meeting Coordination

Contractor shall:

- Participate in monthly meetings with HCA to discuss implementation progress, address issues, and review invoices and reports.

## 6.9 Reporting Requirements/Financial Management Contractor shall comply with all reporting, documentation, data submission, and financial management requirements as outlined below:

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 7 | <p><b>Compliance With DHCS and CalOptima Health CalAIM Reporting Requirements</b></p> <p>Contractor shall ensure all reports, data submissions, and documentation related to CalAIM services fully comply with current DHCS guidance, including but not limited to the MCP Reporting Requirements Quarterly Implementation Monitoring Report, the MCP Reporting Requirements Quarterly Implementation Monitoring Report Guidance and all applicable DHCS-issued technical specifications, policy guidance, templates. Please reference the DHCS Community Supports Policy Guide, Volume 1, Community Supports to Support for Members Experiencing or At Risk for Homelessness, April, 2025, Section 7 Transitional Rent. DHCS modifies or deletes any provision in the guide, they will be automatically implemented and included in this program</p> |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 8   | <p><b>Compliance With DHCS BHSA Reporting Requirements</b></p> <p>Contractor shall comply with all reporting obligations required under the Behavioral Health Services Act (BHSA), including but not limited to reporting for the County Integrated Plan (draft and final submissions) and the Behavioral Health Outcome Accountability, and Transparency Report (BHOATR), using all DHCS-prescribed timelines, and templates. For more details the DHCS BHSA reporting guidance can be found here: Please reference DHCS <a href="#">Behavioral Health Services Act County Policy Manual</a>. DHCS modifies or deletes any provisions to this guide, they will be automatically implemented and included in this program.</p> |
| Section 10. | <p><b>Timeliness and Accuracy of Reporting</b></p> <p>All submissions must use DHCS-provided templates, adhere to required deadlines, ensure accuracy, completeness, and consistency. Contractor shall promptly incorporate any updates to DHCS reporting guidance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Section 11. | <p><b>Monitoring of Guidance Changes</b></p> <p>Contractor shall continuously monitor DHCS communications, including policy updates, web portal postings, and manual revisions, and promptly notify the County of any changes impacting CalAIM or BHSA reporting requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Section 12. | <p><b>Financial Tracking and Documentation</b></p> <p>Contractor shall ensure the Administrator's financial system is capable of separately and accurately tracking multiple leases and payment types at the client level. Contractor shall be able to provide all financial supporting documents (including, but not limited to, copies and cancelled checks) at any time upon request by the County or auditors.</p>                                                                                                                                                                                                                                                                                                         |
| Section 13. | <p><b>Internal Controls and Fiscal Administration</b></p> <p>Contractor shall establish and maintain internal control documents, policies, and procedures required to administer funds in its role as Fiscal Intermediary.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Section 14. | <p><b>Timely Rental Payments</b></p> <p>Contractor shall ensure all rental payments are issued in a timely manner.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Section 15.

### **Monthly Consolidated Financial Reporting**

Contractor shall provide a consolidated monthly report summarizing all payment administrative fees, and reconciliation details. Individual invoices alone are insufficient. The County (HCA) will provide the required consolidated reporting format, and Contractor must adhere to this format for compliance and oversight.

## **6.10 Communication and Responsiveness**

Contractor shall:

- Provide a single point of contact with email and phone information for inquiries related to services provided under this contract and respond to HCA inquiries within two (2) business days.

## **6.11 Business Hours for Requests**

Contractor shall:

- Process requests and payments during regular business days (Monday–Friday, 8:00 AM to 5:00 PM Pacific Time), excluding County holidays.

## **6.12 Performance Objectives**

Processes requested payments described in services section 6.3 accurately and within required program timelines.

- Ensures 98% accuracy in payment requests, documentation reviews, and data entry while maintaining clear and organized documentation of identified errors and corresponding corrections.
- Minimizes delays by resolving discrepancies with providers, case managers, or property owners within 72 hours after being notified of any discrepancies.
- Maintains organized audit files with complete, accurate, and compliant documentation to support transparency, regulatory requirements, and efficient audit review processes. Ensures all records are properly filed, updated, and retained in accordance with applicable policies, procedures, and audit standards.
- Identifies and corrects errors within 72 hours venting payment disruption.

## **6.13 Staffing Requirements**

The selected applicant must demonstrate the ability to perform the following functions:

- Supervisory oversight of workflows, approvals, compliance, and audit readiness.
- Processing of requested payments, and verification of supporting documentation.

- Intake and documentation review, including completeness checks and collection of missing items.
- Customer service and landlord support, including inquiry response and resolution of urgent matters.
- Compliance and quality assurance, including file audits and monitoring adherence to program requirements.

Applicant must describe how these functions will be staffed and supported to ensure timely payments, effective internal controls, and full compliance.

#### **6.14 Facility Requirements**

The selected applicant shall maintain a facility that meets the following minimum requirements:

- The applicant shall maintain a facility that is safe, clean, and suitable for administrative operations.
- Facility must comply with all local, state, and federal regulations, including building codes, fire safety, and accessibility requirements.
- Must provide secured space for storing confidential financial and client information.
- Must have reliable internet, phone, and computer systems to support fiscal and documentation processing.
- Must provide adequate workstations for all staff, including supervisors and fiscal personnel.
- Facility must ensure ADA accessibility for staff and program participants, as applicable.
- Must maintain controlled access to protect sensitive data and prevent unauthorized entry.
- Must have sufficient meeting space for staff, audits, and onsite monitoring (if required by the County).
- Must be equipped with backup systems or contingency measures to preserve operations during outages or emergencies.

Facility must support secure electronic storage of records, consistent with County, State, and Federal retention standards.

### **7 VENDOR RESPONSES**

#### **1 Does your organization accept the terms and conditions of the attached Model Contract?\***

See Section 8, Attachments (A-Fiscal Intermediary Model Contract)

☐ Yes

☐ No

\*Response required

When equals "No"

1.1 Explain why and Identify which section:\*

\*Response required

**2 Does your organization have the experience and ability to provide the requested services in the Description of Services (Scope of Work) section of this solicitation?\***

☐ Yes

☐ No

\*Response required

When equals "Yes"

2.1 How many years of experience?\*

\*Response required

When equals "No"

2.2 Explain why:\*

\*Response required

**3 Does your organization have the experience and ability to meet the Performance Objectives of this solicitation? \***

☐ Yes

☐ No

\*Response required

**4 Does your organization's staff that will be allocated to this program meet the requirements of this solicitation?\***

☐ Yes

☐ No

\*Response required

When equals "No"

4.1 Explain why:\*

\*Response required

When equals "Yes"

4.2 Attach the following:\*

A. Attach copy of license or certification for each staff member allocated to the program.

B. Attach copy of Orange County Department of Probation approval for each staff member allocated to the program.

\*Response required

**5 Does your organization accept the reimbursement rate of\*  
10 %?**

- ☐ Yes  
☐ No

\*Response required

**6 Does your organization understand that the estimated funding is an aggregate  
(combined) amount to be shared with all selected applicants?\***

- ☐ Yes  
☐ No

\*Response required

**7 Does your organization understand that the estimated number of referrals for each  
service is an aggregate (combined) amount to be shared with all selected applicants, and  
that no applicant providing services is guaranteed any certain number of referrals?\***

- ☐ Yes  
☐ No

\*Response required

**8 Non-Collusion Declaration\***

Each Applicant must execute the Non-Collusion Declaration contained in the solicitation and submit it with the Application.

The County of Orange may require that the Applicant, before awarding any subcontract, secure Non-Collusion Declarations from proposed Subcontractors. The County of Orange does not conduct business with Applications who engage in the act of Collusion.

- [Non-Collusion Declaration.pdf](#)

\*Response required

**9 Non-Collusion Declaration - A\***

Has your firm ever initiated discussions with competing consulting firms about the payment structure of an existing or potential future contract with the County of Orange?

**If Applicant selects Yes answer, Applicant must provide a brief explanation below. A “Yes” answer may preclude you from moving forward in the solicitation Process.**

- ☐ Yes  
☐ No

\*Response required

When equals "Yes"

9.1 Reason for Collusion:\*

\*Response required

#### **10 Non-Collusion Declaration - B\***

Has your firm participated in any discussions with competing firms in an effort to influence the payment structure for existing or potential County contracts?

**Applicant must select one (1). A “Yes” answer may preclude you from moving forward in the solicitation Process.**

☐ Yes

☐ No

\*Response required

When equals "Yes"

10.1 Provide names of competing firms: \*

\*Response required

#### **11 The Levine Act: County of Orange Campaign Contribution Disclosure\***

The Levine Act compliance is a minimum submittal requirement of this solicitation.

Please complete and sign the County of Orange Campaign Contribution Disclosure Form attached hereto. An applicant failure to provide a completed and signed copy will render its application as incomplete and nonresponsive.

***It is the applicant's responsibility to update the County should any new reportable activity occur between initial disclosure and award.***

- [Levine Act - Campaign Contr...](#)

\*Response required

#### **12 SAM.gov Confirmation\***

Please upload a printout from SAM.gov to confirm that your company currently has no active exclusions. The printout must be no greater than seven (7) calendar days prior to the due date of this bid.

\*Response required

#### **13 Unique Entity Identifier Number (UEI)\***

The County requires a valid UEI number with active registration status. Your company may obtain one at no cost at <https://sam.gov/entity-registration>.

\*Response required

#### **14 California Secretary of State registration - active and in good standing \***

Please upload your active certificate from the California Secretary of State.

CA Sec. of State Verification Link = <https://bizfileonline.sos.ca.gov/search/business>

\*Response required

**15 D-U-N-S Number\***

Please provide your company's DUNS number.

The County requires a valid D-U-N-S number prior to Contract Award. If needed, your company may obtain one at no cost at [www.dnb.com](http://www.dnb.com). If you are unable to provide/obtain a D-U-N-S number, please indicate so in lieu of the number.

\*Response required

**16 Federal Taxpayer ID Number:\***

\*Response required

**17 California Department of Justice, Office of Attorney General active registration\***

Please provide your active (registration status is current)

- RCT Registration Number
- Renewal/Expiration Date

DOJ Verification Link - <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

\*Response required

**18 SERVICE PROVIDER QUESTIONNAIRE**

18.1 Does your organization confirm that individuals served will meet all required clinical, social, and transitional eligibility criteria for program participation in Section 6.1, Target Population ?\*

- ☐ Yes  
☐ No

\*Response required

When equals "No"

18.1.1 If No, explain:

18.2 Can your organization provide all required fiscal intermediary services, including timely payment processing, documentation retention, reporting, customer service, and recordkeeping in Section 6.2 & 6.3 Services to Provided?\*

- ☐ Yes  
☐ No

\*Response required

When equals "No"

18.2.1 If No, explain:

18.3 Will your organization comply with all program limitations, including not determining eligibility, not negotiating lease terms, and not committing funds beyond approved invoices in Section 6.4 Limits of Authority?\*

- ☐ Yes
- ☐ No

\*Response required

When equals "No"

18.3.1 If No, explain:

18.4 Will your organization ensure all invoices include required documentation and exclude disallowed charges in Section 6.5 Invoice Requirements?\*

- ☐ Yes
- ☐ No

\*Response required

When equals "No"

18.4.1 If No, explain:

18.5 Can your organization operate under the reimbursement model where payments are made to payees first and the County is invoiced afterward in Section 6.6 Funding Model?\*

- ☐ Yes
- ☐ No

\*Response required

When equals "No"

18.5.1 If No, explain:

18.6 Will your organization charge only the approved Administrative Fee and exclude all unauthorized costs in Section 6.7 Fees?\*

- ☐ Yes
- ☐ No

\*Response required

When equals "Yes"

18.6.1 If Yes, What will be the fee, per transaction:

18.7 Will your organization participate in all required monthly meetings with the County in Section 6.8 Meeting Coordination?\*

- ☐ Yes
- ☐ No

\*Response required

When equals "No"

18.7.1 If No, explain:

18.8 Will your organization comply with all required reporting, data submission, financial tracking, documentation standards, and DHCS/BHSA guidance updates in Section 6.9 Reporting Requirement/Financial Management?

- ☐ Yes
- ☐ No

When equals "No"

18.8.1 If No, explain:

18.9 Can your organization provide a single point of contact and respond to County inquiries within two business days in Section 6.10 Communication and Responsiveness ?\*

☐ Yes

☐ No

\*Response required

When equals "No"

18.9.1 If No, explain:

18.10 Will your organization conduct program operations during standard business hours (Monday–Friday, 8 AM–5 PM PT, excluding County holidays) in 6.11 Business Hours?\*

☐ Yes

☐ No

\*Response required

When equals "No"

18.10.1 If No, explain

18.11 Can your organization meet all required performance standards, including timeliness, 98% accuracy, error correction within 72 hours, and audit ready documentation in 6.12 Performance Objectives?\*

☐ Yes

☐ No

\*Response required

When equals "No"

18.11.1 If No, explain:

18.12 Does your organization have staffing that meets program needs, including oversight, payment processing, documentation review, customer service, and compliance in Section 6.13 Staffing Requirements?\*

☐ Yes

☐ No

\*Response required

When equals "No"

18.12.1 If No, explain:

18.13 Does your organization maintain a facility that meets all required safety, regulatory, accessibility, security, technology, and record retention standards in Section 6.14 Facility Requirements?\*

☐ Yes

☐ No

\*Response required

When equals "No"

18.13.1 If No, explain:

**19 Minimum Submission Requirements\***

**19.1 UPLOAD YOUR MINIMUM REQUIREMENTS\***

\*Response required

19.2 Can your organization provide supporting documents upon request?\*

☐ Yes

☐ No

\*Response required

19.3 Can your organization provide a consolidated monthly financial report?\*

☐ Yes

☐ No

\*Response required

19.4 Can your organization provide quarterly aged payables reports and an annual summary?\*

☐ Yes

☐ No

\*Response required

19.5 Can your organization respond to HCA inquiries within two business days?\*

☐ Yes

☐ No

\*Response required

19.6 Can your organization designate a single point of contact?\*

☐ Yes

☐ No

\*Response required

19.7 Can your organization comply with requirements prohibiting eligibility approval, lease negotiation, rule modification, or fiduciary activity?\*

☐ Yes

☐ No

\*Response required

19.8 Does your organization have staffing capacity for timely payment processing?\*

☐ Yes

☐ No

\*Response required

19.9 Are there payment limits or thresholds your organization must follow?\*

☐ Yes

☐ No

\*Response required

19.10 Can your organization comply with an Administrative Fee model based on transitional rent paid?

☐ Yes

☐ No

19.11 Does your organization have a defined monthly invoicing process?\*

☐ Yes

☐ No

\*Response required

19.12 Does your organization agree to participate in required monthly meetings?\*

☐ Yes

☐ No

\*Response required

19.13 Does your organization use a structured communication and collaboration approach?\*

☐ Yes

☐ No

\*Response required

19.14 Does your organization monitor compliance and assess effectiveness?\*

☐ Yes

☐ No

\*Response required

19.15 Can your organization implement written revisions upon agreement with HCA?\*

☐ Yes

☐ No

\*Response required

19.16 Does your organization notify providers or requestors when a payment is completed?\*

☐ Yes

☐ No

\*Response required

19.17 Does your organization limit payment requests or payment totals per business day?\*

☐ Yes

☐ No

\*Response required

19.18 Does your organization distribute payments through specific methods?\*

☐ Yes

☐ No

\*Response required

19.19 Can your organization manage recurring monthly payments?\*

☐ Yes

☐ No

\*Response required

19.20 Can recurring payments be executed automatically on a designated date?\*

☐ Yes

☐ No

\*Response required

19.21 Can your organization submit additional capacity information?\*

☐ Yes

☐ No

\*Response required

Attachments:

A - Fiscal\_Intermediary\_Model Contract\_Fnl

B - Attachment II Forms A-D