

COUNTY OF FRESNO



REQUEST FOR PROPOSAL

NUMBER: 27-002

CDBG SOCIAL SERVICES FOR LOW TO MODERATE INCOME PERSONS

Issue Date: August 25, 2026

Closing Date: SEPTEMBER 24, 2026 AT 10:00 AM

All Questions and Responses must be electronically submitted on the Bid Page on Public Purchase.

For assistance, contact **Amber Nigam** at Phone (559) 600-7110.

BIDDER TO COMPLETE

Undersigned agrees to furnish the commodity or service stipulated in the attached at the prices and terms stated in this RFP.

Bid must be signed and dated by an authorized officer or employee.

COMPANY

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

E-MAIL ADDRESS

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

TABLE OF CONTENTS

	<u>PAGE</u>
OVERVIEW	3
KEY DATES	4
GENERAL REQUIREMENTS & CONDITIONS.....	5
BID INSTRUCTIONS	8
SCOPE OF WORK.....	10
SCOPE OF WORK PROPOSAL REQUIREMENTS	13
COST PROPOSAL.....	15
AWARD CRITERIA	18
PROPOSAL CONTENT REQUIREMENTS.....	19
TRADE SECRET ACKNOWLEDGEMENT	21
DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS.....	22
CERTIFICATION	24
REFERENCE LIST.....	25
PARTICIPATION.....	26
CHECK LIST	27
ATTACHMENTS	28

OVERVIEW

The County of Fresno, on behalf of the Office of Housing and Homelessness (OHH), is requesting proposals from qualified vendors to provide social services programs for low to moderate income (LMI) persons residing in the unincorporated areas of Fresno County and the partner cities of Fowler, Kerman, Kingsburg, Mendota, Orange Cove, Reedley, Sanger and Selma. The funding for these services originates from the federal Community Development Block Grant (CDBG) allocation for Fresno County. CDBG funded services cannot be provided to residents of any non-partner city, including the cities of Clovis and Fresno.

In order to be eligible for CDBG funding, a minimum of 51% of the clients served under this grant must be LMI as defined by the income limits in Attachment A, and 100% of the clients must reside in the unincorporated areas of Fresno County or the partner cities identified above. Clientele who are presumed by the Department of Housing and Urban Development (HUD) to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers) are not obliged to meet the income requirements in Attachment A.

The estimated amount of available funding for FY 2026-2027 is \$104,625. Subsequent fiscal year funding allocations may differ. **The County intends to fund a maximum of three (3) organizations.** It is the County's intent to contract with the successful bidder(s) for a term of two (2) years and nine (9) months, with the option to renew for up to two (2) additional one (1) year periods for a maximum contract term of four (4) years and nine (9) months. Bidders must be able to begin providing services on December 1, 2026. Services are supported with Federal funds and will be monitored in accordance with all applicable Federal funding regulations, including, but not limited to, 2 CFR Part 200.

KEY DATES

RFP Issue Date: **August 25, 2026**

Written Questions for RFP Due: **September 8, 2026, at 10:00 AM**
Questions must be submitted on the Bid Page.

RFP Closing Date: **September 24, 2026, at 10:00 AM**
Proposals must be electronically submitted on the Bid Page.

GENERAL REQUIREMENTS & CONDITIONS

TERM: It is County's intent to contract with the successful bidder(s) for a term of two years and nine months with the option to renew for up to two additional one year periods based on mutual written consent.

The County reserves the right to terminate any resulting contract upon written notice.

AWARD: The award will be made to the vendor(s) offering the proposal that is deemed the most advantageous to the County. Past performance (County contracts within the past seven years) and references may factor into awarding of a contract. The County will be the sole judge in making such determination. The County reserves the right to reject any and all proposals. Award Notices are tentative. Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid Purchase Order by Purchasing. After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

Award may require approval by the County of Fresno – Board of Supervisors.

PARTICIPATION: The bidder may agree to extend the terms of the resulting contract to other political subdivisions, municipalities, and tax-supported agencies. Such participating governmental bodies may make purchases in their own name, make payment directly to the bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

CONFIDENTIALITY: Services performed by the bidder shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

The bidder shall submit to County's monitoring of said compliance.

The bidder may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

The bidder shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County. The bidder shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and their tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor. A specialty contractor cannot contract for work outside of their classification even if they are going to subcontract that work to another licensee who does hold the classification. The only classification that may do that is the B – General Building contractor.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables them to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

DISCLOSURE: The bidder is required to disclose if, within the three-year period preceding the proposal, their owners, officers, corporate managers and partners have been convicted of, or had a civil judgment rendered against them for:

- fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
- violation of a federal or state antitrust statute;
- embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
- false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED: No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

TIE BIDS: In the event of a tie score between two or more proposals at the completion of the evaluation process, the evaluation team will break the tie by re-evaluating the proposals and coming to a consensus on which proposal to award. Additional information or interviews may be requested from bidders with the tied proposals.

DATA SECURITY: Individuals and/or agencies that enter into a contractual relationship with the County for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the County, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of

County data including sensitive or personal client information; abuse of County resources; and/or disruption to County operations.

Individuals and/or agencies may not connect to or use County networks/systems via personally owned mobile, wireless or handheld devices unless authorized by County for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (County or Contractor device) or brought in for use into the County's system(s) without prior authorization from County's Chief Information Officer and/or designee(s).

No storage of County's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The County will immediately be notified of any violations, breaches or potential breaches of security related to County's confidential information, data and/or data processing equipment which stores or processes County data, internally or externally.

County shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to County's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by County in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

AUDITS & RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

PAYMENT: County will make partial payments for all purchases made under the contract and accumulated during the month. Terms of payment will be net forty-five (45) days.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

LICENSES AND CERTIFICATIONS: Any license(s) and/or certification(s) required in this RFP must be obtained by the bidder prior to submitting a proposal and must be active and in good standing. Proposals submitted without the proper license(s) and/or certification(s) will be deemed non-responsive.

PUBLIC CONTRACT CODE SECTION 7028.15: Where the State of California requires a Contractor's license; it is a misdemeanor for any person to submit a bid unless specifically exempted.

BID INSTRUCTIONS

- All prices and notations must be typed or written in ink.
- Unless otherwise noted, prices shall remain firm for 180 days after the closing date of the bid.
- Proposals must be electronically submitted on the forms provided in this RFP with all pages numbered.
- Bidder may not submit links of any kind. Links will not be reviewed and may be cause for rejection.
- Additional material may be submitted with the proposal as attachments. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).
- Bidders must electronically submit their proposal in .pdf format, no later than the proposal closing date and time as stated on the front of this document, to the Bid Page on Public Purchase. The County will not be responsible for and will not accept late bids due to slow internet connection or incomplete transmissions.
- County of Fresno will not be held liable for any costs incurred by vendors in responding to this RFP.
- Bidders are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be electronically submitted in a separate PDF file clearly named "TRADE SECRETS" and marked as Confidential, see Trade Secret Acknowledgement section.
- If a bidder finds any discrepancies or has any questions, submit all inquiries to the Bid Page on Public Purchase or contact Amber Nigam at (559) 600-7110. Any change in the RFP will be made only by written addendum issued by the County. The County will not be responsible for any other explanations or interpretations.
- Failure to respond to all questions or to not supply the requested information could result in rejection of your proposal. Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested.
- Proposals received after the closing date and time will NOT be considered.
- Proposals will be evaluated by an evaluation team led by County Purchasing and may consist of County of Fresno department staff, community representatives from advisory boards, and other members as appropriate. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. Upon review and evaluation, the evaluation team will make the final recommendation to the County department.
- Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 333 W. Pontiac Way, Clovis, CA 93612 and in Word format to CountyPurchasing@fresnocountyca.gov. Appeals should address only areas regarding RFP contradictions, procurement errors, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required. If the appealing bidder is not satisfied with the decision of Purchasing, bidder shall have the right to appeal to the County Administrative Office within seven (7) working days after Purchasing's notification; if the appealing bidder is not satisfied with CAO's decision, the final appeal is with the Board of Supervisors. Please contact Purchasing if the appeal will be going to the Board of Supervisors.

- All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific Analyst managing this RFP is identified on the cover page, along with their contact information, and they should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal appeal against the RFP, such vendor may contact the Purchasing Manager who manages that appeal as outlined in the County's established appeal procedures. All such contact must be in accordance with the sequence set forth under the appeal procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board at scheduled Board Meeting.

SCOPE OF WORK

Background

Community Development Block Grant (CDBG) funds are provided by the U.S. Department of Housing and Urban Development (HUD) for social services to low and moderate income (LMI) persons residing in the unincorporated areas or partnering cities of Fresno County. Partnering cities include Fowler, Kerman, Kingsburg, Mendota, Orange Cove, Reedley, Sanger and Selma. Participating areas and cities receive annual allocations from this grant based on the CDBG Income Limits formula developed by HUD.

The Department of Public Works and Planning administers CDBG for Fresno County and distributes funds to participating departments. OHH is one of those participating departments.

Currently, OHH supports three (3) social services programs through CDBG funding. One program provides shelter, crisis support, therapy, legal assistance and education to victims of domestic violence. Two programs provide supervised, structured recreational and educational programs for at-risk youth. These social service programs currently serve residents in Mendota, Sanger, Selma, and the surrounding rural areas. OHH seeks qualified vendors to provide unduplicated social services for LMI persons residing in the unincorporated areas and partner cities within Fresno County.

Required Service Components

Below are the CDBG requirements. For a more detailed description of the requirements, refer to 24 CFR Part 570 and 24 CFR 570.201(e).

To utilize CDBG funds, proposed services must be either:

- A new service; or
- A quantifiable increase in the level of an existing service.

Exceptions to the requirements listed above can be made if the organization's proposed service is currently funded by CDBG and the proposal is to continue CDBG services.

Qualifying services for CDBG funds must fall into one of two categories. The first is the Area Benefit category. Under this category, 51% of the service area must include LMI households. The LMI of the service area determines if the proposed service qualifies for CDBG funds. Services in this category must benefit the entire population of a specific area. For a more detailed description of the Area Benefit category, please refer to 24 CFR 570.208(a)(1).

The second qualifying category for CDBG funds is Limited Clientele. Under this category, 51% or more of the beneficiaries of a service must be LMI persons. In contrast with the Area Benefit category, it is not the LMI concentration of the service area that determines whether the service qualifies or not, but rather the actual number of LMI persons that benefit from the service. Services in this category provide benefits to a specific group of persons rather than everyone in an area. Services may benefit a particular population without regard to their residence, or they may be a service that provides a benefit to only particular persons within a specific area. For a more detailed description of the Limited Clientele category, please refer to 24 CFR 570.208(a)(2).

Program areas considered for funding include, but are not limited to:

- Employment services (e.g. job training)
- Crime prevention and public safety
- Childcare
- Health services
- Substance abuse services (e.g. counseling and treatment)
- Fair housing counseling
- Education programs

- Energy conservation
- Welfare services (excluding income payments, see Attachment B for definition of “income payments”)
- Recreational services
- Services for senior citizens
- Services for homeless persons

Projects that coordinate or collaborate with other organizations to leverage resources and provide comprehensive approaches to serving clients are encouraged.

Proposals will not be considered for funding if:

- Services involve political activities, ongoing grants or non-emergency payments (defined as more than three (3) consecutive months) to individuals for food, clothing, rent, utilities, or other income payments.
- The services are duplicative. Duplicative services are when the same services are already provided to a target population in the same geographic area with no documented justification demonstrating that this overlapping of service is necessary.

Service Area

CDBG funded services are limited to LMI persons and households residing in the unincorporated areas of Fresno County or the following partner cities:

- Fowler
- Kerman
- Kingsburg
- Mendota
- Orange Cove
- Reedley
- Sanger
- Selma

51% of clients served must be LMI persons or households and 100% must reside within the unincorporated areas of Fresno County or partner cities.

Glossary of Terms

Definitions and further clarification of terms referenced are in Attachment B.

Eligible Organizations

Eligible applicants must be legally established entities and may include, but are not limited to, the following: non-profit corporations, private for-profit organizations, partnerships or sole proprietorships and faith-based organizations. Bidders must demonstrate a successful history of or the capacity for providing the requested services. Furthermore, only one proposal per sponsoring agency will be considered for funding. A sponsoring agency is one with a board of directors (not an advisory board). If more than one proposal per sponsoring agency is submitted, only the highest rated proposal will be considered. The County shall be the sole judge in making such a determination. All other proposals will be rejected.

CDBG Eligibility

CDBG eligibility will be determined by the Department of Public Works and Planning through the responses to questions in Attachment C. Should the proposal be deemed ineligible, the proposal will be considered nonresponsive and will not be reviewed by the selection committee.

Performance Outcomes

Program goals and outcomes must be identified in all proposals. OHH will consider proposed vendor performance outcomes when determining funding recommendations for service agreements. Program outcomes must be measurable and demonstrate the impact of the project and the benefit to participants during the contract period.

SCOPE OF WORK PROPOSAL REQUIREMENTS

Pursuant to instructions included in this RFP, Proposal Content Requirements, a bidder's proposal should include a response to the following.

- A. PROJECT SUMMARY:** Limit to one page or less. Highlight the key elements of the proposal and the purpose of the project.
- B. PROBLEM AND NEED DESCRIPTION:** Describe and quantify the problem and the need to which the project will respond. Define the target population this project proposes to serve and whether the project is targeting individuals or family groups. Use the most current local data and statistics available, citing all sources of supporting data. If supporting data is older than three years, explain why.
- C. PROJECT OVERVIEW:** Give an overview of the proposed project. Describe the proposed response to the problems and needs documented in Section B. State whether this is a new project or the expansion of an existing program beyond what was provided in the previous twelve months. Cite specific theoretical research or other "best practice" foundations for the proposed project.
- D. IMPLEMENTATION PLAN:** Provide a realistic timeframe of when implementation of the proposal will begin and outline the various stages of services in a timeline.
- E. EXISTING SERVICES:** Compare and contrast the proposed project with existing local programs that currently address the needs of the project's target population. If the proposed project is the same as or similar to existing services provided to the target population, provide justification demonstrating that this overlapping of services is necessary. Provide examples of how collaboration with other institutions (e.g. County of Fresno, Fresno-Madera Area Agency on Aging, Universities, First 5 Fresno County, etc.) and service providers have enhanced or will enhance the effectiveness of existing programs.
- F. ORGANIZATIONAL READINESS:**
 - Provide an organizational chart, including how this project is integrated into your overall management structure. Include volunteers and proposed staff to be funded in the organizational chart.
 - Provide a description of the respective roles of the Board of Directors, line staff, management and others in the development of the project. Attach job descriptions that include minimum qualifications, duties and salary ranges for each position. Include resumes of currently filled positions and sample job descriptions for vacant positions. List the Executive Director's percentage of time spent on this project and identify how the Executive Director will be funded for the time spent on this proposed project.
 - Detail plans for ensuring that clients have an active role in development of the project and the operations. Cite examples of client participation in the evaluation of the responsiveness to the identified need, as well as the timeliness of rendered services.
 - Describe the evaluation process, including a list of the measurement tools to be used.

- Describe how the proposed project fits into your agency's overall objectives.

G. BUDGET/COST PROPOSAL: Bidders must submit a proposal using the budget format provided (see Cost Proposal Section). For any line items that require additional information in the Proposed Budget Detail, a detailed description of the costs must be included in the Budget Narrative.

H. CDBG ELIGIBILITY FORM: Bidders must submit responses on the CDBG Eligibility Form (Attachment C). Should the proposal be deemed ineligible, the selection committee will not review the proposal.

I. PERFORMANCE OUTCOMES AND EXPECTATIONS: Progress of outcomes will be monitored through monthly activity reports, in addition to regular meetings and site visits.

Bidders are requested to propose estimated fiscal year outputs for the following metrics:

1. The number of unduplicated clients entering program.
2. The percentage of client participation for each service activity provided. For example:
 - a. 90% of youth will attend tutoring sessions
 - b. 75% of youth will participate in a sport or recreational activity
3. The number of presentations to be provided.
4. The percentage of clients who will attend presentations.

Bidders are requested to propose estimated fiscal year outcomes for the following metrics:

1. Percentage of each service activity. For example:
 - a. 95% of youth will show an improvement in grades in at least two subjects.
 - b. 80% of youth will increase their physical activity.
2. Percentage of clients attending presentations who demonstrate an improved understanding of the topic presented.

Attach examples of your assessment and client tracking tools, including any example surveys.

TARGET POPULATION: Provide demographic information for the total number of unduplicated clients for this project only. "Unduplicated" refers to the number of distinct individuals to be served each year. (Attachment D)

COST PROPOSAL

Use this section to detail all individual and aggregate expenses in support of your proposal. Bidders are expected to present their proposed expenses in a clear and concise manner that will allow the Review Committee to readily discern the full and true cost associated with each task, activity and/or deliverable. Include rates for all services, materials, equipment, etc., to be provided under the proposal for each contract year.

Cost proposals should include an itemized and detailed nine (9) month budget for FY 2026-27 based on a tentative maximum compensation of \$34,875 and for four years beginning with FY 2027-28 through FY 2030-31 based on a tentative maximum compensation of \$45,000.

Subsequent year's budgets will be based on annual CDBG federal allocations. Due to variability of annual CDBG federal funding, the selected bidder will need to adjust their budget accordingly. If the allocation in any year is different from the initial year's allocation, a new budget will be required based on the reduced or increased funding for that year. If the allocation in any subsequent year remains the same, no new budget will be required.

All amounts should be rounded to the appropriate whole number, e.g., \$10.15 should be shown as \$10, or \$10.80 should be shown as \$11.

To the extent permitted by State and Federal rules and regulations, a one-time advance payment of up to twenty (20) percent of the total first year annual compensation may be requested for start-up cost. Approval of the advance payment is at the sole discretion of the Department Head or designee. To receive an advance, a request must be part of the proposal made in writing with a detailed explanation and indicating the exact dollar amount requested. If approved, the funding request can be made any time following the Board of Supervisors' approval of the contract, but prior to submitting the first invoice. OHH will automatically deduct equal installments from claims submitted for the final six months of the first 12-month contract term.

All proposals must have the following (See Attachment E):

A. Proposed Budget Summary

Provide a complete budget for the services that are proposed. Any additional budget categories should be added in the space provided, including start-up items and on-going materials or supplies.

B. Proposed Personnel Detail

Salaries

Position: Show each staff position that will be providing services.

% Of Time: Indicate the percentage of time for which the individual will provide services under the term of the contract.

Number of Months: State the number of months the individual will receive a salary or wages.

Monthly Salary/Hourly Wages: State the individual's total monthly salary, or if paid by the hour, indicate hourly wage multiplied by the number of hours per month.

Salary/Wages Funds Requested: Total staff salaries/wages to be paid through this contract.

If the program uses volunteer personnel in the ongoing delivery of services, include the position title, number of hours provided by the volunteer, and the job duties on a separate sheet of paper.

Payroll Taxes

This includes FICA, SUI, and SDI. List each cost separately and show computations.

Note: The FICA rate is currently 7.65%, which must be paid for all staff. The SUI rate varies for each agency, and the cost is computed on the first \$7,000 of salary/wages paid each year.

Benefits

This includes Health Insurance, Life Insurance, Retirement, and other benefits that should be specified. For multi-year contracts with non-profit organizations that primarily serve Fresno County, the administrative and employee benefits costs should be both reasonable and necessary for the administration of the program.

C. Proposed Budget Detail

Show detailed descriptions for Services and Supplies only. Account numbers for each category are listed on the Proposed Budget Summary page. All items to be funded must be shown in detail on this budget page and should be shown on a monthly basis whenever appropriate. Provide as much detail as possible for each category. If more than one item is included in the same category, show the total for the Subtotal Column again in the Total Column. (See example below)

Budget Line Item Category/Description & Calculation Subtotal

0250	INSURANCE	
	General Liability	150
	Fire and Theft	100
	Worker's Compensation @ 2.3%	675
	Total	\$925
0400	EQUIPMENT	
	1 chair @ \$10/mo. x 12 mo.	120
	1 desk @ \$20/mo. x 12 mo.	240
	1 file cabinet @ \$10/mo. x 12 mo.	120
	Total	\$480

Indirect Costs

Should the bidder include indirect costs, this category has one of two methods that a bidder can select.

- 1) The bidder has an indirect cost rate approved by a federal agency. The bidder must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgment that the applicant is accepting a lower rate than allowed.
- 2) 2 CFR Part 200.414, "Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC)...When applying the de minimis rate, costs must be consistently charged as either direct or indirect costs and may not be double charged as both."

D. Proposed Budget Detail Narrative

The narrative should provide an explanation of the proposed budget amount that will be spent on each budget line item. There is no recommendation for page length. Include explanation of any line-item expenditure that may be unclear to a reviewer who is unfamiliar with your organization. If the provided budget template lacks sufficient space for this, include additional forms to provide further explanation.

AWARD CRITERIA

All proposals will be evaluated using the same criteria. While cost is important, other factors are also significant, and the County may not select the lowest cost proposal. The objective is to choose the proposal that offers the highest quality services and will best achieve the County's goals and objectives within a reasonable budget. Evaluations will be based on the criteria below.

1. Is the service described in the proposal eligible for CDBG funding?
2. Does the bidder provide a comprehensive response, consistent with the intent of the RFP, to all areas listed in the Scope of Work Proposal Requirement section?
3. Does the bidder provide company information that demonstrates their experience and capacity to provide the requested services?
4. Is the implementation plan reasonable?
5. Does the bidder provide all information requested in the Cost Proposal, and is the proposed budget in the County's best interest?

PROPOSAL CONTENT REQUIREMENTS

It is required that the vendor submit his/her proposal in accordance with the format and instructions provided under this section.

- I. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. **The Contractor must provide a statement addressing the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest.** This section will be reviewed by County Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.
- V. TRADE SECRET:
 - A. Sign where required.
- VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS
- VII. REFERENCES
- VIII. PARTICIPATION
- IX. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:
 - A. Exceptions to General Conditions.
 - B. Exceptions to General Requirements.
 - C. Exceptions to Specific Terms and Conditions.
 - D. Exceptions to Scope of Work and/or Scope of Work Proposal Requirements.
 - E. Exceptions to Proposal Content Requirements.
 - F. Exceptions to any other part of this RFP.
- X. VENDOR COMPANY DATA: This section should include:
 - A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
 - B. Descriptions of any similar or related contracts under which the bidder has provided services.
 - C. Descriptions of the qualifications of the individual(s) providing the services.

- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
- E. A brief description of the bidder's current operations, and ability to provide the services.
- F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**
- G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency
- H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
- I. Describe any payment problems that you have had with the County within the past three (3) years:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.

XI. SCOPE OF WORK:

- A. Bidders are to use this section to describe the essence of their proposal.
- B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work Proposal Requirements" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work Proposal Requirements" items. Each description should begin with a restatement of the "Scope of Work Proposal Requirements" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
- C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
- D. A complete description of any alternative solutions or approaches to accomplishing the desired results.

XII. COST PROPOSAL: Proposals may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.

XIII. CHECK LIST

TRADE SECRET ACKNOWLEDGEMENT

Each proposal submitted is public record under the California Public Records Act (Cal. Gov. Code, secs. 7920.000 and following) and is therefore open to inspection by the public as required by Section 7922.525 of the California Government Code. The County will not exclude any proposal or portion of a proposal from treatment as a public record except information that it is properly submitted as a "trade secret" (described below) and determined by the County to be a "trade secret" (if not otherwise subject to disclosure, as stated below).

Information submitted as "proprietary", "confidential" or under any other terms that might state or suggest restricted public access will not be excluded from treatment as public record.

A general description of a "trade secret" is information, including a formula, pattern, compilation, program, device, method, technique, or process that derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use and is the subject of efforts to maintain its secrecy.

Requirements for Consideration as a Trade Secret:

- 1. Information must be submitted in a separate PDF file titled "Trade Secret"**
- 2. Information must include a clear and concise statement that sets out the reasons the information qualifies as a Trade Secret.**
- 3. Information must conform to the above description of a Trade Secret.**

Information submitted by a bidder as trade secret will be reviewed by County of Fresno's Purchasing Division, with the assistance of the County's legal counsel, to determine conformance or non-conformance to the foregoing description.

Information that is properly identified as "trade secret" and which the County determines to conform to the description will not become public record (if not otherwise subject to disclosure, as stated below). The County will safeguard this information in an appropriate manner, provided however, in the event of a request, demand, or legal action by any person or entity seeking access to the trade secret information, the County will inform the bidder of such request, demand, or legal action, and the bidder shall defend, indemnify, and hold harmless the County, including its officers and employees, against any and all claims, liabilities, damages, or costs or expenses, including attorney's fees and costs, relating to such request, demand or legal action, seeking access to the trade secret information.

Information submitted by bidder as trade secret and determined by the County not to be in conformance with the above requirements for consideration as a trade secret shall not be treated as a trade secret.

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if (1) they are not electronically submitted in a separate PDF that is marked "Trade Secret"; or (2) disclosure thereof is required or allowed under the law or by order of court.

Bidders are advised that the County does not wish to receive trade secrets and that bidders are not to supply trade secrets unless they are absolutely necessary.

BIDDER MUST CHECK ONE OF THE FOLLOWING:

Has bidder complied with all of the requirements for consideration as a trade secret listed above?

By marking "**NO**", bidder does not claim any bid information submitted to the County is a trade secret.

☐ **YES** ☐ **NO**

I have read and understand and agree to the above "Trade Secret Acknowledgement."

ACKNOWLEDGED AND AGREED BY BIDDER:

Signature	Date
Print Name	Title

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

1. Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - a. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - b. violation of a federal or state antitrust statute;
 - c. embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - d. false statements or receipt of stolen property
2. Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<https://sam.gov/content/home>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Date: _____

(Printed Name & Title)

(Name of Agency or Company)

REFERENCE LIST

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

Provide a list of at least five (5) customers for whom you have recently provided similar services. If you have held a contract for these or similar services with the County of Fresno within the past seven (7) years, list the County as one of your customers. Please list the person most familiar with your contract. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

*** Note: This form/information is not rated or ranked for evaluation purposes.**

☐

Yes, we will extend contract terms and conditions to all qualified agencies within the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter and other tax supported agencies.

☐

No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included are important requirements the bidder is responsible to submit with the RFP package in order to make the RFP compliant.

Check off each of the following (if applicable):

1. _____ Signed cover page of Request for Proposal (RFP).
2. _____ Check <http://www.FresnoCountyCA.gov/departments/internal-services/purchasing/bid-opportunities> for any addenda.
3. _____ Signed cover page of each Addendum.
4. _____ Provide a Conflict of Interest Statement.
5. _____ Signed *Trade Secret Form* as provided with this RFP (Trade Secret Information, if provided, must be electronically submitted in a separate PDF file and marked as Confidential).
6. _____ Signed *Criminal History Disclosure Form* as provided with this RFP.
7. _____ Signed *Participation Form* as provided with this RFP.
8. _____ The completed *Reference List* as provided with this RFP.
9. _____ Attachment C - CDBC Eligibility Form.
10. _____ Attachment D - Consumer Population
11. _____ Attachment E – Cost Proposal completed in Excel Format.
12. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
13. _____ Bidder's response does not contain any links as stated in the Bid Instructions.
14. _____ Bidder's proposal, in PDF format, electronically submitted to the Bid Page on Public Purchase.

Return Checklist with your RFP response

ATTACHMENTS

- A. Income Limits**
- B. Glossary of Terms**
- C. CDBC Eligibility Form**
- D. Consumer Population**
- E. Cost Proposal**