

**ADDENDUM ONE TO THE REQUEST FOR PROPOSAL (RFP)
FOR THE PROVISION OF THE COMMUNITY SERVICES AMERICAN
INDIAN BLOCK GRANT (CSAIBG) PROGRAM SERVICES
RFP No.: CSAIBG-1216**

The purpose of this Addendum is to amend sections of the RFP as provided below.

Addendum One to the Request For Proposal # CSAIBG-1216 shall cause the following corrective revisions which are noted below in **bold**.

1. RFP, Section 3.4, Proposal Evaluation and Criteria, has been revised to read as follows:

Any reviews conducted during the evaluation of the Proposal may result in a point reduction. The maximum points available for the combined Proposals (Business and Cost Proposals) submitted is **eight hundred and five (805) points, with five hundred and fifty five (555) points** available for the Business Proposal and two hundred and fifty (250) points available for the Cost Proposal. A threshold score of five hundred and sixty four (564) points combined is required to be eligible for a contract. However, a score of five hundred and sixty four (564) points is not a guarantee that a Proposer will be awarded a contract. The evaluation will consist of the following point allocations:

3.4.1 Business Proposal Evaluation (**maximum 555 points**)

- 3.4.1.1 Proposer's Background and Experience (85 Points): Proposer will be evaluated on their mission statement, number of years in operation, and experience in serving the target population, as well as its experience and capacity as a corporation or other entity to perform the required services, based on information provided in Section 2.8.3.1 of the RFP.
- 3.4.1.2 Proposer's References (40 Points): Proposer will be evaluated on the verification of references provided in accordance with Section 2.8.3.2.1, Prospective Contractor References, Section 2.8.3.2.2, Prospective Contractor List of Contracts, and Section 2.8.3.2.3, Prospective Contractor List of Terminated Contracts of the RFP and, at County's discretion, a review of the County's Contract Data Base.

- 3.4.1.3 Proposer's Pending Litigation and Judgment (25 Points): A review will be conducted to determine the magnitude of any pending litigation or judgments against the Proposer pursuant to Section 2.8.3.3 of the RFP.
- 3.4.1.4 Qualifications of Proposer's Personnel (45 Points): Proposer will be evaluated on the ability to meet the mandatory staffing requirements outlined in Appendix B, Statement of Work, Section 4.0 Contractor Personnel, pursuant to Section 2.8.4.1 of the RFP.
- 3.4.1.5 Employment Programs (45 Points): Proposer will be evaluated on its plan to provide information regarding employment, job development and provide counseling of unemployment, underemployment, job search skills formation of job clubs and/or identification of jobs in accordance with Appendix B, Statement of Work, Section 3.3.
- 3.4.1.6 Education Services (45): Proposer will be evaluated on its plan to:
 - 1) Provide advice and guidance to clients regarding their educational aspirations and opportunities such as counseling to students-at-risk, dropouts, and youth seeking scholarships to college or technical schools, and adults seeking educational resources;
 - 2) Conduct educational activities to inform the general public of the problems and solutions related to poverty in their community;
 - 3) Provide child care services and conduct child development classes which provide instructions and support for working parents as well as direct instructions on parenting skill.
- 3.4.1.7 Housing Services (45): Proposer will be evaluated on its plan provide emergency housing, whether in the form of shelter, vouchers or cash payments to hotels, motels or Self-Help Housing Assistance.
- 3.4.1.8 Emergency Services (45): Proposer will be evaluated on its plan to provide clients with emergency assistance.
- 3.4.1.9 Nutrition (45): Proposers will be evaluated on its plan to provide nutrition assistance in the form of Brown Bag and /or Congregate Feeding Services.
- 3.4.1.10 Linkages (45): Proposer will be evaluated on its plan to:
 - 1) provide information and referrals to clients inquiring about available services and resources;
 - 2) Provide the appropriate counseling for families and individuals;
 - 3) Provide transportation services that convey clients to services;
 - 4) Provide clients with social and recreational services;
 - 5) Provide legal aid or paralegal services to advocate client's rights in areas relating to poverty.
- 3.4.1.11 Health Services (45): Proposer will be evaluated on its plan to provide direct and/or referral based Medical and Dental Services.
- 3.4.1.12 Facilities, Equipment, and Material Resources (10): Describe the facilities and material resources (e.g., computers, hand-outs, flyers, etc.) the Proposer intends to utilize in order to provide

CSAIBG Program Services. Explain how these facilities and resources comply with the Program requirements and how the Proposer's program operations will ensure service to the target population.

3.4.2 Green Initiative (5 Points): Proposer will be evaluated on Proposer's plan for complying with the green requirements as described in Section 2.8.5 of this Proposal.

3.4.3 Quality Control Plan (5 Points):

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) Chart and Appendix B, Statement of Work, Section 1.0 Scope of Work.

3.4.4 Business Proposal Required Forms (5 Points):

3.4.4.1 Proposer will be evaluated on their ability to complete the following forms in the following order as provided in Appendix E, Required Forms, within the Business Proposal:

- Exhibit 1 Proposer's Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies.
- Exhibit 2 Prospective Contractor References
- Exhibit 3 Prospective Contract List of Contracts
- Exhibit 4 Prospective Contractor List of Terminated Contracts
- Exhibit 5 Certification of No Conflict of Interest
- Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7 Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form
- Exhibit 8 Proposer's EEO Certification
- Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 10 Contractor Employee Jury Service Program - Certification Form and Application for Exception
- Exhibit 11 Certification of Independent Price Determination & Acknowledgement of RFP Restrictions
- Exhibit 12 Charitable Contributions Certification (if applicable)
- Exhibit 13 Transitional Job Opportunities Preference Program (if applicable)
- Exhibit 14 Certification of Compliance with the County's Defaulted Property Tax Program Form

3.4.4.2 The following documents must also be included within the Business Proposal (which must be current):

- Proposer's Organizational Chart: The Chart shall cover the Proposer's entire Organization
- Proposer's Board of Directors Roster
- Tax Status/Business License (Provide copy)
- By-Laws (Provide copy)
- Articles of Incorporation/Charter/Joint Powers (Provide copy)

3.4.4.3 Proposer will also be evaluated on their ability to procure, maintain, and provide to County evidence of Contractor's insurance at the coverage levels required by County.

3.4.5 Proposer's Financial Capability (20 Points): Proposer will be evaluated on the Proposer's company's most current and prior two (2) **program** years (for example 2010 and 2009) financial statements and any significant findings which may impact the financial solvency of the Proposer. Statements should include the Proposer's assets, liabilities and net worth.

3.5 Cost Proposal Evaluation Criteria (250 Points)

3.5.1 Cost effectiveness of the Proposer's service/program (250 Points): The maximum number of possible points will be awarded based on the completeness of the narrative (Which includes Appendix D, Exhibits 1 and 2) All other Proposals will be compared to the lowest cost and points awarded accordingly. The Cost Proposal shall be rated on the following:

3.5.1.1 Narrative (130 Points): The Proposer will be evaluated on completeness (include both a formula and justification for all budgeted costs for both funding sources).

3.5.1.2 Costs are reasonable and program related (60 Points)

3.5.1.3 Calculations should be accurate and reflective of the Budget (60 Points)

3.5.2 Should one or more of the Proposers request and be granted the Local SBE Preference and/or Transitional Job Opportunities Preference, the cost component points will be determined as follows:

3.5.2.1 Local SBE Preference: Five percent (5%) of the lowest cost proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference.

3.5.2.2 Transitional Job Opportunities Preference: Five percent (5%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all Proposers who requested and were granted the Transitional Job Opportunities Preference.

All other sections of the RFP shall remain unchanged and in full force and effect.